**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.)**
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