

**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