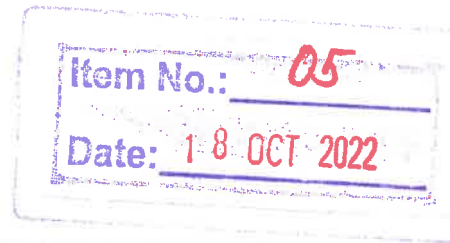


Annex D: Letter of Application

September 13, 2022

**Vice Governor Hon. Leonardo M. Javier**  
Presiding Officer, Sangguniang Panlalawigan  
City of Tacloban,  
Province of Leyte



Dear Vice Governor Javier:

In response to your Notice of Call for Accreditation, kindly be informed that Pong-on Farmers Association with office address at Brgy. San Salvador, 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 [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,

  
**RICHARD P. GILO**  
**Pong-on Farmers Association**  
Farmers Association President

WLF0 09 0928

REGISTRATION OF EMPLOYERS

Registration of the provisions of the Labor Code as amended and the  
Regulations thereunder

**PONG-ON FARMERS ASSOCIATION (POFA)**  
**Brgy. San Salvador, Matalom, Leyte**

The undersigned has registered and entered into the rights and powers  
of the said employer/association, established for the purpose of  
representing the workers in the said establishment and to carry out  
the functions and duties of the said workers' representative  
organization as provided in the Labor Code and the Regulations thereunder.

The provisions of the Labor Code and the Regulations thereunder  
shall be complied with by said workers' association with all employees  
of the said establishment.

In witness whereof, we have hereunto affixed our signature with the seal of the  
Bureau of Employment, Manila, Philippines, this **07<sup>th</sup>** day of  
**September 2016**



Signature of the Employer/Association  
Name of the Employer/Association  
Address of the Employer/Association  
Date of Registration

Stamp of the Bureau of Employment

### APPLICATION FORM FOR ACCREDITATION

Name of Organization: POFA - ON FARMERS ASSOCIATION (POFA)

Address: PMUY. SAN SEBASTIAN, MATRUM, IGTI

Contact No.: 0905652346 / 09109443913

Email address (optional): marifeo@pofo.com

Date Organized: 2012

Sector/s Represented: FARMERS

**Purposes/Objectives:**

To uplift the socio-economic condition of the members in the organization engaged in farming

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

1. Vegetables and Fruit Crops Production
2. Swine Production

**Registering Agency:**

Date Registered: SEPTEMBER 7, 2010

- 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: SEPTEMBER 7, 2010

- 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
	Hog Fattening	₱120,000	Province of Leyte	Farmers		✓
	Vegetable Production	₱15,000	Province of Leyte	Farmers		✓

Depending on your organization's technical area or 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.

  
\_\_\_\_\_  
RICHARD P. GILO  
President

  
\_\_\_\_\_  
MARITES G. OBADO  
Secretary

**Pong- On Farmers Association  
San Salvador, Matalom, Leyte**

**BOARD RESOLUTION NO \_\_\_\_\_**

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

**WHEREAS**, in the Pong-on Farmers Association Special Board Meeting held at Brgy. San Salvador, Matalom, Leyte on 08/08/2021, 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 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 Matalom, Leyte;

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation,

**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:  
Richard P. Gilo

**ADOPTED** unanimously by the Board of Trustees/Directors of the Pong-On Farmers Association this 8th day of August 2021 in the Municipality of Matalom, Leyte.

Name	Position	Signature
<u>RICHARD P. GILO</u>	<u>FA PRESIDENT</u>	<u>[Signature]</u>
<u>MARITES G. OBADO</u>	<u>SECRETARY</u>	<u>[Signature]</u>
<u>JEROLD P. GONZ</u>	<u>BOD</u>	<u>[Signature]</u>
<u>[Blank]</u>	<u>BOD</u>	<u>[Signature]</u>
<u>ARSENIO P. GORO</u>	<u>BOD</u>	<u>[Signature]</u>
<u>[Blank]</u>	<u>[Blank]</u>	<u>[Blank]</u>
<u>[Blank]</u>	<u>[Blank]</u>	<u>[Blank]</u>

**RICHARD P. GILO**  
Farmers Association President

Annex E: Board Resolution - Intention for Accreditation

SUBSCRIBED AND SWORN TO before me this 16<sup>th</sup> day of Sept., 2022 in BAYBAY LEYTE Affiant  
exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_  
at Matalam, Leyte.

Doc No: 57  
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

## FARMERS ASSOCIATION PROFILE

Name of FCA: Pong-On Farmers Association ( POFA )

Address : Barangay San Salvador, Matalom, Leyte

### List of Officer

Name of Officer	Position in the Organization	Home Address	Farm Location Address
Richard P. Gilo	President/Chairman	Brgy.San Salvador	Brgy. San Salvador
Teodoro O.Salar	V- Chairman	Brgy.San Salvador	Brgy. San Salvador
Ronald P. Gilo	Manager	-do-	-do-
Tereso G.Pilo	P.I.O	-do-	-do-
Tomasa G.Gozon	P.I.O	-do-	-do-
Marites G.Obado	Secretary	-do-	-do-
Maryjean B.Pilo	Treasurer	-do-	-do-
Chandro O. Goyo	Bookkeeper	-do-	-do-

### List of Members

Name of Member	Home Address	Farm Location Address
Esmeralda P. Gono	Barangay San Salvador	Barangay San Salvador
Cerlito M.Pol	Barangay San Salvador	Barangay San Salvador
Marcelo G.Pepe	Barangay San Salvador	Barangay San Salvador
Lani T. Garin	Barangay San Salvador	Barangay San Salvador
Letecia G.Gono	Barangay San Salvador	Barangay San Salvador
Valeriana Gono	Barangay San Salvador	Barangay San Salvador
Loreto E.Obusa	-do-	-do-
Marilyn K.Odon	-do-	-do-
Irenea P.Odon	-do-	-do-
Lourdesita G.Odon	-do-	-do-
Editha M.Pavo	-do-	-do-
Candelaria G.Gilo	-do-	-do-
Arsenio P.Gopo	-do-	-do-
Nestoria G.Gono	-do-	-do-
Chandro O.Goyo	-do-	-do-
Abelardo C.Mercado	-do-	-do-
Regina T.Palen	-do-	-do-
Simplicio P.Guyo, Jr	-do-	-do-
Rosenda P.Pol	-do-	-do-
Delia P. Gono	-do-	-do-
Almario P.Gono	-do-	-do-
Elena W.Salar	-do-	-do-
Marcelina P.Gilo	-do-	-do-
Virginia P.Membrano	-do-	-do-
Martina L. Gerona	-do-	-do-



PONG-ON FARMERS ASSOCIATION (POFA)  
Barangay San Salvador, Matalom, Leyte

Minutes of the Annual meeting of Pong-On Farmers Association of Barangay San Salvador, Matalom, Leyte held on August 17, 2021.

Present:

Attendance sheet is hereto attached

Ang meeting nagsugod sa may alas 9:00 ang takna sa buntag pinaagi sap ag ampo ni Delia P.Gono miembro sa Organisasyon ug gisundan sa Pambansang Awit ni Editha M.Pavo , ang maong meeting gipangulohan ni Chairman Richard P.Gilo, ug agig pagsugod iyang g welcome ang tanan nga nanambong sa maong meeting.

AGENDA:

1. Paghatag ug up-date sa baboyan ug schedule sa pagpakaon/pagpamasaw ug baboy kada grupo
2. Paghatag ug up-date sa vegetable gardening ug kinahanglan na pud kitang mag tanom ug mga utanon.
3. Paghatag ug up-date sa treasurer sa abo tug gasto sa Organisasyon.

Membersio fee	1,350.00
CBU	9,010.00
Total Sales of Hog	<u>P 213,452.00</u>
	P 223,812.00
Less: Expenses piglets and feeds	<u>P 174,729.00</u>
Cash in Bank	P 49,083.00
As of August 2021	

4. Ug ang asosasyon ready o andam na pud pagload ug baktin sa atong baboyan.

Tungod kay wala naman pagahisgotan ang meeting nahuman sa may alas 11:00 sa buntag sa sugyot ni Lani Garin ug giuyonan ni Arsenio P.Gopo.

Ako magmatuod nga ang maong minutos kinutlo sa meeting sa POFA.

  
RICHARD P. GILO  
Chairman

  
MANTIS G. OBADO  
Secretary

1. Reina S. Pilo
2. Mary Jean P. Mahinay
3. Espedita Gile
4. Anselmo Pado
5. RBP T. CANA
6. Rocita Gilor
7. Concing Garin
8. Josephine Munsak
9. Renato Gmas
10. Marial Dings
11. Sheryl Gomez
12. Mary Jean B. Pilo
13. Pol Carlita
14. ODO FRANK
15. Beverly Gabina
16. Jenefee P. Odon
17. Humberto Obusa
18. Filomena Lara
19. Martina Buena
20. Benito Odon
21. Onofre Pepe
22. Editha Pano
23. Idolita Salas
24. Shiana Pano
25. VENERANDO
26. at Obusa
27. Sta Emelyn O. Cana
28. Narciso Obusa Jr.
29. Simplicio Goyo Jr.
30. Cecilia Rabago
31. Larita PAPA
32. Julia P. Pilo
33. Margarita Reyes
34. Susana Hala
35. Anibal ESCOTO
36. Dulce Capistrano

M. Gomez

# PONG-ON FARMERS ASSOCIATION ( POFA )

## ANNUAL REPORT

C.Y 2021

### ACTIVITIES:

1. Bayanihan /Tagbo

### MEETINGS:

1. Every 3<sup>rd</sup> Thursday of the month

### BRIEF DESCRIPTION OF THE ASSOCIATION

#### **A. DEMOGRAPHIC**

- |                                     |                               |
|-------------------------------------|-------------------------------|
| a. Name of Barangay                 | SAN SALVADOR                  |
| b. Total Number of Members          | 33                            |
| c. Total Timberland Area            | None                          |
| d. Land Topography                  | Hilly                         |
| e. Primary Source of Income         | Agriculture                   |
| f. Secondary Source of Income       | Sinamay waving and Employment |
| g. Average Annual Income per family | P55,000.00                    |

### ORGANIZATION

- |                                      |  |
|--------------------------------------|--|
| Name of Organization in the Barangay | <b>POFA</b> -Pong-On Farmers Association |
| Year Established/Organized           | 2012                                     |
| Number of Members                    | 33                                       |

### Purpose of the Organization:

- a. To established and scale business for the poor
- b. To alleviate poverty.

**PONG-ON FARMERS ASSOCIATION ( POFA )  
FINANCIAL STATEMENT**

NAMES	MEMBERSHIP FEE	CBU
1. Simplicio P. Guyo, Jr	50.00	150.00
2. Tomasa G. Gozon	50.00	200.00
3. Regina T. Palen	50.00	750.00
4. Tereso G. Pilo	50.00	400.00
5. Teodoro O. Salar	50.00	200.00
6. Nestoria G. Gono	50.00	100.00
7. Lani T. Garin	50.00	650.00
8. Richard P. Gilo	50.00	650.00
9. Ronald P. Gilo	50.00	1,000.00
10. Arsenio P. Gopo	50.00	500.00
11. Marcelo G. Pepe	50.00	500.00
12. Loreto E. Obusa	50.00	100.00
13. Cerlito M. Pol	50.00	100.00
14. Chandro O. Goyo	50.00	800.00
15. Irene P. Odon	50.00	400.00
16. Martina L. Gerona	50.00	200.00
17. Almario P. Gono	50.00	200.00
18. Delia P. Gono	50.00	200.00
19. Valeriana A. Gono	50.00	500.00
20. Letecia G. Gono	50.00	
21. Lourdesita G. Odon	50.00	100.00
22. Elena W. Salar		
23. Candelaria G. Gilo	50.00	400.00
24. Marilyn K. Odon	50.00	310.00
25. Esmeralda P. Gono	50.00	200.00
26. Abelardo C. Mercado	50.00	1,000.00
27. Virginia P. Membrano	50.00	200.00
28. Editha M. Pavo	<u>50.00</u>	<u>100.00</u>
		<b>P 9,010.00</b>

Membershio fee    1,350.00  
CBU                    9,010.00

Total Sales of Hog    P 213,452.00  
                                  P 223,812.00

Less: Expenses piglets and feeds P 174,729.00

Cash in Bank            P 49,083.00

As of August 2021

Certified Correct:   
**MARY JEAN B. PILO**  
POFA Treasurer

ATTESTED:   
**RICHARD P. GILO**  
POFA Chairman