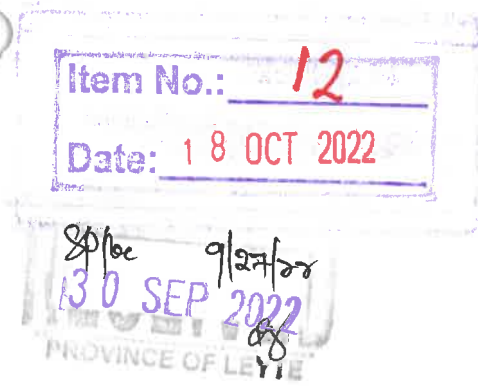


Annex D: Letter of Application

September 8, 2022

**Vice -Governor LEONARDO M. JAVIER**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte



Dear **Vice –Governor Javier**:

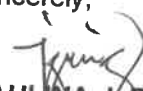
In response to your Notice of Call for Accreditation, kindly be informed that Sto. Niño Agrarian Reform Farmers Association with office address at Brgy. Sto. Niño, Bato, Leyte, would like to seek accreditation by the sangguniang panlalawigan.

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,

  
**PAULINA J. RUIZ**  
SNARFA - President



Republic of the Philippines  
 DEPARTMENT OF LABOR AND EMPLOYMENT  
 WESTERN LEYTE FIELD OFFICE

11F Benito's Bldg. cor. Rizal, San Nicolas Dis. Ormoc City  
 Email: dle@doelr.doe.gov.ph | www.dole.gov.ph  
 Tel. Nos. (05322) 23436

**Registration Certificate No.  
 DOLE-WLFO-2014-WA-11-466**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**STO. NIÑO AGRARIAN REFORM  
 FARMERS ASSOCIATION (SNARFA)**


Brgy. Sto. Niño Bato, 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.

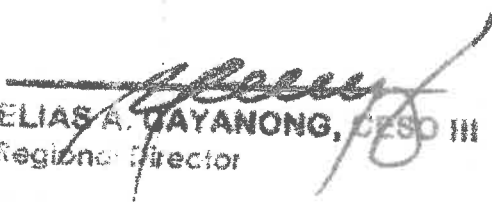
This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules and at all times shall be subject to compliance to said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines this 19th day of November 2014

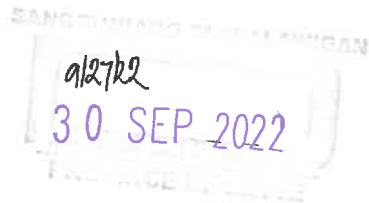
*Recommending Approval:*

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

*Approved by:*

  
**ELIAS A. GAYANONG, CESO III**  
 Regional Director





## APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** STO. NIÑO AGRARIAN REFORM FARMERS ASSOCIATION (SNARFA)

**Address:** Brgy. Sto. Niño Bato, Leyte

**Contact No.:** NO SIGNAL **Email address (optional):** \_\_\_\_\_

**Date Organized:** March 20, 2014

**Sector/s Represented:** FARMERS

### Purposes/Objectives:

1. To establish an association that will promote mutual aid and protection to its members.
2. To promote the moral, social and economic well-being of all the members.
3. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members;
4. To provide knowledge and skills and equip the members an effective and innovative way of vegetable production and other agricultural commodities.

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

1. Vegetable and Fruit crops production.
2. Egg production (Native/free range)
3. Swine Production

### Registering Agency:

**Date Registered:** November 18, 2014

- 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)
- 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)

**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
2018 to date	Vegetable production	15,000.00	PLGU- Leyte	SNARFA members		ongoing
2020 to date	Swine Production	1,000,000.00	PLGU- Leyte	SNARFA Members		ongoing

**Depending on your organization's technical area of 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.

  
**PAULINA J. RUIZ**  
President

  
**LEONARDO P. PEREZ**  
Secretary



**STO. NIÑO AGRARIAN REFORM FARMERS ASSOCIATION (SNARFA)  
BRGY. STO. NIÑO, BATO, LEYTE**

**BOARD RESOLUTION NO -02**

**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. 2022-83, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the Sto. Niño Agrarian Reform Farmers Association is a civil society organization duly registered with the Department of Labor and Employment, and issued with Registration Certificate No. : DOLE- WLFO-2014-WA-11-466

**WHEREAS**, in the STO. NIÑO AGRARIAN REFORM FARMERS ASSOCIATION (SNARFA) Special Board Meeting held at Brgy. Sto. Niño, Bato, Leyte on September 01, 2022, attended by the following Board of Directors 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 2022-83, and to apply for membership in a local special body in the Province of Local Government Unit

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor Trinidad G. Apostol.

**RESOLVED FURTHERMORE**, that the following representative of the Organization is authorized and directed to take any action necessary to effectuate the foregoing resolution: Paulina J. Ruiz-SNARFA-President

**ADOPTED** unanimously by the Board of Directors of the Plaridel Farmers Association this 1<sup>st</sup> day of September, 2022 in the Province of Leyte of Municipality of Bato

<b>Name</b>	<b>Position</b>
PAULINA J. RUIZ	<u>President</u>
RENIE E. GATA	<u>Vice-President</u>
LEONARDO P. PEREZ	<u>Secretary</u>
MYRNA LUZ A. TAHOP	<u>Treasurer</u>
LOLITA E. VOCAL	<u>Board of Trustees</u>
ANNA MARIE J. VOCAL	<u>Board of Trustees</u>
JOEL J. RUIZ	<u>Board of Trustees</u>

**Signature**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAULINA J. RUIZ**  
SNARFA - President

Annex E: Board Resolution - Intention for Accreditation

SNARFA Board Resolution No. 09-01, Page 2


Republic of the Philippines }  
Province of Leyte }  
Plaridel, Bato, Leyte }

At the stated locality, on this \_\_\_\_\_ of SEP 26 2022, 2022 before me personally appeared:

NAME	GOVERNMENT ISSUED ID	PLACE OF ISSUE
PAULINA J. RUIZ	VIN-3707-0071A-H3065PJR20000	
RENIE E. GATA	TIN-497-944-347	
LEONARDO P. PEREZ	NAT'L ID - 5823-8428-5962	
MYRNA LUZ A. TAHOP	VIN- 3707-0071A-12068MAT20000	
LOLITA E. VOCAL	VIN-3707-0071A-F1274LEV20000	
ANNA MARIE J. VOCAL	NAT'L ID- 5805-7928-4910-9426	
JOEL J. RUIZ	VIN-3707-0071A-D2889JJR10000	

Known to me as the same persons who executed the foregoing instrument, who subscribed oath to the matters set forth in the resolution on the 1<sup>st</sup> page and acknowledged the same to be their free and voluntary act and deed.

Doc No: 169  
Page No: 34  
Book No: 76  
Series of 2022

  
Atty. RICO E. AUREO  
NOTARY PUBLIC  
Until December 31, 2023  
PTR No. 6442852 01/03/22 at Bato, Leyte  
IBP Lifetime Member No. 654810 2/10/06  
Roll of Attorneys No. 41857

Annex F: List of Current Officers and Members

List of Current Officers of the STO.NIÑO AGRARIAN REFORM FARMERS  
ASSOCIATION (SNARFA)

as of August, 2022

Name	Position
PAULINA J. RUIZ	President
RENIE E. GATA	Vice President
LEONARDO P. PEREZ	Secretary
MYRNA LUZ A. TAHOP	Treasurer
ROSELYN R. SUPERALES	Auditor
ANITA LINDA G. GUINOO	Head, Health Committee
PETRONILO S. TAHOP	Head, Education Committee
MELCHOR S. TAHOP	Head, Environmental Committee
ERMITO L. DE LAS MARIAS	Head, Infrastructure and Safety Committee
IRISH Q. VOCAL	Bookkeeper
ELVIRA C. VOCAL	Business Manager
APOLONIO P. RUIZ, JR.	Member
ADRIANO D. CAWALING	Member
THELMA R. ESTAS	Member
CELESTINO A. GAVIOLA	Member
CONSTANTINA B. CAWALING	Member
PHILIP J. RUIZ	Member
JONNEL J. RUIZ	Member
ROMUALDA C. RUIZ	Member
JERRY S. BOLASA	Member
JOHNY S. TAHOP	Member
RUTH C. ERICA	Member
FELIPE G. ALVARES	Member
LEONORA P. PADECIO	Member
FERNANDO G. VOCAL	Member
QUIRICO G. PADECIO	Member
RODEL A. TAM-IS	Member
RICARDO A. MAGLINTE	Member
MARGARITA G. COJANO	Member
CRESENCIA G. LASAGA	Member
WILFREDO S. TAHOP	Member
JOEL J. RUIZ	Member
MARINA R. CALLADA	Member

*\*add rows as necessary*

Certified correct:

  
LEONARDO P. PEREZ  
SNARFA- Secretary

  
PAULINA J. RUIZ  
PLARFA- President

**STO. NIÑO AGRARIAN REFORM FARMERS ASSOCIATION (SNARFA)**  
Brgy. Sto. Niño, Bato, Leyte  
Reg. Cert. No. DOLE-WLFO-2014-WA-11-466

**Activity:** ANNUAL MEETING

**Participants:** SNARFA Members and officers

**Date and Time:** February 22, 2022 (9:00 AM)

**Expectations for the Activity:**

Take up better understanding of how, what and where the association had achieved through the years of operation.

**General Objective:**

1. Review of the membership status of the association.
2. Review of the Financial status of the association
3. Review of the management status of the association

**Specific Objectives:**

1. How to avoid the effect of the ASF that hounds the piggery business
2. How to collect effectively the dormant account receivable of delinquent members

**Agenda:**

1. Agenda 1: hog feeding schedule

Schedule of hog feeding will only be delivered by choosing Three (3) members of the association to avoid the African Swine Fever infection

2. Agenda 2: Monitoring health status of the breeders and piglets

It was also agreed that the Three (3) members assigned for the feeding will also monitor the health condition of the breeders and the piglets.

3. Agenda 3: Financial Status of the Association

1. The financial status of the association was reported by the association treasurer.
2. It has been agreed that the members with standing debts from the association will be collected so that it can augment the associations finances.

Prepared by:

  
**LEONARDO P. PEREZ**  
SNARFA- Secretary

Noted by:

  
**PAULINA J. RUIZ**  
SNARFA - President



**ANNUAL ACCOMPLISHMENT REPORT**  
 For the period ending December 31, 2021  
**STO. NIÑO AGRARIAN REFORM FARMERS ASSOCIATION (SNARFA)**  
Brgy. Sto. Niño, Bato, Leyte

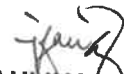
Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Vegetable production	Food security	2017 - 2021		On going	15,000.00	
	Poverty alleviation					
Hog production	Food security	2020 -2021		On going	1,000,000.00	
	Poverty alleviation					

*\*add rows as necessary*

Prepared by:

  
LEONARDO R. PEREZ  
 SNARFA- Secretary

Noted by:

  
PAULINA J. RUIZ  
 SNARFA - President

**STO. NIÑO AGRARIAN REFORM FARMERS ASSOCIATION (SNARFA)  
FINANCIAL STATEMENT FOR CY 2021**


<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Cash from 2020	28,000.00	
Vegetable production	12,000.00	
Monthly Dues / Membership Fees	1,500.00	
Piggery proceeds	198,000.00	
<b>TOTAL</b>	<b>239,500.00</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Vegetable production	4,000.00	
Piggery Expenses	190,000.00	Feeds & biologics
Meeting Expenses	3,000.00	
Office Supplies	1,000.00	
Logistics / Transportation	1,500.00	
Administrative and Personnel	10,000.00	Labor (repair hog building)
<b>TOTAL</b>	<b>209,500.00</b>	
<b>TOTAL FUND BALANCE (Total Inflow – Total Outflow)</b>	<b>239,500.00-209,500.00 =30,000.00</b>	


Noted by:

  
**PAULINA J. RUIZ**  
SNARFA - President

  
**RENIE E. GATA**  
SNARFA - Vice-President

  
**LEONARDO P. PEREZ**  
SNARFA - Secretary

  
**MYRNA LUZ A. TAHOP**  
SNARFA - Treasurer

  
**ROSELYN-R. SUPERALES**  
SNARFA - Auditor