

Annex D: Letter of Application

September , 2022

HON. LEONARDO M. JAVIER, JR.
Presiding Officer, Sangguniang Panlalawigan
Municipality of Matalom
Province of Leyte

Item No.: 03
Date: 18 OCT 2022
SANGGUNIANG PANLALAWIGAN
8p/oc 9/22/22
30 SEP 2022
PROVINCE OF LEYTE

Dear Vice Governor Sandy Javier:

In response to your Notice of Call for Accreditation, kindly be informed that Lucat Farmers Association (LUFA), with office address at Brgy. Bagong Lipunan, Matalom, Leyte, would like to seek accreditation by the Sangguniang Panlalawigan.

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,


ROMEO O. PERE
LUFA President



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
2/F, Pemia's Bldg., cor. Rizal & San Nicolas Sts., Ormoc City
Email add: dolero8_wfo@yahoo.com
Tel. No: (053)255-2436

Registration Certificate No.
DOLE-WLFO-2015-WA-03-526

KNOW ALL MEN BY THESE PRESENTS:

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

LUCAT FARMERS ASSOCIATION (LUFA)

Brgy. Bagong Lipunan, Matalom, 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 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. VIII, Tacloban City, Philippines this 22nd day of March 2015.

Approved by:




ELIAS A. CAYANONG, CESO III
Regional Director

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: LUCAT FARMERS ASSOCIATION (LUPA)

Address: BRGY. BAGONG LIPUNAN MATAWOM LAYTE

Contact No.: _____

Email address (optional): _____

Date Organized: NOVEMBER 15, 2014

Sector/s Represented: _____

Purposes/Objectives:

TO UPLIFT THE SLOW-ECONOMIC CONDITION
OF THE MEMBER IN THE ORGANIZATION ENGAGED IN FARMING
ACTIVITIES.

Services that the organization provides or can participate in:

PROVIDE VEGETABLES IN THE COMMUNITY.

Registering Agency:

Date Registered: MARCH 23, 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: MARCH 23, 2015

- 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
2021	VEG. PRODUCTION		PROVINCE- DA	UCAT FARMERS ASSOCIATION		ONGOING

LUCAT FARMERS ASSOCIATION
Brgy. Bagong Lipunan, Matalom, Leyte

BOARD RESOLUTION NO. _____
Series of 2022

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

WHEREAS, on _____, 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 Lucat Farmers Association (LUFA) is a civil society organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

WHEREAS, in the Lucat Farmers Association (LUFA) Special Board Meeting held at Brgy. Hall, Bagong Lipunan, Matalom, Leyte on _____, 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 Pantlalawigan, 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 of Leyte.


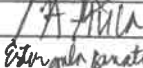
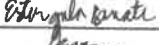



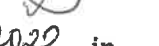
RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor _____.

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:

1. ROMEO O. PERE
2. ESTERLITA G. SANATA
3. ESTELA G. GOZON
4. LOLITA E. GULA
5. CRISTITO P. GULA
6. LAURA O. PERE


ADOPTED unanimously by the Board of Directors of the Lucat Farmers Association (LUFA) this _____ day of _____ in the Municipality of Matalom, Leyte.

Annex E: Board Resolution- Intention for Accreditation

NAME	POSITION	SIGNATURE
Romeo O. Pere	President	
Armando G. Gula	Vice-President	
Esterlita G. Sanata	Secretary	
Estela G. Gozon	Treasurer	
Lolita E. Gula	Auditor	
Cristito P. Gula	P.I.O	
Rolando G. Gono	Sgt. at Arms	

SUBSCRIBED AND SWORN TO before me this 16th day of Sept., 2022 in BAYBAY CITY LEYTE. Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

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 Page No.: 13
 Book No.: 1
 Series of 2022


ATTY. CELSO LORETO MANTUA
 NOTARY PUBLIC
 N. C. NO. B-22-03-01
 UNTIL DEEMBER 31, 2023
 P.T'R NO. 6848280
 BAYBAY CITY, LEYTE
 IBP LIFETIME MEMBER
 ROLL No. 15735
 TIN No. 142-004-696

Annex F: List of Current Officers and Members

LIST OF CURRENT OFFICERS OF THE LUCAT FARMERS ASSOCIATION (LUFA)
As of the September 2022

NAME	POSITION
ROMEO O. PERE	PRESIDENT
ARMANDO G. GULA	VICE- PRESIDENT
ESTERLITA G. SANATA	SECRETARY
ESTELA G. GOZON	TREASURER
LOLITA E. GULA	AUDITOR
CRISTITO P. GULA	P.I.O.
ROLANDO G. GONO	SGT.-AT-ARMS
ANTONIA P. GULA	MEMBER
BENIGNA G. LIPASANA	MEMBER
DIONISIO G. ODIAS	MEMBER
VICTOR G. PERE	MEMBER
ROSITA C. GOZON	MEMBER
ADELBERTA P. GOZON	MEMBER
LAURA O. PERE	MEMBER
ROGER G. GULA	MEMBER
EDUARDO G. ODIAS	MEMBER
ESTERLITA A. PAICAN	MEMBER
PAQUITO E. ODIAS	MEMBER
ANECITO GELSANO	MEMBER

LUCAT FARMERS ASSOCIATION
Brgy. Bagong Lipunan, Matalom, Leyte

Activity: Annual Meeting

Participants: Officers and Members of Lucat Farmers Association (LUFA)

Date and Time: December 15, 2021, 1:00 PM

Expectations for the Activity: Approval of the body to the Intention for Accreditation of LUFA

General Objective: Intention for Accreditation

Specific Objective: To signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan.

I. AGENDA

1. Review and Reporting of Annual Accomplishment Report

The reports were discussed by the Secretary, Ms. Esterlita G. Sanata, together with the Treasurer, Ms. Estela G. Gozon and Auditor, Ms. Lolita E. Gula.

For the Annual Accomplishment Report, the association has maintained its vegetable production area by planting assorted vegetables. Marketing of vegetables was usually done in barangay and neighboring barangays. Excess products are usually brought to the town market.

2. Review and Reporting of Financial Statement

For the Financial Statement, all income generated was reported and audited with corresponding expenses incurred for the year 2021 resulting in the association's Net Income.

After the reporting, the presiding officer inquired from the body if they have any corrections. There have been no further corrections, Rolando G. Gono moved to approve the minutes of the previous session with no corrections duly seconded by Cristito P. Gula.

3. Accreditation of the Association to the Sangguniang Bayan of Matalom

The presiding officer tackled about applying for accreditation of the association by the Sangguniang Bayan of Matalom as People's Organization existing and based at Barangay Bagong Lipunan, Matalom, Leyte implementing a vegetable production.

II. ADJOURNMENT

There being no further business, the session was adjourned at 3:00 PM through the motion of Rolando G. Gono, duly seconded by Cristito P. Gula.

Prepared by:


ESTERLITA G. SANATA
LUFA, Secretary

Noted by:


ROMEO O. PERE
LUFA, President

Annex H: Annual Accomplishment Report

[Name of Organization]

Name of Program/Project/Activity	Objectives	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
LUSA VEGETABLE PRODUCTION	TO IMPROVE THE SOCIO-ECONOMIC CONDITION OF THE ASSOCIATION ENGAGED IN FARMING ACTIVITIES	NOV. 15 2014 TO DATE		✓		CONTINUOUS PRODUCTION OF VEGETABLES TO PROVIDE MEMBERS OF THE ASSOCIATION AND IN THE COMMUNITY.

*add rows as necessary

Prepared by:

Chandana
ESTORUA SANKTA

[Name]
Secretary-General

Noted by:

Ronald O. Pepe

[Name of Head of CSO]
[Position/Designation]

LUCAT FARMERS ASSOCIATION
Brgy. Bagong Lipunan, Matalom, Leyte

FINANCIAL STATEMENT
as of December 31, 2021

INCOME:

• Monthly Dues -----	4,680.00
• Vegetable Sales -----	12,069.00
• Rice Seeds -----	45,350.00
TOTAL INCOME=	Php 62,099.00

EXPENSES:


• Supplies -----	826.00
• Miscellaneous -----	3,137.00
• Travelling Expenses -----	7,613.00
• BIR Quarterly Payment -----	1,200.00
• Poultry House Expenses -----	12,182.67
TOTAL EXPENSES=	Php 24,958.67

NET INCOME:


Php 37,140.33 (CASH ON BANK)

COLLECTIBLES ----- 5,483.00
CASH ON HAND ----- 300.00

Noted by:


ROMEO O. PERE
LUFA, President

ARMANDO G. GULA
LUFA, Vice President


ESTERLITA G. SANATA
LUFA, Secretary


ESTELA G. GOZON
LUFA, Treasurer


LOLITA E. GULA
LUFA, Auditor