

Item No.: 02

Date: 04 OCT 2022

GUADALUPE FARMERS ASSOCIATION (GUAFA)
Barangay Guadalupe, Baybay City, Leyte

August 31, 2022

Vice Governor Leonardo M. Javier, Jr
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte

SANGGUNIANG PANLALAWIGAN



Dear **Vice Governor Javier, Jr:**

In response to your Notice of Call for Accreditation, kindly be informed that GUADALUPE FARMERS ASSOCIATION (GUAFA) with office address at Barangay Guadalupe, Baybay City, Leyte would like to seek accreditation by the Sangguniang Panlalawigan.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the DOLE;
4. List of Current Officers and Members;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,


TEODULFO M. ARABIANA
President



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII
WESTERN LEYTE FIELD OFFICE
Ormoc City

DOLERO8-ORD-F1
Revision No. 00
Date Issued: 11 July 2018

Registration Certificate No.
DOLF-WLFO-2021-01-WA-1685

KNOW ALL MEN BY THESE PRESENTS

GUADALUPE FARMERS ASSOCIATION (GUAFA)

Brgy. Guadalupe, Baybay City, Leyte

By virtue of the provisions of the Labor Code, as amended, and its implementing rules Has this day been registered as and conferred with all the rights and privileges of a legitimate workers' association established for the MUTUAL AID AND PROTECTION of its members. It shall promote the moral, social and economic well-being of its members and shall have the right to represent them in accordance with its constitution and by-laws and for purposes not contrary to law.

This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

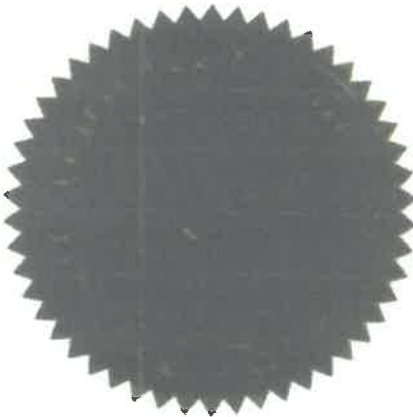
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Philippines this 7th day of January 2021.

By authority of the Regional Director:

AMABLE ILDEFONSO C. ROA
OIC Regional Director

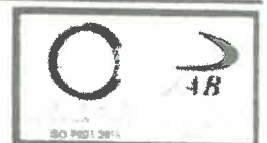
APPROVED BY:


FE A. ESTRELLA
CHIEF LEO/HEAD WLFO



Not Valid w/out Seal

Batitinan St., Sitio Kalipay
Brgy. Cogon, Ormoc City, Leyte
Tel No 561-4518
doiero8_wlfo@yahoo.com



APPLICATION FORM FOR ACCREDITATION

Name of Organization: BARANGAY GUADALUPE FARMERS ASSOCIATION

Address: Barangay Guadalupe, Baybay City, Leyte

Contact No.: 09219780010/ 09751383977

Date Organized: October 7, 2020

Sector/s Represented: Farmers

Purposes/Objectives:

1. To establish an association that will promote mutual assistance and protection to its members.
2. To promote the moral, social and economic well-being of all the members;
3. To develop a sustainable livelihood thru the conduct of activities with the aim of uplifting the economic condition of the members;
4. To provide the members knowledge and skills and equip themselves an effective and innovative way of farming;
5. To work with non-government organizations and government institution or entities in the promotion and development of the Association and in carrying out government policies.

Services that the organization provides or can participate in:

1. Farm Machineries for rent (Grass Cutter)
2. Supply of rice seeds and fertilizers [depends on the allocation from DA-RFO8 and LGU-Baybay]

Registering Agency:

Date Registered: January 7, 2021

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB)
- National Commission on Indigenous Peoples (NCIP) **certification*

Accrediting Agency (if any):

Date Accredited: _____

- Commission on Population and Development (POPCOM)
- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- National Commission for Culture and the Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)

- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): LGU Baybay

Organizational Level:

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): _____
- Others (specify): _____

Projects Implemented in the City of Baybay:

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2021	Inorganic Fertilizer Assistance Program		LGU-Baybay	members	Completed	
2021 up to present	Farm Machineries for rent		LGU-Baybay	Members and non-members	On-going	

Depending on your organization's technical area of expertise and scope of activity, which Local Special Body are you most capable to be a member of?

- Local Development Council
- Local Health Board
- Local School Board
- Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.


TEODULFO M. ARABIANA
 President


JENNY DIN B. TORRECAMPO
 Secretary

GUADALUPE FARMERS ASSOCIATION (GUAFA)
Barangay Guadalupe, Baybay City, Leyte

RESOLUTION NO. 02

A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF LEYTE TO ACCREDIT THE GUADALUPE FARMERS ASSOCIATION [GUAFA]

WHEREAS, Section 108 of the Local Government Code of 1991 (RA 7160) provides for the accreditation of civil society organizations

WHEREAS, on June 15, 2022, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

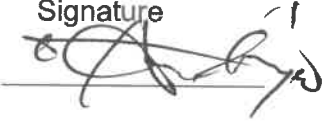
WHEREAS, the Guadalupe Farmers Association (GUAFA) is a civil society organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

WHEREAS, the Guadalupe Farmers Association (GUAFA) Officers' Meeting held at the Brgy. Guadalupe Covered Court on August 3, 2022, the following resolution was approved and adopted:

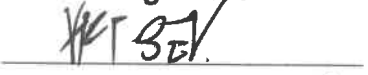



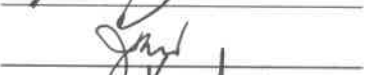



RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan of the Province of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and to apply for membership in a local special body in the Province of Leyte.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chairman of the Sanggunian Committee on Accreditation, the Honorable Board Member ^{APOSTOL} Carlo P. Loreto.

RESOLVED FURTHERMORE, that the following representative of the Organization is authorized and directed to take any action necessary to effectuate the foregoing resolution:

Name	Position	Signature
TEODULFO M. ARABIANA	President	

ADOPTED unanimously by the Officers of the GUADALUPE FARMERS ASSOCIATION [GUAFA] this 3rd day of August, 2022 in the City of Baybay.

Name	Position	Signature
ARTEMIO P. BELDAD	Vice-President	
JENNY DIN B. TORRECAMPO	Secretary	
JANETH G. RECTO	Treasurer	
MARIO M. SUMABAT	Auditor	
DANILO P. BARTOLINI	P.I.O.	
JOCYLYN D. BULAWAN	P.I.O.	
MARIA DOLORES M. ARABIANA	Business Manager	
CECELIA R. TERO	Bookkeeper	

SUBSCRIBED AND SWORN TO before me this SEP 03 2022 day of _____, 2022 in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

Notary Public



ATTY. EDEN B. CHAVEZ-BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
N.C. No. E-22-06-03, July 5, 2022
Until December 31, 2023
R. Magsaysay Avenue, Baybay City, Leyte
PTR No. P10580003-01/03/22
IBP No. 163067-01/03/22
TIN No. 207-626-029
Roll No. 42391
MCLE Compliance No. VII-0008593

Doc No: 168
Page No: 70
Book No: LIII
Series of 2

GUADALUPE FARMERS ASSOCIATION (GUAFA)

Guadalupe Baybay City, Leyte

NAMES OF ASSOCIATION'S OFFICERS AND MEMBERS & THEIR RESPECTIVE ADDRESSES

NAME	POSITION	ADDRESS
1. Arabiana, Teodulfo Montefolka	President	Barangay Guadalupe, Baybay City, Leyte
2. Beldad, Artemio Poliquit	Vice-President	Barangay Guadalupe, Baybay City, Leyte
3. Torrecampo, Jenny Din Ballebas	Secretary	Barangay Guadalupe, Baybay City, Leyte
4. Recto, Janeth Gundimaro	Treasurer	Barangay Guadalupe, Baybay City, Leyte
5. Sumabat, Mario Mongado	Auditor	Barangay Guadalupe, Baybay City, Leyte
6. Bartolini, Danilo Pabroquez	P.I.O	Barangay Guadalupe, Baybay City, Leyte
7. Bulawan, Jocelyn Dongsal	P.I.O	Barangay Guadalupe, Baybay City, Leyte
8. Tero, Cecelia Romo	Book keeper	Barangay Guadalupe, Baybay City, Leyte
9. Arabiana, Maria Dolores Montefolka	Business Manager	Barangay Guadalupe, Baybay City, Leyte
10. Alba, Nilo Lubasa	Member	Barangay Guadalupe, Baybay City, Leyte
11. Almeroda, Arnulfo Manatad	Member	Barangay Guadalupe, Baybay City, Leyte
12. Amihan, Isidro Agustin	Member	Barangay Guadalupe, Baybay City, Leyte
13. Arabiana, Rogelio Montefolka Sr.	Member	Barangay Guadalupe, Baybay City, Leyte
14. Arpoceple, Rolando Sanchez	Member	Barangay Guadalupe, Baybay City, Leyte
15. Barbosa, Arlinda Gucela	Member	Barangay Guadalupe, Baybay City, Leyte
16. Bulawan, Rosalia Dañolco	Member	Barangay Guadalupe, Baybay City, Leyte
17. Cabelin, Daniel Relevo	Member	Barangay Guadalupe, Baybay City, Leyte
18. Bulawan, Alma Dañolco	Member	Barangay Guadalupe, Baybay City, Leyte
19. Bulawan, Ramon Dañolco	Member	Barangay Guadalupe, Baybay City, Leyte
20. Capuno, Aurea Espinosa	Member	Barangay Guadalupe, Baybay City, Leyte
21. Cativo, Antonio Esguerra	Member	Barangay Guadalupe, Baybay City, Leyte
22. Degenion, Consolacion Paraiso	Member	Barangay Guadalupe, Baybay City, Leyte
23. Esmero, Dona Marie Torrecampo	Member	Barangay Guadalupe, Baybay City, Leyte
24. Faelnar, Susano Yap Jr	Member	Barangay Guadalupe, Baybay City, Leyte
25. Gofredo, Teodorico Bartolini	Member	Barangay Guadalupe, Baybay City, Leyte
26. Gonzales, Melynde Amihan	Member	Barangay Guadalupe, Baybay City, Leyte
27. Himang, Cecilia Mirasol	Member	Barangay Guadalupe, Baybay City, Leyte
28. Ijolen, Liezel Ayuban	Member	Barangay Guadalupe, Baybay City, Leyte
29. Lago, Nestor Mendiola	Member	Barangay Guadalupe, Baybay City, Leyte
30. Maranguit, Elvin Tanjay	Member	Barangay Guadalupe, Baybay City, Leyte
31. Masendo, Alicia Bartolini	Member	Barangay Guadalupe, Baybay City, Leyte
32. Membrebe, Emmanuel Tano	Member	Barangay Guadalupe, Baybay City, Leyte
33. Meñoza, Emily Tirol	Member	Barangay Guadalupe, Baybay City, Leyte
34. Merto, Vilma Maria Tavera	Member	Barangay Guadalupe, Baybay City, Leyte
35. Misa, Omarkel Corioso	Member	Barangay Guadalupe, Baybay City, Leyte
36. Montillano, Alejandro Dumanaco	Member	Barangay Guadalupe, Baybay City, Leyte
37. Montillano, Maria Fe Mahayag	Member	Barangay Guadalupe, Baybay City, Leyte
38. Morquianos, Reah Winda Capuno	Member	Barangay Guadalupe, Baybay City, Leyte
39. Paraiso, Gloria Villamor	Member	Barangay Guadalupe, Baybay City, Leyte
40. Poliquit, Renato Montillano	Member	Barangay Guadalupe, Baybay City, Leyte
41. Pruto, Edisa Abesilla	Member	Barangay Guadalupe, Baybay City, Leyte
42. Rabe, Adelina Matas	Member	Barangay Guadalupe, Baybay City, Leyte
43. Recto, Juanita Martinez	Member	Barangay Guadalupe, Baybay City, Leyte
44. Roca, Nilda Molinas	Member	Barangay Guadalupe, Baybay City, Leyte
45. Rodriguez, Jocelyn Arpoceple	Member	Barangay Guadalupe, Baybay City, Leyte
46. Romo, Isabel Gondemaru	Member	Barangay Guadalupe, Baybay City, Leyte
47. Romo, Generoso Gondemaru	Member	Barangay Guadalupe, Baybay City, Leyte
48. Royo, Lyndon Tongco	Member	Barangay Guadalupe, Baybay City, Leyte
49. Salundaguit, Gregorio Matas Jr.	Member	Barangay Guadalupe, Baybay City, Leyte
50. Sebial, Romeo Prado	Member	Barangay Guadalupe, Baybay City, Leyte
51. Silao, Carlito Nayre	Member	Barangay Guadalupe, Baybay City, Leyte
52. Tagra, Mariam Martinez	Member	Barangay Guadalupe, Baybay City, Leyte
53. Tirol, Esperidion Bartolini	Member	Barangay Guadalupe, Baybay City, Leyte
54. Torrior, Noel Tanza	Member	Barangay Guadalupe, Baybay City, Leyte
55. Vestra, Ricardo Sangre	Member	Barangay Guadalupe, Baybay City, Leyte
56. Cinco, Anecita Bartolini	Member	Barangay Guadalupe, Baybay City, Leyte

PREPARED BY:


JENNY DIN B. TORRECAMPO
Secretary

ATTESTED BY:


TEODULFO M. ARABIANA
President

Republic of the Philippines
GUADALUPE FARMERS ASSOCIATION (GUAFA)
Barangay Guadalupe, Baybay City, Leyte

MINUTES OF THE GENERAL ASSEMBLY MEETING OF THE GUADALUPE FARMERS ASSOCIATION (GUAFA) HELD AT BARANGAY GUADALUPE GYMNASIUM, GUADALUPE, BAYBAY CITY, LEYTE ON MARCH 12, 2022 AT 1:00 IN THE AFTERNOON.

PRESENTS:

48 MEMBERS

ABSENTS:

8 MEMBERS

AGENDA:

- 1. Presentation of the Financial Report**
- 2. Election of Officers**
- 3. Update of Different Projects/Programs**
- 4. Other Matters**

PROCEEDINGS:

The meeting was called to order by the President Mr. Teodulfo M. Arabiana at 1:00 o'clock in the afternoon. It started with a prayer led by Hon. Jesusa C. Jimenez followed by the singing of the Philippine National Anthem led by Ms. Vilma Maria T. Merto. A roll call was done by the secretary. There were 48 members present, so there was a quorum.

The President Mr. Teodulfo M. Arabiana welcome the invited persons from the Baybay City Agriculture Office Ms. Myrna P. Romero assigned Agricultural Technician. And the distinguishable Chairperson to the Barangay Council of different Committees: Hon. Jesusa C. Jimenez on Social Services and Hon. Jose A. Espinosa on Agriculture and Fisheries.

Order of Business:

A. Approval of the Agenda

Ms. Maria Fe M. Montillano moved for the approval of the agenda duly seconded by Mr. Mario M. Sumabat.

B. Reading and the Approval of the Previous Minutes

The minutes of the previous meeting was approved without modifications

AGENDA:

1. Financial Report

The Treasurer Ms. Aurea E. Capuno presented the financial status of the association. She said that our cash on hand was in the amount of Eleven thousand seven hundred five pesos (₱ 11,705.00). The assembly unanimously approved the incurred expenses and balance of December 31, 2021.

2. Election of Officers

Election was then conducted through secret ballot. Then the following were elected by majority vote of the members respectively.

Elected:

President	: Teodulfo M. Arabiana
Vice- President	: Artemio P. Beldad
Secretary	: Jenny Din B. Torrecampo
Treasurer	: Janeth G. Recto
Auditor	: Mario M. Sumabat
P.I.O.	: Danilo P. Bartolini
P.I.O.	: Jocylyn D. Bulawan
Bookkeeper	: Cecelia R. Tero
Business Manager	: Maria Dolores M. Arabiana

3. Update of Different Projects/ Programs

A. GUAFA Communal Garden

On going planting and restoring of the plants/ vegetables since it was damaged by the typhoon Odette that hits Leyte and neighboring provinces last December of 2021

B. GUAFA Talipapa

Ongoing construction of GUAFA Talipapa Project along the Guadalupe highway. The Association is still looking for an additional funds to finish the said project.

4. Other Matters

Summarized sensible advice as follows:

Myrna P. Romero - Assigned Agriculture Technician

Spelled out weightness of adopting a simplified bookkeeping of financial matters, prompting financial report during meeting as well as the correctness of proper auditing.

Hon. Jesusa C. Jimenez- Committee on Social Services

Considered the importance of accountability in keeping items/things given to the Farmer Association as support from the City Government. Wrap up list of assets and goods the Association have.

Hon. Jose A. Espinosa- Committee on Agriculture and Fisheries

A strict observance of rules and regulations for an orderly conduct of programs and projects. The importance of taking care of our resources as well as the environment.

ADJOURNMENT

There being no other matters to be discussed. Ms. Jocylyn D. Bulawan moved for adjournment seconded by Ms. Maria Fe M. Montillano. The meeting was adjourned at 4:00 in the afternoon.

I HEREBY CERTIFY to the correctness of the foregoing minutes.

PREPARED BY:


JENNY DIN B. TORRECAMPO

Secretary

ATTESTED BY:


TEODULFO M. ARABIANA

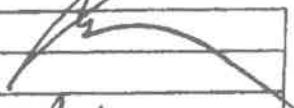
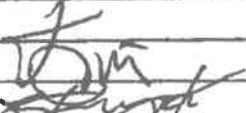
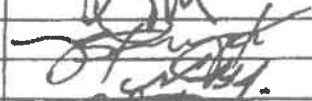
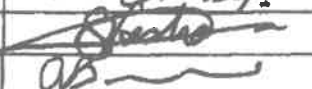


President

GUADALUPE FARMERS ASSOCIATION (GUAFAs)

Guadalupe, Baybay City, Leyte

ATTENDANCE GENERAL ASSEMBLY MEETING MARCH 12, 2022

NAME	ADDRESS	SIGNATURE
1. Alba, Nilo Lubasa	Barangay Guadalupe, Baybay City, Leyte	
2. Almeroda, Arnulfo Manatad	Barangay Guadalupe, Baybay City, Leyte	
3. Amihan, Isidro Agustin	Barangay Guadalupe, Baybay City, Leyte	
4. Arabiana, Rogelio Montefolka Sr.	Barangay Guadalupe, Baybay City, Leyte	
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39. Recto, Janeth Gundimar	Barangay Guadalupe, Baybay City, Leyte	
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49. Sumabat, Mario Mongado	Barangay Guadalupe, Baybay City, Leyte	
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51. Tirol, Esperidun Bartolini	Barangay Guadalupe, Baybay City, Leyte	
52. Tero, Cecelia Romo	Barangay Guadalupe, Baybay City, Leyte	
53. Torrecampo, Jenny Din Ballebas	Barangay Guadalupe, Baybay City, Leyte	
54. Tornion, Noel Tanza	Barangay Guadalupe, Baybay City, Leyte	
55. Vestra, Ricardo Sangre	Barangay Guadalupe, Baybay City, Leyte	
56. Cinco, Anecita Bartolini	Barangay Guadalupe, Baybay City, Leyte	

CERTIFIED CORRECT BY:


JENNY DIN B. TORRECAMPO
Secretary

ATTESTED BY:


TEODULFO M. ARABIANA
President

GUADALUPE FARMERS ASSOCIATION
Barangay Guadalupe, Baybay City, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Farm machineries for rent (Grass cutter)	To be used in the land preparation for rice and vegetable production.	2021 – up to present		✓	LGU-Baybay	Grass Cutter ₱25.00 per hour
Inorganic Fertilizer Assistance Program	To provide fertilizer to farmer-members thru roll-over scheme (500/bag)	2021	✓		From LGU-Baybay	Received 16 bags Urea and 16 bags complete.
Rice Seed Assistance Program (hybrid)	To provide high quality rice seeds to rice farmer-members	January – December 2021	✓		From LGU-Baybay	All members availed the free rice seeds assistance from LGU Baybay City
GUAFA COMMUNAL GARDEN	To allow members in buy and sell of products produced	September 2021- Up to present		✓	From LGU-Baybay	Farm Inputs given to the association

Prepared by:


JENNY DIN B. TORRECAMPO
Secretary

Noted by:


TEODULFO M. ARABIANA
President

GUADALUPE FARMERS ASSOCIATION (GUAFA)

Barangay Guadalupe, Baybay City, Leyte

CASH FLOW STATEMENT As of December 31, 2021

CASH RECEIPTS

Cash Beginning Balance	₱ 17,500.00
Vegetable Sales	₱ 2,463.00
Total Cash Receipts	₱ 19,963.00

CASH DISBURSEMENTS

Organizational Expense	₱ 3,070.00
Office Supplies Expense	₱ 23.00
Meeting Expense	0
Transportation Expense	₱ 200.00
Garden Expense (Communal)	₱ 4,965.00
Total Cash Disbursement	₱ 8,258.00
CASH BALANCE	₱ 11,705.00


Prepared By:


JANETH G. RECTO
Treasurer

Certified Correct By:


MARIO M. SUMABAT
Auditor

Approved By:


TEODULFO M. ARABIANA
President