**Attachments required:**

IMPORTANT:

* + - 1. Processing of project proposals commences only upon submission of complete documents. INCOMPLETE REQUIREMENTS SHALL BE RETURNED TO PROPONENTS FOR COMPLETION WITHIN FIVE (5) DAYS UPON RECEIPT.
      2. Mark “☑” if the requested document is part of the submission:

| **Document** | | **Description** |
| --- | --- | --- |
|  | 1. **Endorsement letter from the Head of the Agency** | The letter should indicate the following: |
| 1. Project name |
| 1. Brief description |
| 1. Intended outcomes and outputs |
| 1. Implementation period |
| 1. List of all documents being submitted in support of the project proposals |
| 1. Full and unqualified endorsement of the Head of Agency |
|  | 1. **Certification of Eligibility** | Signed by the Head of Agency, the certification should indicate that the proposed project does not fall under any of the following:   1. Projects of NGAs that fall within the devolved functions and services of the LGUs. Otherwise, the LGU should have a counterpart investment in the project; 2. Existing projects of NGAs that are funded under Tier 1 of the GAA; and 3. Projects that are already enrolled in other existing PCBs or funded by development partners and other government funding. |
|  | 1. **PCB-SDG project proposal** | The project brief should contain the following information: |
| 1. Project title |
| 1. Flagship program |
| 1. Brief description which shall include details on the following:    1. Flagship program to be enrolled in    2. SDG focus    3. Target Beneficiaries or Areas |
| 1. Objective statement |
| 1. Funding requirement |
| 1. Implementation period |
| 1. Proponents    1. Implementing entity    2. Focal person and contact details |
| 1. List of SDG target, indicators or results outcome |
| 1. Sustainability plan |
| 1. Other stakeholder(s) involved |
|  | 1. **SDG Responsiveness Form** | The form indicates the lagging SDG targets and indicators that the project is responding to. |
|  | 1. **Project Work and Financial Plan** | The document describes all the expenses that the project will incur. |
|  | 1. **Designation form of agency’s PCB focal person** | Signed by the Head of Agency, the form should indicate the agency’s focal person, who is authorized to coordinate and enroll the agency’s programs, activities, and projects under the PCB-SDG into the DBM’s Online Submission of Budget Proposals System (OSBPS), upon approval of the DBCC’s Subcommittee on the SDGs. |
|  | 1. **Other supporting documents, if any: (Please specify.)** |  |