

Annex D: Letter of Application

Item No.: 16

Date: 18 OCT 2022

[Date]

Vice [Governor/Mayor] HON. LEONARDO M. SAYER  
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]  
\*City/Municipality of [Name of LGU]  
Province of [Name of Province] LEYTE

8p/ce 9/30/22  
OCT 03 2022 - 06  
PROVINCE OF LEYTE

Dear Vice [Governor/Mayor] Hon. Sandy Sayer

In response to your Notice of Call for Accreditation, kindly be informed that HALABA FARMERS ASSO - [Name of CSO], with office address Barangay Katalana, PASTRANA, LEYTE at [office address], would like to seek accreditation by the 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,

Elisa E. Cabido  
[Name of Head of the Organization] President  
[Position]



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Northern Leyte Field Office  
Trece Martires St., Tacloban City

**Registration Certificate No.  
RO8-NLFO-2017-03-WA-1251**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**HALABA FARMERS ASSOCIATION (HALFA)**

Brgy. Halaba, Pastrana, Leyte

has this day been registered as and conferred with all the rights and privilege 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.

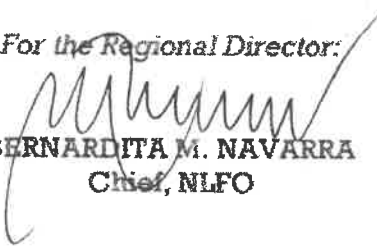
This certificate of registration shall subsist unless cancelled in the manner provided by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

**IN WITNESS WHEREOF**, we hereunto affixed our signatures with the seal of the DOLE Regional Office No. VIII, Tacloban City, Philippines, this 10<sup>th</sup> day of March 2017.

APPROVED BY:

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

*For the Regional Director:*

  
**BERNARDITA M. NAVARRA**  
Chief, NLFO



Not valid without Seal

Trece Martires St. Brgy. Libertad, Tacloban City  
Tel Nos. 832-0698 / 832-0697 / 832-0433  
Fax (053) 832-0697 / 832-0698  
<http://ro8.dole.gov.ph/>



**APPLICATION FORM FOR ACCREDITATION**

Name of Organization: Halaba Farmers Association (HALFA)

Address: Brgy. Halaba Pastrana Luyje

Contact No.: 09630289743

Email address (optional):

Date Organized: January 9-2017

Sector/s Represented:

Purposes/Objectives:

To acquire additional livelihood assistance  
to sustain the needs of individual & members of the Asso.

Services that the organization provides or can participate in:

Municipality & Province

Registering Agency:

Date Registered: MARCH 10-2017

- 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: December 23-2019

- 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 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): Sangguniang Panlalawigan

**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
2020						

Halaba Farmers Association  
[CSO LOGO]

Name of the Organization

Address

Barry Halaba Pastarana Lake

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;

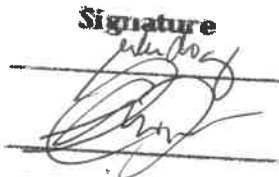
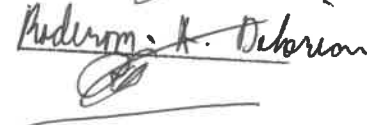
WHEREAS, in the [NAME OF ORGANIZATION] Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], attended by the following Board of Trustees present, the following resolution was approved and adopted:

RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang [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
Elsa E. Cabilog	President	
Jhones A. Zeta	BOD	
Roderon A. Dolopian	BOD	
Charito P. Cabilog <i>*add rows as necessary</i>	BOD	

*Alindaog*  
Elisa F. Carbidog

[FULLNAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_, 202\_\_ in \_\_\_\_\_  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on  
\_\_\_\_\_ at \_\_\_\_\_.

Doc No: \_\_\_\_\_  
Page No: \_\_\_\_\_  
Book No: \_\_\_\_\_  
Series of \_\_\_\_\_

**DEPARTMENT OF LABOR AND EMPLOYMENT**

Northern Leyte Field Office  
Trece Martires St., Tacloban City  
Telephone No. (053) 321-3308  
Email: [dole08\\_nle@dole.gov.ph](mailto:dole08_nle@dole.gov.ph)

March 10, 2017

**MS. ELISA E. CABIDOG**  
President  
Halaba Farmers Association (HALFA)  
Brgy. Halaba, Pastrana, Leyte

Sir/Madam:

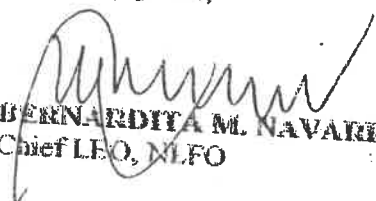
Enclosed is the DOLE Registration Certificate No. RO8-NLFO-2017-03-WA-1251 issued in favor of:

**HALABA FARMERS ASSOCIATION (HALFA)**  
Brgy. Halaba, Pastrana, Leyte

The fiscal period of that WA ends on January 31 of each year. Accordingly, its verified financial report covering the period from February 1 to January 31 of each year should be submitted to us within (30) days of the latter date.

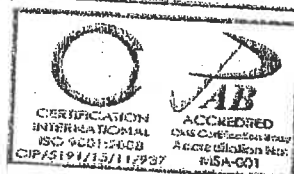
Please be guided accordingly.

Very truly yours,

  
**BERNARDITA M. NAVARRA**  
Chief LEO, NLFO

Encl.: as stated

Trece Martires St. Brgy. Libertad, Tacloban City  
Tel Nos. 832-0698 / 832-0697 / 832-0433  
Fax (053) 832-0697 / 832-0698  
<http://ec8.dole.gov.ph/>



## LIST OF OFFICERS / MEMBERS and ADDRESS

NAME	POSITION	ADDRESS
ELISA E. CABIDOG	PRESIDENT	BRGY. HALABA PASTRANA, LEYTE
ADONIS A. ZETA	VICE-PRESIDENT	BRGY. HALABA PASTRANA, LEYTE
CHERYZEL C. ARANAS	SECRETARY	BRGY. HALABA PASTRANA, LEYTE
RETZEL C. DOLORIAN	TREASURER	BRGY. HALABA PASTRANA, LEYTE
NILO L. EMPILLO MARK JOHNZEL E. CABIDOG	P.I.O	BRGY. HALABA PASTRANA, LEYTE
LEZEL C. TRUELEN	AUDITOR	BRGY. HALABA PASTRANA, LEYTE
JOHN EDWARD ASPORAS	BOOK KEEPER	BRGY. HALABA PASTRANA, LEYTE
EMETERIO TRUELEN RUZZEL P. ARENAS	BUSINESS MANAGER	BRGY. HALABA PASTRANA, LEYTE
CHARITO CABIDOG RODERON A. DOLORIAN RICHELLE S. EMPILLO	BOARD OF DIRECTOR	BRGY. HALABA PASTRANA, LEYTE

### MEMBERS

### ADDRESS

- |                           |                              |
|---------------------------|------------------------------|
| 1. ELISA E. CABIDOG       | BRGY. HALABA PASTRANA, LEYTE |
| 2. ADONIS ZETA            | BRGY. HALABA PASTRANA, LEYTE |
| 3. RODERON DOLORIAN       | BRGY. HALABA PASTRANA, LEYTE |
| 4. RETZEL C. DOLORIAN     | BRGY. HALABA PASTRANA, LEYTE |
| 5. LEZEL C. TRUELEN       | BRGY. HALABA PASTRANA, LEYTE |
| 6. EMETERIO TRUELEN       | BRGY. HALABA PASTRANA, LEYTE |
| 7. EDWARD ANTHONY ESPORAS | BRGY. HALABA PASTRANA, LEYTE |
| 8. MARK JHONZEL CABIDOG   | BRGY. HALABA PASTRANA, LEYTE |
| 9. CHARITO R. CABIDOG     | BRGY. HALABA PASTRANA, LEYTE |
| 10. NILO EMPILLO          | BRGY. HALABA PASTRANA, LEYTE |
| 11. EDILBERTO EMPILLO     | BRGY. HALABA PASTRANA, LEYTE |
| 12. JOEL BADIDLES         | BRGY. HALABA PASTRANA, LEYTE |
| 13. CHERRYZEL E. CABIDOG  | BRGY. HALABA PASTRANA, LEYTE |
| 14. RUZZEL ARENAS         | BRGY. HALABA PASTRANA, LEYTE |
| 15. RICHELLE EMPILLO      | BRGY. HALABA PASTRANA, LEYTE |
| 16. NELSON EMPILLO        | BRGY. HALABA PASTRANA, LEYTE |

Attested by:

Certified by:

  
**ELISA E. CABIDOG**  
 President

  
**CHERYZEL C. ARANAS**  
 Secretary

CTC #: 23446731

Issued on: 01/09/2017

Issued at: Pastrana, Leyte

CTC #: 23446733

Issued on: 01-9-17

Issued at: Pastrana, Leyte



Annex F: List of Current Officers and Members

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

Name	Position
Elisa B. Cabidag	President
Adones A. Zeta	Vice President
Cheryzel C. James	Secretary
Retzal C. Doloman	Treasurer
Lezel C. Truelan	Auditor
	Head, Health Committee
	Head, Education Committee
	Head, Environmental Committee
	Head, Infrastructure and Safety Committee
	Member

\*add rows as necessary

Annex G: Minutes of Annual Meetings

*Halaba Farmers Association*  
[Name of Organization]

Activity: *National Conference*  
Participants: *President & members*  
Date and Time: *10: AM*  
Expectations for the Activity:

General Objective:  
Specific Objectives:

- -
- -
- -

Agenda:

1. Agenda 1  
[Notes, Agreements, Discussions, etc.]
2. Agenda 2  
[Notes, Agreements, Discussions, etc.]
3. Agenda 3  
[Notes, Agreements, Discussions, etc.]
4. Agenda 4  
[Notes, Agreements, Discussions, etc.]

Prepared by:

*Cheryl C. Saenas*  
[Name]  
Secretary-General

Noted by:

*Eusa E. Cabidos*  
[Name of Head of CSO]  
[Position/Designation]  
*President*

Republic of the Philippines  
Province of Leyte  
Municipality of Pastrana  
Brgy. Halaba  
-oOo-  
Halaba Farmers Association

**EXPERT FROM THE MINUTES OF THE ANNUAL MEETING OF OFFICER AND MEMBERS OF THE HALABA FARMERS ASSOCIATION ON JULY 17, 2022 AT ASSOCIATION MEETING HALL.**

PRESENT.	ELISA E. CABIDOG	BOD Chairman
	ADONIS L. ZETA	BOD Vice- Chairwoman
	CHARITO R. CABIDOG	BOD Member
	RODERON A. DOLORIAN	BOD Member
	RICHELLE E. EMPILLO	BOD Member
ABSENT.	NONE	

**Board Resolution No. 1  
Series of 2022**

**A RESOLUTION RESPECTFULLY REQUESTING THE HONORABLE VICE GOVERNOR OF PROVINCE OF LEYTE HON. SANDY JAVIER TO GRANT THE HALABA FARMERS ASSOCIATION A TRANSPORTATION FOR PRODUCTION PROJECT UNDER THE PROGRAM.**

**WHEREAS**, the Halaba Farmers Association was duly registered to the Department of Labor and Employment (DOLE) and Accredited to the local Government Unit of Leyte and the Provincial Government of Leyte.

**WHEREAS**, the halaba Farmers Association is beneficiary of Vegetable Production Project of More income in the Countryside Program.

**WHEREAS**, the Association is requesting for a Financial Transportation for Dispersal Piglets expansion and livelihood.

**WHEREFORE**, on motion of MRS. ELISA E. CABIDOG President of the said organization duly seconded by RODERON A. DOLORIAN Present be it.

**RESOLVED**, AS IT IS HEREBY TO RESPECTFULLY REQUESTING THE HONORABLE VICE GOVERNOR OF THE PROVINCE OF LEYTE, HON. SANDY JAVIER TO GRANT THE HALABA FARMERS ASSOCIATION TRANSPORTATION PROJECT UNDER PROGRAM IS HEREBY APPROVED.

**RESOLVED FURTHER** those copies of the resolution be furnished the Provincial Agriculture office.

APPROVED UNANIMOUSLY

**I HEREBY CERTIFY** to correctness of the forgoing resolution.

Prepared by:

*Cheryzel C. Arenas*  
**CHERYZEL C. ARENAS**  
Secretary

CONCURED:

*Adonis A. Zeta*  
**ADONIS A. ZETA**  
BOD Vice Chairwoman

*Charito R. Cabidog*  
**CHARITO R. CABIDOG**  
BOD member

*Roderon A. Dolorian*  
**RODERON A. DOLORIAN**  
BOD Member

APPROVED:

*Elisa E. Cabidog*  
**ELISA E. CABIDOG**  
BOD Chairman

Halaba Farmers Assosiation

(HALFA)

**EXCERPT FROM THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS HELD LAST DECEMBER 7, 2021 AT HALFA SEED HOUSE.**

**PRESENT: BOARD OF DIRECTORS**

1. Charito R. Cabidog
2. Roderon A. Dolorian
3. Richelle S. Empilio

**ABSENT:**

- 1.
- 2.

**Resolution No. \_\_\_\_\_ 2021**

**A RESOLUTION REQUESTING FROM THE OFFICE OF THE PROVINCIAL GOVERNOR THROUGH THE GOVERNOR LEOPOLDO DOMINIC L. PETILLA TO AVAIL HOG BREADER AS ONE OF THE PRIORITY PROJECT OF HALABA FARMERS ASSOCIATION.**

**WHEREAS**, the Halaba Farmers Assosiation has been accredited a non-government organization (NGO) duly organized of Law pursuant to provision of RA 7160 otherwise known as the Local Government Code RO8-NLFO02017-03-WA-1251.

**WHEREAS**, the Halaba Farmers Association is in need of livelihood in order to sustain its progress specially the Socio Economics Status of the concerned member.

**WHEREFORE**, on motion of Mrs. Elisa E. Cabidog Vine-President of the said organization duly seconded by Roderon A. Dolorian , Board of Director, be it.

**RESOLVED** to request from the Governor Province of Leyte through the Hon. Governor Leopold Dominic L Petilla of HOG BREADER which will be of great advantage to Halaba Farmers Assosiation (HALFA)

**RESOLVED FURTHER** that copies of resolution be furnished to the office concern for guidance.

Thank you and God Bless!

Prepared by:

  
**CHERYZEL C. ARENAS**  
SECRETARY

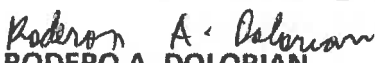
Attested by:

  
**ELISA E. CABIDOG**  
HALFA PRESIDENT

  
**ADONIS A. ZETA**  
HALFA VICE PRESIDENT

BOD:

  
**CHARITO R. CABIDOG**

  
**RODERO A. DOLORIAN**

Republic of the Philippines  
Province of Leyte  
Municipality of Pastrana  
**Halaba Farmers Association**  
**(HALFA)**

**EXCERPT FROM THE MINUTES OF ORGANIZATIONAL MEETING OF HALABA FARMERS ASSOCIATION (HALFA) OF BARANGAY HALABA PASTRANA, LEYTE HELD ON JUNE 03, 2020 AT HALFA SEED HOUSE.**

**A RESOLUTION REQUESTING FROM THE OFFICE OF THE PROVINCIAL GOVERNOR THROUGH THE GOVERNOR LEOPOLDO DOMINIC L. PETILLA TO AVAIL THE EGG LAYING PACKAGE AS ONE OF THE PRIORITY PROJECT OF HALABA FARMERS ASSOCIATION.**

**WHEREAS**, the Halaba Farmers Association has been accredited a non-government organization (NGO) duly organized of Law pursuant to provision of R.A. 7160 otherwise known as the Local Government Code RO8-NLFO-2017-03-WA-1251.


**WHEREAS**, the Halaba Farmers Association is in need of livelihood in order to sustain its progress specially the Socio Economic Status of the concerned member.

**WHEREFORE**, on motion of Mrs. Elisa E. Cabidog, President of the said organization duly seconded by Roderon A. Dolorian, Board of Director, be it

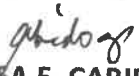
**RESOLVED** to request from the Governor Province of Leyte through the Hon. Governor Leopoldo Dominic L. Petilla of Egg Layer Package which will be of great advantage to Halaba Farmers Association (HALFA).

**RESOLVED FURTHER** that copies of resolution be furnished to the office concern for guidance.

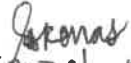
Thank You and God Bless!

  
**Charito R. Cabidog**  
Board of Director

Prepared by:

  
**ELISA E. CABIDOG**  
President

Assisted by:

  
**CHARIZEL E. ARENAS**  
Secretary

BOD:

  
**ADONES A. ZETA**

  
**RODERON A. DOLORIAN**

Annex H: Annual Accomplishment Report

*Halaba Farmers Association*  
 [Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
	Vegetable	2019	✓	✓		
	"	2020	✓	✓		Upo Ampalaya Eggplant/land preparation
MIC Program	Egg laying	2021	✓	✓		canale tag Ampalaya " "
MIC Program	Hog Breeder	2022	✓	✓		Building Egg laying Hog Breeder Building prep.

\*add rows as necessary

Prepared by:

Cheryll C. Arenas  
 [Name]  
 Secretary-General

Noted by:

Elisa E. Cabido  
 [Name of Head of CSO]  
 [Position/Designation]  
 President

Annex 1 Annual Financial Statement

*Atalaba Farmers Association*  
 [NAME OF ORGANIZATION]

FINANCIAL STATEMENT FOR CY 2021

SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		Egg Laying
Monthly Dues / Membership Fees		Hog Breeder
Income Generating Project 1	5.00	
Income Generating Project 2	10,245.00	
<b>TOTAL</b>		

PARTICULARS	AMOUNT	REMARKS
Project 1	70.00	
Project 2	108.00	Building of Labor of Materials
Meeting Expenses	2,000.00	Building of Labor for Hog Breeder
Office Supplies	3,000.00	
Logistics / Transportation	4,000.00	inced in photo copies
Administrative and Personnel		Transp. attend meeting of Seminars
<b>TOTAL</b>	79,000.00	

Noted by:

*Elisa E. Carbido*  
 [Name]  
 [President]

*Cheryel C. Arenas*  
 [Name]  
 [Secretary-General]

*Lezel C. Trucian*  
 [Name]  
 [Auditor]

*Atalaba A. Zeta*  
 [Name]  
 [Vice President]

*Reyzel C. Dolorean*  
 [Name]  
 [Treasurer]