 NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-OO-00	
	OFFICE ISSUANCE	Revision No. 01 Effectivity Date: January 3, 2019
	OFFICE ORDER	Page 1 of 3

Office Order No. 2020-03-038

Date : March 25, 2020

To : **ALL CONCERNED**

Re : **Guidelines on the Processing of Provisional Certificates of Accreditation Under the Enhanced Community Quarantine Period**

I. Background

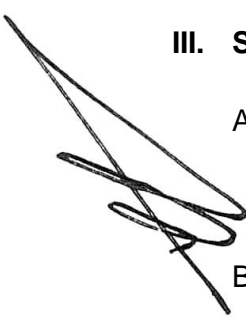
In light of the recent issuance of the Office of the President, Memorandum Circular dated 16 March 2020 on the imposition of the Enhanced Community Quarantine (ECQ) over the entire Luzon and the public health risk posed by the Novel Coronavirus Disease 2019 (COVID-19) situation, the National Commission for Culture and the Arts (NCCA) has adopted a Work From Home (WFH) arrangement from 18 March 2020 until 12 April 2020 or until such time that the Enhanced Community Quarantine (ECQ) shall have been lifted. This is in observance of the strict home quarantine policy being implemented in the Executive Branch and the suspension of the mass public transport facilities.

II. Rationale


The Accreditation and Grants Processing Section (AGPS) continues to receive requests for the processing of accreditation certificates from different Individuals and Organizations in spite of the current conditions. These were mostly requests being processed before the ECQ was imposed.

Following the order of the President that the Executive Branch shall continue its work, the AGPS recommends the following Guidelines in the Processing of the Accreditation Certificate during this time.

III. Specific Guidelines

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- A. The AGPS shall continue to follow NCCA-Board Resolution 2017-265 titled "Guidelines for the Accreditation of Individuals, Organizations and Government Agencies by NCCA".
 - B. Complete documents shall be submitted online with the understanding that original copies of documents shall be provided once the situation has normalized.



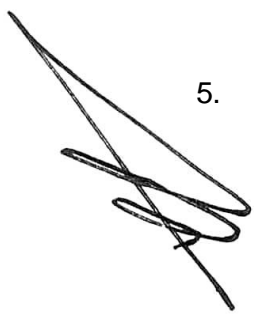
	NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-OO-00	
	OFFICE ISSUANCE	Revision No. 01	Effectivity Date: January 3, 2019
	OFFICE ORDER	Page	2 of 3


Since the declaration of the ECQ happened on a weekend, documents/files which were at the office, as well as clearance forms that were en route, remains in the office. Therefore, proponents/grantees must resubmit e-copies of documents to the AGPS staff online.

- C. Only complete and verified documents shall be processed.
- D. NCCA shall support the staff of AGPS through the granting of Internet Allowances and the release of the March and April Communication Allowances for the appropriate staff in order to facilitate unimpeded WFH arrangement adapted by the Commission. This will be for coordination, announcements, updates, information/dissemination of accreditations, grants processing and MOA through text, calls, emails and messengers.
- E. Verification of documents within the NCCA shall be confirmed by the respective counterparts and approved by the Division Chiefs through a group chat room that the AGPS shall create.

IV. Procedures:

1. Copies of documents shall be submitted online through email at accreditation@ncca.gov.ph
2. The AGPS staff shall then verify the documents and check for its completeness.
3. Once verified and complete, the AGPS staff shall invite the appropriate counterpart from the Finance or bookkeeper, Project Monitoring and Evaluation Division (PMED) and the Legal Officer in a group chat room created by the AGPS. Finance counterpart or bookkeeper shall confirm if the proponent/grantee has no unliquidated projects or clear from financial obligations (with an audit analysis if possible) and shall be approved by the Division Chief. PMED shall confirm if the proponent has completed its previous project (with an assessment report and acceptance of output if possible) approved by the Division Chief. The legal officer shall confirm if there is no derogatory record or any legal matters to attend to.
4. Once cleared by every counterpart, the AGPS will issue a temporary certificate of accreditation for the Executive Director to sign through e-signature.
5. Once the situation has normalized the AGPS shall issue an antedated NCCA sealed and signed Certificate of Accreditation.




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	OFFICE ISSUANCE	Revision No. 01	Effectivity Date: January 3, 2019
	OFFICE ORDER	Page	3 of 3

V. Effectivity:

These guidelines shall be effective immediately upon approval by the Executive Director and shall continue to be enforced until 12 April 2020 or until such time the Enhanced Community Quarantine shall have been lifted.



AL RYANS. ALEJANDRE, D.P.A.
Executive Director



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

PROVISIONAL CERTIFICATE OF ACCREDITATION

This is to certify that

_____ with address at _____
_____ has complied with the qualifications and documentary requirements in accordance with the Guidelines for the Accreditation Process of Proponents of the National Commission for Culture and the Arts (NCCA).

This provisional certificate is being issued during the implementation of the Enhanced Community Quarantine by the Philippine Government and it is for the sole purpose of accreditation of NCCA proponents in compliance with NCCA Resolution No. 2017-265 and shall be valid until a final certification can be issued.

Issued this _____ day of _____ 2020 in Manila, Philippines.

AL RYAN S. ALEJANDRE, D.P.A.

Executive Director

Republic of the Philippines • Office of the President

NATIONAL COMMISSION FOR CULTURE AND THE ARTS