

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

August 12, 1981

MEMORANDUM
No. 145, s. 1981

BIR-NEDA IMPLEMENTING RULES CONCERNING
CHARITABLE CONTRIBUTIONS

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities

1. For the information and guidance of all concerned, inclosed is a copy of BIR-NEDA Regulations No. 1-81, implementing paragraph (h), Section 30, National Internal Revenue Code, as amended by Batas Pambansa Blg. 45, concerning charitable and other contributions.
2. Attention is invited to Section 4 of these regulations, which sets forth the procedures and guidelines to be followed in the preparation of the National Priority Plan (NPP), i.e., the list of priority government programs, projects, and activities, donations to which shall be fully deductible from the donor's taxable income.
3. It is desired that the appropriate NEDA forms be accomplished if the projects fall within the purview of BIR-NEDA Regulations No. 1-81. The accomplished forms should be submitted to this Office, attention: Project Development and Evaluation Division, Planning Service, not later than September 30 for inclusion in the National Priority Plan.
4. Immediate dissemination and compliance with this Memorandum is desired.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incl.: As stated

Reference:
None

Allotment: 1-2-3--(D. O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

- BUREAUS & OFFICES
- CONTRIBUTIONS
- PROJECTS
- RULES & REGULATIONS

BIR-NEDA REGULATIONS NO. 1-81

SUBJECT BIR-NEDA REGULATIONS TO IMPLEMENT PARAGRAPH (h), SECTION 30, NATIONAL INTERNAL REVENUE CODE, AS AMENDED BY BATAS PAMBANSA BLG. 45, CONCERNING CHARITABLE AND OTHER CONTRIBUTIONS

T O : All BIR and NEDA Officers, Donors, Donees and Others Concerned

SECTION 1 Scope - Pursuant to the provisions of Section 2 of Batas Pambansa Blg 45, in relation to Sections 4 and 326 of the National Internal Revenue Code, these regulations are promulgated to provide the procedure to be followed by

- A The Bureau of Internal Revenue (BIR) in determining the qualifications of donee institutions and the requirements for the deductibility or the non-deductibility of donations in general,
- B. The National Economic and Development Authority (NEDA) in the formulation and implementation of the NEDA national priority plan

SEC. 2. Definitions. In these REGULATIONS unless the contrary intention appears, the following terms:

- A. "Government" means the Government of the Philippines or any of its agency or political subdivision and includes
 - (a) ministries, agencies, bureaus, commissions and authorities, including state colleges and universities,
 - (b) autonomous regional, provincial, city and municipal governments,
 - (c) fully-owned government corporations.
- B "Government Corporation" means a fully-owned government corporation which is a body corporate created by special law the capital of which is owned wholly by the Government or another Government Corporation.
- C. "National Priority Plan" shall refer to the annual list prepared by the NEDA, containing priority programs, projects and activities of the Government and those of Government Corporations in the following sectors: education, health, youth and sports development, human settlements,

science and culture and economic development.

D. "Domestic Corporation or Association" means a public or private corporation or association, created or organized under Philippine law exclusively for one or more of the following purposes:

- (a) religious;
- (b) charitable;
- (c) scientific;
- (d) youth and sports development;
- (e) cultural or educational;
- (f) rehabilitation of veterans; and
- (g) social welfare.

E. "Foreign institution or international organization" means an institution or organization which is not domestic; donations to which are fully deductible pursuant to special laws or agreements, or treaties concluded or commitments made by the Government of the Philippines.

F. "Private foundation" means a non-profit Domestic Corporation or Association organized and operated exclusively for scientific research, education, character building and youth and sports development, health, social welfare, cultural or charitable purpose or a combination thereof, no part of the net income of which inures to the benefit of any private individual.

G. "Religious purpose" means the promotion, propagation and accomplishment of any form of religion, creed or belief recognized by the Government of the Philippines.

H. "Charitable activity" includes:

- (a) extending relief to the poor, distressed and under-privileged;
- (b) fighting against juvenile delinquency and community deterioration.

I. "Scientific purpose" means undertaking or assisting in pure or basic and applied scientific research in the field of agriculture, forestry, fisheries, industry, engineering, energy development, food and nutrition, medicine, environment, and biological, physical and natural sciences, for the public interest.

- (a) Basic research means an experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts without any particular application or use in view. It analyzes properties, structures or relationships with a view to formulating and testing hypothesis, theories or laws. The results of basic research are not generally sold but are usually published in scientific journals or circulars to interested colleagues.
- (b) Applied research means an original investigation undertaken in order to acquire new knowledge. It is directed primarily towards a specific practical aim or objective. It is undertaken either to determine possible uses for the findings of basic research or to determine new methods or ways of achieving some specific and predetermined objectives. It involves the consideration of the available knowledge and its extension in order to solve particular problems. Applied research develops ideas into operational form.

Scientific research will be regarded as carried on for public interest:

- (i) if the results of such research are made available to the public on a non-discriminatory basis; or
- (ii) if such research is performed for the Government of the Philippines or any of its agencies or political subdivisions; or
- (iii) if such research is directed to benefit the public.

J. "Character building and youth and sports development purposes" includes:

- (a) conducting basic and applied research on youth development;
- (b) initiating and establishing youth organizations to promote and develop

youth activities including establishment of summer camps or centers for leadership training and youth activities;

- (c) conducting a program of physical fitness and amateur sports development for the country;
- (d) developing or maintaining recreational facilities, playgrounds and sports centers; and
- (e) conducting training programs for the development of youth and athletes for National and international competition.

K. "Cultural activity" includes:

- (a) undertaking and/or assisting in research activities on all aspects of history, social system, customs, and traditions;
- (b) developing, enriching and preserving Filipino arts and culture;
- (c) developing and promoting the visual and performing arts; and
- (d) participating in the vigorous implementation of bilingual policy through translation and wider use of technical, scientific and creative publications, development of an adaptive technical dictionary and the use of Filipino as the medium of instruction.

L. "Educational activity" includes:

- (a) instructing or training of individuals either through formal, informal and non-formal methods:
 - (i) formal method of instruction refers to the institutionalized, chronologically graded and hierarchically structured educational system at all levels of education;
 - (ii) informal method of instruction refers to learning which is not deliberately planned or organized

but growing out of experience, parental guidance, peer learning, observations, etc.;

- (iii) non-formal method of instruction refers to any deliberately organized, systematic educational activity carried on outside the framework of the formal system to provide selected types of learning to particular subgroups of the population, particularly out-of-school youths and adults for the purposes of communicating ideas, developing skills, changing attitudes or modifying behavior related to the realization of development goals and the achievement of higher standard of living and welfare for the people.
 - (b) granting scholarship to deserving students and professorial chairs for the enhancement of professional courses;
 - (c) upgrading of existing facilities to support the conduct of the above activities.
- M. "Rehabilitation of veterans" includes:
- (a) services extended to Philippine veterans and members of their families because of financial difficulties and attendant problems;
 - (b) services extended to disabled veterans towards productive life.
- N. "Social welfare purpose" includes:
- (a) undertaking and/or assisting in the amelioration of the living conditions of distressed citizens particularly those who are handicapped by reasons of poverty, youth, physical and mental disability, illness, old age and natural disasters, including assistance to cultural minorities.
 - (b) pursuing a program for the protection and development of children and youth, such as providing services for dropped-outs, pre-school children of low-income working mothers, and physically handicapped children;

- (c) providing for the rehabilitation of the youth and disabled adults, released prisoners, drug addicts, alcoholics, mental retardness, Hansen's disease and similar cases; and
 - (d) providing for services to squatter families and to displaced workers caused by rapid industrialization.
- O. "Health purpose" includes the pursuit of any of the following:
- (a) control, prevention and treatment of communicable and degenerative diseases, accidents and other health disabilities;
 - (b) family planning program designed to increase knowledge and understanding of population, human growth and development, family life and responsible parenthood methods;
 - (c) environmental sanitation such as public sewerage system and sanitary toilets; and
 - (d) nutrition, which aims to reduce the prevalence of malnutrition and increase the energy and protein intake among households.
- P. "Human settlements activity" includes those which promote a wholesome relationship between human beings and their civic and physical environment thru:
- (a) the management, protection, conservation and regeneration of natural resources including all life supporting elements in land, water and air;
 - (b) the provision and design of all kinds of shelters and structures for human activities within various community patterns, including transportation, communication and related infrastructure requirements;

- (c) the invention, innovation and harnessing of products and processes that fit the needs of Philippine industry and other users of technology;
- (d) the productive use of all lands, according to purposes assigned to them in local land use plans all of which would enhance habitability and efficiency from the viewpoints of quality of life and economic and social opportunity.

Q. "Economic development purpose" of paragraph h (2) (A), shall include those which promote the capacity of the economy to increase the supply of goods and services, raise the level of real national income and improve the quality of life and standard of living of the population, as contained in the Five-Year Philippine Economic Development Plan.

R. "Utilization" means -

- (a) any amount in cash or in kind (including administrative expenses) paid or utilized by the qualified donee to accomplish one or more purposes for which it was created or organized;
- (b) any amount paid to acquire an asset used (or held for use) directly in carrying out one or more purposes for which the qualified donee was created or organized.

SEC. 3. Conditions for Deductibility.

A. Limited Deductibility - Contributions or gifts made to the Government or to a Domestic Corporation or Association shall be allowed as deductions for income tax purposes to an amount not exceeding 6 % in the case of an individual and 3 % in the case of a corporation of the taxpayer's taxable net income as computed without the benefit of this deduction.

D. Full Deductibility - All donations given to the following institutions or entities shall be deductible in full for income tax purposes:

- (a) The Government when used exclusively to finance or to provide for undertaking priority activities in education, health, youth and sports development, human settlements, science, culture and economic development as described in the national priority plan prepared by NEDA;
- (b) Foreign Institution or International Organization;
- (c) Private Foundation which:
 - (i) is duly registered with the SEC and governed by trustees who receive no compensation nor any type of remuneration in cash or in kind;
 - (ii) not later than the 15th day of the third month after the close of the foundation's taxable year in which contributions are received, makes utilization directly for the active conduct of the activities constituting the purpose of function for which it is organized and operated, unless an extended period is granted by the Minister of Finance not exceeding thirty (30) days in accordance with these rules and regulations;
 - (iii) the level of administrative expenses on an annual basis does not exceed 30 % of its total utilization during the taxable year;
 - (iv) the assets, in the event of dissolution, would be distributed to another Domestic Corporation or Association or to the Government for a public purpose or as a competent court of justice should distribute to accomplish the general purpose for which the dissolved organization was organized.

SEC. 4. The National Priority Plan of the National Economic and Development Authority.

A. Structure of the Plan -

- (a) The NEDA Priority Plan shall be a cumulative list of priority programs, projects and activities consisting of both new inclusions and carry-overs from previous Plans. It shall specify the activities as appropriate for each project to guide both the donee and the donor in the allocation of donations. It shall also specify the authorized donee institutions for each project as determined by NEDA.
- (b) The National Priority Plan shall be approved by the Director-General of the National Economic and Development Authority not later than the 31st of January of each taxable year, provided that any additional project(s) may be certified to by the Director-General as priority projects at any time during said taxable year.

B. Guidelines in Determining the National Priority Plan.

- (a) In general, priority shall be accorded to projects which rely largely on donations for maintenance and survival and where Government cannot advance funding due to resource constraints; or those which are necessary for emergency, relief and rehabilitation purposes.
- (b) Such supplementary guidelines which from time to time may be issued by the NEDA Director-General for the prioritization of projects mentioned in Section 4, in relation to paragraphs (a and b) of Section 2, hereof.

C. Preparation of the National Priority Plan

- (a) All concerned agencies of the national and local government shall submit to the NEDA projects proposed for inclusion in the National Priority Plan not later than the 15th day of October of

the year immediately preceding the taxable year when deductions for donations made are to be claimed. For this purpose, proponent agencies shall accomplish NEDA Form 1.

- (b) NEDA Form 1, shall be evaluated by the NEDA provided that said Form shall have been accomplished to the satisfaction of the evaluators. In case where said Form is not properly accomplished, NEDA shall inform the concerned agency in writing about the revisions which have to be made not later than five (5) days from the receipt thereof.
- (c) Projects to be included in the National Priority Plan shall be determined on the basis of their conformity with the established guidelines. Consultations with the proponent agency, as well as other public or private institutions, may be undertaken when deemed necessary by NEDA.

D. Revisions and Deletions to the National Priority Plan.

- (a) The National Priority Plan shall be reviewed and revised annually by NEDA to reflect changes on the projects included in the current Plan as well as new developments.
 - (i) the concerned agency shall reflect these changes in NEDA Form 1-A on the basis of which, NEDA shall determine whether or not the project shall be carried-over for the following year;
 - (ii) Form 1-A shall be submitted together with Form 1 for proposed new inclusions if any, i.e., not later than the 15th day of October immediately preceding the taxable year when deductions for donations are to be claimed.
- (b) Projects or activities are to be deleted from the list under any of the following conditions:

- (i) when they can no longer be considered a priority in relation to the established guidelines;
- (ii) when they have been completed.
- (c) Whenever a project or any of its activities is to be deleted, NEDA shall inform the concerned agency in writing about the reason(s) and the date of effectivity for the deletion.

B. Eligible and Qualified Donee Institutions in the National Priority Plan

- (a) In general, the Government and fully-owned government corporations as defined under paragraph (a and b) of Section 2 hereof respectively, are eligible donee institutions.
- (b) Donee institutions shall be determined by NEDA as qualified for each project, based on the projects listed in the National Priority Plan.
- (c) The NEDA shall furnish the BIR with the list of qualified institutions not later than January 31 of each year.

SEC. 5. Registration Requirements and Procedures. - In order to avail of the benefit set forth under Batas Pambansa Blg. 45, all donee institutions except the Government, must register with the "Government and Tax Exempt Corporation Division" of the BIR, within ninety (90) days from issuance of their corporate charter by the Securities and Exchange Commission.

A. New Donee Institutions. Newly-created donee institutions applying for registration must file with the Government and Tax Exempt Corporation Division of the BIR the following statements/documents:

- (a) A sworn statement or affidavit showing:
 - (i) the character of the organization;
 - (ii) the purpose for which it is organized;

- (iii) its actual activities;
 - (iv) lists of proposed projects;
 - (v) other facts relating to their operations which are relevant to their qualification as donee institutions.
- (b) A copy of the charter or articles of incorporation, by-laws; and
 - (c) A financial statement showing the assets, liabilities, receipts and disbursements of the organization.

B. Existing Donee Institutions. Existing donee institutions must, within ninety (90) days from the effectivity of these Regulations, apply for registration by filing with the Government and Exempt Corporation Division of the BIR in addition to statements/documents required under paragraph A above, a certificate of previous registration issued allowing a limited or full deductibility of donations granted under PD 507, RA 2067, as amended (NSDB-accredited foundations) or other special laws which had provided said deductibility.

C. Certificate of Registration. If the Commissioner of Internal Revenue finds the application in order, he shall issue the Certificate of Registration under these Regulations. Donations to the organizations subsequent to the date of its Certificate of Registration shall qualify for the benefits prescribed in Batas Pambansa Blg. 45.

Sec. 6. Certificate of Donations. - All qualified donee institutions are required to issue a certificate of donation in such form as prescribed by the BIR, on every donation or gift they receive. Such certificate shall be accomplished by donee in three or four copies and distributed within 30 days after the receipt of donation, as follows:

- A. Original Copy - Donor
- B. Duplicate Copy - B I R
- C. Triplicate Copy - Donee
- D. In the case of qualified donees under the National priority Plan, a quadruplicate copy shall be furnished to NEPA.

SEC. 7. Notice of Donations. - Donors should give a notice for every donation worth over \$1,000 to the Commissioner of Internal Revenue within 30 days after receipt of the Certificate of Donation attaching thereto copy of the Certificate of Donation issued to him by the qualified donee institution.

SEC. 8. Date and Place of Filing Returns.

- A. Time of Filing. The claims for limited or full deductibility of donations shall be filed by donor at the time of filing the income tax returns for individuals and corporations.

Qualified donee institutions in order to maintain their status as qualified donee should file not later than the 15th day of the fourth month after the close of the donee institution's taxable year, an annual information return (BIR Form No. 17.02-A, as revised).

- B. Place of Filing. The income tax returns with respect to individuals and information returns with respect to donee institutions shall be filed in the proper revenue office which has administrative supervision over the taxpayers.

SEC. 9. Utilization Requirements. -

- A. For qualified donees under the National Priority Plan.

All donations for any project contained in the national Priority Plan shall be used exclusively for the implementation thereof.

B. For domestic corporations or associations registered with the BIR.

(a) Utilization for administrative expenses.

The amount of utilization intended for administrative expenses shall not exceed 30 % of total utilization for the taxable year.

(b) Use of programmed funds. For purposes of determining utilization of funds for any taxable year, an amount set aside not exceeding 50 % of total utilization during a taxable year may be considered as utilization if:

- (i) such amount is set aside for specific project which comes within one or more purposes as enumerated and defined herein above which the corporation or association was created or organized;
- (ii) the corporation or association establishes to the satisfaction of the Commissioner of Internal Revenue that such amount will actually be paid for the specific project within five years from the date the amount was first set aside; and
- (iii) the corporation or association establishes to the satisfaction of the Commissioner of Internal Revenue that such specific project is one which can be better accomplished by setting aside such amount than by the immediate payment of funds.

(c) Approval requirements for amounts set aside. Amounts set aside must have the prior approval of the Commissioner of Internal Revenue in writing on or before the last day of the

taxable year in which the amount is actually set aside. Application therefor must contain the following:

- (i) the nature and purpose of the specific project and the amount set aside, for which such approval is requested;
 - (ii) The reasons why the project can be better accomplished by setting aside the amount requested than by the immediate payment of funds;
 - (iii) the amounts and approximate dates of any planned additions to the amounts set aside after its initial establishment;
 - (iv) a detailed description of the projects, including estimated costs, sources of any future funds expected to be used for completion of the project, and the location or locations (general or specific) of any physical facilities to be acquired or constructed as part of the project; and
 - (v) a statement by an authorized official of the corporation or association that the amount to be set aside will actually be paid for the specific project within five years from the date the amount was set aside.
- (d) Evidence of an amount set aside. An amount set aside to be approved by the Commissioner of Internal Revenue shall be evidenced by book entries and documents showing evidence of deposits or investments, or other documents that the Commissioner may require.

SEC. 10. Valuation of donation. Donations/gifts made in kind shall be determined at its fair market value as of the date such donations or gifts are made. Cash donation or gift shall be determined solely on the cash receipts and disbursement method of accounting.

SEC. 11. Verification procedure and substantiation requirements.

- A. For Donors. Donors claiming deduction from their taxable income for donation authorized by Batas Pambansa Blg. 45 should submit evidence to the BIR showing submission of the Certificate of Donation and/or Notice of Donation:

- (a) actual receipt by the donee of the donation and the date of receipt thereof; and
 - (b) the amount of the donation; if in cash; if real property, the value thereof at the time of donation, which shall be based on the assessor's most recent valuation; and if personal property, the acquisition cost thereof; but if said personal property had already been used at the time of donation, the depreciated or book value thereof.
- B. For Donees. Donees shall include in their income tax return an annual information report with the BIR. Provided, that donees covered by the national priority plan, must furnish the NEDA with the annual information report by accomplishing NEDA Forms 3A, 3B and 3C. The report shall be certified by the authorized official of the Institution or Association and shall contain:
- (a) a list of the donations and income received during the year, showing the name and address of the donor; the source of income; the amount or market value of each donation and items of income and the disposition thereof;
 - (b) a list of the activities and/or projects undertaken by the institution and the cost of each undertaking indicating in particular where and how the donation has been utilized;
 - (c) a list of projects, their corresponding costs; the amount "set aside" and the status of funds balances at the end of the year;
 - (d) that the utilization requirements under Section 9 of this Regulations have been sufficiently complied with;

(e) that no part of its net income inures to the benefit of any private stockholder or individual; and

(f) the status or project implementation.

c. Books of accounts as well as the operations of qualified donee institutions may be verified annually by the Commissioner of Internal Revenue or his duly assigned representative for the purpose of ascertaining whether or not they have met the requirements for maintaining such qualified status.

SEC. 12. Penalty Provision. Any donee who is found to have violated any provision of this Regulation may be disqualified either by suspension or cancellation of the right to avail of the privileges granted under the Patas Pambansa Blg. 45, in addition to any administrative or criminal penalties provided for by law or regulation.

SEC. 13. Effectivity. This regulation shall take effect upon approval. The qualification and activities of donee institutions and the deductibility and non-deductibility of donations prior to the date of effectivity of these Regulations shall be governed by the laws and regulations applicable at that time.

(SGD.) CESAR VIRATA
Minister of Finance

(SGD.) GERARDO P. SICAT
Director-General
(NEDA)

Recommending Approval:

(SGD.) RUBEN B. ANGEETA
Acting Commissioner
BIR

(SGD.) RONDO M. BAUTISTA
Deputy Director-General
(NEDA)

NEDA FORM 1 -- PROPOSED NEW INCLUSIONS IN
THE NATIONAL PRIORITY PLAN (NPP)

I N S T R U C T I O N S

GENERAL

1. The data entered in NEDA Form 1 should be on a per project basis, i.e., there should be one form for each of the projects proposed for inclusion in the NPP.
2. If a project does not belong to any particular program, kindly write n.a. (not applicable) in the space provided for program.
3. All items in this Form must be filled up. If a particular item is not applicable, kindly write n.a., if data is not available, kindly indicate so.
4. If the data require more space, please use additional sheets.
5. Pages 1 and 2 and all additional sheets shall be initialed by the person accomplishing this Form.
6. The name of the proposed project must be indicated in all sheets for control purposes. A box on top of each page is provided for this purpose.

SPECIFIC

7. In filling up this Form, please be guided by the following definitions and specific instructions:

Item 1: Sector - This refers to any of the seven areas stipulated under Section 1 paragraph 2(A) of B.P. Blg. 45, namely health, education, human settlements, youth and sports development, science, culture and economic development, and which are further defined in the National Priority Plan.

Item 2: Proponent - This refers to the government agency/office recommending the project's inclusion in the NPP. The proponent agency is the lead agency who is charged with the primary responsibility for project implementation.

- Item 3: Other Implementing Agencies - This refers to agencies/ local government units operating with the lead agency in implementing the project.
- Item 4: Program - This refers to a package of goals, policies, procedures, tasks, projects, resources to be employed and other elements necessary to carry out a given course of action.
- Item 5: Project - This refers to a subdivision of a program covering a homogeneous group of activities directed to a specific goal or goals.
- Item 6: Duration - This refers to the time period during which the project is in progress. Please indicate the date of start and end of the project.
- Item 7: Foreign assisted projects - These are projects receiving financial, technical or any other form of aid or support from foreign governments or from foreign/international organizations. Please put an X in the appropriate box.
- Item 8: Project Cost - This refers to the total amount of funds necessary to make the project operational. It consists of fixed assets, i.e., lands, buildings and equipment and current assets which includes inventory investments (e.g., purchases of materials and supplies) and cash credits (e.g., prepaid expenses, operating salaries, borrowings, unforeseen costs), among others.
- Item 9: Expected Sources of Funds - This refers to the sources of financial support which a government agency is anticipating, in order to implement the project.
- Item 10: Objectives - This refers to the end or purpose towards which the project is directed.
- Item 11: Component Activities - These refer to a set of related tasks/actions which have to be performed to accomplish the goal(s) of the project.
- Item 12: Implementation Status - This describes the extent of accomplishment of the activities set forth in the project. Please put an X in the appropriate column describing the implementation status of the project, i.e.,

This year - for activities to be undertaken
for the current year

Ongoing - for ongoing activities

Next year - for activities that will be
undertaken during the following year.

Completed - for completed activities.

Others - for activities not described by any
of the above categories. If the
activity falls under this category,
please describe the specific extent
of project implementation.

Item 13: Clientele - This refers to the population intended to
be covered or to be served by the project. Where
applicable, this column should indicate the total
number or size of the target clientele and the
proportion served or intended to be served by a
specific activity.

For example:

Target clientele - 100 families
To be served this year - 35 families
To be served next year - 65 families

PROJECT

PAGE 2 of THREE PAGES

11. COMPONENT ACTIVITIES

12. IMPLEMENTING
STATUS

THIS YEAR	ON GOING	NEXT YEAR	COM- PLETED	OTHERS
--------------	-------------	--------------	----------------	--------

13. CHANGES

PREPARED BY: (PRINT)

TITLE

BUREAU/DIVISION/SECTION/UNIT

APPROVED BY: (PRINT)

DESIGNATION/OFFICE

SIGNATURE

DATE

SIGNATURE

DATE

PROJECT

RECOMMENDATIONS TO BE FILLED IN BY NEIDA

ACTIVITIES FOR INCLUSION

APPLICABLE GUIDELINES/JUSTIFICATION

ACTIVITIES FOR NON-INCLUSION

ELIGIBLE DONEE INSTITUTIONS

EVALUATED BY: (PRINT)

STAFF

APPROVED BY: (PRINT)

SIGNATURE

TITLE

SIGNATURE

PROJECT		UTILIZATION OF CASH DONATIONS		PAGE 2 OF TWO PAGES	
8. ACTIVITIES WHERE DONATION WAS SPENT				9. AMOUNT SPENT:	
10. STARTS OF FUNDS		PREPARED BY (PRINT)			
TOTAL CASH DONATIONS RECEIVED:		DISTRICTION/OFFICE			
ADD: EARNINGS FROM DONATIONS		SIGNATURE		DATE	
IF DEPOSITED/INVESTED					
LESS: TOTAL DONATIONS SPENT		APPROVED BY (PRINT)			
UNEXPENDED BALANCE AS OF		SIGNATURE			

NEEDA FORM 3B (FOR NON-CASH DONATIONS)
ANNUAL REPORT

PAGE 1 OF TWO PAGES

3. CALENDAR YEAR

2. DONEE INSTITUTION

1. SECTOR

4. PROJECT

5. NAME AND ADDRESS OF DONOR(S)

6. CERTIFICATE OF DONATION NUMBER

7. TYPE OF DONATIONS

8. VALUE OF DONATIONS

TOTAL

NEDA FORM 3B (FOR NON-CASH DONATION)

PROJECT

UTILIZATION OF NON-CASH DONATIONS

PAGE 2 OF TWO PAGES

9. ACTIVITIES WHERE THE DONATION WAS APPLIED

10. UNUSED PORTION OF THE DONATION (IF APPLICABLE)

PREPARED BY:

TITLE NO.

INVESTIGATION:

DATE

STATUS OF FUNDS*
As of _____

TOTAL CASH DONATIONS RECEIVED:	_____
ADD: EARNINGS FROM DONATIONS	_____
IF DEPOSITED/INVESTED	
TOTAL INCOME FROM DONATIONS	=====
LESS: TOTAL DONATIONS SPENT	_____
UNEXPENDED BALANCE	=====

* Refers to the cash transactions for all priority projects

C E R T I F I C A T I O N

This is to certify that the information contained in NEDA Forms 3A, 3B and 3C are true and correct and that the donations are being utilized in the interest of this agency's priority project(s).

(PRINTED NAME OF REPORTING OFFICER)

(SIGNATURE)

(DESIGNATION/OFFICE)

(DATE)

I N S T R U C T I O N S

1. NEDA Form 1-A should be used when reflecting changes in the various aspects of the projects.
2. Instructions in filling up this form is the same as the instructions in filling up NEDA Form 1.

NEIDA FORM 1-A
 REVISIONS TO PROJECTS LISTED IN THE NATIONAL PRIORITY PLAN

1. SENIOR		2. PROPONENT		PAGE 1 OF THREE. PAGES	
4. PROGRAM				3. OTHER IPTL AGENCIES	
5. PROJECT					
6. DURATION		START:	END:	ONGOING:	
7. FOREIGN ASSISTED		YES:	NO:		
8. PROJECT COST:		LOCAL:	FOREIGN:		
9. EXPECTED SOURCES OF FUNDS				10. OBJECTIVES:	
SOURCE		Amount and/or as Percentage of Project Cost			
A. Domestic					
1. National Budget		_____			
2. Loans		_____			
3. Grants/Donations from the private sector		_____			
4. Others (specify)		_____			
B. Foreign					
1. Loans		_____			
2. Grants/Aid/Donations		_____			
3. Others (specify)		_____			

PROJECT

PAGES 2 OF THREE PAGES

11. COMPONENT ACTIVITIES	12. IMPLEMENTATION STATUS					13. COMMENTS
	THIS YEAR	ON-GOING	NEXT YEAR	COMPLETED	OTHERS	

PREPARED BY: (PRINT) BUREAU/DIVISION/SECTION/UNIT SIGNATURE	DET. NO. DATE	APPROVED BY: (PRINT) DESIGNATION/OFFICE SIGNATURE	DATE
---	------------------	---	------

RECOMMENDATIONS TO BE FILLED IN BY NEDA

APPLICABLE GUIDELINES/JUSTIFICATION

CLUSION

INCLUSION

JUSTIFICATIONS

APPROVED BY: (PRINT)

STAFF:

SIGNATURE

TEL.

(PRINT)

NEDA FORM 2 - CERTIFICATE OF DONATION

I N S T R U C T I O N S

1. The Certificate of Donation shall be issued by the donee institution for every donation received.
2. This Certificate shall be accomplished by the donee institution in four copies to be distributed as follows: original copy for the donor, duplicate copy for the BIR, triplicate copy for the donee and the quadruplicate copy for the NEDA, in the case of qualified donees under the national priority plan.
3. For non-cash donations, the following guidelines should be observed in its valuation:
 - a. if real property was donated, its value at the time of donation based on the assessor's most recent valuation;
 - b. if personal property, the acquisition cost thereof;
 - c. if the personal property had already been used at the time of donation, the depreciated on book value thereof.

CERTIFICATE OF DONATION

This is to acknowledge receipt of donation in the
 form of _____,
 (indicate if cash, if not, please specify)
 valued at \$ _____, from _____
 _____ of _____,
 (name of donor) (address of donor)
 to be used exclusively for the following project(s)/activities
 listed in the national priority plan:

Done in _____, this _____ day of
 _____, 19____.

 (Printed Name of Person Receiving
 the Donation)

 Signature

 Designation

 Office

NEDA FORMS 3A, 3B and 3C - ANNUAL REPORTS ON THE
SOURCES AND USES OF DONATIONS

I N S T R U C T I O N S

GENERAL

1. The data to be entered in forms 3A and 3B should be on a per project basis. A project may be reported on both Forms 3A and 3B depending upon the type of donations received.
2. Form 3A should be used in reporting cash donations
3B for non-cash donations
3C status of funds and certification

SPECIFIC

3. Form 3A

- Item 1: Sector - This refers to any of the following areas stipulated in B.P. Blg. 45, i.e., education, health, youth and sports development, human settlements, science, culture and economic development.
- Item 2: Donee Institution - This refers to the agency which received the donation and issued the certificate of donation.
- Item 3: Calendar Year - The year during which the donations were received.
- Item 4: Project - This refers to the priority project for which the cash donation was given.
- Item 5: The space provided for the name and address of donors should list all the donors who donated for that particular project only.
- Item 6 & 7: Opposite the donor's name, the corresponding certificate of donation number and the amount of cash donations should be indicated in the designated space.

Item 8 & 9: On the portion regarding the utilization of donations, the activities where the donation was spent should be specified, together with the corresponding amounts spent.

Item 10: The status of funds summarizes the cash transactions for the particular project only.

4. Form 3B

- a. Information to be supplied for items 1 to 5 is the same as that described for items 1 to 5 of Form 3A.
- b. Opposite the honor's name, the corresponding certificate of donation number, the type of donations received and the value of such donations should be indicated in the designated space. The type of donation should specifically describe the item(s) donated.
- c. Under item 9, the activities where the donation was applied should be enumerated. Information as to whom the donation was given should also be reflected in this item.
- d. Whenever applicable, information as to the unutilized portion of the donation should be reported in item 10, (e.g., number of undistributed relief goods).

5. Form 3C

- a. Information to be reflected in the Status of Funds under this Form should refer to the consolidated cash transactions for all the priority projects for which donations were received by the reporting donee institution.
- b. The Certification as to the accuracy of the data supplied in all the forms should be signed by either the Budget Officer or a duly authorized official of the agency concerned.