

**CHARITY ASSISTANCE DEPARTMENT
PCSO AMBULANCE DONATION PROGRAM REQUIREMENTS**

FOR STATE UNIVERSITIES & COLLEGES

1. Request Letter addressed to:

ANSELMO SIMEON P. PINILI

Chairperson

Philippine Charity Sweepstakes Office

Sun Plaza Building, 1507 Shaw Boulevard, Mandaluyong City

OR

ALEXANDER F. BALUTAN

General Manager

Philippine Charity Sweepstakes Office

Sun Plaza Building, 1507 Shaw Boulevard, Mandaluyong City

2. Justification for Donation

- **Background of Requesting Party**
 - a. Official Name/Title of Requesting Party
 - b. Name of Contact Person, Official Designation, Office and Mailing address/es, contact number/s and e-mail address
 - c. Profile of Requesting Party
 - Organization Profile to include, among others, mandate, statement of vision mission, objectives, nature of organization, financial condition, programs/services, officials, organizational/functional structure and clientele.
 - d. SEC Registration with Articles of Incorporation and Constitution & By-Laws, PCNC Accreditation, or License to Operate from the appropriate regulating agency (if applicable)
 - e. Location Map of Domicile/Place of Operation and its Contiguous Areas

3. Resolution Requesting Ambulance Unit

- State Universities & Colleges - Board of Directors / Trustees. Said resolution must reflect grant of authority to the head of University or College to request for such vehicle, as well as the provision for the allocation of the necessary funds for its utilization/operation and maintenance.

For further inquiries and follow-up, please contact:

Special Projects Division

Charity Assistance Department

3rd floor, Radiotherapy Building, Lung Center of the Philippines Satellite Office, Quezon City

Tel. No. (02) 366-3329