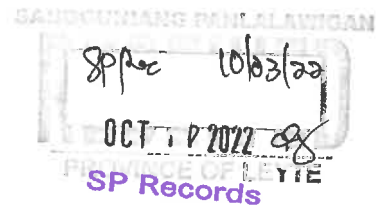


September 26, 2022

Item No.: 24  
Date: 28 OCT 2022

Vice Governor HON. LEONARDO M. JAVIER JR.  
Presiding Officer, Sangguniang Panlalawigan  
Provincial Government Complex  
Brgy. Campetic Palo, Leyte



Dear Vice Governor, Leonardo M. Javier Jr.

In response to your Notice of Call for Accreditation, kindly be informed that Tagbaya Farmers Association, with office address at **BRGY. CANDAG-ON BURAUEN, 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,

  
**NENITA G. REFUERZO**

PRESIDENT

## APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** SITIO TAGBAYA FARMER'S ASSOCIATION

**Address:** Brgy. Candag-on Burauen, Leyte

**Contact No.:** \_\_\_\_\_

**Email address (optional):** \_\_\_\_\_

**Date Organized:** September 08, 2020

**Sector/s Represented:** Farmer's

**Purposes/Objectives:** To establish a group of association that will promote mutual aid and protection to each member. To promote the moral, social and economic well-being of all the members and to develop an effective cooperation and coordination among members on matters related to the farmers enterprise.

**Services that the organization provides or can participate in:** Crop production and livestock and participate in the deliberation during membership meeting. Avail himself/herself of the services of the association without discrimination/condition in requirements thereof.

**Registering Agency:**

**Date Registered:** October 13, 2020

- 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:** October 13, 2020

- 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 Municipality of Burauen**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2021	Egg laying	1,700,000	Province	Association		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.

*Nenita G. Refuerzo*  
**NENITA G. REFUERZO**  
President

*Jenelita Esrael*  
**JENELITA ESRAEL**  
Secretary



EXCERPT FROM THE MINUTES OF THE 75TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BURAUEN, LEYTE HELD AT THE MUNICIPAL SESSION HALL, EXECUTIVE AND LEGISLATIVE BUILDING ON DECEMBER 28, 2020.

PRESENT:	Hon. Noel P. Agudo	Vice Mayor/Presiding Officer
	Hon. Warren V. Hermanso	Sangguniang Bayan Member
	Hon. Dexter R. Sison	Sangguniang Bayan Member
	Hon. Felipe E. Cordero, Jr.	Sangguniang Bayan Member
	Hon. Cipriano R. Sclarorres, Jr.	Sangguniang Bayan Member
	Hon. Vincent G. ...	Sangguniang Bayan Member
	Hon. Cherry Y. ...	Assistant Floor Leader
	Hon. Benoni Z. ...	Sangguniang Bayan Member
	Hon. Oscar A. Cagara	Sangguniang Bayan Member/Floor Leader
	Hon. Fe S. ...	Sangguniang Bayan Member
	Hon. Frances John R. ...	L-B President Ex-Officio SB Member
		SK Exec. President Ex-Officio SB Member

ABSENT: None

RESOLUTION NO. 2020-204

A RESOLUTION APPROVING THE APPLICATION FOR ACCREDITATION OF "SITIO TAGBAYA FARMERS ASSOCIATION", WITH DOLE REGISTRATION CERTIFICATE NO. RO8-NLFO-2020-10-WA-1859, ISSUED ON OCTOBER 13, 2020, WITH OFFICE ADDRESS AT SITIO TAGBAYA, BARANGAY CANDAG-ON, BURAUEN, LEYTE, AS A CIVIL SOCIETY ORGANIZATION PEOPLE'S ORGANIZATION (CSO/PO) OPERATING IN THE MUNICIPALITY OF BURAUEN, LEYTE, SUBJECT HOWEVER, TO APPLICABLE LAWS, RULES AND REGULATIONS.

WHEREAS, presented for discussion was the accreditation of "Sitio Tagbaya Farmers Association, Barangay Candag-on, Burauen, Leyte, with DOLE Registration Certificate No. RO8-NLFO-2020-10-WA-1859, issued on October 13, 2020;

WHEREAS, the Local Government Code of 1991 provides that LGUs shall promote the establishment and promotion of civil society organizations, people's organization and non-government organizations, and the private sector to make them active partners in the pursuit of local autonomy;

WHEREAS, considering the noble objectives of the association and having complied with the required documentation requirements, the members of the Sangguniang Bayan deemed it wise to grant favorable action on the said request and the resolution;

NOW, THEREFORE, in pursuance of the motion of Honorable Oscar A. Cagara, Chairman, Committee on Agriculture and Cooperatives, seconded by all SB Members present, be it:

RESOLVED, as hereby resolved, to accredit "Sitio Tagbaya Farmers Association", Barangay Candag-on, Burauen, Leyte, with DOLE Registration Certificate No. RO8-NLFO-2020-10-WA-1859, issued on October 13, 2020, as a civil society organization people's organization operating in the Municipality of Burauen, Leyte, subject however, to applicable laws, rules and regulations.



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office No. VIII  
Tacloban City

DOLERO8-ORD-F2  
Revision No. 00  
Date Issued: 11 July 2018

**Registration Certificate No.**  
**R08-NLFO-2020-10-WA-1859**  
**KNOW ALL MEN BY THESE PRESENTS:**

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

**SITIO TAGBAYA FARMERS ASSOCIATION**  
Burauen, Leyte

Has this day been registered and conferred with all the rights and privileges of a legitimate workers' association established for **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 in accordance with all applicable laws and regulations relating to workers' association.

**IN WITNESS WHEREOF**, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Leyte, Philippines this 13th day of **October 2020**.

**Approved by:**

**YAHYA A. CENTI**  
Regional Director

For the Regional Director:

**NORMAN L. UYVICO**  
OIC-Head, NLFO



Trece Martires St. Tacloban City  
Tel Nos. (053) 832-4067  
dolero8\_nlfo@yahoo.com



Annex F: List of Current Officers and Members

List of Current Officers of the Sitio Tagbaya Farmer's Association

as of August 13, 2022

	<b>Name</b>	<b>Position</b>
1	NENITA G. REFUERZO	President
2	IMEE MACARAY	Vice President
3	JENELITA ESRAEL	Secretary
4	ROSEMARIE AMAT	Treasurer
5	CHRISTINA LAYSON	Auditor
6	MARIA GIL ESPADA	Auditor
7	GLORIA ESTRELLA	Head, Health Committee
8	ERIC ESTRELLA	Head, Education Committee
9	AINEI BEDONG	Head, Environmental Committee
10	WILMER AMAT	Head, Infrastructure and Safety Committee
11	ROMEL REFUERZO	Board of Director
12	ROMULO ESRAEL	Board of Director
13	DOROTEO ESTRELLA	Board of Director
14	MYLA AGUSTIN	Board of Director
15	JERICK LAGUNDINO	Board of Director
16	DISSA AMAT	Caretaker
17	ROCELYN AGUSTIN	P.I.O
18	JEZEL FALQUERA	Bookkeeper
19	JUSTINE LAGUNDINO	Business Manager
20	NORALSA UNGCA	Member
21	ANTONIO AGUSTIN SR.	Member
22	JOEY MACABENQUEL	Member
23	ELMA ROMOHO	Member
24	ARLYN LANTAJO	Member
25	JOSEPH REDONA	Member
26	RENO MACABENQUEL	Member
27	CHRISTIAN LAYSON	Member
28	ARMAN REFUERZO	Member
29	CHARILO GERNALE	Member

**Sitio Tagbaya Farmer's Association**  
**Brgy. Candag-on Buraue, Leyte**

**Activity:** Minutes of Annual Meeting

**Participants:** 29 Present  
0 Absent

**Date and Time:** January – December 2021

**Expectations for the Activity:** Create local opportunity and impact to the community

**General Objective:** To help and empower the association to promote tourism, produce enough, accessible and affordable food for every people and decent income for all

**Specific Objectives:**

- - To organized the association
- - To implement every project received by the association
- - To expand the business venture of the farm

**Agenda:**

1. January 28, 2021/ 8:00-11:00 AM
  - Pagburublig pagpa- ayad hin poultry ha manokan
  - Paghakot hin mga kahoy ug harigi-on
  - Pagtrabaho ha communal garden
2. February 26, 2021/ 8:00-11:00 AM
  - Paghakot ha mga sim
  - Pag- ayad hin atabay
  - Pagpalit hin mga materyales
3. March 30, 2021/ 8:00-11:00 AM
  - Pag-ayad hin fishpond
  - Pag-land preparation
  - Pagplot para ha communal garden ngan mayda tag walo ka plot para han individual
4. April 28, 2021/ 8:00-11:00 AM
  - Assign pagsulod pagpanday labi na ang mga kaluwakin-an
  - Pagpataod hin tubig
  - Pagpataod hin kuryente
  - Pagburublig pagkuha hin harigi para atabay
5. May 29, 2021/ 8:00-11:00 AM

Annex G: Minutes of Annual Meetings

- Paghimo hin kiwot box
- Paglimpyo sa palibot sa poultry
- Pag-ayad hin vermicast
- Pagseed sowing

6. June 30, 2021/ 8:00-11:00 AM

- Pagtanom hin mga crops like camote balanghoy, ngan mga gaway
- Paghimo hin nursery
- Paghakot hin patong

7. July 28, 2021/ 8:00-11:00 AM

- Pagbasal sa fishpond ug paglimpyo sa palibot
- Pagkuha han mga pagkaon ha wati like utayon barane, tae carabao, dahoon ipil-ipil ug madre de cacao
- Pegseedling patchay
- Paghimo hin bodeg sudlan hin feeds
- 

8. August 29, 2021/ 8:00-11:00 AM

- Pag replant ha tarong
- Pagtanom hin sweet corn
- Pagiho ha communal garden
- Pagtima pag ayad sa poultry/ paghakot ha feeds

9. September 30, 2021/ 8:00-11:00 AM

- Nagsaraagbot bahin han mga manok kon hin o an mag aatiman pagtubong
- Paghibutang hin patubig sa mga manok kada adlaw checkon nga kanunay ang flowing sa tubig

10. October 30, 2021/ 8:00-11:00 AM

- Pagsarabot kon hin o an magtubong ha tilapia
- Pagtanom hin mga bukad para han mga kiwot makasoyop sa nectar
- Padayon na paglimpyo ha hugaw tikang ha manok
- Mag assign kon hin o mag limpyo kada adlaw
- 

11. November 29, 2021/ 8:00-11:00 AM

- Pagtanom hin kalabasa kailangan mag seedling
- Land preparation para han pagtamnon han kalabasa
- Financial statement
- Padayon paggiho sa communal garden

12. December 20, 2021/ 8:00-11:00 AM

- Magsaragbot Christmas Party



Annex G: Minutes of Annual Meetings

Sitio Tagbaya Farmer's Association  
Brgy. Candag-on Burauen, Leyte

**Activity:** Minutes of Annual Meeting

**Participants:** 29 Present

0 Absent

**Date and Time:** January – December 2021

**Expectations for the Activity:** Create local opportunity and impact to the community

**General Objective:** To help and empower the association to promote tourism, produce enough, accessible and affordable food for every people and decent income for all.

**Specific Objectives:**

- - To organized the association
- - To implement every project received by the association
- - To expand the business venture of the farm

**Agenda:**

1. January 29, 2021 8:00 – 10:00am
  - Paglimpio han kalibungan
  - Paghimo hapilan han ety
  - Pag-ayad han atabay
  - Pag scedling hin mga taranon
2. February 26, 2022/ 8:00 – 10:00 AM
  - Pagmintinar han kalibungan
  - Pag land preaparation
  - Pagtanom hin mga otanon
3. March 20, 2022/ 8:00 -10:00 AM:
  - Pag burublig ayad han atabay
  - Pag repair han Nursery
  - Pag dogang hin pasahe
4. April 30, 2022/ 8:00 -10:00 AM
  - Pagtanom hin sweet corn
  - Pagtanom hin tarong
  - Pagtanom hin string beans
5. May 28, 2022/ 8:00 -10:00 AM
  - Pag dugang pag ayad hin box para kiwot
  - Pagdayon paglimpio han hogaw kang ha manokan
  - Paglimpio han Communal Garden
6. June 25, 2022/ 8:00 -10:00 AM
  - Pagtanom hin mga Crops Camote, Gawaw – Botig
  - Pagtanom hin may bokad
  - Pag seedling han tarong
7. July 30, 2022? 8:00 -10: AM
  - Pagtanom han marigoso ngan String beans
  - Paghimo hin balayan
  - Pag maintain han pag-abong

Annex G: Minutes of Annual Meetings

- Financial Statement
- Pag - assign assign hin trabahoon para Christmas Party

**PRESENT DURING THE ANNUAL MEETING**

Name	Position	Signature
NENITA G. REFUERZO	President	<i>Nenita</i>
IMEE MACARAY	Vice President	
JENELITA ESRAEL	Secretary	<i>Jenelita Esrael</i>
ROSEMARIE AMAT	Treasurer	<i>Rosemarie Amat</i>
CHRISTINA LAYSON	Auditor	<i>Christina Layson</i>
MARIA GIL ESPADA	Auditor	<i>Maria Gil Espada</i>
GLORIA ESTRELLA	Head, Health Committee	<i>Gloria Estrella</i>
ERIC ESTRELLA	Head, Health Committee	<i>Eric Estrella</i>
AINEI BEDONG	Head, Environmental Committee	<i>Ainei Bedong</i>
WILMER AMAT	Head, Infrastructure and Safety Committee	<i>Wilmer Amat</i>
ROMEL REFUERZO	Board of Director	<i>Romel Refuerzo</i>
ROMULO ESRAEL	Board of Director	<i>Romulo Esrael</i>
DOROTEO ESTRELLA	Board of Director	<i>Doroteo Estrella</i>
MYLA AGUSTIN	Board of Director	<i>Myla P. Agustin</i>
JERICK LAGUNDINO	Board of Director	<i>Jerick Lagundino</i>
DISSA AMAT	Caretaker	<i>Dissa Amat</i>
ROCELYN AGUSTIN	P.I.O	<i>Rocelyn Agustin</i>
JEZEL FALQUERA	Bookkeeper	<i>Jezel Falquera</i>
JUSTINE LAGUNDINO	Business Manager	<i>Justine Lagundino</i>
NORAISA UNGCA	Member	
ANTONIO AGUSTIN SR.	Member	<i>Antonio J. Agustin Sr.</i>
JOEY MACABENQUEL	Member	<i>Joey Macabenguel</i>
ELMA REMOHO	Member	
ARLYN LANTAJO	Member	
JOSEPH REDOÑA	Member	
RENO MACABENQUEL	Member	<i>Rino Macabenguel</i>
CHRISTIAN LAYSON	Member	<i>Christian Layson</i>
ARMAN REFUERZO	Member	<i>Arman Amat</i>
CHARITO GERNALE	Member	<i>Charito Gernale</i>

Prepared by:

*Jenelita Esrael*  
 Jenelita Esrael  
 Secretary – General

Noted by:

*Nenita G. Refuerzo*  
 Nenita G. Refuerzo  
 President

Annex G: Minutes of Annual Meetings

- Financial Statement
- Pag - assign assign hin trabahoon para Christmas Party

PRESENT DURING THE ANNUAL MEETING

Name	Position	Signature
NENITA G. REFUERZO	President	<i>Nenita Refuerzo</i>
IMEE MACARAY	Vice President	
JENELITA ESRAEL	Secretary	<i>Jenelita Esrael</i>
ROSEMARIE AMAT	Treasurer	<i>Rosemarie Amat</i>
CHRISTINA LAYSON	Auditor	<i>Christina Layson</i>
MARIA GIL ESPADA	Auditor	<i>Maria Gil Espada</i>
GLORIA ESTRELLA	Head, Health Committee	<i>Gloria Estrella</i>
ERIC ESTRELLA	Head, Education Committee	<i>Eric Estrella</i>
AINEI BEDONG	Head, Environmental Committee	<i>Ainei Bedong</i>
WILMER AMAT	Head, Infrastructure and Safety Committee	<i>Wilmer Amat</i>
ROMEL REFUERZO	Board of Director	<i>Romel Refuerzo</i>
ROMULO ESRAEL	Board of Director	<i>Romulo Esrael</i>
DOROTEO ESTRELLA	Board of Director	<i>Doroteo Estrella</i>
MYLA AGUSTIN	Board of Director	
JERICK LAGUNDINO	Board of Director	<i>Jerick Lagundino</i>
DISSA AMAT	Caretaker	<i>Dissa Amat</i>
ROCELYN AGUSTIN	P.I.O	<i>Rocelyn Agustin</i>
JEZEL FALQUERA	Bookkeeper	<i>Jezel Falquera</i>
JUSTINE LAGUNDINO	Business Manager	<i>Justine Lagundino</i>

Prepared by:

*Jenelita Esrael*  
 Jenelita Esrael  
 Secretary - General

Noted by:

*Nenita Refuerzo*  
 Nenita Refuerzo  
 President

SUBSCRIBED AND SWORN to before me this SEP 02 2022 at Burauen, Leyte affiant exhibiting to me her VIN: 3710-0062A-H1549NGR20000 issued COMELEC.

Doc. No. 2020  
 Page No. 23  
 Book No. 0X  
 Series of 2022

*Edgardo M. Enerlan*  
**EDGARDO M. ENERLAN**  
 NOTARY PUBLIC UNTIL DECEMBER 31, 2022  
 Attorney's Reg. No. 17772-6-83  
 PTR No. 6378372 1-63-82 Burauen  
 MGLE Compliance No. IV-0001044  
 SP Lifetime Member : TIN 112-861-318

Annex H: Annual Accomplishment Report

Sitio Tagbaya Farmer's Association  
Brgy. Candag-on Burauen, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Egg laying	To earn more income thru egg laying	August 19, 2021-Present		/	1,700,000	

Prepared by:

Jenelita Esrael

**Jenelita Esrael**  
Secretary-General

Noted by:

Nenita G. Refuerzo

**Nenita G. Refuerzo**  
President


Annex I: Annual Financial Statement

Sitio Tagbaya Farmer's Association  
Brgy. Candag-on Burauen, Leyte


FINANCIAL STATEMENT FOR CY 2021

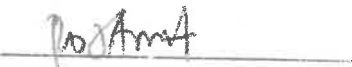
INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Monthly Dues / Membership Fees	10,000	CBU Registration
Income Generating Project 1	600,000	Egg laying
<b>TOTAL</b>	<b>610,000</b>	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Income Generating Project 1	484,698.81	Feeds
Logistics / Transportation	20,000	
Administrative and Personnel	50,000	Labor Maintenance
<b>TOTAL</b>	<b>554,698.81</b>	
<b>TOTAL FUND BALANCE (Total Inflow Total Outflow)</b>	<b>55,301.19</b>	

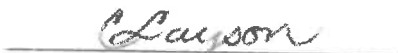
Noted by:


  
NENITA G. REFUERZO  
President

  
IMEE MACARAY  
Vice President

  
JENELITA ESRAEL  
Secretary – General

  
ROSE MARIE AMAT  
Treasurer

  
CHISTINA LAYSON  
Auditor

  
MARIA GIL ESPADA  
Auditor

## CONSTITUTION AND BY-LAWS PREAMBLE

We, the **SITIO TAGBAYA FARMERS'S ASSOCIATION**, in order to improve our standard of living and enhance welfare, the members of **SITIO TAGBAYA FARMERS'S ASSOCIATION**, of Brgy. Candagon, Burauen, Leyte, organized ourselves into an organization; do hereby promulgate this constitution and by-laws.

### ARTICLE I

#### NAME AND ADDRESS OF ASSOCIATION

SECTION 1. The name of association shall be **SITIO TAGBAYA FARMERS'S ASSOCIATION**

SECTION 2. The address of association is:

**BRGY. CANDAG-ON, BURAUEN, LEYTE**

### ARTICLE II

Objectives and Purpose:

SECTION 1: Objectives and purpose. The objectives and purpose of this association are as follows to:

1. Establish an association that will promote mutual aid and protection to its members.
2. Promote the moral, social and economic well-being of all members;
3. Develop a sustainable livelihood thru conduct of activities with the aim of uplifting the economic condition of the members.
4. Provide the members knowledge and skills and equip themselves an effective, innovative and environment-friendly livelihood activities.
5. Work with non-government and government organization or entities in the promotion and development of the association and carrying out government policies.

### ARTICLE III

SECTION 1: Membership. The membership of this association shall open to all legal age, with capacity to contract, or heads of the family, and our:

1. Residing of the area of operation of coconut farmers.
2. Willing abide with the constitution and by-laws of the association and
3. Pledge to undertake the responsibilities of a member.

## **SECTION 2. Application for membership**

- A. The application for membership shall be in writing and shall be represented to the officers for action. The application shall be accompanied by a membership fee of twenty pesos 20.00 which amount shall be returned to the applicant in case of rejection.
- B. The applicant shall pay the amount of ten pesos 10.00 equivalent to one (1) share of the capital stock in case he/she is not rejected.

## **SECTION 3. Membership in association, once acquired, shall be permanent and may be lost on the following grounds.**

1. Membership in subversive organizations or one who professes subversive ideas;
2. Persons who have been convicted of a crime involving moral turpitude;
3. Non-payment of monthly dues and / or not patronizing its business for a period of more than one (1) year;
4. Failure to comply with the existing rules, policies and regulations of the association as set forth in its constitution and by-laws, or violations of the provision thereof;

## **ARTICLE IV**

### **RIGHTS, DUTIES AND RESPONSIBILITIES OF MEMBERS**

#### **SECTION 1. Rights of members. Every member has the following rights:**

1. Participate in the deliberation during membership meetings;
2. Avail himself/herself of the services of the association without discrimination/conditions and/or requirement thereof;
3. Inspect and examine the books of account, the minutes book other records of the association during office hours, and to explain other rights and privileges of membership;
4. To be eligible to any elective or appointive office of the association
5. To avail of all the facilities/services of the association.

#### **SECTION 2. Duties and responsibilities of members. Every member shall have the following duties and responsibilities**

- A. To obey and comply with the constitution and by-laws of the association and such as regulations that it may promulgate from time to time;
- B. To attend all meetings, trainings and seminars of the association and may call or require the attendance of its members;
- C. To assist in every way possible in advancing the objectives of the association.

## **ARTICLE V**

### **TERMINATION, WITHDRAWAL AND EXPULSION OF MEMBERS**

**SECTION 1. Termination of Membership** – Membership in the association may be terminated by either withdrawal or expulsion.

**SECTION 2. Withdrawal** – Any member desiring to terminate his membership by withdrawal shall be allowed to withdraw or terminate his membership during any period in which he/she has pending obligation with the association.

**SECTION 3. Expulsion** – A member may be terminated by the officers for any of the following causes:

- a) When a member has not patronized the services of the association for an unreasonable period of time, as may be fixed by the officers;
- b) When a member has continually failed to comply with his obligation;
- c) When a member has acted in violation of the by – laws.

## **ARTICLE VI**

### **GOVERNMENT**

**SECTION 1. The General Assembly** – The General Assembly of the association is composed of members entitled to vote, duly assembled and constituting a quorum.

**SECTION 2. Power and Limitation of the General Assembly** – The general assembly has the following powers:

- a) To elect and remove officers for cause;
- b) To hear and pass upon the reports of the officers;
- c) To take final decisions regarding any drastic change in financial policies;
- d) To exercise final authority on all matters vital and affecting association;
- e) To approve development plans of the association;
- f) To exercise all powers expressly provided for by laws and association's by laws;

**SECTION 3. Annual General Assembly** – The annual General Assembly shall be held on the 4<sup>th</sup> Saturday of January at the principal office of the association, or at any place within the area of operation, and at such time as the officers may designate.

**SECTION 4. Special General Assembly** – A special general assembly may be called at any time by a majority vote of the officers to consider urgent matters required immediate membership decision. A special general assembly shall be called by officers within 30 days from receipt of a written request.

**SECTION 5. Notice of General Assembly** – Written notice of meeting shall be served by the Secretary, or through an agent, upon each member, or by posting in information board, at least one (1) week prior to the general assembly.



The notice of general assembly shall be accompanied by the agenda, minutes of meeting of last general assembly, consolidated reports of the officers with financial statements, proposed amendments to the by-laws, if any, and other papers needed by the members to arrive at sound and intelligent decision during the general assembly.

**SECTION 6. Calendar Year** – The association shall follow the calendar year period, commencing on the first day of January and ending on the last day of December.

**SECTION 7. Agenda** – As far as practicable, the Order of Business at each annual meeting shall be:

- a) Roll Call;
- b) Proof of due notice;
- c) Consideration of the minutes of the last general meeting;
- d) Consideration of the consolidated report of officers, board of directors and committees, including statements of financial condition and operation;
- e) Unfinished business;
- f) Election of officers and committee members;
- g) New business; and
- h) Adjournment.

**SECTION 8. Quorum at Membership Assembly** – At the annual or special general assembly, Fifty Percent (50%) Plus one (1) of the total number of the association's members entitled to vote shall constitute a quorum.

**SECTION 9. Manner of Voting**

- a) All members shall be entitled to One (1) vote and participate in the general assembly of the association. No member shall be entitled to vote more than once, and no proxy voting shall be allowed.
- b) Election and removal of officers shall be in any manner that will truly reflect the decision of the membership.

**SECTION 10. Officers and Members** – The business of the association shall be administered by its officers.

**SECTION 11. Qualification and Disqualification of Officers** – All members entitled to vote, who have time and willingness to serve are qualified to be voted as officers except those under any of the following circumstances which disqualify them to be voted to the position as officers or to continue as such;

- a) Holding any elective position, except that of Barangay officials;
- b) Having conflicting interest with the business of the association;
- c) Having been absent for three consecutive officer's meeting without being excused;
- d) Being a full time employee of the association;
- e) Having been convicted of any crime involving moral turpitude
- f) Gross negligence, or gross misconduct in the performance of the duties if found culpable on any administrative case involving such offense;
- g) Facing as respondents or defendants on administrative proceedings, civil or criminal suits involving financial and/or accountability; and

h) Having been disqualified pursuant to disqualifications prescribed law.

SECTION 12. Election of Officers – The election of officers of the association shall be done at the annual general assembly and shall hold office for a term of two (2) years, unless removed, or resigned or become incapacitated due to illness or death, and until their successor have been elected, qualified and have discharge the duties of the office. Provided, that during the election at the first annual general assembly after registration, one-half plus one officers obtaining the highest number of votes shall served for two years and the remaining for one year. Thereafter, all shall serve for a term of two years. Provided, that no officers shall serve for more that three (3) consecutive terms.

In case of a tie wherein nominees have the same number of votes from position, the tie shall be broken through a toss coin, whereby the result of said toss coin shall be final and binding. If there are more than Two (2) Nominees who goes the highest equal votes for a position, the same procedure shall be followed, with same those nominees having the highest equal votes will be voted on, until a winner be declared.

SECTION 13. Quorum of Officers Meeting – One Halfplus One of the total number of officers shall constitute a quorum. A majority vote of the quorum duly assembled in the meeting shall valid and binding.

SECTION 14. Vacancies – When a vacancy of the officers occur by reason of death and incapacity, removal or resignation, the remaining officers constituting a quorum shall fill the vacancy. If the officers do not constitute a quorum, the vacancy shall be filled in by the vote of the general assembly in a regular or special meeting called for the purpose. The successors named in either of the two instances shall serve the unexpired portion of the term.

SECTION 15. Removal of Officers and Committee Members – Any elected officer or committee member may be removed from office by a voice of Two-thirds (2/3) of the general assembly called for the purpose after having given the opportunity to be heard at the said general assembly.

SECTION 16. Powers and Duties of Officers – The officers, as a body, have general supervision and control of the affairs of the association. It shall prescribe policies consistent with the law, the association's by-laws and the resolutions of the general assembly for the management of its business, and guidance of its members and employees.

SECTION 17. Duties and Responsibilities of Officers

President

- a) Preside over all the meetings of the association and of the officers meeting;
- b) Perform any and all acts duties usually performed by a presiding officer.
- c) Sign all communications, revolving fund certificate, contracts and such other papers of the association which the officers may authorize or direct him to sign; and
- d) Perform such other duties as the officers may prescribe.

#### Vice-President

In the absence or disability of the Chairman/President, the Vice Chairman/Vice President shall perform the duties of the Chairman/President, provided, however, that in case of death, resignation or removal of the Chairman/President the officers may decide to elect his successor.

Treasurer - The treasurer shall have the following duties:

- a) Take custody of all moneys, securities and papers of the association.
- b) Keep a complete record of its cash transactions for the establishment of proof of cash position at any time and date.
- c) Pay, upon the recommendation of the business manager or as authorized by the officers, all money transactions, certify as to the correctness of the cash position of the association in all financial statements and reports submitted to the officers and the general assembly;
- d) Turn over all moneys, securities, papers and other properties belonging to the association that she/he may have in his possession upon election of his/her successor;
- e) Perform the duties of the Secretary in the latter's absence or inability to perform his/her duties.

Secretary - The secretary shall have the following duties:

- a) Keep a complete list of members and maintain correct records of the meetings of the officers and the general assembly;
- b) Give notice to all meetings called.
- c) Keep and maintain in the record book and serve as custodian of the seal of the association.
- d) Turn over to his/her successor all books and other properties belonging to the association that are in his/her possession;
- e) Perform the duties of the treasurer in case of the latter's absent or inability to perform his/her duties.
- f) In case the Secretary is absent the assistant secretary take over the duties.

Auditor:

Conduct audit on and expenses and inventory of properties of the association. Public Information Officer - The P.I.O. shall have the following duties:

- a) Act as the courier of messages/ notices to all association's members;
- b) Inform the members and the general public as to the activities of the association.

Board of Director

- a) To make policies for the organization, proposal of project and programs, and check and examine all propose policies before endorsing for the ratification and approval by the general assembly.

- b) To create and pass any resolution to solve any arising problems, and ensure proper and just implementation. creation of committee and functions for good of the organization as a laws and policy making of the organization and etc.

## ARTICLE VII

### CAPITAL STRUCTURE

SECTION 1. Source of funds – The association shall derive its funds from:

- a) Membership Fees (Php 20.00)
- b) Contributions, Grants, Assistance, Subsidies;
- c) Share Capital (Php 10.00)
- d) Monthly Dues (Php 5.00)
- e) Donation
- f) Fund Raising

## ARTICLE VIII

### OPERATIONS

SECTION 1. The association shall procure the production inputs and supplies consumer good, livestock feed, and other related needs of its members at the community in bulk from the best sources possible through an association purchasing system to achieve economy and efficiency, and shall make these services available regularly at the right quality and at renewable prices.

SECTION 2. All members shall procure their services requirements / needs of the association.

SECTION 3. All members shall execute a marketing and/or services agreement with the association. The later shall market the services of the members and/or provide the needed service in the usual and customary manner or in

## ARTICLE IX

### AMENDMENTS

SECTION 1. AMENDMENTS – The association's Constitution and By-Laws may be or repealed by the majority vote of all the association's members and by the majority vote of the members of the Board of Trustees at any regular or the held or the purpose.