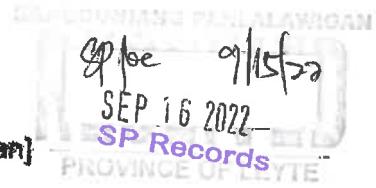


[Date]

Vice [Governor/Mayor] HON. LEONARDO M. JAVIER  
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]  
\*City/Municipality of [Name of LGU]  
Province of [Name of Province] LOAYTE



Dear Vice [Governor/Mayor] HON. JAVIER :

In response to your Notice of Call for Accreditation, kindly be informed that <sup>CSLPA</sup> [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. Duty accomplished Application Form for Accreditation;
2. Duty 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,

Reynaldo C. Grolla  
[Name of Head of the Organization]  
[Position]



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Northern Leyte Field Office  
Trece Martires St., Tacloban City

**Registration Certificate No.  
RO8-NLFO-2016-09-WA-1060**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**LOURDES SUSTAINABLE LIVELIHOOD PROGRAM ASSOCIATION  
(LSLPA)**

*Hrgy. Lourdes, Pastrana, Leyte*

Has this day been registered as and conferred with all the rights and privilege 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 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 the DOLE Regional Office No. VIII, Tacloban City, Philippines, this 9<sup>th</sup> day of September 2016.



Not valid without Seal

**APPROVED BY:**

*[Signature]*  
**ELIAS A. CAYANONG, CESO III**  
Regional Director

*For the Regional Director:*

*[Signature]*  
**BERNARDITA M. NAVARRA**  
Chief NLFO

**APPLICATION FORM FOR ACCREDITATION**

Name of Organization: Lowland Sustainable Livelihood Program Association (LSLPA)

Address: Brny Lowland for Arama Leyle

Contact No.: 0916199089  
09630289743

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

Date Organized: \_\_\_\_\_

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

Purposes/Objectives:

To acquire additional livelihood assistance  
To sustain the needs of individual members of the association

Services that the organization provides or can participate in:

Fertilizer  
Vegetables Farming

Registering Agency:

Date Registered: \_\_\_\_\_

- 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						

[CSO LOGO]

Name of the Organization  
Address

BOARD RESOLUTION NO \_\_\_\_\_

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

**WHEREAS**, on [Date], the Department of the 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**, the [Name of Organization] is a civil society organization duly registered with the [Securities and Exchange Commission/Cooperative Development Authority/Department of Labor and Employment/ Department of Human Settlements and Urban Development, formerly the Housing and Land Use Regulatory Board], and existing under Philippine laws;

**WHEREAS**, in the [NAME OF ORGANIZATION] Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], 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/Panlungsod/Bayan], 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 [Province/City/Municipality] of [Name of LGU]

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

**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: [Name/s of representatives].

**ADOPTED** unanimously by the Board of Trustees/Directors of the [Name of CSO] this [DD] day of [MM YYYY] in the [Province/City/Municipality] of [Name of LGU]

Name	Position	Signature
<u>Reynaldo Orullo</u>	<u>President</u>	<u>[Signature]</u>
<u>Francisco Ollen</u>	<u>Vice President</u>	<u>FRANCISCO OLLAN</u>
<u>Rouena Empillo</u>	<u>Treasurer</u>	<u>[Signature]</u>

\*add rows as necessary

*Virginia Onollo*

**[FULLNAME]**

**[Board Chairperson or Equivalent]**

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_, 202\_\_ in \_\_\_\_\_  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on  
\_\_\_\_\_ at \_\_\_\_\_

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



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Northern Leyte Field Office  
Trece Martires St., Tacloban City  
Telephone No. (053) 321-3308  
Email: dolcro8\_nlfo@yahoo.com

September 9, 2016

**MR. REYNALDO C. OROLLO**  
President  
Lourdes Sustainable Livelihood  
Program Association (LSLPA)  
Brgy. Lourdes, Pastrana, Leyte

Sir/Madam:

Enclosed is the DOLE Registration Certificate No. RO8-NLFO-2016-09-WA-1060 issued in favor of:

**LOURDES SUSTAINABLE LIVELIHOOD PROGRAM ASSOCIATION  
(LSLPA)**  
Brgy. Lourdes, Pastrana, Leyte

The fiscal period of that WA ends on December 31 of each year. Accordingly, its verified financial report covering the period from January 1 to December 31 of each year should be submitted to us within (30) days of the latter date.

Please be guided accordingly.

Very truly yours,

  
**BERNARDITA M. NAVARRA**  
Chief LEO, NLFO

Encl.: as stated

Trece Martires St. Brgy. Libertad, Tacloban City  
Tel Nos. 832-0698 / 832-0697 / 832-0433  
Fax (053) 832-0697 / 832-0696  
<http://ro8.dole.gov.ph/>



Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO]

as of [Date]

Name	Position
Reynaldo C. Okollo	President
Francisco Dllen	Vice President
Rene Galan	Secretary
Rowena Empillo	Treasurer
Zyra A. Orolo	Auditor
	Head, Health Committee
	Head, Education Committee
	Head, Environmental Committee
	Head, Infrastructure and Safety Committee
	Member

\*add rows as necessary



Republic of the Philippines  
Province of Leyte  
Municipality of Pastrana

Pastrana Leyte

Excerpt from the minutes of the Regular meeting for the month of Aug31 2022of the Lourdes Sustainable Livelihood Program Association

Resolution No.01 (2022)

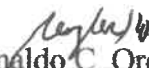
Resolution requested the Sangguniang Panlalawigan  
For a tractor or cultivator to be used for cultivating  
The communal garden

**Whereas**, all of our member agreed upon.

**Whereas**, on motion Francisco Ollen and duly seconded by Roney Galan be it.

**Resolve**, as it is here by resolved to request Tractor or cultivator through the Sangguniang Panlalawigan, Province of Leyte

Approved and carried unanimously,

  
Reynaldo C. Orollo  
Association President

Republic of The Philippines  
Province of Leyte  
Municipality of Pastrana  
Pastrana Leyte

Date Aug 31 2022

Dear Ma'am

Ako po si Reynaldo Orollo President ng Lourdes Sustainable Livelihood Program Association taos pusong dumadanghala sa inyong tanggapan ng nararapat na tulong para sa ikabubuti ng aming pananim at ng sa gayon ay mas mapabuti naming ang asosasyon.

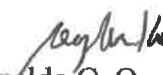
Narito po ang sumusunod sa aming kahilingan

1. Sweet corn -2kilos
2. Tarong -1 lata
3. Sweet pepper and labuyo
4. Red ledy papaya-300 seeds

Abuno:

Urea 5 sacks  
Complete 5 sacks  
Aleka-2 liters  
Sprayer can 1 pc

Umaasa po kami sa inyong taos pusong pag suporta sa aming mga kahilingan .  
maraming salamat po.

  
Reynaldo C. Orollo  
Association President

Attendance of the organization meeting and the ratification / adoption of the constitution and by law (CBL) of the (Lourdes sustainable livelihood Program Association

(LSLPA)

Brgy Lourdes Pastrana Leyte

Aug. \_\_ 2022

ATTENDANCE

Name

Signature

1. Reynaldo C. Orollo
2. Vergenia A. Orollo
3. Annaliza A. Orollo
4. Andro A. Orollo
5. Zyra A. Molina
6. Teofelo S. Molina
7. Meriam O. Espina
8. Rowena B. Empillo
9. Teotemo Empillo
10. Francisco B. Ollen
11. Reney D. Galan
12. Rey E. Capambi
13. Gina T. Capambi

*Reynaldo C. Orollo*  
*Vergenia A. Orollo*  
*Annaliza A. Orollo*  
*Andro A. Orollo*  
*Zyra A. Molina*  
*Teofelo S. Molina*  
*Meriam O. Espina*  
*Rowena B. Empillo*  
*Teotemo Empillo*  
*Francisco B. Ollen*  
*Reney D. Galan*  
*Rey E. Capambi*  
*Gina T. Capambi*

Attested by:

*Reynaldo C. Orollo*  
Reynaldo C. orollo  
President

Certified correct

*Reney D. Galan*  
Reney D. Galan  
Secretary


LSLPA(Lourdes Sustainable Livelihood Program Association  
(Name of the Association )

List of officers and members with their address

Name	Position	Address
Reynaldo C Orollo	President	Brgy. Lourdes Pastrana Leyte
Francisco Ollen	Vice President	Brgy. Lourdes Pastrana Leyte
Reney D. Galan	Secretary	Brgy. Lourdes Pastrana Leyte
Rowena B. Empillo	Treasurer	Brgy. Lourdes Pastrana Leyte
Zyra O. Molina	Auditor	Brgy. Lourdes Pastrana Leyte
Annaliza A. Orollo	Book keeper	Brgy. Lourdes Pastrana Leyte
Gina Capambi	PIO	Brgy. Lourdes Pastrana Leyte

Members	Address
1. Vergenia A. Orollo	Brgy. Lourdes Pastrana Leyte
2. Andro A. Orollo	Brgy. Lourdes Pastrana Leyte
3. Teofelo Molina	Brgy. Lourdes Pastrana Leyte
4. Teotemo Empillo	Brgy. Lourdes Pastrana Leyte
5. Meriam Espina	Brgy. Lourdes Pastrana Leyte
6. Rey E. Capambi	Brgy. Lourdes Pastrana Leyte

Attested by:

  
Reynaldo C Orollo  
President

CTC#

Issued on:

Issued at Pastrana , Leyte

Certified correct:

  
Reney D. Galan  
Secretary

CTC#

Issued on:

Issued at Pastrana , Leyte

Annex H: Annual Accomplishment Report

[Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
CACSAVA	To	May 2021	/		10,460	Done
AMPALAYA	sustained	July 7, 2022		/	4,500	Not yet to harvesting
KAMATIS	the	April 23, 2022	/		3,000	Done/Preparation for 2nd crop.
LABUYO	livelihood	May 12, 2022		/	3,000	Not yet to harvesting
TARONG		May 20, 2022		/	4,500	Gin ulod

\*add rows as necessary

Prepared by:

Deny Galan  
 [Name]  
 Secretary-General

Noted by:

Reynaldo C. Orullo  
 [Name of Head of CSO]  
 [Position/Designation]

[NAME OF ORGANIZATION]  
 FINANCIAL STATEMENT FOR CY 2021

SOURCE	AMOUNT	REMARKS
Donor 1 <i>PTOP People's</i>		
Donor 2		
Monthly Dues / Membership Fees		
Income Generating Project 1		
Income Generating Project 2		
TOTAL		

PARTICULARS	AMOUNT	REMARKS
Project 1 <i>CHICKEN</i>	<i>₱4,100.00</i>	<i>only</i>
Project 2 <i>ITIK</i>	<i>₱2,000.00</i>	<i>out of 88 checks, 25 were not</i>
Meeting Expenses	<i>-None-</i>	<i>10 checks are above</i>
Office Supplies	<i>-None-</i>	<i>no contribution</i>
Logistics / Transportation	<i>-None-</i>	
Administrative and Personnel	<i>-None-</i>	
TOTAL	<i>₱6,400.00</i>	

Noted by:

*Renald*  
RENALDO C. DROLO  
 [Name]  
 [President]

*Reny Galan*  
Reny Galan  
 [Name]  
 [Secretary-General]

*Zyra Molina*  
Zyra Molina  
 [Name]  
 [Auditor]

FRANCISCO OLAN  
 [Name]  
 [Vice President]

*Rouven B. Empido*  
ROUVEN B. EMPIDO  
 [Name]  
 [Treasurer]