

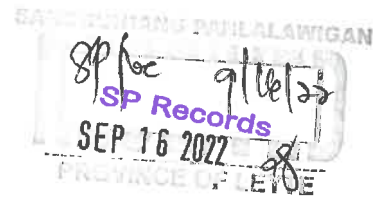
Annex D: Letter of Application

Item No.: 52

Date: 04 OCT 2022

Date

HON. LEONARDO M. JAVIER
Presiding Officer, Sangguniang
(Panlalawigan/Panlungsod/Bayan)
TACLOBAN CITY



Dear Vice Governor Hon. Javier


In response to your notice of call for accreditation, kindly be informed that **CARANHUG INTEGRATED FARMERS ASSOCIATION**, with office address at **BRGY. CARANHUG JAVIER, LEYTE**, would like to seek accreditation by the sangguniang [panlalawigan/ panlungsod/bayan].

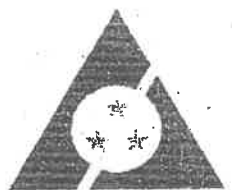
In support of this application are the following administrative requirements:

1. Duly accomplished Application form for Accreditation;
2. Duly approved Board Resolution signifying intension for accreditation for the purpose of representation in the local special body;
3. Certification 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,


VIRGILIO O. SABUNDO
CARIFA President



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

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 8, Tacloban City
WESTERN LEYTE FIELD OFFICE

Registration Certificate No. **RO8-WLFO-2016-03-WA-844**

KNOW ALL MEN BY THESE PRESENTS:

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

CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA)

Brgy. Caranhug, Javier, Leyte

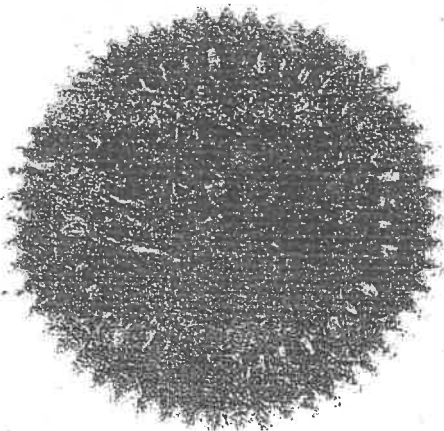
has this day been registered as and conferred with all the rights and privileges of a legitimate workers' association established for **MUTUAL AID** and **PROTECTION** of its members. It shall promote the moral, social and economic well-being of its members and shall have the right to represent them 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, Leyte, Philippines, this 16th day of March 2016.

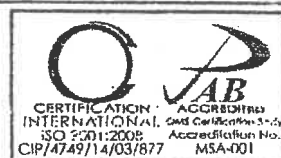
APPROVED:

For the Regional Director
ELIAS A. CAYANONG, CESO III



[Signature]
MARITES Z. VIÑAS
Chief Labor and Employment Officer/
Head, Western Leyte Field Office

513 Valle St., Doña Feliza Mejia, Ormoc City
Tel Nos. (053) 561-4518 & (053) 255-2436
Fax (053) 832-0607 / 832-0608
Email: dcclero@dole.gov.ph & http://ro8.dole.gov.ph



Cert. No. CIP/5191/15/11/937
Valid from 1 December 2015 --
14 September 2018

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA)

Address: BARANGAY CARANHUG JAVIER, LEYTE

Contact No.: 09364052216

Email address (optional):

Date Organized: JANUARY 2016

Sectors/ Represented:

Purposes/Objectives:

1. To Establish an Association that will Promote Mutual Assistance and Protection to its Members;
2. To Promote the Moral, Social and Economics well Being of all 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 Member with the Knowledge and Skills to Equip Themselves of an Effective and Innovative of Vegetables, Farming, Poultry and Livestock Raising;
5. To Work w/ Non-Government and Government Organization 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:

- RICE PRODUCTION
- GARDENING
-

Registering Agency: DOLE

Date Registered: March 16, 2016

- 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: November 25, 2019

- 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 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)
- Others (specify):

Organizational Level:

- Barangay-Level
- Chapter
- Affiliate of a Larger Organization (Identify organization):
- Others (specify):

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

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2016	INSTALL TEN (10) WATER PUMPS	600,000.00	RED CROSS	ASSOCIATION	FUNCTIONAL	
2016	DISTRIBUTE PALAY SEEDS & FERTILIZERS	40,500.00	D A REGION	ASSOCIATION	HARVESTED	
2019	RECEIVED ONE (1) RICE REAPER & ONE (1) THRESHER	280,000.00	LGU	ASSOCIATION	TESTING FOR OPERATION	
2018	DISTRIBUTED PALAY SEEDS & FERTILIZERS	40,500.00	D A REGION	ASSOCIATION	HARVESTED	

Board Resolution Annex E: Intension for Accreditation

**Caranhug Integrated Farmers Association
(CARIFA)**

Brgy. Caranhug Javier, Leyte

BOARD RESOLUTION NO. 01

WHEREAS, Section 108 of the local Government Code 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 Organization and Selection of Representatives to the Local Special Bodies;

WHEREAS, the **CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA)**, is a civil society organization duly registered with the [securities and Exchange Commission/ Cooperative Development Authority/Development 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 **CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA)**, 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 [Provence/City/Municipality] of JAVIER

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation, the Honorable Councillor [Name]

RESOLVED FURTHERMORE, that the following representatives of the organization is/ are authorized and direct to take any action necessary effectuate the foregoing resolution:

[Names of Representatives];

ADOPTED, unanimously by the Board of Trustees/ Directors of the **CARIFA** this **03** day of **09** 2022 in the Municipality of Javier Province of Leyte of Brgy. Caranhug.

NAME	POSITION	SIGNATURE
<u>JOCELYN U. BULA</u>	<u>BOD</u>	<u></u>
<u>SHEILA A. OLAZO</u>	<u>BOD</u>	<u></u>
<u>ALEJANDRINA F. TISADO</u>	<u>BOD</u>	<u></u>
<u>EDNA M. DEPAZ</u>	<u>BOD</u>	<u></u>
<u>CERILO C. RINOS</u>	<u>BOD</u>	<u></u>


CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA)

Barangay Caranhug, Javier, Leyte

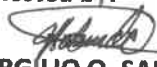
LIST OF OFFICERS AND MEMBERS

No.	Name	Position	Address
1	VIRGILIO O. SABUNDO	President	Brgy. Caranhug, Javier, Leyte
2	LILIA U. CORBES	Vice President	Brgy. Caranhug, Javier, Leyte
3	JOCELYN U. BOLA	Member of the Board	Brgy. Caranhug, Javier, Leyte
4	SHEILA A. OLAZO	Member of the Board	Brgy. Caranhug, Javier, Leyte
5	CERILO C. RinOs	Member of the Board	Brgy. Caranhug, Javier, Leyte
6	EDNA M. DEPAZ	Member of the Board	Brgy. Caranhug, Javier, Leyte
7	ALEJANDRINA F. TISADO	Member of the Board	Brgy. Caranhug, Javier, Leyte
8	RODOLFO C. OLAZO	Auditor	Brgy. Caranhug, Javier, Leyte
9	LEONORO F. OLAZO	Secretary	Brgy. Caranhug, Javier, Leyte
10	CRESENCIA R. ALVAREZ	Treasurer	Brgy. Caranhug, Javier, Leyte
11	ANGELYN L. CUTURA	Bookkeeper	Brgy. Caranhug, Javier, Leyte
12	NILO GUSTON	Buss. Manager	Brgy. Caranhug, Javier, Leyte
13	RICARDO V. ELISEO	Member	Brgy. Caranhug, Javier, Leyte
14	MARLO G. REVANO	Member	Brgy. Caranhug, Javier, Leyte
15	ELENA E. CARROZO	Member	Brgy. Caranhug, Javier, Leyte
16	ELVIE O. BOHOL	Member	Brgy. Caranhug, Javier, Leyte
17	IMELDA L. CORBES	Member	Brgy. Caranhug, Javier, Leyte
18	RICKY L. CORBES	Member	Brgy. Caranhug, Javier, Leyte
19	TERESITA R. LASCONIA	Member	Brgy. Caranhug, Javier, Leyte
20	JOSEPH R. OLAZO	Member	Brgy. Caranhug, Javier, Leyte
21	JUAN M. MEDIONA	Member	Brgy. Caranhug, Javier, Leyte
22	EDVAL ALVAREZ	Member	Brgy. Caranhug, Javier, Leyte
23	SERAPIA A. DEPAZ	Member	Brgy. Caranhug, Javier, Leyte
24	ALEJANDRO A. CARROZO	Member	Brgy. Caranhug, Javier, Leyte
25	AURELIO C. CARROZO SR.	Member	Brgy. Caranhug, Javier, Leyte
26	WILLIAM R. BROBST	Member	Brgy. Caranhug, Javier, Leyte
27	GENEROSO T. RITAGA	Member	Brgy. Caranhug, Javier, Leyte
28	MELYNDA B. NAPOLES	Member	Brgy. Caranhug, Javier, Leyte
29	CORAZON E. REALINO	Member	Brgy. Caranhug, Javier, Leyte
30	BERGITA U. CUTURA	Member	Brgy. Caranhug, Javier, Leyte
31	GLORIA U. URAGA	Member	Brgy. Caranhug, Javier, Leyte
32	FE O. CUTURA	Member	Brgy. Caranhug, Javier, Leyte
33	ARIEL P. CORBES	Member	Brgy. Caranhug, Javier, Leyte
34	ROSALIO T. NUEVAS SR.	Member	Brgy. Caranhug, Javier, Leyte
35	GEORGE B. OLAZO	Member	Brgy. Caranhug, Javier, Leyte
36	JEFFERSON L. ARCELO	Member	Brgy. Caranhug, Javier, Leyte
37	JULITA A. CUTURA	Member	Brgy. Caranhug, Javier, Leyte
38	MARCELINA R. ALMENDRA	Member	Brgy. Caranhug, Javier, Leyte
39	FLORENTINA E. URAGA	Member	Brgy. Caranhug, Javier, Leyte
40	GERARDO C. RinOS	Member	Brgy. Caranhug, Javier, Leyte
41	JESSHREY OLAZO	Member	Brgy. Caranhug, Javier, Leyte
42	CRISTINE A. STACRUZ	Member	Brgy. Caranhug, Javier, Leyte

Certified and Correct by:


LEONORA F. OLAZO
Secretary

Attested by:


VIRGILIO O. SABUNDO
President

Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JAVIER
BARANGAY CARANHUG

**MINUTES OF CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA) MONTHLY MEETING
HELD AT BARANGAY CARANHUG, JAVIER, LEYTE ON FEBRUARY 6, 2021**

Present: 42

Absent: 0

PRELIMINARIES:

1. Roll Call:

The meeting was called at 2:00 p.m.

2. Prayer:

The prayer was led by Mrs. Bergita Cutura

3. National Anthem:

Singing of National Anthem led by Alejandrina Tisado

4. Roll Call:

The CARIFASecretary called the roll call, since majority were present, the chair declared quorum.

5. Calendar Business:

- a. Reading of Previous Minutes
- b. Unfinished business: None
- c. Business for the day

6. Other Matters:

- An pagre-organize gin tikangan san CARIFA President, iya gin welcome an Javier Coordinator na si Ma'am Mediatrice R. Salvacion ngan san iya upod nga si Ma'am Edsa A. Jabello from DA Javier. Gin taga taga ni Ma'am Medmed pag-explain an By Laws san association pati an period of term nga every three years pero pwede pa gehap siya mare-elect as officer. Gin storyahan gehap an parte pagpa accredit san asosasyon sa province kun anu an mga dapat buhaton ngan mga papel nga mga arandamon.
- Proceed for election sit officer. Nag elect sin nine for officer then dida pag-elect sin President ngan Vice-President an seven nga nahabelin kun sin-o an taas an boto makuha sin BOD.
- For the treasurer and secretary, an tanan nga members san asosasyon in nagkauroyon nga dire magre-elect sin Secretary ngan Treasurer padayon la gehap sira san ira posisyon.

➤ Re-elected Officers:

President	Virgilio O. Sabundo
Vice-President	Lilia U. Corbes
Secretary	Leonora F. Olazo
Treasurer	Crescencia R. Alvarez

BOD's:

1. Jocelyn U. Bula
2. Alejandrina F. Tisado
3. Shiela A. Olazo
4. Edna M. Depaz
5. Cerilo C. Rinos

- An business manager waray pa mare-elect tungod kay kulang na an oras. Ipadayon an pagre-elect sunod nga monthly meeting san asosasyon.

ADJOURMENT:

The meeting was adjourned by Elvie O. Bohol duly seconded by Ricky Corbes at 5:00 o'clock in the afternoon.

Prepared by:


LEONORA F. OLAZO
CARIFA Secretary

Approved by:



VIRGILIO O. SABUNDO
CARIFA President

Caranhug Integrated Farmers Association
Barangay Caranhug, Javier, Leyte


ANNUAL ACCOMPLISHMENT REPORT – CY 2021

PROGRAM/PROJECT/ACTIVITY	OBJECTIVE	BUDGET	REMARKS
Organize Caranhug Integrated Farmers Association (CARIFA) including election of officers and setting its By Laws.	To avail from the government	None	Association Organized
Conduct monthly meeting every first Saturday of the month.	To give update/information and concern of its members	None	Monthly meeting conducted
Registration of CARIFA at Department of Labor and Employment (DOLE)	To be recognized as registered organization	P3,000.00	Association Registered
Install of ten (10) water pumps given by Red Cross. Monitoring of Red Cross every six months	To provide enough water supply for the farmers	None	Water pumps installed
Distribute Seeds and Fertilizers	To support the needs of the farmers	P40.00/sack (Handling Fee)	Palay seeds and Fertilizers distributed
Attend PhilRice Seminar and Demo	To enhance the knowledge on modern technology of farming	None	Gathered addition information on modern technology of farming
Distribute High Breed Seeds – K (Pioneer SL)	To improve higher yield	P40.00/sack (Handling Fee)	High Breed Seeds Distributed
Re-organize set of officers	To replace inactive officers and update members of their functions	P3,000.00	Set of officers re-organized
Distribute High Breed Seeds – (Bigante)	To improve higher yield	P40.00/sack (Handling Fee)	High Breed Seeds Distributed
Received imbreed Seeds from PhilRice	To improve higher yield	None	Palay seeds Distributed
Received one (1) Rice Reaper and one (1) Thresher	To practice modern technology of farming	None	Testing for operation

Certified & Correct by:


LEONORA F. OLAZO
CARIFA Secretary

Attested by:


VIRGILIO O. SABUNDO
CARIFA President

CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA)

Barangay Caranhug, Javier, Leyte

FINANCIAL STATEMENT

As of December 31, 2021

ASSETS

Cash on Hand	----	Php	13,735.00
Cash in Bank	----		106,149.60
Accounts Receivable	----		50,436.00
Loans Receivable	----		8,650.00
INVENTORY/Supplies of Stocks (Unused Chemicals)	----		1,500.00
Property Plant and Equipment			
10 units Water Pumps	----		600,000.00
1 Rice Reaper and 1 Rice Thresher	----		280,000.00
TOTAL ASSETS			P 1,060,470.60

LIABILITIES AND CAPITAL ACCOUNT


Liabilities	---		0.00
TOTAL LIABILITIES	---		0.00

CAPITAL ACCOUNTS

Capital Build-Up	----		39,150.00
Income	----		93,180.60
Grants			
Water Pumps	----		600,000.00
Rice Seeds and Fertilizers	----		40,500.00
Rice Reaper and Rice Thresher	----		280,000.00
Miscellaneous Income	----		7,640.00
TOTAL CAPITAL ACCOUNTS	----		1,060,470.60

TOTAL LIABILITIES AND CAPITAL ACCOUNTS	----		P 1,060,470.60
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Noted:


VIRGILIO O. SABUNDO
President


MRS. LILIA U. CORBES
Vice-President


LEONORA F. OLAZO
Secretary General


CREENCIA R. ALVAREZ
Treasurer


RODOLFO C. OLAZO
Auditor

ORIGINAL SWORN STATEMENT

I, VIRGILIO O. SABUNDO, Filipino, of legal age, designated as president of CARANHUG INTEGRATED FARMERS ASSOCIATION (CARIFA), with postal address located at Brgy. CARANHUG, Javier, Leyte, do hereby certify the following:

- THAT, the Civil Society Organization (CSO) is an independent, non-partisan organization;
- THAT, it will retain its autonomy while pursuing that advancement of the peoples interest through its membership in local special body, after satisfying all the requirements and sey criteria, as stated in the Memorandum Circular and after securing a Certificate of Accreditation from the concerned Sanggunian.



VIRGILIO O. SABUNDO

(Signature over Printed Name of the Head/authorized Representative of the CSO)

13 SEP-2022

(Date)

SUBSCRIBED AND SWORN to before me this 13 SEP 2022 day of ABUYOG, LEYTE in 2022 Affiant exhibiting to Me his/ her Phil-ID Card No. with valid identification no. 9219-7910-7918-5707 issued on _____ at _____.

Doc: 289
Page No: 58
Book No: XC
Series of: 2022

ATTY. JOY ESTOLANO-CERRO, CPA
Notary Public
For La Paz, Mayorga, MacArthur, Abuyog and Javier, Leyte
Until December 31, 2022
Notarial Commission No. 11-20-
Brgy. Guinabucan, Abuyog, Leyte
Attorney's Roll No. 60165
PTR No. 6325475
Abuyog, Leyte, January 3, 2022
Lifetime Member No. 0: 822
TIN 930-942-690
MCLE Compliance No. VII-0003432 June 24, 2021