

[Date]

Vice [Governor/Mayer] SANDY JAVIER

Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]

*City/Municipality of [Name of LGU]

Province of [Name of Province]

SANGGUNIANG PANLALAWIGAN



Dear Vice [Governor/Mayer] JAVIER :


In response to your Notice of Call for Accreditation, kindly be informed that [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/bayan].

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 [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] 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,


MARLO M. RUBELO

[Name of Head of the Organization]

[Position] BIFA - President



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF LABOR AND EMPLOYMENT
 WESTERN LEYTE FIELD OFFICE
 27, Fortian St., Tacloban City
 Email: dlde.wlfo@doel.doe.gov.ph
 Tel: (0532) 521-1011

**Registration Certificate No.
 INLE-WLFO-2015-WI-05-540**

KNOW ALL MEN BY THESE PRESENTS:

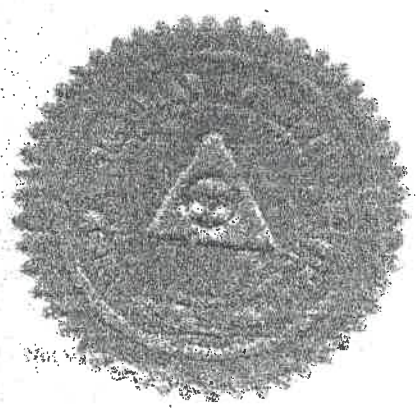
By virtue of the provisions of the Labor Code, as amended,
 and its implementing rules

**BULI INTEGRATED FARMERS
 ASSOCIATION (BIFA)**
 Zigu, Buli, Baco, 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 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 to 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 19th day of May 2015



Approved by:

[Signature]
ELAS ALCAYONG, CESO III
 Regional Director

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: BULI INTEGRATED FARMERS ASSOCIATION (BIFA)

Address: BRGY. BULI, BATO, LEYTE

Contact No.: 0965 798 5130

Email address (optional):

Date Organized: FEB. 2015
FARMERS

Sector/s Represented:

Purposes/Objectives:

TO help member farmers
in their farming

Services that the organization provides or can participate in:

LENDING

LIVELIHOOD - LIVESTOCK

Registering Agency:

Date Registered: MAY 19, 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): MABAHILMIC-AC Dist. J-B
- Others (specify): _____

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

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2018	Hog Farming	500,000	MIC-Project	BIPA - members		1

BULI INTEGRATED FARMERS ASSOCIATION
Barangay Buli, Bato, Leyte
Reg. Cert. No.: DOLE-WLFO-2015-WA-05-546

A BOARD RESOLUTION-INTENTION FOR ACCREDITATION

Resolution No.: 09-01
Series of 2022

WHEREAS, Section 108 of the Local Government Code of 1992 (RA 7160) provides for the accreditation of civil society organizations.

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

WHEREAS, **BULI INTEGRATED FARMERS ASSOCIATION** is a civil society organization duly registered with the **DEPARTMENT OF LABOR AND EMPLOYMENT** and issued with Registration Certificate No. : **DOLE-WLFO-2015-WA-05-546 last May 19, 2015.**




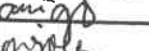
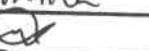
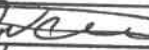


WHEREAS, in BULI INTEGRATED FARMERS ASSOCIATION's Special Board Meeting held at the Buli Integrated Farmers Association office at Barangay Buli, Bato, Leyte last September 1, 2022, attended by the following Board of Trustees present, the following resolution was approved and adopted.

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-_____ and to apply for membership in a local special body in the Municipality of Bato, Province of Leyte.

RESOLVED FURTHER, to forward copy of the RESOLUTION to the Chair of the Sangguniang Committee on the Accreditation, the Honorable _____.

RESOLVED FURTHERMORE, that the following representative /s of the organization are authorized and directed to take any action necessary to effectuate the foregoing resolution, **MR. MARIO M. ALBERO, SR.**

ADOPTED unanimously by the Board of Trustees of BULI INTEGRATED FARMERS ASSOCIATION, this 1st day of September, 2022 at the Municipality of Bato, Province of Leyte, Philippines.

NAME	POSITION	SIGNATURE
MR. MARIO M. ALBERO,SR	President	
MR. RAMON B. CASTOS	Vice-President	
MS. FELIPA P. JANDAYAN	Secretary	
MS. AIDA L. AMIGO	Treasurer	
MS. FELICITAS L. GAVIOLA	Board of Trustees	
MR. BENJAMIN B. AMIGO	Board of Trustees	
MR. ROSALITO L. VALDUEZA	Board of Trustees	
MR. ALEJO M. YBANEZ	Board of Trustees	


MR. MARIO M. ALBERO, SR
PRESIDENT


Republic of the Philippines]
Province of Leyte]
Buli, Bato]

At the stated locality, on this SEP 07 2022 of 2022 before me personally appeared :

NAME	Government Issued ID	Place of Issue
Mr. Mario M. Albero, Sr.	Drivers License	Maasin City
Mr. Ramon B. Castos	Voters ID	Bato, Leyte
Mr. Rosalito L. Valdueza	Voters ID	Bato, Leyte
Ms. Aida L. Amigo	Postal ID	Hilongos, Leyte
Mr. Benjamin B. Amigo	Drivers License	Maasin City
Ms. Felicitas L. Gaviola	Voters ID	Bato, Leyte
Mr. Alejo M. Ybanez	Voters ID	Bato, Leyte
Ms. Felipa P. Jandayan	Voters ID	Bato. Leyte

Known to me as the same persons who executed the foregoing instrument, who subscribed oath to the matters set forth in the resolution on the 1st page and acknowledged the same to be their free and voluntary act and deed.

NOTARY PUBLIC


Atty. RICO E. ALBERO

Notary Public

Until December 31, 2023

PTR No. 6442852 01/03/22 at Bato, Leyte

IBP Lifetime Member No. 694810 2/10/06

Roll of Attorneys No. 41357

Doc. No. 473
Page No. 95
Book No. 77
Series of 2022

BULI INTEGRATED FARMERS ASSOCIATION
Barangay Buli, Bato, Leyte
Reg. Cert. No.: DOLE-WLFO-2015-05-546

EXCERPTS OF THE ANNUAL MEETING/REPORT

ACTIVITY : ANNUAL REPORT
Participant : Members and Officers
Date and Time : August 25,2022

Expectation for the Activity : Better understanding of where, how and what the organization had achieved through the years of operation as a farmers' association.

General Objective:

1. Review of the membership status of the association
2. Review of the financial status of the association
3. Review of the management status of the association

Specific Objective:

1. How to avoid the effect of the ASF that hounds the piggery business
2. How to collect effectively collect the dormant account receivable of delinquent members
3. To apply for accreditation of the association as one of the Civil Society Organization at the local LGU of Bato, Leyte

Agenda

Agenda 1- MEMBERSHIP AND CAPITAL BUILD UP.

1. Membership has increased accordingly to the strategic development plan last 2018. We now have a total of 63 active members.
2. The total 2021 Capital build up had increased to P179,034.00 from 2020's P105,711.00

Agenda 2 -PIGGERY SALES AND LOAN STATUS

1. Piggery sales for 2021 is P312,555.00 gross, while it also garnered a significant amount of operating expenses, the piggery business is up and still running despite the ASF restrictions from year 2021 to 2022.
2. Loan availed from Landbank's apcp program amounted to P2,000,000.00 or 2 cycles. It earned the association a total of P101,632.00 from interest income. Net of Landbank interest of P90,000.00 and Documentary stamp of P8,368.00.
3. Total loan availed from our CBU reached P187,294.00 and Total loans collected is P29,160.00

Agenda 3 DORMANT ACCOUNTS

1. Since there are still members who are still delinquent with their accounts, it has been agreed to seek help from the DAR legal department to assist the association in collecting these accounts.

Agenda 4 ADDITIONAL FARM EQUIPMENT FROM PHILMECH

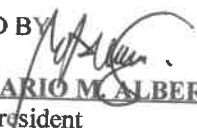
1. The association had been a recipient from Philmech, one unit of Walk Behind Rice Transplanter to help ease the burden of physical planting of rice. Members can now use this machinery for their rice planting activities.

Agenda 5 ACCREDITATION WITH THE MUNICIPAL CIVIL SOCIETY ORGANIZATIONS

1. It had been discussed that BIFA would seek membership with the local LGU's municipal Civil Society Organization. Being a member of such CSO would bring more benefit for the association. This subject to be tackled in a special board meeting to be held not later than September 5, 2022.

Prepared by:


MS. FELIPA P. JANDAYAN
BIFA-Secretary

NOTED BY 
MR. MARIO M. ALBERO, SR
BIFA-President

Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO]
as of [Date]

Name	Position
MARLO RUBEN	President
DANNY CASTO	Vice President
FELIPA JANDAYAN	Secretary
KIDA AMIGO	Treasurer
JEREMIAS ADOBAK	Auditor
CELIA DUYAGIT	Head, Health Committee
LIZA CASTO	Head, Education Committee
NELSON ECTOPIA	Head, Environmental Committee
ROBALITO VALDUEZA	Head, Infrastructure and Safety Committee
	Member

*add rows as necessary

[Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
LENDING		continue		/	PHP 100,000.	
LIVELIHOOD		continue		/	PHP 150,000.	

*add rows as necessary

Prepared by:

 [Name]
 Secretary-General

Noted by:



 Raulo Sibero
 [Name of Head of CSO]
 [Position/Designation]

Name of Organization : Buli Integrated Farmers Association (BIFA)
Registered Address : Brgy. Buli, Bato, Leyte
Contact Nos. : 09066358139
Date Organized : February 8, 2015
Date Registered : May 19, 2015

Registering or Accrediting Agency: (Check appropriate box)

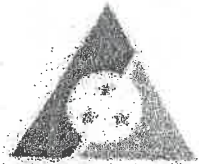
- Securing and Exchange Commission
- Cooperatives Development Authority
 - Department of Labor and Employment
 - Department of Social Welfare and Development
 - Department of Health
 - Department of Agriculture
 - Department of Agrarian Reform
 - Department of Education
 - Department of Interior and Local Government
 - National Commission on Indigenous Peoples
 - National Housing Authority
 - Insurance Commission
 - Philippine Regulatory Commission
 - Housing and Land Use Regulatory Board
 - Others: (Please specify) _____

Organizational Level: (Check appropriate box)

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

Purposes/Objectives: (Use of additional sheets, if necessary)

- To promote the moral, social well-being of all members and their family
- To develop sustainable livelihood thru the conduct of activities with aim of uplifting the economic status of the members
- To provide the members knowledge and skills and equip themselves for an affected and innovative way of AGRI-TECHNOLOGY.
- To work with non-government and government organizations or entities in the promotion and development of the association and in carrying out government policies.



*More than jobs!
It's decent jobs.*

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE

2nd floor, Pernia's Bldg., Rizal corner San Nicolas St,
Ormoc City

Tel. No: (053)255-2436 Fax No.: (053)561-4518

Email add: dalero8-wifo@yahoo.com

MAY 19 2015

Date

MR. MARIO M. ALBERO

President

BULI INTEGRATED FARMERS ASSOCIATION (BIFA)

Brgy. Buli, Bato, Leyte

Dear Mr. Albero :

Enclosed herewith is the Certificate of Creation of Local Chapter No. DOLE-
WLFO-2015-WA-05-546 issued on MAY 19 2015 in favor of

BULI INTEGRATED FARMERS ASSOCIATION (BIFA)

Brgy. Buli, Bato, Leyte

You are required to submit under the law your annual financial report within 30 days after the close of fiscal year, list of newly elected or appointed officers within 30 days from such election or appointment, and any amendment to the constitution and by-laws within 30 days, to maintain the legitimacy of your organization.

Please be guided accordingly.

Very truly yours,


MARITES L. VIÑAS

Chief LEO

Head, DOLE- Western Leyte Field Office

Copy Furnished:
DOLE-Regional Office

Republic of the Philippines
Province of Leyte
Municipality of Bato
Brgy. Buli

BULI INTEGRATED FARMERS ASSOCIATION

LIST OF OFFICERS AND MEMBERS

NO.	NAME	POSITION	ADDRESS
1	ALBERO, MARIO M.	President	Brgy. Buli, Bato, Leyte
2	CASTOS, RAMON B.	Vice-President	Brgy. Buli, Bato, Leyte
3	AMIGO, AIDA L.	Treasurer	Brgy. Buli, Bato, Leyte
4	JANDAYAN, FELIPA P.	Secretary	Brgy. Buli, Bato, Leyte
5	RANUA, EVELYN M.	PIO	Sitio Panog, Brgy. Buli, Bato, Leyte
6	ADOBAS, JEREMIAS L.	Bookkeeper	Brgy. Buli, Bato, Leyte
7	ESTOPIA, NELSON R.	Auditor	Brgy. Buli, Bato, Leyte
8	ABANDO, ROWENA U.	Manager	Brgy. Buli, Bato, Leyte
9	AMIGO, BENJAMIN B.	Board of Trustees	Brgy. Buli, Bato, Leyte
10	GAVIOLA, ARLENE FELICITAS L.	Board of Trustees	Brgy. Buli, Bato, Leyte
11	REBISO, DANILO D.	Board of Trustees	Sitio Panog, Brgy. Buli, Bato, Leyte
12	VALDUEZA, ROSALITO L.	Board of Trustees	Sitio Panog, Brgy. Buli, Bato, Leyte
13	ADOBAS, MYRNA G.	Member	Brgy. Buli, Bato, Leyte
14	ALBERO, ANTONIO U.	Member	Brgy. Buli, Bato, Leyte
15	ALBERO, MERIE ROSE	Member	Brgy. Buli, Bato, Leyte
16	ALBERO, SEGUNDA	Member	Brgy. Buli, Bato, Leyte
17	ANADON, ENRIQUITA U.	Member	Brgy. Buli, Bato, Leyte
18	BENTULAN, JESUS A.	Member	Brgy. Buli, Bato, Leyte
19	CASTOS, LIZA D.	Member	Brgy. Buli, Bato, Leyte
20	CASTOS, RENATO B.	Member	Brgy. Buli, Bato, Leyte
21	CLABA, JACQUELINE T.	Member	Brgy. Buli, Bato, Leyte
22	EMBALSADO, IMELDA A.	Member	Brgy. Buli, Bato, Leyte
23	GAVIOLA, JOAQUIN G.	Member	Brgy. Buli, Bato, Leyte
24	GONZALES, MILA A.	Member	Brgy. Buli, Bato, Leyte
25	LUCERO, CARMELITA U.	Member	Brgy. Buli, Bato, Leyte
26	MAKILANG, ABELLA T.	Member	Brgy. Buli, Bato, Leyte
27	MAKILANG, JAIME	Member	Brgy. Buli, Bato, Leyte
28	TIMKANG, HELENITA D.	Member	Brgy. Buli, Bato, Leyte
29	VALDUEZA, GELENITA P.	Member	Sitio Panog, Brgy. Buli, Bato, Leyte

Republic of the Philippines)
Province of Leyte)
Municipality of Bato)S.S

SWORN STATEMENT

I, **MARIO M. ALBERO**, of legal age, married, Filipino citizen with residence and postal address at Brgy. Buli, Bato, Leyte, Philippines after having been duly sworn in accordance with the law hereby depose and say:

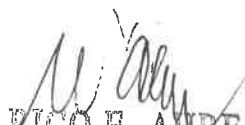
1. That I am the duly elected president of **BULI INTEGRATED FARMERS ASSOCIATION** of Brgy. Buli, Bato, Leyte
2. That **BULI INTEGRATED FARMERS ASSOCIATION** is duly registered with the Department of Labor and Employment (DOLE) with Reg. Cert. No. RO8-WLFO-2015-WA-05-546.
3. That the objective of the association is to improve the quality of life of its members and the community where it belongs , through group endeavor and savings.
4. That **BULI INTEGRATED FARMERS ASSOCIATION** is an independent and non-partisan organization and will remain as such while pursuing the advancement of interest of its members and the community, through its membership in the Municipal Development Council.
5. That I am executing this statement for and in behalf of the **BULI INTEGRATED FARMERS ASSOCIATION** being its current Chief Executive Officer.

AFFIANT FURTHER SAYETH NAUGHT.

IN WITNESS WHEREOF, I have affixed my signature this _____ day of 06 APR 2022, 2022 at Bato, Leyte, Philippines.


MARIO M. ALBERO
(President)

SUBSCRIBED AND SWORN to before me this _____ day of 06 APR 2022, 2022 at Bato, Leyte, Philippines.


ATTY. RICO E. AUREO
Notary Public
Until June 30, 2022
PR No. 6442852 at Bato, Leyte
January 3, 2022

344
73
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22

**CONSTITUTION AND BY-LAWS
BULI INTEGRATED FARMERS ASSOCIATION
(BIFA)**

PREAMBLE

We, the farmers of the Brgy. Buli, Municipality of Bato Province of Leyte in order to improve our standard of living and enhance the general welfare, the member of the BULI INTEGRATED FARMERS ASSOCIATION, organized ourselves into an association; do hereby promulgate this constitution and by-laws.

ARTICLE I

NAME AND ADDRESS OF THE ASSOCIATION

SECTION 1. The Name of the Association shall be:

BULI INTEGRATED FARMERS ASSOCIATION (BIFA)

SECTION 2. The address of the Association is:

Barangay Buli, Bato, Leyte

ARTICLE II

OBJECTIVES AND PURPOSE

SECTION 1. Objectives and Purpose -- the objectives and purposes of this association are as follows:

1. To establish an association that will promote mutual aid 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 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 rice, vegetable, coconut, corn production and other agricultural commodities
5. To work with non-government and government organization or entities in the promotion and development of the association and in carrying out government policies.

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ARTICLE III

MEMBERSHIP

SECTION 1. Membership – That membership of this association shall be open to all persons who are of legal age, with the capacity to contract or heads of the family are:

- 1) Working in the area of operation
- 2) Willing to abide the constitution and by-laws of the association
- 3) Pledge to undertake the responsibilities of a member

SECTION 2. Application of Membership

- a) The application for membership shall be in writing and shall be presented to the officers for action. The application shall be accompanied by a membership fee of FIFTY Pesos (P 50.00) which amount shall be returned to the applicant in case of rejection.
- b) The applicant shall pay the amount of Ten Pesos (P 10.00) equivalent to one (1) share of the capital stock in case he/she is not rejected.

SECTION 3. Membership in Association, once acquired, shall be permanent and maybe lost on the following grounds.

1. Membership in subversive organizations or one who profess subversive ideas;
2. Habitual absences from meeting where his/her attendance is required, At least three consecutive absences without being excused.
3. Persons who have been convicted of a crime involving moral turpitude;
4. Non-payment of Share Capital and/or not patronizing its business for a period of one (1) year or more.
5. Failure to comply with the existing rules, policies and regulations of the association as set forth in its constitution and by-laws or any violations of the provision thereof.

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SECTION 4. Resignation – No members who have an outstanding obligation shall be permitted to resign from the membership in the association. However, any member permitted to resign from the organization when he/she no longer possess the qualification for membership, has no more liabilities/obligation to comply to the organization; provided that he/she give notice to the officers of the organization provided that he/she give notice to the officers of the organization to his effect thirthy (30) days prior to his actual resignation; provided further that such resignation may be accepted by the General Assembly.

SECTION 5. Suspension – Any members who was willfully failed to pay his fees, dues, or contributions, or has failed to comply with any of his duties as members may after hearing the case, be finalized either by suspension from membership or imposition of fines. The majority of the members of the organization in a regular or special meeting for the purpose shall decide the meeting, if an expelled member has an outstanding obligation of the same, especially those affecting government funded project, the case shall be reported immediately to the agency concerned true its representatives so that prompt action can be taken by the same in accordance with its implementing rules and regulations. member has acted in violation of the by-laws.

SECTION 6. Death – The death of members shall terminate his membership in the organization. The liabilities shall be deducted from the share of the deceased members, the reminder of which shall be given to the lawful heirs.

ARTICLE VI

GOVERNMENT

SECTION 1. The General Assembly – The general Assembly of the association shall be composed of members entitled to vote duly assembled and constituting a quorum.

SECTION 2. Power and Limitation of the General Assembly – The general assembly has the following power:

- a) To elect and remove officers for cause;
- b) To hear and pass upon the reports of the officers;
- c) To take final decisions regarding any drastic change in financial policies,
- d) To exercise final authority on all matters vitality affecting the association;
- e) To approve development plans of the association;
- f) To exercise all powers expressly provided by law and the by- laws.

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R...
S...
P. Amigo

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SECTION 3. Annual General Assembly – The Annual General Assembly should be held on the 2nd Wednesday of January at the principal office of the association or at any place within area of operation and such time as the officers may designate.

SECTION 4. Special General Assembly -- A special general assembly may be called at anytime by a majority vote of the officers to consider urgent matters requiring immediate membership decision. A special general assembly shall be called by the officers within 30 days from receipt of a written request.

SECTION 5. Notice of General Assembly – Written notice of all meeting shall be served by the Secretary, through an urgent, upon each member or thru information board at least on week prior to the general assembly.

The notice of the general assembly shall be accompanied by the agenda, minutes of meeting at least general assembly, consolidated reports of the officers with financial statements, proposed amendments to the by- laws if any, and other papers needed by the members to arrive at sound and intelligent decision during the general assembly.

SECTION 6. Calendar Year – The calendar year of the association shall commence on the first day of January and end on the last day of December.

SECTION 7. Agenda – As far as practicable, the Order of Business at each annual meeting shall be:

- a). Roll Call
- b). Proof of due notice
- c). Consideration of the minutes of the last general meeting
- d). Consideration of the consolidated report of officers, board of directors and committees including statements of financial condition and operation.
- e). Unfinished business
- f). Election of Officers and Committee members
- g). New business, nd
- h). Adjournment

SECTION 8. Quorum at the Membership Assembly – At the annual or special general assembly, fifty percent plus one of the total number of members entitled to vote shall constitute a quorum.

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P. Arvigo

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SECTION 9. Manner of Voting

- a) Members entitled to vote shall be qualified to vote and participating to the general assembly of the association. No member shall be entitled to vote more than one regardless of the share owned. No proxy voting shall be allowed.
- b) Election and removal of officers shall be in any manner that will truly and reflect the decision of the membership.

SECTION 10. Officers and Members – The business of the association shall be administered by the officers.

SECTION 11. Qualification and Disqualification of Officers – All members entitled to vote, who have time and willingness to serve are qualified to be voted as officers, except those under any of the following circumstances which disqualify them to be voted upon the position officers or to continue as such:

- a) Holding any elective position in the government, except that of barangay officials;
- b) Having conflicting interest with the business of the association;
- c) Having absent for three (3) consecutive officers meeting without being excused;
- d) Being full time employee of the association;
- e) Having been convicted of any crime involving moral turpitude, gross negligence, for gross misconduct in the performance of his duties if found culpable on any administrative case involving financial and/or property accountability, and
- f) Facing as respondents for defending on administrative proceedings or civil/criminal suits involving financial and/or property accountability, and
- g) Having been disqualified pursuant to disqualification prescribed by law.

SECTION 12. Election of Officers – The officers shall be elected by secret ballot by the members at the annual general assembly and shall hold office for a term of two years unless earlier removed for a cause, or have resigned or become incapacitated due to illness or death, and until their successors have been elected qualified and have discharged the duties of the office, provided that during the election at the first annual general assembly after registration, one-half plus one officers obtaining the highest number of voted shall serve for two year. Thereafter, all shall serve for a term of two years. Provided, that no officers shall serve for more than three (3) consecutive terms.

SECTION 13. Quorum of Officers Meeting – One half plus one of the total officers shall constitute a quorum. A majority vote of the quorum duly assembled in meeting shall be valid.

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SECTION 14. Vacancies – When a vacancy of the officers occur by reason of death, incapacity, removal or resignation, the remaining officers constituting a quorum shall fill the vacancy, if the officers do not constitute a quorum the vacancy shall be filled by the general assembly in a regular or special meeting called for the purpose. The successors named in either of the two instances, shall serve for the unexpired portion of the term.

SECTION 15. Removal of Officers and Committee Members – any elected officers or committee members may be removed from office by a voice of two-thirds (2/3) of the members entitled to vote, present and constituting a quorum at the annual or special general assembly called for the purpose after having given the opportunity to be heard at the said assembly.

SECTION 16. Powers and Duties of the Officers -- The Officers as a body have general supervision and control of the affairs of the association it shall prescribe policies consistent with law, these by-laws and the resolutions of the general assembly for the management of its business and guidance of its members and employees.

SECTION 17. Duties and Responsibilities of Officers;

Chairman/President

- a) Preside over all meetings of the association and of the officers meeting;
- b) Perform any and all acts and duties usually performed by a presiding officer;
- c) Sign all communications, revolving fund certificate, contracts and such other papers of the association which the officers may authorize or direct him to sign, and
- d) Perform such other duties as the officers may prescribe

Vice-Chairman/President

In the absence or disability of the Chairman/President, the Vice-Chairman/President shall perform the duties of the Chairman/President; Provided, however, that in the case of death, resignation or removal of the Chairman/President the officers may decide to elect his successor.

Treasurer

The Treasurer shall have the following duties;

- a) Take custody of all monies, securities and papers of the association;
- b) Keep a complete record of its cash transaction for the establishment of proof his/her cash position at any time and date;

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P. Amig

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- c) Pay upon the recommendation of the business manager or as authorized by the officers, all money transaction and certified to the correctness of the cash position of the association in all financial statements and reports submitted to the officers and the general assembly;
- d) Turn over all monies, securities, papers and other properties belonging to the association that he may have in his position upon election of his successor;
- e) Perform the duties of the Secretary in the latter absences or inability to perform his duties.

Secretary

The secretary shall have the following duties:

- a) Keep a complete list of all members and maintain correct record of all meetings of the officers and the general assembly;
- b) Give notice to all meeting called;
- c) Keep and maintain the record book and serve as custodian of the seal of the association;
- d) Turn over to his/her successor all books and other properties in his/her possession belonging to the association, and
- e) Perform the duties of the treasurer in case of the latter's absence or inability to perform his duties.

Auditor

Conduct audit on income and expenses and inventory of properties of the association.

P.I.O

- a) Acts as the courier of messages/notices to all members;
- b) Inform the members and general public as to the activities of the association.

Sergeant of Arms

Maintain the peace and order of the association and recording of the attendance of the members.

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P. Amig

ARTICLE VII

OPERATION

SECTION 1. The association will engaged in vegetable, rice, corn, livestock and other agricultural commodities and farm inputs trading.

SECTION 2. All members shall execute a marketing and/or service agreement with the association. The later shall market the product of the members and/or provide the needed service in the usual and custody manner or any manner it may see fit under the circumstances, having in mind the interest and welfare of the members.

ARTICLE VIII

AMENDMENTS

Section 1. This Constitution and By- Laws maybe amended, altered or repealed in whole or in part, or a new Constitution and By-Laws may be adopted at any regular or special meeting of the General Assembly called for the association.

ARTICLE IX

EFFECTIVITY

This constitution and By-Laws shall take effect immediately upon verification by a majority votes of all members of the association.

CERTIFIED CORRECT:

ATTESTED BY:


FELIPA P. JANDAYAN

Secretary

CTC No. 05613705

Issued on: March 11, 2022

Issued at : Bato, Leyte


MARIO M. ALBERO

President

CTC No. 05613701

Issued on: March 11, 2022

Issued at : Bato, Leyte

BULI INTEGRATED FARMERS ASSOCIATION

Barangay Buli, Bato, Leyte

Reg. Cert.: DOLE-WLFO-2015-WA-05-546

Email: bulibifa@gmail.com

STATEMENT OF OPERATION

For the period ending December 31, 2021

REVENUES

Piggery Proceeds	707,473.00	
Interest Income	111,063.50	
Service Fees	48,875.00	
Vegetable Garden Proceeds	<u>2,000.00</u>	<u>869,411.50</u>

OPERATING EXPENSES

Piggery Expense	718,195.00	
Interest Expense	83,087.50	
Travel Expenses	24,376.00	
Representation	5,089.00	
Repairs and Maintenance	5,031.00	
Taxes/Fees/Licenses	3,520.00	
Office supplies	2,061.00	
Honorarium	1,500.00	
Wages	2,780.00	
Garden Expenses	1,275.00	
Rental	1,100.00	
Utilities	480.00	
Fuel	385.00	
Postage	<u>350.00</u>	<u>849,229.50</u>

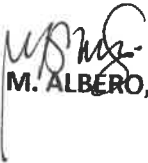
NET INCOME

20,182.00

SUBMITTED BY:


MS. AIDA L. AMIGO
Treasurer

APPROVED BY:


MR. MARIO M. ALBERO, SR.
President

BULI INTEGRATED FARMERS ASSOCIATION
Barangay Buli, Bato, Leyte
Reg. Cert.: DOLE-WLFO-2015-WA-05-546
Email: bulibifa@gmail.com


STATEMENT OF CASH FLOW
For the period ending December 31, 2021

Cash, January 1			117,557.35
Receipts	Piggery Proceeds	707,473.00	
	Interest Income	111,063.50	
	Service Fee	48,875.00	
	Vegetable Garden Proceeds	2,000.00	869,411.50
TOTAL CASH HANDLED			986,968.85
Disbursement	Piggery Expense	718,195.00	
	Interest Expense	83,087.50	
	Travel Expenses	24,376.00	
	Representation	5,089.00	
	Repairs and Maintenance	5,031.00	
	Taxes/Fees/Licenses	3,520.00	
	Office supplies	2,061.00	
	Honorarium	1,500.00	
	Wages	2,780.00	
	Garden Expenses	1,275.00	
	Rental	1,100.00	
	Utilities	480.00	
	Fuel	385.00	
	Postage	350.00	849,229.50
Cash, December 31, 2021			137,739.35

SUBMITTED BY:


MS. AIDA L. AMIGO
Treasurer

APPROVED BY:


MR. MARIO M. ALBERO, SR.
President

BULI INTEGRATED FARMERS ASSOCIATION
 Barangay Buli, Bato, Leyte
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STATEMENT OF FINANCIAL CONDITION
 For the period ending December 31, 2021

ASSETS

Current Assets		
Cash	137,739.35	
Loans Receivable	154,721.00	
Hog Sales Receivable	<u>18,000.00</u>	310,460.35
Non Current Assets		
Furnitures and Fixtures	3,565.00	
Building	200,000.00	
Machineries	<u>925,852.00</u>	<u>1,129,417.00</u>
Total Assets		<u><u>1,439,877.35</u></u>

LIABILITIES AND MEMBER'S EQUITY

Current Liabilities		
Savings Deposits	9,086.00	9,086.00
Long Term Liabilities		
Loans Payable	950,000.00	
Interest Payable	42,750.00	992,750.00
TOTAL LIABILITIES		<u>1,001,836.00</u>

MEMBERS EQUITY

CAPITAL BUILD UP		
		<u>137,399.00</u>
INCOME FROM OPERATIONS		
First Cycle Surplus-Piggery	280,460.35	
Income for the period	<u>20,182.00</u>	300,642.35
Total Member's Equity		<u>438,041.35</u>

TOTAL LIABILITES AND MEMBER'S EQUITY		<u><u>1,439,877.35</u></u>
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Submitted by:

A. Amigo
MS. AIDA L. AMIGO
 Treasurer

APPROVED BY:

M. M. Albero, Sr.
MR. MARIO M. ALBERO, SR.
 President

BULI INTEGRATED FARMERS ASSOCIATION
Barangay Buli, Bato, Leyte
Reg. Cert. No. : DOLE-WLFO-2015-WA-05-546
Email: bulibifa@gmail.com

**ANNUAL ACCOMPLISHMENT REPORT
2021**

The following are the activities carried out for the year 2021

A. PIGGERY BUSINESS

- | | |
|----------------------------|----|
| • Number of litters born | 32 |
| • Number of pigs sold | 30 |
| • Number of fetal deaths | 02 |
| • Number of birth cycles | 02 |
| • Number of available sows | 02 |

B. MEMBERSHIP AND CBU

- | | |
|---------------------------|--------------|
| • Total Number of members | 63 |
| • Total CBU | P 137,399.00 |

C. ACTIVITIES

- Communal efforts for repair and maintenance of pigpen
- Communal efforts to collect rice hulls for the pigpen
- Turn over to BIFA one unit of Walk Behind Transplanter from Philmech

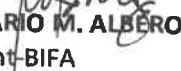
D. COMMUNITY SERVICE

- Release of P8,000.00 pesos to buy 4 sacks of rice to distribute among 63 members at 3 kilos each

SUBMITTED BY:


MS. ROWENA U. ABANDO
Manager-BIFA

APPROVED BY:


MR. MARIO M. ALBERO, SR.
President-BIFA

BULI INTEGRATED FARMERS ASSOCIATION
Barangay Buli, Bato, Leyte
Reg. Cert. No.: DOLE-WLFO-2015-WA-05-546

Excerpts from the minutes of the BIFA officers and members held last March 15, 2022, 1:00PM at the BIFA office, Buli, Bato, Leyte.

1. That the subject of BIFA's re accreditation with the Provincial Government of Leyte had been brought up by the President, informing the officers and members present that BIFA's accreditation had elapsed and is due for renewal.
2. The President then asked all officers and members of BIFA if the body still wants to be a part or accredited with the Provincial Government of Leyte.
3. The body then passed a unanimous motion to renew our accreditation with the Provincial Government of Leyte as it is beneficial to the association to gain positive feedback and support from the Province.
4. The unanimous resolve of the body is acknowledged by the President , and so BIFA will seek renewal for accreditation with the Provincial Government of Leyte.

The above transcript had been taken out from the special meeting held at the BIFA office last March 15, 2022 and I truly certify for its correctness and verifiability.

Certified true and correct:


MS. FELIPA P. JANDAYAN
Secretary-BIFA

Approved by:


MR. MARIO M. ALBERO, SR.
PRESIDENT-BIFA