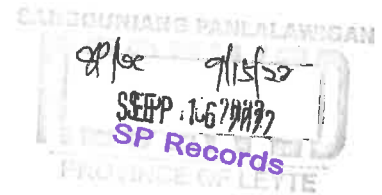


September 9, 2022

**HON. LEONARDO M. JAVIER, JR.**  
Vice-Governor  
Presiding Officer, Sangguniang Panglalawigan  
Province of Leyte



Dear Vice-Governor Javier,

In response to your Notice of Call for Accreditation, kindly be informed that Jubay Farmers Association, with office address at , Sitio 40 Brgy. Jubay, Calubian, Leyte would like to seek accreditation by the Sangguniang Panglalawigan..

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;
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,

*CELSD R. PUNTAY*  
**CELSD R. PUNTAY**  
EFA-President



DEPARTMENT OF LABOR AND EMPLOYMENT

Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
WESTERN LUYTE FIELD OFFICE  
817 Valde St. Mejia Subdivision, Ortigas City  
Tel: 255-2436 Fax: 561-4513  
Email: doo\_wlfo@doel.doe.gov.ph  
Tarlagon City

### Registration Certificate No. DOLE-WLFO-2013-WA-03-289

KNOW ALL MEN BY THESE PRESENTS:

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

That the WESTERN LUYTE FIELD OFFICE

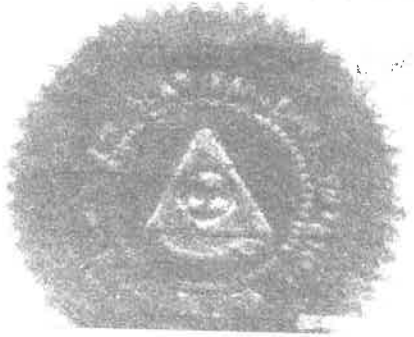
has this day been registered as and conferred with all the rights and privileges of a  
legitimate workers' association established for the MUTUAL AID AND PROTECTION of  
its members. It shall promote the moral, social and economic well-being of its  
members and shall have right to represent them in 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. VII, Tarlac City, Philippines, this 3rd day of  
April 2013.

By \_\_\_\_\_ Regional Director

  
MARIYES Z. VIÑAS  
Chief EO  
Area - Western Luyte Field Office



  
EZEQUIEL R. SARCAUGA  
Regional Director

**APPLICATION FORM FOR ACCREDITATION**

**Name of Organization:** Jubay FARMERS ASSOCIATION (JFA)

**Address:** Sitio 40 Baranqay Jubay, Calubian, Leyte

**Contact No.:** 09505669387 **Email address (optional):** none

**Date Organized:** April 3, 2013 **Sector/s Represented:** Farmers

**Purposes/Objectives:**

- Established for the mutual aid and protection of its members
- 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
- Develop a sustainable livelihood which aim uplifting the economic condition of the members
- Provide members knowledge and skills effective and innovative way of farming , fishing and livestock raising.

**Services that the organization provides or can participate in:**

- Techno-Demo on High-value crops
- Empowerment seminar/trainings
- Community services

**Registering Agency:**

**Date Registered:** April 3, 2013

- 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): S

**Organizational Level:**

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

**Projects Implemented in the Municipality of Calubian**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2018	Season long trng	grant	Provl Govt Office	JFA	completed	
2020	Ind. garden	-	member	JFA	ongoing	
2021	1400 layer	Grant	Provl Govt Leyte	JFA	ongoing	

Depending on your organization's technical area of expertise and scope of activity, which Local Special Body are you most capable to be a member of?

- Local Development Council
- Local Health Board
- Local School Board
- Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.

*CELSD R. PUNTAY*  
**CELSD R. PUNTAY**  
 President

*Supplicida*  
**CATHERINE F. PEDIDA**  
 Secretary

[CSO LOGO]

**Jubay farmers ASSOCIATION**  
**Sitio 40, Brgy. Jubay, Calubian, Leyte**

**BOARD RESOLUTION NO. 04-2022**

**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 Jubay Farmers Association is a civil society organization duly registered with the Department of Labor and Employment and existing under Philippine laws;

**WHEREAS**, in the Jubay Farmers Association Special Board Meeting held at Jubay Meeting Center, Brgy. Jubay, Calubian, Leyte on Sept 8, 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 Panglalawigan, 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 Municipality of Calubian.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Sanggunian Panglalawigan Board Member Apostol.

**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: Damian C. Delgado, President and Margie H. Delgado, secretary

**ADOPTED** unanimously by the Board of Trustees/Directors of the Jubay Farmers Association this 8th day of September 2022 in the Municipality of Calubian.

Name	Position
Renaldo E. Labores	V-President
Edwin B. Molina	treasurer
Imelda S. Puntay	auditor
Christian Resen D. Cardona	Bss. manager

**Signature**

*Renaldo E. LABORES*

*Imelda S. Puntay*

*CELSD R. PUNTAY*  
**CELSD S. PUNTAY**  
Board Chairperson

Annex E: Board Resolution - Intention for Accreditation

SUBSCRIBED AND SWORN TO before me this 12 SEP 2022, 202\_ in TACLOBAN CITY, Affiant  
exhibiting to me his/her with valid identification no. 3713-0570-82669CRP10000 - COMELEC NO.  
at CALUBIAN, issued on \_\_\_\_\_

Doc No: 359  
Page No: 73  
Book No: 1  
Series of 2022

**GAIL GLENN E. PADAGDAG**  
Notary Public Until December 31, 2022  
N.C. No. 2021-07-93  
IBP No. 196490-01/05/2022  
PTR No. 5834113-01/05/2022  
Roll No. 70769- TIN 293-520-770  
MCLE Compliance No. VII-0004992  
BRGY. STA. CRUZ, PALO, LEYTE

Annex F: List of Current Officers

List of Current Officers of the *JUBAY FARMERS* Association  
as of September 8, 2022

Name	Position
1. Celso R. Puntay	President
2. Reynaldo Labores	Vice President
3. Catherine Pedida	Secretary
4. Imelda S. Puntay	Treasurer
5. Christian Resen Cardona	Auditor
6. Imelda S. Puntay	Bss Manager
7. Marilyn S. Rosales	Bookeeper
8. Junjun Balangatan	PIO
9. Pepe Molina	PIO
10. Edwin Molina	Sgt at Arms
11. Celso Cataga	Sgt at Arms

Annex G: Minutes of Annual Meetings

**Jubay Farmers Association**  
Brgy. Jubay, Calubian, Leyte

**Activity:** Annual Meeting

**Participants:** JFA members

**Date and Time:** August 4, 2021; 8 o'clock in the morning

**Expectations for the Activity:**

**General Objective:** Annual Updates and member's approval

**Specific Objectives:**

- - JFA Financial Status
- - Sangguniang Panlalawigan/Bayan Accreditation
- - other important matters

**Agenda:**

1. Agenda 1

- Reporting of current financial status and its approval
- Monthly dues prompt payment

2. Agenda 2

- Reading of DILG Memo 2022-083 re: SP/SB Accreditation
- Updating the current list JFA officers
- Approval of UFA Board Resolution No. 03-2022 to apply for membership in the local special body in the Province of Leyte and Municipality of Calubian

3. Agenda 3

- All members were encouraged to join monthly meetings
- All members were encouraged to do their share of tasks in UFA Garden
- Next meeting is scheduled on the 1<sup>st</sup> Monday of the following month

Meeting adjourned at 3 o'clock in the afternoon.

Prepared by:

*Catherine F. Pedida*  
**CATHERINE F. PEDIDA**  
Secretary-General

Noted by:

*Celso R. Puntay*  
**CELSO R. PUNTAY**  
President



**JUBAY FARMERS ASSOCIATION**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Individual garden	livelihood	2021		/	Members equity	on going
1400 layers	Livelihood	2022		/	Grant (OPA)	On going

Prepared by:

*Catherine F. Pedida*

**CATHERINE F. PEDIDA**  
Secretary-General

Noted by:

*Cerso R. Puntay*  
**CERSON R. PUNTAY**  
President

**JUBAY FARMERS ASSOCIATION**  
**NAME OF ORGANIZATION]**  
**FINANCIAL STATEMENT FOR CY 2021**

<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Donor 1	67,780.00	members
Donor 2	100,000.00	grant
Monthly Dues / Membership Fees	17,956.00	monthly dues
Income Generating Project 1	16,770.00	communal garden
Income Generating Project 2	143,013.00	sales eggs
<b>TOTAL</b>	<b>345,519.00</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Project 1	66,309.00	poultry
Project 2	100,000.00	bank deposit
Meeting Expenses	4,000.00	meals/snacks
Office Supplies	3,261.00	
Logistics / Transportation	6,672.00	OFFICERS
Administrative and Personnel	144,087.00	feeds /poultry
<b>TOTAL</b>	<b>324,684.00</b>	
<b>TOTAL FUND BALANCE</b> (Total Inflow – Total Outflow)	<b>20,835.00</b>	

Noted by:

*CELso R. Puntay*

**CELso R. PUNTAY**

[Name]

[President]

*Renaldo E. Labores*

**REYNALDO LABORES**

[Name]

[Vice President]

*Superdada*

**CATHERINE F. PEDIDA**

[Name]

[Secretary-General]

*Rowena R. Batugas*

**ROWENA R. BATUGAS**

[Name]

[Treasurer]

*cap*

**CHRISTIAN RESEN PEDIDA**

[Name]

[Auditor]