

Reference No. _____
Date: _____

REQUEST FORM FOR CERTIFICATE OF DONATION

Entity Type:		
CUSTOMER INFORMATION		
Name of Donor:		
Address:	Contact No.: TIN: Email:	
Authorized Representative:	Contact No.:	
DETAILS OF DONATION		
<input type="checkbox"/> Cash	<input type="checkbox"/> Personal Property(ies)	<input type="checkbox"/> Real Property(ies)
Purpose of Donation:		
For Calamities:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Amount (for Cash Donation):		
Net Book Values/Cost (for In-Kind Donation):		
Purpose of Donation:		
Name and Signature of Requester:		
Position:		
Required supporting documents: (should be Original copies)		
1. Donor must submit:		
<ul style="list-style-type: none">• Filled-up request form;• Notarized Deed of Donation;• Official Receipt for Cash Donation;• Acknowledgement Receipt and Delivery Receipt for Donations in Kind.		
2. Authorized representative must submit:		
<ul style="list-style-type: none">• above mention supporting documents;• Authorization letter from the donor;• Photocopy of government-issued ID of the donor and the authorized representative.		
Note: Only request with complete documents will be accepted.		

Request Form (DSWD-FMS-GF-002)

CLAIM STUB FOR CERTIFICATE OF DONATION

Reference No. _____ Date: _____

Name of Requesting Party _____
Date of Release: _____ Expected Time of Release: _____
Look for _____
Contact No.: Central Office / Field Office VIII email address: accounting.fo8@dswd.gov.ph Field Office concerned
Presentation of the following documents upon claiming of the Certification:
1. Donor:
<ul style="list-style-type: none">• Claim Stub or Printed Email Acknowledgement Receipt and original copy of supporting documents
2. The Authorized representative:
<ul style="list-style-type: none">• Above mention supporting documents; and• Authorization letter for the representative, if claimed by person other than the donor, together with the photocopy of the latter's government-issued ID.
Note: NO FEES are to be paid on the request certification