

Annex D: Letter of Application

Form No. 04
Date: 18 OCT 2022

[Date]

Vice [Governor/Mayor] Hon. EDUARDO M. JAVIER, JR.
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]
*City/Municipality of [Name of City]
Province of [Name of Province] LEYTE

Office 9/27/22
30 SEP 2022
PROVINCE OF LEYTE

Dear Vice [Governor/Mayor] JAVIER:

In response to your Notice of Call for Accreditation, kindly be informed that BALOKAW INTEGRATED FARMERS ASSOCIATION (BAIFA) CSO, with office address at Pr. Balo, Balo, Abuyog, Leyte, would like to seek accreditation by the CSO 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,

Gato, Nestor N.

[Name of Head of the Organization]
[Position] President of the Organization



Republic of the Philippines
Office of the Secretary
DEPARTMENT OF AGRICULTURE
Elliptical Rd., Diliman, Quezon City

DA-RCEF RFO-8 No. 2021-508

This

CERTIFICATE OF ACCREDITATION

is issued to

BALOCAWE INTEGRATED FARMERS' ASSOCIATION (BAIFA)

with address at

BRGY. BALOCAWE, ABUYOG, LEYTE

for having satisfactorily complied with all the requirements to be a beneficiary of Rice Competitiveness Enhancement Fund (RCEF) or Rice Fund pursuant to DA Administrative Order No. 09.

This certificate of accreditation shall be valid for three (3) years from issuance, unless suspended or revoked prior to its expiration.

Issued on the 15th day of July, 2021 in **DA-RFO 8, Tacloban City.**

ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director



APPLICATION FORM FOR ACCREDITATION

Name of Organization: BALOCANE INTEGRATED FARMERS ASSOCIATION (BAIFA)

Address: Bigy. Balocane Abuyog, Tayte

Contact No.: 09261461715 Email address (optional): _____

Date Organized: 08 Feb. 2020 Sector/s Represented: _____

Purposes/Objectives:

1. To establish an association that will promote mutual aid & protection - to its members.
2. To promote the moral, social & economic well being of all the - members.

Services that the organization provides or can participate in:

- 1. Teaching new technologies to each members

Registering Agency:

Date Registered: 05 March 20

- 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: 05 Mar 20

- 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
2022	SLP Program	240k	DSWD	BAIFA MEMBERS		



Name of the Organization
Address

BOARD RESOLUTION NO. 1

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 [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 [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
<u>Gato Romulo</u>	<u>BOD</u>	<u>[Signature]</u>
<u>Eubela Napoleon</u>	<u>BOD</u>	<u>[Signature]</u>
<u>Corsilles Canem</u>	<u>BOD</u>	<u>Crhr</u>

*add rows as necessary


NESTOR N. GATO

[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this 16 SEP 2022 day of ABUYOG, LEYTE
Affiant exhibiting to me his/herself Att. L.C. with valid identification no. HO2-04-057200 issued on
valid until 2024/12/31 at _____

Doc No:

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Page No:

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Book No:

XC

Series of

2022

ATTY. JOY ESTOLANO-CERRO, CPA

Notary Public

Per La Paz, Mayorga, MacArthur, Abuyog and Javier, Leyte

Until December 31, 2022

Notarial Commission No. 11/20-1

Brgy. Guintagbucan, Abuyog, Leyte

Attorney's Roll No. 60165

PTR No. 6325475

Abuyog, Leyte, January 3, 2022

Lifetime Member No. 010822

TIN 930-942-670

MCTE Compliance No. VII-0003432 June 24, 2021



Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan

CERTIFICATE OF ACCREDITATION

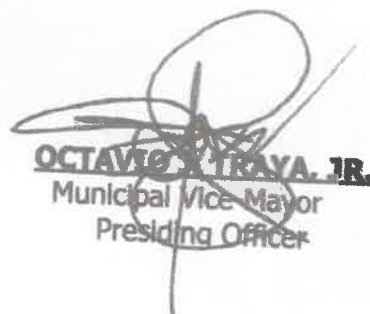
THIS IS TO CERTIFY that having satisfactorily complied with the requirements for accreditation as promulgated in Memorandum Circular No. 98-116 dated June 18, 1998 of the Department of the Interior and Local Government.

**BALOCAWE INTEGRATED
FARMERS ASSOCIATION
(BAIFA)**

Name of Association

Is hereby awarded this Certificate of Accreditation and, therefore, recognized as accredited (NGO/POS/PS, as the case may be), duly registered with **Department of Labor and Employment (DOLE)** and established in accordance with law.

October 06, 2020 Abuyog, Leyte Philippines


OCTAVIO X. TRAYA, JR.
Municipal Vice Mayor
Presiding Officer



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 40TH REGULAR SESSION OF THE 18TH HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON OCTOBER 6, 2020

PRESENT:

Hon. Octavio J. Traya, Jr.	Municipal Vice Mayor, Prsdg. Officer
Hon. Editha C. Deloy	SB Member
Hon. James L. Bohol	SB Member
Hon. Antonio C. Almendra, Jr.	SB Member
Hon. Jeannette A. Valida	SB Member, Prsdg. Pro-tempore
Hon. Benito C. Sy	SB Member
Hon. Arnold R. Allera	SB Member, Floor Leader
Hon. Erwin V. Belleza	SB Member
Hon. Lemuel Lourdino L. Molina	SB Member
Hon. Dario P. Llave	SB Member, ABC President

ABSENT:

Hon. Carlos Inno E. Traya	SB Member, SK Fed. Pres. – O.B.
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RESOLUTION NO. 225, S. 2020

A RESOLUTION FOR THE ACCREDITATION OF BALOCAWE INTEGRATED FARMERS ASSOCIATION (BAIFA), A NON-GOVERNMENT ORGANIZATION (NGO) THIS MUNICIPALITY

PRESENTED for consideration of the Body was the pertinent document relative to the application of BALOCAWE INTEGRATED FARMERS ASSOCIATION (BAIFA), a Non-Government Organization (NGO) this municipality, for accreditation purposes by the Honorable Sangguniang Bayan of this municipality;

WHEREAS, after a thorough scrutiny of the Body on the documents presented this August Body considers this Non-Government Organization to have complied with the provisions and requirements for accreditation of Memorandum Circular No. 98-116 dated June 18, 1998 of the Department of the Interior and Local Government;

THEREFORE, upon motion of the Honorable SB Member Editha C. Deloy jointly seconded by Honorable SB Member Benito C. Sy and Honorable SB Member Arnold R. Allera, be it

RESOLVED, AS IT IS HEREBY RESOLVED, to accredit as it is hereby accredited containing the pertinent documents relative to the application of BALOCAWE INTEGRATED FARMERS ASSOCIATION (BAIFA), one of the Non-Government Organization (NGO) in the Municipality of Abuyog, Leyte in accordance with the provisions and requirements of Memorandum Circular No. 98-116 dated June 18, 1998 of the Department of the Interior and Local Government, and that, the Presiding Officer of this Body is

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

hereby authorize to issue the necessary Certificate of Accreditation to the
aforementioned Non-Government Organization (NGOs) as required.


RESOLVED FINALLY, to let copies hereof be furnished, the Honorable Presiding Officer,
Sanguniang Bayan, Abuyog, Leyte and the Non-Government Organization thru its
President, the Municipal Mayor and the Municipal Planning and Development
Coordinator (MPDC) all of Abuyog, Leyte for their reference.

APPROVED: October 6, 2020

I HEREBY CERTIFY to the correctness of the foregoing resolution.

ATTESTED:


ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary


HON. EDITHA C. DELOY
SB Member


HON. JAMES BOHOL
SB Member


HON. ANTONIO C. ALMENDRA, JR.
SB Member

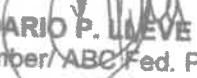

HON. JEANNETTE A. VALIDA
SB Member, Prsdg. Pro-tempore


HON. BENITO C. SY
SB Member


HON. ARNOLD R. ALLERA
SB Member, Floor Leader


HON. ERWIN V. BELLEZA
SB Member


HON. LEMUEL LOURDINO L. MOLINA
SB Member


HON. DARIO P. LLAVE
SB Member/ ABC Fed. President


HON. CARLOS INNO E. TRAYA
SB Member/ SK Fed. Pres. - O.B.

APPROVED:


HON. OCTAVIO B. TRAYA, JR.
Municipal Vice-Mayor/ Presiding Officer

Annex F: List of Current Officers and Members

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

Name	Position
Gato, Nestor N.	President
Loreño Rodrigo	Vice President
Babylon H. Clasa	Secretary
Tupa Josephine M.	Treasurer
Estalani Rodolfo	Auditor
Builan Amabel C.	Head, Health Committee
Bernat Annaliza T.	Head, Education Committee
Capili Ramil	Head, Environmental Committee
Andriano Darmil P.	Head, Infrastructure and Safety Committee
	Member

*add rows as necessary

BALOCANE INTEGRATED FARMERS ASSN.
[Name of Organization]

Activity: Monthly Meeting

Participants: 29

Date and Time: 09-28-22

Expectations for the Activity: Attainment of the objective.

General Objective: To have a good & well-disciplined members.

Specific Objectives:

- -
- -
- -

Agenda:

1. Agenda 1 - Association Shelter

[Notes, Agreements, Discussions, etc.]

2. Agenda 2 - OSWP concerns

[Notes, Agreements, Discussions, etc.]

3. Agenda 3 - Review of Rules & Regulation

[Notes, Agreements, Discussions, etc.]

4. Agenda 4 - Statement of Assets

[Notes, Agreements, Discussions, etc.]

Prepared by:

Babylon F. Clossa

[Name]

Secretary-General

Noted by:

Orto, Nestor N.

[Name of Head of CSO]

[Position/Designation]

Annex H: Annual Accomplishment Report

BALOCANE INTEGRATED FARMERS ASSN-
 [Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Vegetable production	to have good production	1 to 3 months		ongoing	\$10,000/head/member	- ongoing
Rice production		3 to 4 months		ongoing		
					\$30,000/member	- ongoing

*add rows as necessary

Prepared by:

Baloyon H. Clara

[Name]
 Secretary-General

Noted by:

Gato Nestor

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

Annex 1 Annual Financial Statement

BALOCANE INTEGRATED FARMERS ASSOCIATION
[NAME OF ORGANIZATION]

FINANCIAL STATEMENT FOR CY 2021

SOURCE	AMOUNT	REMARKS
Donor 1 DSWD	₱ 240,000	
Donor 2		
Monthly Dues / Membership Fees	₱ 42,265	Peskadaad / Share Capital
Income Generating Project 1	-	
Income Generating Project 2	-	
TOTAL	₱ 282,265.00	

PARTICULARS	AMOUNT	REMARKS
Project 1 Shelter	₱ 15,000	
Project 2		
Meeting Expenses / Snacks		
Office Supplies	₱ 1,000	
Logistics / Transportation	₱ 2,000	
Administrative and Personnel		
TOTAL	₱ 18,000	

Noted by:

GN
Gato, Nestor N.

[Name]
[President]

khitalaf
Babylon H. Ciosa

[Name]
[Secretary-General]

Rodolfo Estaloni
Rodolfo Estaloni

[Name]
[Auditor]

Loreño Rodrigo

[Name]
[Vice President]

Tupa Josephine M.

[Name]
[Treasurer]