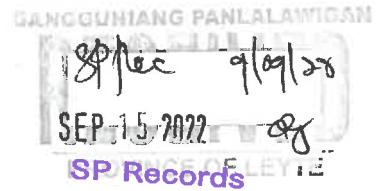


MONTEVERDE FARMERS' ASSOCIATION
Barangay Monteverde, Baybay City, Leyte

Item No.: 81
Date: 04 OCT 2022

August 26, 2022

Vice Governor Leonardo M. Javier, Jr.
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte



Dear **Vice Governor Javier, Jr.:**

In response to your Notice of Call for Accreditation, kindly be informed that **MONTEVERDE FARMERS' ASSOCIATION** with office address at Barangay Monteverde, Baybay City, Leyte would like to seek accreditation by the Sangguniang Panlalawigan of Leyte.

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 and Members;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,



CARMELITA A. LEONES
President



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII
WESTERN LEYTE FIELD OFFICE
Ormoc City

DOLERO8-ORD-F1
Revision No. 00
Date Issued: 11 July 2018

May 10, 2021

10 MAY 2021
11:30 AM
[Signature]

MS. CARMELITA A. LEONES
President
MONTEVERDE FARMERS' ASSOCIATION
Brgy. Monteverde, Baybay City, Leyte

Dear Ms. Leones:

Enclosed herewith is the Certificate of Registration recorded as DOLE-WLFO-2021-05-WA-1753 issued on May 10, 2021 in favor of Monteverde Farmers' Association.

MONTEVERDE
FARMERS' ASSOCIATION
Brgy. Monteverde, Baybay City, 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,

[Signature]
PE A. ESTRELLA
Chief LEO/ Head WLFO

Batitinan St., Sitio Kalipay
Brgy. Cogon, Ormoc City, Leyte
Tel No 561-4518
dolero8_wlfo@yahoo.com



APPLICATION FORM FOR ACCREDITATION

Name of Organization: MONTEVERDE FARMERS ASSOCIATION

Address: Barangay Monteverde, Baybay City, Leyte

Contact No.: 09187599685

Date Organized: May 2, 2021

Sector/s Represented: Farmers

Purposes/Objectives:

1. To establish and association that will promote mutual assistance 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 in farming.
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.

Services that the organization provides or can participate in:

1. Marketing of layer eggs

Registering Agency:

Date Registered: May 10, 2021

- 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 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 City of Baybay:

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
Started 2021 until at present	Layer production	300,00.00	Grant from LGU Baybay	MFA Members		On-going

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.


CARMELITA A. LEONES
 President


LINDA L. SEROT
 Secretary

MONTEVERDE FARMERS ASSOCIATION
Barangay Monteverde, Baybay City, Leyte

RESOLUTION NO. 02
Series of 2022

A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLUNGSOD OF THE CITY OF BAYBAY TO ACCREDIT THE MONTEVERDE FARMERS ASSOCIATION

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

WHEREAS, in the Monteverde Farmers Association Officers' Meeting held at Barangay Monteverde Gymnasium on July 25, 2022, the following resolution was approved and adopted:


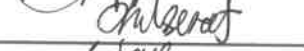

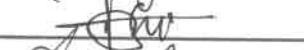

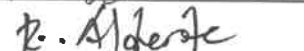
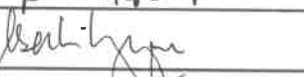

RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the SangguniangPanlalawigan of the Province of Leyte , pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILGMemorandum Circular 2022-083, and to apply for membership in a local special body in the City of Baybay.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chairman of the Sanggunian Committee on Accreditation, the Board Member Carlo P. Loreto.

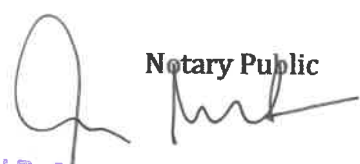
RESOLVED FURTHERMORE, that the following representative of the Organization is authorized and directed to take any action necessary to effectuate the foregoing resolution:

Name	Position	Signature
CARMELITA A. LEONES	President	_____

ADOPTED unanimously by the Officers of the Monteverde Farmers Association this 25th day of July, 2022 in the City of Baybay.

Name	Position	Signature
MA. JEANETTA P. YAUN	Vice-President	
LINDA L. SEROT	Secretary	
ANNABELLE D. PAEL	Treasurer	
ORLANDO S. CATIPAY	Auditor	
SARA H. REYES	P.I.O.	
RAQUELYN S. ALDERITE	P.I.O.	
LORENA S, SALIBONGCOGON	Bookkeeper	
MARIO L. MEJORAS	Business Manager	

SUBSCRIBED AND SWORN TO before me this SEP 08 2022 day of _____, 2022 in _____
Affiant exhibiting to me her TIN with no. 939-651-118 issued on June 05, 2006 at Ormoc City,
Leyte .


Notary Public

ATTY. EDEN B. CHAVEZ-BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
N.C. No. B-22-08-06, July 5, 2022
Until December 31, 2023
R. Magsaysay Avenue, Baybay City, Leyte
PTR No. PL9000003-01/03/22
IBP No. 183267-01/03/22
TIN No. 207-628-029
Roll No. 42391
MCLE Compliance No. VII-0008593

Doc No: 205
Page No: 41
Book No: LVI
Series of: 22

List of Current Officers and Members of the
MONTEVERDE FARMERS' ASSOCIATION
as of December 31, 2021

Name	Position
Carmelita A. Leones	President
Ma. Jeanetta P. Yaun	Vice President
Linda L. Serot	Secretary
Annabelle D. Pael	Treasurer
Orlando S. Catipay	Auditor
Sara H. Reyes	P.I.O.
Raquelyn S. Alderite	P.I.O.
Mario I. Mejoras	Manager
Lorena S. Salibongcogon	Bookkeeper
Erlindo E. Mejoras	Member
Melinda C. Mejoras	Member
Melchor L. Mejoras	Member
Mencho U. Polistico	Member
Efren L. Serot	Member
Aniceto R. Salibongcogon	Member
Garry N. Polistico	Member
Natividad L. Mejoras	Member
Rosalinda U. Majestrado	Member
Mamerta Ibañez	Member
Lorna R. Alderite	Member
Teofila L. Serot	Member
Sandra V. Arebado	Member
Leonisa M. Ogay	Member

Republic of the Philippines
MONTEVERDE FARMERS' ASSOCIATION
Barangay Monteverde, Baybay City, Leyte

MINUTES OF THE GENERAL ASSEMBLY MEETING OF MONTEVERDE FARMERS' ASSOCIATION HELD AT THE BARANGAY MONTEVERDE GYMNASIUM ON DECEMBER 07, 2021

PRESENT: All members

AGENDA:

1. Financial Report
2. Installation of Light and Power Supply
3. BIR Official Receipt
4. Schedule of clearing and clean of Poultry Area
5. Election of Officer (Secretary)
6. Other Matters

PROCEEDINGS:

The meeting was called to order by the President Mrs. Carmelita A. Leones at exactly 1:30 in the afternoon. It started with a prayer led by Ms. Linda L. Serot followed by the singing of the Philippine National Anthem led by Ms. Mencho U. Polistico. A roll call was done by the secretary. All of the members were present, so there was quorum.

Order of Business:

- A. Approval of the agenda
Mr. Orlando S. Catipay moved for the approval of the agenda duly seconded by Mr. Erlindo E. Mejoras.
- B. Reading, correction and approval of the previous minutes
There was no correction of the previous minutes. Mr. Efren L. Serot moved for the approval seconded by Ms. Sandra V. Arebado.
- C. Matters arising from the Previous Minutes
None

AGENDA:

1. Financial Report
The treasurer, Ms. Annabelle D. Pael reported the total cash on hand as of December 07, 2021 is P 34, 634.00.
2. Installation of Light and Power Supply
The president, Ms. Carmelita A. Leones informed the body that the association is required to install their own light and power supply. That being said, Ms. Leones will process all the requirements needed and will be update the members once the power supply is installed.
3. BIR Official Receipt
The president informed the body that the associations' BIR official receipt is already ready for pick up and will need to pay P1,025.00. The Bookkeeper was assigned to pick up the official receipt.
4. Schedule of Clearing and cleaning of Poultry Area
The Manager, Mr. Mario I. Mejoras informed the body that all members of the association are required to attend the scheduled clearing and cleaning of the poultry area. The agreed schedule will be on December 11, 2021 at 7 o'clock in the morning. The President also added that lunch will be provided by the association.
5. Election of Officer (Secretary)
The President, Ms. Carmelita A. Leones informed the body that Ms. Mencho U. Polistico is unable to do her duty as the secretary because of her current work as a day care worker, and that there is a need to elect a new secretary. The body elected Ms. Linda L. Serot as the new secretary.

6. Other Matters

- a. Sales – All members are reminded to remit everyday all the sales to the treasurer.

ADJOURNMENT

There being no other matters to be discussed, Ms. Rosalinda U. Majestrado moved for adjournment seconded by Ms. Ma. Jeanetta P. Yaun. The meeting was adjourned at 4:53 in the afternoon.

I HEREBY CERTIFY to the correctness of the foregoing minutes.


LINDA L. SEROT
Secretary

Attested by:


CARMELITA A. LEONES
President

MONTEVERDE FARMERS' ASSOCIATION
Barangay Monteverde, Baybay City, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Layer Production [Ready to Lay Chicken]	To provide additional livelihood to the members and association	2021 - up to present		✓	Grant from LGU-Baybay	288 heads ready to lay chicken (RTL)

Prepared by:

Linda L. Serot
LINDA L. SEROT
Secretary


Noted by:

Carmelita A. Leones
CARMELITA A. LEONES
President

MONTEVERDE FARMERS' ASSOCIATION
FINANCIAL STATEMENT FOR CY 2021

INFLOW (Cash Receipts)		
SOURCE	AMOUNT	REMARKS
Membership Fee	P 2,450.00	Php 50.00 per member
Capital Build-Up	2,450.00	Php 50.00 per member
Account Receivable Coll.	2,671.00	
Sales, Layer Eggs	163,380.00	Production of eggs started Sept. 2021, received 288 birds RTL
TOTAL	P 170,951.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Organizational Expenses	P 1,500.00	The membership fee was used for the registration of the association
Building Materials	4,179.00	Layer building counterpart of the association
Feeds (Layer 1)	114,231.00	
Biologics	1,192.00	
Supplies Layer	6,499.00	
Office Supplies	1,072.00	
Freight	3,300.00	
Lot Rental	1,200.00	
Power, light	291.00	
Misc. Expenses	2,853.00	
TOTAL	P 136,317.00	
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	P 34,634.00	


Noted by:



CARMELITA A. LEONES
 President




LINDA L. SEROT
 Secretary



ORLANDO S. CATIPAY
 Auditor



MA. JEANETTA P. YAUN
 Vice President



ANNABELLE D. PAEL
 Treasurer