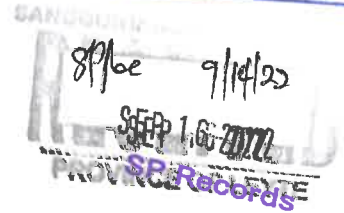


September 14, 2022
[Date]

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



Dear Vice [Governor/Mayor] JAYIB :

In response to your Notice of Call for Accreditation, kindly be informed that [Name of GSO], 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,

Garbis

CESAR S. GARBIS - President

[Name of Head of the Organization]
[Position]



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. RO8-NLFO-2015-12-WA-763

KNOW ALL MEN BY THESE PRESENTS:

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

**(SMIFA) SITIO MALAIHAO INTEGRATED
FARMERS ASSOCIATION**

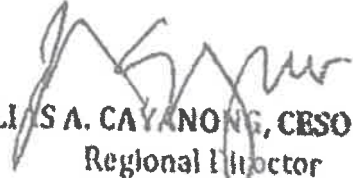
Sitio Malaihao, Brgy. Bahay, San Miguel, Leyte

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 9th day of December 2015.

APPROVED:


ELI S. A. CAYANONG, CESO III
Regional Director

APPLICATION FORM FOR ACCREDITATION

Name of Organization: SMIFA - Sitio Malaihao Integrated Farmer Association

Address: Sitio Malaihao, Bahay, San Miguel, Leyte

Contact No.: 09466613754
09273334997

Email address (optional):

Date Organized: OCT 12, 2015

Sector/s Represented:

Purposes/Objectives:

contribution for share capital & monthly dues

Services that the organization provides or can participate in:

DEFED (Brigada) Skwela

Registering Agency:

Date Registered: DEC 09 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
2017	Swine	170,000.00		31-member		
2018	Vegetable Garden	160,000.00		31-member		Eggplant
2019						Pitchay, Pipino
						Beans, Okra
		250,000.00				Siling labuyo
2021						Squash

[CSO LOGO]

Name of the Organization
Address

BOARD RESOLUTION NO. 03

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 [Parihalawigan/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
CESAR S. BARDISO	Preson	Bardiso
_____	_____	_____
_____	_____	_____

*add rows as necessary

Blasiv
CEMAR S. CARCISO

[FULL NAME]

[Board Chairperson or Equivalent]

17 0 SEP 2022

SUBSCRIBED AND SWORN TO before me this ___ day of _____, 202__ in SAN MIGUEL, LEYTE
Affiant exhibiting to me his/her OCS with valid identification no. 4395 issued on
02/23/17 at SAN MIGUEL, LEYTE

Doc No: 317
Page No: 65
Book No: I
Series of 2022

Kim Marie Babiano
ATTY. **KIM MARIE R. BABIANO**
Notary Public for Carigera, San Miguel,
Tunga, Barugo, Cappaocan, and Leyte
Notarial Commission No. R-SMT-2021-001 NC
valid until 31 December 2022
Roll No. 75915, 08/27/20
IBP No. 196331 01/05/22, Leyte
PTR No. 6358651, 01/10/22, San Miguel, Leyte
San Miguel, Leyte

(SMIFA) SITIO MALAIHAO INTEGRATED FARMERS ASSOCIATION
Sitio Malaihao, Brgy. Bahay, San Miguel, Leyte

**MINUTES OF THE ORGANIZATIONAL MEETING, ADOPTION AND
RATIFICATION OF CONSTITUTION AND BY - LAWS
HELD LAST OCTOBER 12, 2015**

The meeting started with a prayer and followed by the singing of the Philippine National Anthem.

CALL TO ORDER:

The Meeting was called to order by the temporary presiding officer Mr. Jonathan C. Gatela at exactly 9:00 a.m. at the Day Care and Multi - Purpose Center of Sitio Malaihao, Brgy. Bahay, San Miguel, Leyte.

ROLL CALL:

A Roll Call was made through the attendance sheet that was filled up by the organizing members and a total of forty two (42) were present on the said meeting.

AGENDA:

1. Purpose of the Association
2. Name of the Organization
3. Election of Officers
4. Ratification and Adoption of the Constitution and By-Laws
5. Others Matters

MINUTES OF THE MEETING:

1. Purpose of the Association

The members of the organization, with the Presiding Officer as moderator, discussed the advantages and purpose of organizing into an association considering that the members have common needs and are into the same livelihood activities. The following purposes are commonly arrived at:

- a) To establish an association that will promote mutual aid and protection of its members.
- b) To promote the moral, social and economic well-being of all the members.
- c) To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members.
- d) To provide the members knowledge and skills and equip themselves an effective and innovative farming activities;
- e) To work with non-government and government organizations or entitled promotion and development of the association and in carrying out government policies.

2. Name of the Association

The presiding officer called for suggestions as to the name of the association. Unanimously, the organizing members present voted the (SMIFA) SITIO MALAIHAO INTEGRATED FARMERS ASSOCIATION as the name of the association.

3. Election of officers

The election of officers followed in order to facilitate the administration of the organization's activities, plans and programs specifically in the registration of the association with DOLE. Following is the result of the said election:

PRESIDENT	:	CESAR S. GARCISO
VICE-PRESIDENT	:	ROLANDO A. SOTTO
SECRETARY	:	ALMA A. GARCISO
TREASURER	:	ALVIN M. AGUIRRE
P.I.O.	:	BELEN B. SOTTO
AUDITORS	:	ARTEMIO A. LAOG - LAOG AIDELITA A. METANTE
BOARD OF DIRECTORS:	:	REY A. GARCISO TERESITA S. AYING EDUARDO S. GARCISO IRENE G. ALFARO

4. Presentation and ratification/Adoption of By-Laws

The presiding officer presented the draft of the Constitution and By-Laws of the Organization wherein the content of the constitution and by-laws were discussed to the members per Article Number and Section and with their corresponding translation in the vernacular/dialect.

The discussion was focused on the rights, duties and responsibilities of the members. Set of officers and their tasks were also tackled for deliberations. The members agreed to pay a Membership Fee of Fifty Pesos (P 50.00) and Share Capital contribution of Fifty Pesos (P 50.00).

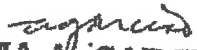
Then the presiding officer as the newly elected president called for the ratification and adoption of the Constitution and By-laws. All the organizing members present unanimously affirmed, ratified, and voted to adopt the Constitution and By-Laws, as presented and discussed in the organizational meeting.

5. Other Matters

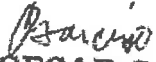
The presiding officer then opened the discussion in registering the organization with the Department of Labor and Employment. List of requirements were discussed to facilitate immediate registration with the said office.

There being no more business to be discussed, the meeting was adjourned at 4:30 p.m.

Prepared and Certified Correct By:


ALMA A. GARCISO
Secretary

Attested By:


CESAR S. GARCISO
President

**(SMIFA) SITIO MALAIHAO INTEGRATED FARMERS
ASSOCIATION**

Sitio Malaihao, Brgy. Bahay, San Miguel, Leyte

LIST OF OFFICERS AND MEMBERS WITH ADDRESS

NAME	POSITION	ADDRESS
Garciso, Cesar S.	President	Sitio Malaihao, Brgy. Bahay
Sotto, Rolando A.	Vice - President	Sitio Malaihao, Brgy. Bahay
Garciso, Alma A.	Secretary	Sitio Malaihao, Brgy. Bahay
Aguirre, Alvin M.	Treasurer	Sitio Malaihao, Brgy. Bahay
Sotto, Belen B.	P.I.O	Sitio Malaihao, Brgy. Bahay
Laog - Laog, Artemio L.	P.I.O	Sitio Malaihao, Brgy. Bahay
Metante, Aidelita A.	Auditor	Sitio Malaihao, Brgy. Bahay
Garciso, Rey A.	Auditor	Sitio Malaihao, Brgy. Bahay
Aying, Teresita S.	Board of Director	Sitio Malaihao, Brgy. Bahay
Garciso, Eduardo S.	Board of Director	Sitio Malaihao, Brgy. Bahay
Alfaro, Irene G.	Board of Director	Sitio Malaihao, Brgy. Bahay
Abanera, Noriel E.	Member	Sitio Malaihao, Brgy. Bahay
Aguirre, Abdon B.	Member	Sitio Malaihao, Brgy. Bahay
Aguirre, Alfredo D.	Member	Sitio Malaihao, Brgy. Bahay
Aguirre, Pablito D.	Member	Sitio Malaihao, Brgy. Bahay
Alfaro, Lito E.	Member	Sitio Malaihao, Brgy. Bahay
Alfaro, Rene E.	Member	Sitio Malaihao, Brgy. Bahay
Amador, Fernando S.	Member	Sitio Malaihao, Brgy. Bahay
Amador, Lolito S.	Member	Sitio Malaihao, Brgy. Bahay
Aying, Bernardino S.	Member	Sitio Malaihao, Brgy. Bahay
Aying, Cesar C.	Member	Sitio Malaihao, Brgy. Bahay
Ercilla, Edwin A.	Member	Sitio Malaihao, Brgy. Bahay
Ercilla, Nelson A.	Member	Sitio Malaihao, Brgy. Bahay
Garciso, Arnel T.	Member	Sitio Malaihao, Brgy. Bahay
Garciso, Pedro S.	Member	Sitio Malaihao, Brgy. Bahay
Garciso, Raymundo S.	Member	Sitio Malaihao, Brgy. Bahay
Monta, Rogelio M.	Member	Sitio Malaihao, Brgy. Bahay
Pusa, Bonifacio V.	Member	Sitio Malaihao, Brgy. Bahay
Repaja, Rudy V.	Member	Sitio Malaihao, Brgy. Bahay
Sotto, Leberato A.	Member	Sitio Malaihao, Brgy. Bahay
Sotto, Robert A.	Member	Sitio Malaihao, Brgy. Bahay
Tabada, Felepi A.	Member	Sitio Malaihao, Brgy. Bahay
Tabada, Reneboy S.	Member	Sitio Malaihao, Brgy. Bahay
Aguirre, Marilou L.	Member	Sitio Malaihao, Brgy. Bahay
Aguirre, Teodora G.	Member	Sitio Malaihao, Brgy. Bahay
Aying, Julita S.	Member	Sitio Malaihao, Brgy. Bahay
Ercilla, Basilla A.	Member	Sitio Malaihao, Brgy. Bahay
Ercilla, Violeta R.	Member	Sitio Malaihao, Brgy. Bahay
Galo, Evelyn G.	Member	Sitio Malaihao, Brgy. Bahay
Lace, Marlyn T.	Member	Sitio Malaihao, Brgy. Bahay
Maceda, Elenita S.	Member	Sitio Malaihao, Brgy. Bahay
Magbagay, Rose Marie O.	Member	Sitio Malaihao, Brgy. Bahay
Metante, Delia G.	Member	Sitio Malaihao, Brgy. Bahay
Monta, Vilma R.	Member	Sitio Malaihao, Brgy. Bahay
Ortizano, Jennifer Marie M.	Member	Sitio Malaihao, Brgy. Bahay

Pusa, Genara A.	Member	Sitio Malaihao, Brgy. Bahay
Repaja, Jeanydel M.	Member	Sitio Malaihao, Brgy. Bahay

CERTIFIED CORRECT:

agarciso
ALMA A. GARCISO
 Secretary
 Comm. Tax Cert No.: 26909656
 Issued on : 1-26-25
 Issued at : San Miguel, Leyte

ATTESTED BY:

CSG
CESAR S. GARCISO
 President
 Comm. Tax Cert No.: 27088157
 Issued on : 5-8-15
 Issued at : San Miguel, Leyte

Annex F: List of Current Officers and Members

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

Name	Position
Cesar P. Garcia	President
Teresita P. Ayin	Vice President
Ama A. Garcia	Secretary
Rohan B. Gallo	Treasurer
Key A. Garcia	Auditor
	Head, Health Committee
	Head, Education Committee
	Head, Environmental Committee
	Head, Infrastructure and Safety Committee
	Member

*add rows as necessary

[Name of Organization]

Activity:

Participants:

Date and Time:

Expectations for the Activity:

General Objective:

Specific Objectives:

- -
- -
- -

Agenda:

1. Agenda 1

[Notes, Agreements, Discussions, etc.]

2. Agenda 2

[Notes, Agreements, Discussions, etc.]

3. Agenda 3

[Notes, Agreements, Discussions, etc.]

4. Agenda 4

[Notes, Agreements, Discussions, etc.]

Prepared by:

Alma A. Garcia

[Name]

Secretary-General

Noted by:

CESAR D. BANCIO

[Name of Head of CSO]

[Position/Designation]

President

[Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Vegetable Garden		OCT, 22		<input checked="" type="checkbox"/>	None	Bayanihan, member

*add rows as necessary

Prepared by

Cesar A. Garcia
 [Name]
 Secretary-General

Noted by:

Cesar S. Garcia
 CESAR S. GARCIA
 [Name of Head of CSO]
 [Position/Designation]

[NAME OF ORGANIZATION]
 FINANCIAL STATEMENT FOR CY 2021

SOURCE	AMOUNT	REMARKS
Donor 1 <i>1/2 galante</i>		
Donor 2 <i>Harden</i>	1,500.00	<i>Meburn</i>
Monthly Dues / Membership Fees		<i>Romy Seron</i>
Income Generating Project 1	3,100.00	
Income Generating Project 2	16,814.00	
TOTAL		

PARTICULARS	AMOUNT	REMARKS
Project 1	4.23	
Project 2		
Meeting Expenses		
Office Supplies		
Logistics / Transportation		
Administrative and Personnel		
TOTAL		

Noted by:

 [Name]
 [President]

Aracilio

Aracilio S. Aracilio / Alma A. Garcia

 [Name]
 [Secretary-General]

REY CARREIS

 [Name]
 [Auditor]

TERESITA SATING

 [Name]
 [Vice President]

Belen B. Sotto

 [Name]
 [Treasurer]