

Item No.: 06

Date: 18 OCT 2022

[Date]

Vice [Governor/Mayor] LEONARDO M. JAVIER, Jr.  
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]  
\*City/Municipality of [Name of LGL]  
Province of [Name of Province]

SANGGUNIANG PANLALAWIGAN  
Office 9/27/22  
30 SEP 2022

Dear Vice [Governor/Mayor] JAVIER:

In response to your Notice of Call for Accreditation, kindly be informed that [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/bayan].   
CAN ISIDRO VEGTABEL GROWERS ASSO

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,

Badana

Jolita C. Badana

[Name of Head of the Organization]

[Position]

(For Workers' Association Operating In One Region)



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VIII  
NORTHERN LEYTE FIELD OFFICE  
Trece Martires St., Tacloban City

**Registration Certificate No. RO8-NLFO-2015-10-RWA-684**

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of the Labor code, as amended, and its implementing rules

**SAN ISIDRO VEGETABLES GROWERS  
ASSOCIATION**

Brgy. San Isidro, Tanauan 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 the 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 the Labor Code and its implementing rules and at all times shall be subject to compliance by 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 13<sup>th</sup> day of October 2015.

APPROVED:

  
ELIAS A. CAYANONG, CESO III  
Regional Director

**APPLICATION FORM FOR ACCREDITATION**

Name of

Organization: San Isidro Vegetables Producers Association

Address: Barangay San Isidro, Davao, Davao del Norte

Contact No.: 09659440607 Email address (optional): \_\_\_\_\_

Date Organized: May 10-2015 Sector/s Represented: \_\_\_\_\_

Purposes/Objectives:

To establish an association that will promote mutual aid and protection of its members.

Services that the organization provides or can participate in:

Livestock production, vegetable production and rice production.

Registering Agency:

Date Registered: October 13-2015

- 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: \_\_\_\_\_

- Commission on Population and Development (POPCOM)



[CSO LOGO]

Name of the Organization  
Address

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 [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 [Panalawigan/Parlungsod/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>Lolita C. Badana</u>	<u>President</u>	<u>[Signature]</u>
<u>Decar J. Martinez</u>	<u>Vice President</u>	<u>[Signature]</u>
<u>Eugenio D. Reynera</u>	<u>Secretary</u>	<u>[Signature]</u>
<i>*add rows as necessary</i>		
<u>Maribel Badana - keso'to</u>		<u>[Signature]</u>
<u>Pilar Cadion - Treasurer</u>		<u>[Signature]</u>

Annex F: List of Current Officers and Members

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

Name	Position
Dehita Badana	President
Dolan D. Mantion	Vice President
Esperanza Reyneta	Secretary
Polar D. Cadion	Treasurer
Manilyn Badana	Auditor
	Head, Health Committee
	Head, Education Committee
	Head, Environmental Committee
	Head, Infrastructure and Safety Committee
	Member

\*add rows as necessary

## San Isidro Vegetables Growers Association (SIVGA)

**Activity:** "Vegetables, Livelihood and Rice Poduction"

**Participants:** All members of the association

**Date and time:** July 20, 2021 at 8:00 am -12:00 pm

**Expectation for the activity:** Enable the members to know the plans, strategies and other effective ways for ensuring the implementation of the said activity.

**General objectives:** Effective learning strategies and different plans among all members for the success of the association

**Specific objectives:**

- Knowing the methods for preparing the plantation, ongoing maintenance and the harvesting
- Giving members responsibilities for the daily maintenance of the activity
- Proper recording of the members daily activities for the purpose of inspection among different government agencies as concerned

### 1. Agenda 1

**Having effective plans for vegetables production responsibilities.** Making schedules for the different planning activities that needs to be accomplished by each member. Also *collaborating or contributing their knowledge and strategies in which the said plan will effectively be implemented.*

### 2. Agenda 2

**Damage of African Swine Fever (ASF) disease.** Members talks about the planning methods or mitigating measures on how to prevent the disease that will protect the production like sanitations on the area where the pigs are placed.

### 3. Agenda 3

**Sustainable planning of rice production with the use of modern equipments like tractor, harvester and etc.** Members are making plans for improving the way of preparing, maintaining and harvesting and also proper usage of the equipments.


### 4. Agenda 4

**Giving members individual responsibilities for the proper recording of all activities.** Each members are explained on how to record all their activities for the purpose of any attachments or inspections by the concerned government agencies of the association.

Prepared By:

  
**Esperanza D. Reynera**  
Secretary – General

Noted By:

  
**Lolita C. Badana**  
Name of Head of CSO  
(President)

Annex H: Annual Accomplishment Report

San Isidro Vegetable Growers Association  
 [Name of Organization] Degg. San Isidro  
Tanaunan, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Vegetable Production	Planting the different vegetable seeds w/cooperation of all members	From January To December 2022		✓	27000	Over all performance is very good because all the members have cooperation to complete the activity

\*add rows as necessary

Prepared by: Espananza D. Reynera  
 [Name]  
 Secretary-General

Noted by: Jelita C. Badana  
 [Name of Head of CSO]  
 [Position/Designation]



[NAME OF ORGANIZATION]  
 FINANCIAL STATEMENT FOR CY 2021

SOURCE	AMOUNT	REMARKS
Donor 1 <i>Pasidungog</i>	₱ 20,000	cash in bank
Donor 2	10,000	cash in bank
Monthly Dues / Membership Fees		
Income Generating Project 1	₱ 45,000	vegetables
Income Generating Project 2		
<b>TOTAL</b>	<b>43,000</b>	

PARTICULARS	AMOUNT	REMARKS
Project 1	17,800	Land Prep.
Project 2	9,200	Fertilizer & Insecticide
Meeting Expenses	2,000	
Office Supplies	1,000	
Logistics / Transportation	3,000	
Administrative and Personnel		
<b>TOTAL</b>	<b>33,000</b>	
	balance 10,000	cash on hand

Noted by:

*Badana*  
*Johita C. Badana*  
 [Name]  
 [President]

*[Signature]*  
*Diana T. Martinez*  
 [Name]  
 [Vice President]

*[Signature]*  
*Espangza D. Reyna*  
 [Name]  
 [Secretary-General]

*[Signature]*  
*Pilar D. Cedeno*  
 [Name]  
 [Treasurer]

*[Signature]*  
*Marilyn S. Badana*  
 [Name]  
 [Auditor]