

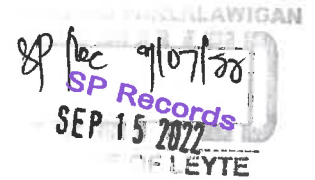
Annex D: Letter of Application

Item No.: 12

August 29, 2022

Date: 04 OCT 2022

**Vice Governor Leonardo Javier Jr.**  
Presiding Officer, Sangguniang Panlalawigan  
Office of the Provincial Agriculture  
Province of Leyte



**Dear Vice Governor Javier:**

In response to your Notice of Call for Accreditation, kindly be informed that Parag-um Farmer's Association (PAFAR), with office address at Brgy. Parag-um Carigara, 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 or existing valid Certificate of Accreditation issued by the Office of the Sangguniang Panglalawigan or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,

  
**ELSA D. FLORENDO**  
Parag-um Farmer's Association  
President



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VIII  
**NORTHERN LEYTE FIELD OFFICE**  
Trece Martires St., Tacloban City

**Registration Certificate No. R0800-NLFO-15-04-RWA-343**  
KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of the Labor code, as amended, and its implementing rules

**PARAG-UM FARMERS ASSOCIATION**  
Brgy. Parag-um, Carigara, Leyte

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 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 Regional Office No. VIII, Tacloban City, Philippines, this 15<sup>th</sup> day of April, 2015.

CERTIFIED TRUE COPY  
FROM THE ORIGINAL

*Edlyn L. Capungcol*  
APPROVED:  
EUSA D. Florendo  
AND SWORN TO  
ON THIS 15 DAY OF APRIL  
2015

NORTHERN LEYTE,

*Elias A. Cayanon*  
ELIAS A. CAYANONG, CESO III  
Regional Director

TIN: 3715-D103A-J05676-DF2000-5

*Edlyn L. Capungcol*  
ATTY. EDELYN L. CAPUNGCOL  
Public Attorney I  
Administering Officer  
Pursuant to R.A. 9406

**APPLICATION FORM FOR ACCREDITATION**

Name of Organization: PARAG-Um FARMERS ASSN.

Address: BRGY. Parag-Um CARIGANA, LEYTE

Contact No.: 091632431992

Email address (optional): \_\_\_\_\_

Date Organized: JAN. 2015

Sector/s Represented: \_\_\_\_\_

Purposes/Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services that the organization provides or can participate in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registering Agency:

Date Registered: 4/15/2015

- 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 Agriculture (DA)
- 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): \_\_\_\_\_

**Organizational Level:**

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

**Projects Implemented in the [Province/City/Municipality] of [Name of LGU]**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2020	Fulfilling	₱14,350	DOLE	25 members	Completed	Ongoing
2021	RTU		DA Province	25 members	Completed	Ongoing

**PARAG-UM FARMER'S ASSOCIATION (PAFAR)  
Brgy. Parag-um Carigara, Leyte**

**BOARD RESOLUTION NO. 2 SERIES OF 2022**

**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 Parag-um Farmer's Association is a civil society organization duly registered with the Department of Labor and Employment under Registration No. RO800-NLFO-15-04-RWA-515 with office address at Brgy. Parag-um Carigara, Leyte and existing under Philippine laws;

**WHEREAS**, in the Parag-um Farmer's Association Special Board Meeting held at Brgy. Parag-um Carigara, Leyte on July 25, 2022, attended by the following Board of Trustees present, the following resolution was approved and adopted:

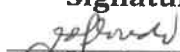
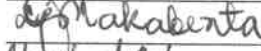

**RESOLVED, AS IT IS HEREBY RESOLVED**, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022- 083, and to apply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

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor

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

**ADOPTED** unanimously by the Board of Trustees/Directors of the Parag-um Farmer's Association this 29<sup>th</sup> day of August, 2022 in the Province Leyte of Municipality of Carigara

<b>Name</b>	<b>Position</b>
ELSA D. FLORENDO	President
LAILANI G. MAKABENTA	Secretary
WENEFREDA B. ISANAN	Treasurer

<b>Signature</b>




Annex E: Board Resolution - Intention for Accreditation

*EF*  
**ELSA D. FLORENDO**  
Parag-um Farmer's Association  
President

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_, 2022 in \_\_\_\_\_,  
Affiant exhibiting to me his/her Voter's ID with valid identification no. VIN: 3715-  
0103A-J0567EDF20001-5 issued at Carigara, Leyte.

Doc No: \_\_\_\_\_  
Page No: \_\_\_\_\_  
Book No: \_\_\_\_\_  
Series of \_\_\_\_\_

PARAGUAY FARMERS ASSO.  
LIST OF OFFICERS  
2021-2022

PRES. - ELSA D. FLORENDO  
V-PRES - LELITA L. BUÑALES  
SEC - LAILANI G. MAKABENTA  
AUD. - PATRICIA C. BALENDO  
TREA. - WENEFREDA B. ISANAN  
HEAD. HEALTH COMM - WILMA G. IRLANDEL  
HEAD. EDUC. COMM - JUSTINA D. BRIT  
HEAD. ENVIRONMENTAL COMM - MARIE ANNE RAÑIN  
HEAD. INFRASTRUCTURE COMM - ERNESTO BALENDO

# PARAG-UM FARMERS ASSD-

ACTIVITY: EGG SIZING

PARTICIPANTS:

ELSA FLORENDO

LAILANI MAKABENTA

WENEFREDA ISANAN

PATRICIA BALENDO

JUSTINA BRIT

DATE + TIME: MARCH 25, 2021  
2:00 O'CLOCK NOON

GENERAL OBJECTIVES:

@ MABARO TAN TECHNIQUE Pagkuha han size han eggs

AGENDA:

1. Pagbantay han Egg Laying - an magbantay han manukan. ginkakarabutan nga mayda sueldo kada bulan.
2. An kada members na ma duty arno an mayda sizing nga 10.00 parings per tray.

ADJOURNED: 5:00 O'CLOCK

CERTIFIED CORRECT:

*Lailani Makabenta*

LAILANI MAKABENTA

SECRETARY



PARAG-UM FARMERS ASSD.

ACTIVITY: GARDENING

PARTICIPANTS:

ELSA FLORENDO  
LAILANI MAKABENTA  
WENEFREDA ISANAN  
JUSTINA BRIT  
WILMA IRLANDEZ

DATE & TIME: APRIL 25, 2021  
AT 10:00 O'CLOCK IN THE MORNING

EXPECTATIONS FOR THE ACTIVITY:


- MAPADAYON AN PAG PRODUCE HAN VEGETABLES

AGENDA:

1. Gardening - nahangyo hia man nga ipadaryon ang pagtanom hin mga utanon para makakabulig kada taga-tagsa.
2. An mga member gin grupo-grupo pag-schedule kada adlaw. pagkuha bonay / sizing ngan pag garden.

ADJOURNED: 4:30 P.M

CERTIFIED CORRECT:

  
LAILANI MAKABENTA  
SECRETARY

PARAGUAY FARMERS ASSO.  
MONTHLY MTG.

Attendance :: APRIL 25, 2021

- |                          |       |                      |
|--------------------------|-------|----------------------|
| 1. ELBA D. FLORENDO      | _____ | Elba Florendo        |
| 2. MARIROSE MORALES      | _____ | Marirose Morales     |
| 3. Welfreda B. Isanan    | _____ | Welfreda B. Isanan   |
| 4. Rita O. Tadeja        | _____ | R.O. Tadeja          |
| 5. Guillerma F. Mendoza  | _____ | Guillerma F. Mendoza |
| 6. Elena Suri            | _____ | Elena Suri           |
| 7. Patricia C. Balendo   | _____ | Patricia C. Balendo  |
| 8. Justina Bit           | _____ | Justina Bit          |
| 9. Wilma G. Landez       | _____ | Wilma G. Landez      |
| 10. ROLANDO* BUNIALES    | _____ | Rolando Buniñales    |
| 11. Ernesto Buniñales    | _____ | Ernesto Buniñales    |
| 12. Lailani G. Makabenta | _____ | Lailani G. Makabenta |
| 13. Catalina Bacatano    | _____ | Catalina Bacatano    |
| 14. Grims B. Nandir      | _____ | Grims B. Nandir      |

PARAG-UM FARMERS ASSD.

ACTIVITY: EGG LAYING

PARTICIPANTS:

ELSA FLORENDO  
LAILANI MAKABENTA  
WENEFREDA ISANAN  
PATRICIA BALENDO

JULY 25, 2021

9:00 A.M.


GENERAL OBJECTIVES:

- MAGKA URUSA HA PAG MANGRO HAN LAYERS

AGENDA:

1. Umabot on hatag nga Egg laying na ginhatag han province pina agi kom Gov. mic Petilla. pag-abot amon ito gintimbang on 100 ka manok. kada manok natimbang hin 1 KI.
2. Training on Poultry Management - nagka-may-ada kami training kon paano magmanon hin manok nga bumunray.

CERTIFIED CORRECT:

  
LAILANI MAKABENTA

SECRETARY

Paragum Farmers Assn.  
monthly meeting.

JULY 25, 2021

Attendance:

- |                         |         |   |                        |
|-------------------------|---------|---|------------------------|
| 1. MARIROSE             | MORALES | - | Supa                   |
| 2. WENEFREDA            | ISANAN  | - | Wenefreda P. Isanan    |
| 3. Gina B. Nuido        |         | - | ginanido               |
| 4. Catalina Brientomo   |         | - | Brientomo              |
| 5. Patricio O. Batenoto |         | - | <del>Patricio</del>    |
| 6. LAILANI G. MAKABENTA |         | - | Lailani                |
| 7. Lerna M. Bacot       |         | - | Lerna M. Bacot         |
| 8. Domingo Onisob       |         | - | D Onisob               |
| 9. Rita O. Tadeja       |         | - | <del>Rita Tadeja</del> |
| 10. Elena Suri          |         | - | Elena Suri             |
| 11. ELSA D. Florendo    |         | - | Elsa Florendo          |
| 12. Marc Anne Manin     |         | - | Marc Anne Manin        |
| 13. Ernesto Bulondo     |         | - | Ernesto Bulondo        |
| 14. Tynacia G. Bernales |         | - | Tynacia G. Bernales    |
| 15. Justina Bait        |         | - | Justina Bait           |
| 16. Alma D. Higin       |         | - | Alma D. Higin          |

# PARAG-UM FARMERS ASSD.

ACTIVITY: ANNUAL MEETING

PARTICIPANTS: ALL MEMBERS

DATE + TIME: DEC. 28, 2021 AT 9:00 AM

EXPECTATIONS FOR THE ACTIVITY:

GENERAL OBJECTIVE

SPECIFIC OBJECTIVES:

- MAGKAKARUSAN AN ASSOSASYON HA PAGPAUSWAG
- HA MEMBERS. PINA AGI HA PAG TANOM
- HA DIFFERENT VARIETY HA VEGETABLES

AGENDA:

1. updates for the monthly meeting of Rules and Regulations of the members.  
ginkakarabutan nga tanan nga members mabulig pag-uma ngan pag-duty ha manukan.

2. Resignation of members / new members application.

an mga daan nga members nga diri na napadayon kinahanglan maghimo hin resignation letter. an mga bag-o kinahanglan may application form.

3. Release han amon Egg laying - nag-pupare para han mga bisita nga nag-hatag han manok nga bumunaway.

4. AUDITING - an mga member nag-ihap  
han kuarta nga halin han baboy tikang  
ha DOLT nga fatturing kon may salin  
or warranty.

5. REVIEW han BY LAWS han asso. an  
ma absent hin 3 ka sunod-sunod  
automatic resign. kinahanglan  
maghimo hin resignation.

6. Auditing hin whole year savings  
and collectibles.

ADJOURNED: 5.00 P.M.

CERTIFIED CORRECT:

*Lailani Makabenta*

LAILANI MAKABENTA

SECRETARY

Panay-um Farmers Assn.

Annual Meeting

DECEMBER 28, 1911

Venue: Comm. Garden

Attendance:

1. Morales Marivore — ~~MB~~
2. Pura Nardo — ~~PN~~
3. Catalina Buntarao — Catalina Bacatano
4. Wenefrada Isaran — Wenefrada Bisanan
5. LAILANI MAKABATA — ~~LM~~
6. RITA TADEFA — ~~RT~~
7. Patricia Bulando — ~~PB~~
8. Elena Suri — Elena Suri
9. Ignacia Buntaler — I. Buntaler
10. Celita Buntaler — C. Buntaler
11. Erasmo Bulando — E.
12. ELSA D. Florendo — E. Florendo
13. Justina — Justina Bait
14. Marie Anne F. Ramin — M.A. Ramin
15. DEMETRIO FIGUM — D.
16. ALMA Figum — A.
17. Wilma Delundez — W. Delundez
18. Maria Makabata — M.

Annex H: Annual Accomplishment Report

PARAG-UM FARMERS ASSOCIATION  
 [Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Futuring rolled LATER		6 months 2 years			\$14,350.00	Asst affected

\*add rows as necessary

Prepared by:  
 Lailam Makabenta  
 [Name]  
 Secretary-General

Noted by:  
 Elsa D. Fernandez  
 [Name of Head of CSO]  
 [Position/Designation]



Annex I: Annual Financial Statement

PARAGON FARMERS ASSO.  
FINANCIAL STATEMENT FOR CY 2021

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1	₱ 314,135.00	
Donor 2		
Monthly Dues / Membership Fees	9,150.00	
Income Generating Project 1		
Income Generating Project 2	₱ 567,366.00	
<b>TOTAL</b>	₱ 576,466.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2	₱ 537,167.00	
Meeting Expenses	1,500.00	
Office Supplies	1,000.00	
Logistics / Transportation	18,000.00	
Administrative and Personnel	24,000.00	
<b>TOTAL</b>	₱ 582,170.00	
<b>TOTAL FUND BALANCE</b> (Total Inflow - Total Outflow)	-5,704.00	

Noted by:

Elsa D. Forendo  
[Name]  
[President]

Lecita L. Buhales  
[Name]  
[Vice President]

Lailani Makabenta  
[Name]  
[Secretary-General]

Wenfreda B. Janan  
[Name]  
[Treasurer]

Patricia C. Balendo  
[Name]  
[Auditor]