

*Annex D: Letter of Application*

September 19, 2022

**HON. LEONARDO M. JAVIER JR.**  
Vice-Governor  
Presiding Officer  
Sangguniang Panlalawigan  
Province of Leyte  
Capitol Building, Palo Leyte

DEAR HON. JAVIER,


In response to your Notice of Call for Accreditation, please be informed that Inayupan Integrated Farmers Association (IIFA) with office address at barangay Inayupan, Javier, Leyte, would like to seek accreditation with the Sangguniang Panlalawigan.

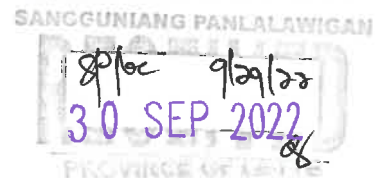
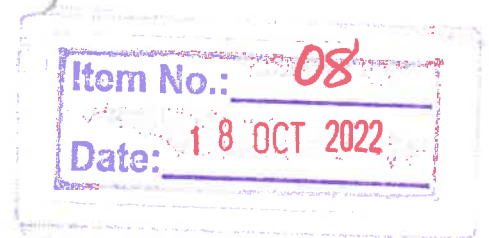
In support of this application are the following administrative requirements:

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 and existing valid Certificate of Accreditation issued by Department of Agriculture Regional Office – Rice Competitiveness Enhancement Fund;
4. List of current officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report;
7. CY 2021 Financial Statements

Thank you.

Sincerely,

  
**Nenita C Ybanez**  
President - IIFA



More than jobs!  
It's decent jobs.

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**WESTERN LEYTE FIELD OFFICE**  
2<sup>nd</sup> floor, Pemia's Bldg., Rizal corner San Nicolas St.  
Ormoc City  
Tel. No: (053)255-2436 Fax No.: (053)561-4548  
Email add: [dolero8-wlfo@yahoo.com](mailto:dolero8-wlfo@yahoo.com)

**Registration Certificate No.**  
**DOLE-WLFO-2014-WA-06-369**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**INAYUPAN INTEGRATED FARMERS  
ASSOCIATION (IIFA)**


Brgy. Inayupan, Javier, 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 27th day of June 2014.

*Recommending Approval:*

  
**MARITES Z. VIÑAS**  
Chief LFO  
Head, Western Leyte Field Office

*Approved by:*

  
**EXEQUIEL R. SARCAUGA**  
OIC Regional Director



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

DA-RCEF RFO-8 No. 2019-090

This

# CERTIFICATE OF ACCREDITATION

is issued to

## INAYUPAN INTEGRATED FARMERS ASSOCIATION (IIFA)

with address at

### BRGY. INAYUPAN, JAVIER, LEYTE


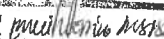
for having satisfactorily complied with all the requirements to be a beneficiary of Rice Competitiveness Enhancement Fund (RCEF) or Rice Fund pursuant to DA Administrative Order No. 09.

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

Issued on the 16th day of December, 2019 in **DA-RFO 8, Tacloban City**.

  
**MILO D. DELOS REYES, CESE**  
OIC-Regional Executive Director



SIGNED BY:   
DESIGNATION: 

ANY ERASURES OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION. NOT VALID WITHOUT THE DEPARTMENT OF AGRICULTURE DRY SEAL

(For verification of this Accreditation Certificate, you may contact the DA RFO8 @ 832-0813/832-0694

*Annex C: Application Form for Accreditation and Checklist of Requirements*

**APPLICATION FORM FOR ACCREDITATION**

Name of Organization : Inayupan Integrated Farmers Association – IIFA  
Address : Brgy. Inayupan, Javier, Leyte  
Contact No. : 09269911065  
Date Organized : December 16, 2013  
Purpose/Objective :  
Sector Represented: NGO  
Services that the organization provides or can participate in:

**Registering Agency:**

**Date Registered: June 24, 2014**

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD)
- National Commission on Indigenous Peoples (NCIP) certification

**Accrediting agency (if any)**

**Date Accredited: Dec. 16, 2019**

- 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 (NCAA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Others (specify) Sangguniang Panlalawigan Accreditation

**Organizational Level:**

- Barangay Level
- Chapter
- Affiliate of a larger organization (identify organization) \_\_\_\_\_
- Others (specify): \_\_\_\_\_


Projects Implemented in the Municipality of Javier, Leyte

| Year    | Project          | Cost          | Financing Source/Scheme | Beneficiaries | Status Completed/Ongoing |
|---------|------------------|---------------|-------------------------|---------------|--------------------------|
| CY 2019 | Mobile Rice Mill | Php 14,500.00 | Kalahi CIDSS-NCDDP      | 28            | Completed                |

Prepared by:

  
**WINEFREDO M. MALTOS**  
IIFA – Secretary

Noted by:

  
**NENITA C YBAÑEZ**  
IIFA - President

**INAYUPAN INTEGRATED FARMER'S ASSOCIATION**  
Barangay Inayupan, Javier, Leyte

**BOARD RESOLUTION NO. 001**

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

**WHEREAS**, on September 12, 2022, 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**, Inayupan Integrated Farmers Association is a civil society organization duly registered with the Department of Labor and Employment and existing under Philippine Laws;

**WHEREAS**, Inayupan Integrated Farmers Association (IIFA) attend its special board meeting held at ABC Hall Poblacion Zone 1, Javier, Leyte on September 12, 2022.

**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 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 Vice-Governor of Leyte Leonardo M. Javier Jr.

**RESOLVED FURTHERMORE**, that the following representative/s of the organization is authorized and directed to take any action necessary to effectuate the foregoing resolution Mrs. Nenita C Ybañez.

**ADOPTED** unanimously by the Board of Directors of Inayupan Integrated Farmers Association this 19<sup>th</sup> day of September 2022 in the municipality of Javier, Leyte.

Annex E: Board Resolution – Intention for Accreditation

| Name                | Position          | Signature          |
|---------------------|-------------------|--------------------|
| 1. Ma. Lina P Maico | Board of Director |                    |
| 2. Janet M Montajes | Board of Director | <i>J. Montajes</i> |
| 3. Elna M Repolles  | Board of Director | <i>E. Repolles</i> |
| 4. Jovanie B Matoza | Board of Director | <i>J. Matoza</i>   |

*N. Ybanez*  
**NENITA C YBAÑEZ**  
Board Chairperson

SUBSCRIBED AND SWORN TO before me this 16<sup>th</sup> day of September 2022 in Abuyog, Leyte, affiant exhibiting to me her TIN ID with identification no. 948-957-308 issued on January 21, 2008 at Palo, Leyte.

Doc. No. 179  
Page No. 77  
Book No. X  
Series of 1011

*[Handwritten Signature]*

**INAYUPAN INTEGRATED FARMERS ASSOCIATION (IIFA)**  
Barangay Inayupan, Javier, Leyte

**LIST OF CURRENT OFFICERS & MEMBERS**

| <b>NO.</b> | <b>NAME</b>          | <b>POSITION</b>   | <b>ADDRESS/BARANGAY</b> |
|------------|----------------------|-------------------|-------------------------|
| 1          | Nenita C. Ybañez     | President         | Brgy. Inayupan          |
| 2          | Eugeniano M. Paran   | Vice-President    | Brgy. Inayupan          |
| 3          | Winefredo M. Maltos  | Secretary         | Brgy. Inayupan          |
| 4          | Junalit M. Maico     | Treasurer         | Brgy. Inayupan          |
| 5          | Ma. Lina P. Maico    | Board of Director | Brgy. Inayupan          |
| 6          | Elna M. Repolles     | Board of Director | Brgy. Inayupan          |
| 7          | Joel P. Riños        | Board of Director | Brgy. Inayupan          |
| 8          | Jovanie B. Matoza    | Board of Director | Brgy. Inayupan          |
| 9          | Janet M. Montajes    | Board of Director | Brgy. Inayupan          |
| 10         | Erna D. Bacoto       | Business Manager  | Brgy. Inayupan          |
| 11         | Michelle M. Carrozo  | Bookkeeper        | Brgy. Inayupan          |
| 12         | Arnel T. Calibo      | Auditor           | Brgy. Inayupan          |
| 13         | Freddie G. Barbarona | P.I.O.            | Brgy. Inayupan          |
| 14         | Jessie M. Gloria     | P.I.O.            | Brgy. Inayupan          |
| 15         | Jovel B. Matoza      | Member            | Brgy. Inayupan          |
| 16         | Melinda R. Destrajo  | Member            | Brgy. Inayupan          |
| 17         | Junry E. Malquisto   | Member            | Brgy. Inayupan          |
| 18         | Norberta P. Riños    | Member            | Brgy. Inayupan          |
| 19         | Joseph T. Austero    | Member            | Brgy. Inayupan          |
| 20         | Pio M. Moralita      | Member            | Brgy. Inayupan          |
| 21         | Eunice P. Paran      | Member            | Brgy. Inayupan          |
| 22         | Chito G. Bacoto      | Member            | Brgy. Inayupan          |
| 23         | Teofilo M. Paran     | Member            | Brgy. Inayupan          |
| 24         | Juder D. Gacho       | Member            | Brgy. Inayupan          |
| 25         | Rosita R. Valida     | Member            | Brgy. Inayupan          |
| 26         | Isagani M. Valida    | Member            | Brgy. Inayupan          |
| 27         | Victorio E. Gacis    | Member            | Brgy. Inayupan          |
| 28         | Reo P. Maico         | Member            | Brgy. Inayupan          |



**INAYUPAN INTEGRATED FARMER'S ASSOCIATION**  
Barangay Inayupan, Javier, Leyte

**Minutes of the Annual Meeting**

The Inayupan Integrated Farmer's Association (IIFA) had its annual meeting last November 11, 2021. It did not fall on the date where regularly it is in every 20<sup>th</sup> day of the month. It was also a special meeting in preparation for the incoming Farmer's Day scheduled on November 16, 2021.

The meeting started with an opening prayer given by one of the members Ma. Lina P Maico, Board of Director.

**Roll Call/Attendance**

Roll call was done wherein majority of the members were present and it was declared quorum.

**Reading of previous minutes**

Previous minutes was read by the IIFA Secretary Mrs. Winefredo M Maltos and was motioned to approved by Teofilo M. Paran, seconded by Pio M. Moralita.

**Meeting Proper**

**Agenda:**

1. The incoming NELAPTC Launching
2. Search for Mr. & Mrs. MAFC
3. Updates on hybrid seeds
4. Updates on fertilizers
5. Treasurer's Financial Report
6. Financial Assistance to Farmers
7. Other Matters

**1. The incoming NELAPTC Launching**

The presiding officer of IIFA in the person of Mrs. Nenita Ybañez explained to the members who were present about the incoming North Easter Leyte Agri Pinoy Trading Center (NELAPTC) launching and the activities to be done on the said day.

**2. Search for Mr. & Mrs. Municipal Agriculture & Fishery Council (MAFC) Candidate.** Purpose is to raise funds for the MAFC activities and plans.

**3. Updates on hybrid seeds**

The Department of Agriculture (DA) mandated all association presidents to submit reports on Hybrid Seeds recipients, the kind of variety, date of plowing and planting. And it was done.

4. Updates on fertilizers

Members availing hybrid seeds was able to avail also the fertilizers for their needs. Non-members of association but able to submit RSBSA, received also the said fertilizers.

5. Treasurer's Financial Report

Amount collected by the IIFA Treasurer from the roll over scheme of fertilizers raised to Php 8, 500.00.

6. Financial Assistance to Farmers

The Department of Agriculture (DA) office gave financial assistance to farmers in the amount of 5,000.00 for the first batch, wherein eight (8) farmers availed the said amount.

7. Other matters

Other matters tackled was about the plan for a party on December 2021. But it was bit carried over due to the reason that we're still in pandemic of the said COVID 19. As agreed time will tell when to do such gatherings later.

Some questions arise from the members and we're able to managed it at once.

The meeting adjourned at 3:02 in the afternoon and was motioned by Arnel T Calibo duly seconded by Eunice P Paran. So be it.

Prepared by:

  
**WINEFREDO M. MALTOS**  
IIFA Secretary

Noted by:

  
**NENITA C YBANEZ**  
IIFA President

**INAYUPAN INTEGRATED FARMER'S ASSOCIATION**  
Barangay Inayupan, Javier, Leyte

**MONTHLY MEETING - ATTENDANCE**

November 11, 2021

| NO. | NAME                 | ADDRESS        | SIGNATURE                   |
|-----|----------------------|----------------|-----------------------------|
| 1   | Nenita C. Ybañez     | Brgy. Inayupan |                             |
| 2   | Eugeniano M. Paran   | Brgy. Inayupan | <i>Eugeniano M. Paran</i>   |
| 3   | Winefredo M. Maltos  | Brgy. Inayupan | <i>Winefredo M. Maltos</i>  |
| 4   | Junalit M. Maico     | Brgy. Inayupan | <i>Junalit M. Maico</i>     |
| 5   | Ma. Lina P. Maico    | Brgy. Inayupan | <i>Ma. Lina P. Maico</i>    |
| 6   | Elna M. Repolles     | Brgy. Inayupan | <i>Elna M. Repolles</i>     |
| 7   | Joel P. Riños        | Brgy. Inayupan | <i>Joel P. Riños</i>        |
| 8   | Jovanie B. Matoza    | Brgy. Inayupan | <i>Jovanie B. Matoza</i>    |
| 9   | Janet M. Montajes    | Brgy. Inayupan | <i>Janet M. Montajes</i>    |
| 10  | Erna D. Bacoto       | Brgy. Inayupan | <i>Erna D. Bacoto</i>       |
| 11  | Michelle M. Carrozo  | Brgy. Inayupan | <i>Michelle M. Carrozo</i>  |
| 12  | Arnel T. Calibo      | Brgy. Inayupan | <i>Arnel T. Calibo</i>      |
| 13  | Freddie G. Barbarona | Brgy. Inayupan | <i>Freddie G. Barbarona</i> |
| 14  | Jessie M. Gloria     | Brgy. Inayupan | <i>Jessie M. Gloria</i>     |
| 15  | Jovel B. Matoza      | Brgy. Inayupan | <i>Jovel B. Matoza</i>      |
| 16  | Melinda R. Destrajo  | Brgy. Inayupan | <i>Melinda R. Destrajo</i>  |
| 17  | Junry E. Malquisto   | Brgy. Inayupan | <i>Junry E. Malquisto</i>   |
| 18  | Norberta P. Riños    | Brgy. Inayupan | <i>Norberta P. Riños</i>    |
| 19  | Joseph T. Austero    | Brgy. Inayupan | <i>Joseph T. Austero</i>    |
| 20  | Pio M. Moralita      | Brgy. Inayupan | <i>Pio M. Moralita</i>      |
| 21  | Eunice P. Paran      | Brgy. Inayupan | <i>Eunice P. Paran</i>      |
| 22  | Chito G. Bacoto      | Brgy. Inayupan | <i>Chito G. Bacoto</i>      |
| 23  | Teofilo M. Paran     | Brgy. Inayupan | <i>Teofilo M. Paran</i>     |
| 24  | Juder D. Gacho       | Brgy. Inayupan | <i>Juder D. Gacho</i>       |
| 25  | Rosita R. Valida     | Brgy. Inayupan | <i>Rosita R. Valida</i>     |
| 26  | Isagani M. Valida    | Brgy. Inayupan | <i>Isagani M. Valida</i>    |
| 27  | Victorio E. Gacis    | Brgy. Inayupan | <i>Victorio E. Gacis</i>    |
| 28  | Reo P. Maico         | Brgy. Inayupan |                             |



**INAYUPAN INTEGRATED FARMERS ASSOCIATION MEETING  
NOVEMBER 11, 2021  
BARANGAY GYMNASIUM, BRGY. INAYUPAN, JAVIER, LEYTE**

**ANNUAL ACCOMPLISHMENT REPORT**  
As of 2021

| Activities  | Remarks   |
|---|---|
| 1. Schedule of Monthly Meeting                            | Done every 20 <sup>th</sup> day of the month  |
| 2. Municipal Agriculture & Fishery Council Meeting (MAFC) | Every 1 <sup>st</sup> Wednesday of the month  |
| 3. Held Pentakasi   | Clean the surroundings of the Mobile Rice Mill, done as needed.                     |
| 4. Special Meetings                                       | Conduct special meetings to members as needed                                       |
| 5. Availing of hybrid rice seeds from DA                  | Avail once a year only  |
| 6. Availing of vouchers for fertilizers                   | Only those who availed hybrid rice seeds has the fertilizer voucher                 |
| 7. Reorganized new set of officers                        | Done last September 20, 2021  |
| 8. Submit reports to DA                                   | Pertaining the yield of harvest when they planted, harvested and kind of variety    |
| 9. Farmers Assistance                                     | Received the Php 5, 000.00 rice farmers assistance last November 22, 2021.          |
| 10. RSBSA Updating  | Submit updates on Registry System for basic sectors on agriculture of members       |
| 11. Open an Account                                       | Opened an account at Rural Bank of Dulag – Abuyog Branch last October 14, 2021.     |
| 12. Rice Area Updating                                    | Updates on rice area for each member based in RSBSA and Tax Declaration submission. |

Prepared by:


*Nenita C Ybanez*  
**NENITA C YBAÑEZ**  
President

**INAYUPAN INTEGRATED FARMERS ASSOCIATION (IIFA)**  
Barangay Inayupan, Javier, Leyte

**STATEMENT OF FINANCIAL CONDITION**  
As of March 20, 2021

| <b>Assets</b>                                   |                            |
|---|----------------------------|
| Cash on Hand                                    | - 2,669.00                 |
| Accounts Receivable                             | - 23,551.00                |
| Cash in Bank                                    | - 5,500.00                 |
| Plant, Property & Equipment                     | - <u>1,315,000.00</u>      |
| <b>TOTAL ASSETS</b>                             | - <b>1,346,720.00</b>      |
| <br>  |                            |
| <b>LIABILITIES &amp; CAPITAL ACCOUNTS</b>       |                            |
| Liabilities                                     | - 0.00                     |
| Capital Accounts                                | -                          |
| Paid-up Capital                                 | - 28,757.00                |
| Grants  | - 1,315,000.00             |
| Income from Operation                           | - <u>2,963.00</u>          |
| <b>TOTAL CAPITAL ACCOUNTS</b>                   | - <b>1,346,720.00</b>      |
| <br>  |                            |
| <b>TOTAL LIABILITIES &amp; CAPITAL ACCOUNTS</b> | <b><u>1,346,720.00</u></b> |

Prepared by:

  
**JUNALIT M MAICO**  
IIFA Treasurer

Certified Correct by:

  
**NENITA C YBANEZ**  
IIFA President

**INAYUPAN INTEGRATED FARMERS ASSOCIATION (IIFA)**  
Barangay Inayupan, Javier, Leyte

**STATEMENT OF INCOME AND EXPENSES**  
As of March 20, 2021

|                          |   |                             |
|--------------------------|---|-----------------------------|
| <b>Income</b>            |   |                             |
| Milling Operation        | - | 13, 679.50                  |
| Miscellaneous Income     | - | <u>100.00</u>               |
|                          |   | <b>13, 779.50</b>           |
| <br><b>DISBURSEMENTS</b> |   |                             |
| Labor                    | - | 2, 100.00                   |
| Fuel & Lubricants        | - | 7, 594.00                   |
| Travelling               | - | <u>560.00</u>               |
|                          |   | 10, 254.00                  |
| <br>TOTAL DISBURSEMENTS  | - | <br>10, 254.00              |
| <br><b>NET INCOME</b>    |   | <br><b><u>3, 525.00</u></b> |

Prepared by:

  
**JUNALIT M MAICO**  
IIFA Treasurer

Certified Correct by:

  
**NENITA C YBANEZ**  
IIFA President

**INAYUPAN INTEGRATED FARMERS ASSOCIATION (IIFA)**  
Barangay Inayupan, Javier, Leyte

**CASH FLOW STATEMENT**  
As of March 20, 2021

|                             |                               |   |                  |
|-----------------------------|-------------------------------|---|------------------|
| <b>Inflows</b>              |                               |   |                  |
| Collections:                | Capital Build-up              | - | 3,450.00         |
|                             | Monthly Dues                  | - | 100.00           |
|                             | Income from Operation         | - | 5,510.00         |
|                             | Misc. Income                  | - | 13,679.00        |
| <b>Total Inflows</b>        |                               |   | <u>100.00</u>    |
|                             |                               |   | <b>19,289.00</b> |
| <b>Outflows</b>             |                               |   |                  |
|                             | Labor Expenses                | - | 2,100.00         |
|                             | Fuel & Lubricants             | - | 7,594.00         |
|                             | Encoding/Photocopying         | - | 1,014.00         |
|                             | Other Supplies                | - | 245.00           |
|                             | Representation/Misc. Expenses | - | 7,687.00         |
|                             | Travelling Expenses           | - | <u>560.00</u>    |
|                             | <b>TOTAL OUTFLOWS</b>         | - | <b>19,200.00</b> |
| Net Cash Balance – end      |                               | - | 19,200.00        |
| Add: Cash Balance beginning |                               | - | 89.50            |
| <b>CASH BALANCE END</b>     |                               | - | <u>925.00</u>    |
|                             |                               |   | <b>1,014.50</b>  |

Prepared by:

*JUNALIT M MAICO*  
**JUNALIT M MAICO**  
IIFA Treasurer

Certified Correct by:

*Nenita C Ybanez*  
**NENITA C YBANEZ**  
IIFA President