

Annex D: Letter of Application

Item No.: 25
Date: 18 OCT 2022

September 9, 2022

HON. LEONARDO M. JAVIER , JR.
Vice- Governor
Presiding Officer, Sangguniang Panglalawigan
Province of Leyte



Dear Vice-Governor Javier,

In response to your Notice of Call for Accreditation, kindly be informed that Airport Farmers Association, with office address at , Sitio Airport Brgy.Casiongan, Calubian, Leyte would like to seek accreditation by the Sangguniang Panglalawigan..

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,


VIRGELIO S. TABLA JR.
AFA-President

DEPARTMENT OF LABOR AND EMPLOYMENT

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
513 Valle St., Alajila Subdivision, Ormoc City
Tel: 255-2436 Fax: 561-4578
Email add: dalerob-wlfo@yahoo.com
Tacloban City

**Registration Certificate No.
DOLI-WLFO-2013-WA-03-287**

KNOW ALL MEN BY THESE PRESENTS:

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

AIRPORT FARMERS ASSOCIATION (AFA)


51st Airport, Bay, Collingale, Division, 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 2nd day of April 2013

Recommending Approval:


MARITES E. VIÑAS
Chief LEO
Head, Western Leyte Field Office




EMMANUEL R. SARCAUGA
OIC-Regional Director

APPLICATION FORM FOR ACCREDITATION

Name of Organization: AIRPORT FARMERS ASSOCIATION (AFA)

Address: Sitio Airport Barangay Casiongan, Calubian, Leyte

Contact No.: 0912770059 **Email address (optional):** none

Date Organized: July 3, 2013 **Sector/s Represented:** Farmers

Purposes/Objectives:

- Established for the mutual aid and protection of its members
- 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
- Develop a sustainable livelihood which aim uplifting the economic condition of the members
- Provide members knowledge and skills effective and innovative way of farming , fishing and livestock raising.

Services that the organization provides or can participate in:

- Techno-Demo on High-value crops
- Empowerment seminar/trainings
- Community services

Registering Agency:

Date Registered: April 3, 2013

- 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)
- Department of Labor and Employment (DOLE)
- Others (specify): Sangguniang Panglalawigan

Organizational Level:

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): _____
- Others (specify): Municipal-level

Projects Implemented in the Municipality of Calubian

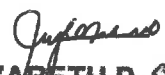
| Year | Project | Cost | Financing Source/Scheme | Beneficiaries | Status | |
|------|------------------|-------|-------------------------|---------------|-----------|---------|
| | | | | | Completed | Ongoing |
| 2017 | Season long trng | grant | YRRP | AFA | completed | |
| 2018 | Season long | grant | PG leyte | AFA | completed | |
| 2021 | 1400 layer | Grant | Provl Govt Leyte | AFA | 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.


VIRGILIO S. TABLA JR.
 President


ELIZABETH P. CASUNO
 Secretary

[CSO LOGO]

Airport farmers ASSOCIATION
Sitio Airport, Brgy. Casiongan, Calubian, Leyte

BOARD RESOLUTION NO. 4-2022

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. 2022-083, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the Airport Farmers Association is a civil society organization duly registered with the Department of Labor and Employment and existing under Philippine laws;

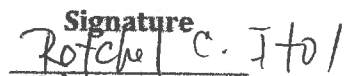
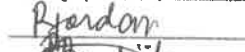
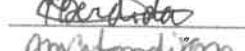
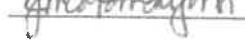
WHEREAS, in the Airport Farmers Association Special Board Meeting held at Airport Meeting Center, Brgy. Casiongan, Calubian, Leyte on Sept 8, 2022 attended by the following Board of Trustees present, the following resolution was approved and adopted:

RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panglalawigan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and to apply for membership in a local special body in the Municipality of Calubian.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Sanggunian Panglalawigan Board Member Apostol.

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: Vergilio S. Tabla Jr., President and Rodel F Jordan, secretary

ADOPTED unanimously by the Board of Trustees/Directors of the Airport Farmers Association this 8th day of September 2022 in the Municipality of Calubian.

| Name | Position | Signature |
|---------------------|-----------------|---|
| Rotchel Itol | V-President |  |
| Rodel F. Jordan | treasurer |  |
| Rosa L. Berdida | auditor |  |
| Judit M. Catandijan | Bss. manager |  |


VERGILIO S. TABLA JR.
Board Chairperson

Annex E: Board Resolution - Intention for Accreditation

15 SEP 2022

SUBSCRIBED AND SWORN TO before me this ___ day of _____, 2022 in TACLOBAN CITY, Affiant
exhibiting to me his/her _____ with valid identification no. _____ issued on _____
at Calubian.

5271-9268-1462-0845

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Series of 2022

GAIL GLENN E. PADAGDAG
Notary Public Until December 31, 2022
N.C. No. 2021-07-93
IBP No. 196490- 01/05/2022
PTR No. 5834113- 01/05/2022
Roll No. 70769- TIN 293-520-770
MCLE Compliance No. VII-0004992
BRGY. STA. CRUZ, PALO, LEYTE

Annex F: List of Current Officers

List of Current Officers of the Airport Fishermen Association
as of September 8, 2022

| Name | Position |
|--------------------------|------------------------------|
| 1. Virgilio S. Tabla Jr. | President |
| 2. Rotchel C. Itol | Vice President |
| 3. Elizabeth R. Casuno | Secretary |
| 4. Rodel F. Jordan | Treasurer |
| 5. Rosa L. Berdida | Auditor |
| 6. Juditha M. Catandijan | Bss Manager |
| 7. Elmar V. Mantal | Bookkeeper |
| 8. Rodito Cacharo | PIO |
| 9. Angelita C. Arrojado | PIO |
| 10. Jeffrey S. Masocol | Head Invironmental Committee |
| 11. Nathaniel Catandijan | Head Infrastructure |

Annex G: Minutes of Annual Meetings

Airport Farmers Association
Brgy. Casiongan, Calubian, Leyte

Activity: Annual Meeting

Participants: AFA members

Date and Time: August 4, 2021; 8 o'clock in the morning

Expectations for the Activity:

General Objective: Annual Updates and member's approval

Specific Objectives:

- - AFA Financial Status
- - Sangguniang Panlalawigan/Bayan Accreditation
- -other important matters

Agenda:

1. Agenda 1

- Reporting of current financial status and its approval
- Monthly dues prompt payment

2. Agenda 2

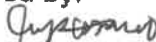
- Reading of DILG Memo 2022-083 re: SP/SB Accreditation
- Updating the current list JFA officers
- Approval of UFA Board Resolution No. 03-2022 to apply for membership in the local special body in the Province of Leyte and Municipality of Calubian

3. Agenda 3

- All members were encouraged to join monthly meetings
- All members were encouraged to do their share of tasks in AFA Garden
- Next meeting is scheduled on the 1st Monday of the following month

Meeting adjourned at 3 o'clock in the afternoon.

Prepared by:


ELIZABETH P. CASUNO
Secretary-General

Noted by:


VIRGILIO S. TABLA JR.
President

AIRPORT FARMERS ASSOCIATION

| Name of Program/Project/Activity | Objective/s | Duration/Date | Status | | Budget | Remarks |
|----------------------------------|-------------|---------------|-----------|---------|----------------|----------|
| | | | Completed | Ongoing | | |
| Individual garden | livelihood | 2021 | | / | Members equity | on going |
| 1400 layers | Livelihood | 2022 | | / | Grant (OPA) | On going |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Prepared by:

Elizabeth P. Casuno
ELIZABETH P. CASUNO
 Secretary General


Noted by:

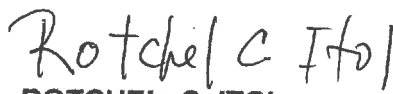
Virgilio S. Tabla Jr
VIRGILIO S. TABLA JR
 President

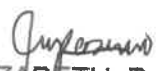
AIRPORT FARMERS ASSOCIATION
NAME OF ORGANIZATION]
FINANCIAL STATEMENT FOR CY 2021


| INFLOW (Income) | | |
|---|-------------------|---------------------|
| SOURCE | AMOUNT | REMARKS |
| Donor 1 | 100,000.00 | members |
| Donor 2 | | |
| Monthly Dues / Membership Fees | 14,763.00 | monthly dues |
| Income Generating Project 1 | 120,416.00 | Sales assorted eggs |
| Income Generating Project 2 | 50,400.00 | garden |
| TOTAL | 345,519.00 | |
| OUTFLOW (Expenses) | | |
| PARTICULARS | AMOUNT | REMARKS |
| Project 1 | 120,000.00 | |
| Project 2 | | |
| Meeting Expenses | 7,999.00 | |
| Office Supplies | 7,796.00 | |
| Logistics / Transportation | 15,985.00 | |
| Administrative and Personnel | 20,945.00 | |
| TOTAL | 172,725.00 | |
| TOTAL FUND BALANCE (Total Inflow – Total Outflow) | 112,854.00 | |


Noted by:


VIRGELIUS S. TABLA JR.
 [Name]
 [President]


ROTCHEL C. ITOL
 [Name]
 [Vice President]


ELIZABETH P. CASUNO
 [Name]
 [Secretary-General]


RODEL F. JORDAN
 [Name]
 [Treasurer]


ROSA L. BERDIDA
 [Name]
 [Auditor]