

LIST OF INITIAL REQUIREMENTS
For Local Government Units (LGUs)



FOR GUARANTEE APPLICATION

1. LGU Officials
 - List of elected officials (including the Sanggunian members) for the last three (3) elections that occurred in the LGU
 - Bio-data of present officials with their political party

2. Financials – for the past five (5) years
 - COA-audited reports and financial statements
 - Interim financial statements (including balance sheet, income statement, cash flow and budget appropriation for the year)
 - Budget operation statements
 - Statement of income and expenses of all economic enterprises
 - Collection efficiency rate for the last five (5) years for real property tax (RPT) and business (BT)

3. Socio-economic data
 - Latest Development Plan, which should include (but not limited to) the following data:
 - Historical development of the LGU
 - LGU organizational structure
 - Project organizational structure (per project and for major projects only)
 - Does the LGU lie within the growth corridor? If yes, please cite the growth corridor
 - Does the LGU have a Special Economic Zone? If yes, please cite the economic growth zone
 - Seaport and/or airport locations
 - Latest count of registered voters (please indicate year)
 - Latest population count (please indicate years)
 - Latest per capita income
 - Number of telephone lines installed and cell sites
 - Number of business establishments

4. Others
 - List of awards received by the LGU for the past five (5) years (please indicate year and citation)
 - List of properties owned by the LGU (indicate the type of property, market value, assessed value and area)
 - Top 20 taxpayers for the preceding years (for RPT and BT)
 - Bank dealings and references