PCNC
PHILIPPINE COUNCIL FOR NGO CERTIFICATION

LIST OF SUPPLEMENTAL DOCUMENTS

The following documents, **if available**, must be prepared and made accessible to the Evaluation Team for review and verification during the conduct of the evaluation. These documents are in addition to the documents listed in **PCNC Form 101** that must be submitted to PCNC.

The NGO-applicant is not expected to have all of these documents. Only those with asterisk (*) are required. However, these documents will be used to verify the NGO-applicant's ratings in the Self-Assessment and Peer-Appraisal Tool (SAPAT).

If the evaluation will be conducted onsite, these documents will be inspected onsite and need not be submitted to PCNC. However, in case of online evaluation, the Evaluation Team may request soft copies of these documents.

I. **Legitimacy**
- *Business permit and other required permits

II. **Organizational Purpose**
- Documented statements of mission, vision and goals
- Documented statement of core values

III. **Governance and Leadership**
- *Minutes of board meetings
- Governance policies and procedures including selection/election and term of office of board members (e.g., Governance Manual)
- Strategic plan
- Annual Work Plan and Budget
- Organizational performance management system

IV. **Program/Operations Management**
- Program/service plan or similar document (e.g., Theory of Change, Logical Framework Analysis, Results Framework)
- *Annual program implementation plan and budget
- Policies and procedures on program design, planning, implementation, monitoring and evaluation
- Policies and procedures on grant management and donor engagement
- Partnership agreement (e.g., MOA with donor or implementing partner)
- Risk management plan
- Sample program monitoring and progress reports
- Program evaluation system and sample evaluation report

V. Collaboration
- Partnership policy or guidelines, if any
- Proof of membership/participation in any NGO networks, coalitions or development councils

VI. Administration
- *Organization design or table of organization
- Job descriptions
- *Administrative policies and procedures covering human resources management, procurement, asset management, safety and security, general services.
- *Payroll/Alphalist
- 201 File, sample
- Staff performance management and development policies or plan
- Service continuity policy or plan
- Anti-fraud and anti-corruption policy
- Code of Conduct/Ethics

VII. Financial Management and Sustainability
- Bank reconciliation statements
- *Passbook
- *Secretary's Certificate or board resolution on authorized check signatories
- *Sample check disbursement voucher with complete attachments
- *Job description of the Accountant/Bookkeeper and Cashier/Cash Custodian
- *Accounting and Finance policies and procedures
- *Internal control policies and procedures
- *Financial plan or budget
- Program/project budget performance report
- Grant agreement or funding commitment from donors
- Investment policy (if the organization has investments or endowment fund)
- Fundraising or resource mobilization or sustainability policy or plan

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