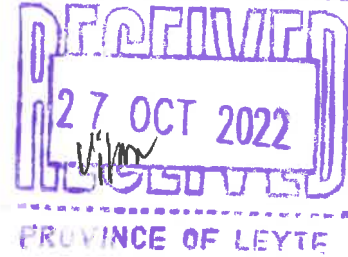


Hon. Sandy Javier
Vice Governor
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte



Dear Vice Governor Sandy Javier

In response to your notice of call for accreditation, kindly be informed that
SITIO BINOTONG FARMERS ASSOCIATION
(Name of CSO)

With office address at BRGY. SAN ISIDRO ALANGALANG LEYTE, this municipality, would like to seek for accreditation by the Sangguniang.

In support of this application are the following administrative requirements.

1. Duly accomplished Application form for accreditation
2. Board Resolution
3. Certificate of Registration issued by **Security and Exchange Commission (SEC)**
4. List of Current officers and Members
5. CY 2022 Annual accomplishment Report
6. CY 2022 financial statement
7. Profile indicating the purpose and objective of our organizations and
8. Copy of the minutes of the CY 2019 meeting of the organization.

VERY TRULY YOURS
Marivic C. Batucan
MARIVIC C. BATUCAN
(Head of Organization)

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: Sitio Binotong Farmers Association

Address: Bar. San Isidro Alangalang Lente

Contact No.: 09675464264 Email address (optional): N/A

Date Organized: 08-26-22 Sector/s Represented: _____

Purposes/Objectives: Makapagbigay ng sariwang gulay at makabenta ng mga magkaroon ng pondo ang aming farmers association.

Services that the organization provides or can participate in: Makapagparticipate sa mga seminars or trainings na related about farming activity.

Registering Agency: _____ Date Registered: 08-26-22

- 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)

- 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 [Province/City/Municipality] of [Name of LGU]

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2022						

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.

Marivic Datucan
 Marivic Datucan
 President

Irene Capranca
 Irene Capranca
 Secretary

TO THE APPLICANT

Kindly go through a self-assessment of the following requirements for your application.
Please do not submit the Application Form without performing the said self-assessment.

- | | | |
|--|---|--|
| <input type="checkbox"/> | 1 | Letter of Application |
| <input type="checkbox"/> | 2 | Duly accomplished Application Form for Accreditation |
| <input type="checkbox"/> | 3 | Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body |
| <input type="checkbox"/> | 4 | Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP) |
| <input type="checkbox"/> | 5 | List of current Officers |
| ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR | | |
| <input type="checkbox"/> | 6 | Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda |
| <input type="checkbox"/> | 7 | Annual Accomplishment Report for the immediately preceding year |
| <input type="checkbox"/> | 8 | Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds |

Sitio Binotong Farmers Association
Brgy. San Isidro Alangalang Leyte

Financial Report/ Financial Statement for the Calendar /fiscal Year 2022

An Sitio Binotong Farmers Association hin usa nga bag-o nga tindog nga assayon in may ada members na 22 person, ha. An 22 person nga members han SITIO BINOTONG Farmers Association na nanom dida han JULY 2022 to OCTOBER 2022 hin mga vegetables sugad hain Marigoso, hantak, pakwan ngan okra.

Income:

- Marigoso ----- P 900.00
- Hantak ----- P 300.00
- okra ----- P 200.00
- pakwan ----- P 300.00
- Membership fee----- P 1100.00
- Monthly dues----- P 220.00

Total: P 3020.00

An SITIO BINOTONG Farmers Association in nagkaada hin expenses paghimo han amon FARMER HOUSE para himuan namon nga meetingan han mga myembro han asosasyon.

EXPENSES:

- PAG-ARADO ----- P 1500.00
- RAYSANG 3kls. ----- P 189
- PAWOD 60 pcs. ----- P 1500.00
- TIRE WIRE 1kl.----- P 90. 00

Total: P 3279.00

Rosalyn Setosta
ROSALYN SETOSTA

TREASURER

M. Batucan
MARIVIC C. BATUCAN

PRESIDENT

REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
SITIO BINOTONG FARMERS ASSOCIATION
BARANGAY SAN ISIDRO

BOARD RESOLUTION NO. 3

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

WHEREAS, on August 2022, the Department of the interior and Local Government issued Memorandum Circular No.2022-__ on the Guidelines of Civil Society Organisations and Selection of Representatives to the Local Special Bodies.

WHEREAS, in the SITIO BINOTONG FARMERS Association of Brgy. San Isidro Alangalang Leyte is a civil society organization duly registered with the [Security 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 Philippines laws;

WHEREAS, in the SITIO BINOTONG Farmers Association of Brgy. San Isidro Alangalang Leyte] Special Board Meeting held at Farmers House at Brgy. San Isidro Alangalang Leyte on August 13, 2022, attended 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 organizations 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 apply for membership in a local special body in the Municipality of Alangalang

RESOLVED FURTHER, to forward a copy of resolution to the chair of the Sangguniang Committee ON Accreditation, the Honourable Councilor NILDA C. SUSAYA.

RESOLVED FURTHERMORE, that the following representative of the organization is authorized and directed to take any action necessary to effectuate the foregoing resolution:

MARIVIC C. BATUCAN

ADOPTED, unanimously by the board of Trustees/Directors of the SITIO BINOTONG Farmers Association of Brgy. San Isidro Alangalang Leyte this 18th day of August 2022.

MARIVIC C. BATUCAN

PRESIDENT

MA Batucan

IRENE CAPRANCA

SECRETARY

Irene Capranca

ROSALYN SETOSTA

TREASURER


Rosalyn G Setosta

Annex E: Board Resolution - Intention for Accreditation

OCT 17 2022

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

Doc No: 225
Page No: 46
Book No: X50
Series of 2022


ATTY. KENNETH SPICE MEDALLA DE VEYRA
NOTARY PUBLIC FOR TACLOBAN CITY, LEYTE
NC NO. 2022-07-27-0011, DECEMBER 31, 2023
ROLL OF ATTORNEYS NO. 47985
IBP LIFETIME NO. 06-07-17, LEYTE CHAPTER
PTR NO. 13078914522, ALANG-ALANG, LEYTE
AVILA DE VEYRA & ROBINO LAW OFFICE
COR. P. BURGOS & SUAN LUNA ST., BRGY. 30, TACLOBAN CITY

Annex F: List of Current Officers and Members

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

Name	Position
Marivic Bafucan	President
Aldrin Garrata	Vice President
Irene Capranca	Secretary
Rosalyn Sefosta	Treasurer
Cherlyn Peratta	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

[Name of Organization]

Activity:

Participants:

Date and Time:

Expectations for the Activity:

General Objective:

Specific Objectives:

- -
- -
- -

Agenda:

1. Agenda 1 Land Preparation para han apnon igtaranom marigoso, hanfak, okra, pakwa

[Notes, Agreements, Discussions, etc.]

2. Agenda 2 Rules and Regulations of the officers and members.

[Notes, Agreements, Discussions, etc.]

3. Agenda 3 Schedule han pagpipintakasi kada hhuwebes ngan Sabado.

[Notes, Agreements, Discussions, etc.]

4. Agenda 4

[Notes, Agreements, Discussions, etc.]

Prepared by:

Irene Capranca

[Name]

Secretary-General

Noted by:

[Name of Head of CSO]

[Position/Designation]

Annex I: Annual Financial Statement

[NAME OF ORGANIZATION]
FINANCIAL STATEMENT FOR CY 2021

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		
Monthly Dues / Membership Fees		
Income Generating Project 1		
Income Generating Project 2		
TOTAL		
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses		
Office Supplies		
Logistics / Transportation		
Administrative and Personnel		
TOTAL		
TOTAL FUND BALANCE (Total Inflow – Total Outflow)		

Noted by:

M. Batucan
Marivic Batucan
[Name]
[President]

A.G.
Aldrin Garrata
[Name]
[Vice President]

Irene Capranca
Irene Capranca
[Name]
[Secretary-General]

Rosalyn Seto
Rosalyn Seto
[Name]
[Treasurer]

peratlacheryl
Cheryl Peratta
[Name]
[Auditor]



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

DOLERO8-OF
Revision 1
Date Issued: 11 July

Registration Certificate No.
R08-NLFO-2022-08-WA -2032
KNOW ALL MEN BY THESE PRESENTS:

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

SITIO BINOTONG FARMERS ASSOCIATION

Brgy. San Isidro, Alangalang, 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 26th day of **August 2022**.

Approved by:

HENRY JOHN S. JALBUENA
Regional Director

For the Regional Director:

EMMANUEL Y. DE LA CRUZ, PME - MME
CHIEF LEO, NLFO



Trece Martires St. Tacloban City
Tel Nos. (053) 832-4067
dolero8_nlfo@yahoo.com





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

DOLERO8-ORD-F1
Revision No. 00
Date Issued: 11 July 2018

August 26, 2022

Ms. Marivic C. Batucan
President
Alangalang, Leyte

Dear Ms. Batucan:


Herewith is the approved Certificate of Registration No. **DOLE-NLFO-2022-08-WA-2032** issued on August 26, 2022 in favor of

SITIO BINOTONG FARMERS ASSOCIATION
Brgy. San Isidro, Alangalang, Leyte

As such, you are required to submit under the law your annual financial report within 30 days after the close of every fiscal year; list of newly elected or appointed officers within 30 days from such election or appointment, and any amendment to your constitution and by-laws within 30 days from such amendment to maintain the legitimacy of your organization.

Please be guided accordingly.

Very truly yours,


EMMANUEL Y. DE LA CRUZ, PME - MME
CHIEF LEO, NLFO

Copy furnished:

-DOLE-Regional Office

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/>





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

August 26, 2022

USEC. BENJO SANTOS M. BENAVIDEZ

Bureau of Labor Relations (BLR)
Department of Labor and Employment
6th Floor, First Intramuros, BF Condominium Corporation
Solano St., Corner Andres Soriano Avenue (Aduana) Street
Intramuros, Manila

Attention: **Ms. Marivic T. Villa**
Union Registration & Workers Empowerment Division


Sir:

Greetings!

We are submitting herewith copy of the registration certificate issued to **SITIO BINOTONG FARMERS ASSOCIATION** with **Registration Certificate No. DOLE-NLFO-2022-08-WA-2032** dated **AUGUST 26, 2022**, registered by this Office, for mutual aid and protection by virtue of the provisions of the Labor Code, as amended, and its implementing rules, together with the supporting documents.

Thank you and our warmest regards.

Very truly yours,


EMMANUEL Y. DE LA CRUZ, PME - MME
CHIEF LEO, NLFO

**SITIO BINOTONG FARMERS ASSOCIATION
BRGY. SAN ISIDRO ALANGALANG LEYTE**

Attendace Sheet
Ratification of Constitution and By Laws
APRIL 2022

No.	Name	Address	Signature
1.	Marivic C. Batucan	Brgy. San Isidro Alangalang Leyte	M. Batucan
2.	Aldrin T. Garrata	Brgy. San Isidro Alangalang Leyte	Aldrin Garrata
3.	Irene G. Capranca	Brgy. San Isidro Alangalang Leyte	Irene G. Capranca
4.	Rosalyn G. Setosta	Brgy. San Isidro Alangalang Leyte	Rosalyn G. Setosta
5.	Vilma E. Darole	Brgy. San Isidro Alangalang Leyte	Vilma Darole
6.	Cherilyn D. Peralta	Brgy. San Isidro Alangalang Leyte	
7.	Mark Batucan	Brgy. San Isidro Alangalang Leyte	M. Batucan
8.	Reneto G. Banado Jr.	Brgy. San Isidro Alangalang Leyte	Reneto
9.	Manolo J. Darole	Brgy. San Isidro Alangalang Leyte	Manolo Darole
10.	Dennis C. Susaya	Brgy. San Isidro Alangalang Leyte	Dennis C. Susaya
11.	Francisco V. Darole	Brgy. San Isidro Alangalang Leyte	Francisco Darole
12.	Rowel N. Batucan	Brgy. San Isidro Alangalang Leyte	R. BATUCAN
13.	Joey S. Gatela	Brgy. San Isidro Alangalang Leyte	Joey S. Gatela
14.	Noel B. Francisco	Brgy. San Isidro Alangalang Leyte	N. Francisco
15.	Jey-r Gallano	Brgy. San Isidro Alangalang Leyte	J. Gallano
16.	Joana Delfino	Brgy. San Isidro Alangalang Leyte	Joana Delfino
17.	Garino D. Garrata	Brgy. San Isidro Alangalang Leyte	G. Garrata
18.	Jun C. Reazon	Brgy. San Isidro Alangalang Leyte	J. R.
19.	Alfred B. Miranda	Brgy. San Isidro Alangalang Leyte	Alfred Miranda
20.	Roxane M. Cajudo	Brgy. San Isidro Alangalang Leyte	Roxane
21.	Erwin Capranca	Brgy. San Isidro Alangalang Leyte	E.C.
22.	Attested by: MARIVIC C. BATUCAN President	Fe R. Salano Brgy. San Isidro Alangalang Leyte	F. Salano

Certified Corrected by:
IRENE G. CAPRANCA
Secretary

**SITIO BINOTONG FARMERS ASSOCIATION
BRGY. SAN ISIDRO ALANGALANG LEYTE**

List of Officers and Members

No.	Name	Position	Address
1.	Marivic C. Batucan	President	Brgy. San Isidro Alangalang Leyte
2.	Aldrin T. Garrata	Vice-President	Brgy. San Isidro Alangalang Leyte
3.	Irene G. Capranca	Secretary	Brgy. San Isidro Alangalang Leyte
4.	Rosalyn G. Setosta	Treasurer	Brgy. San Isidro Alangalang Leyte
5.	Vilma E. Darole	Auditor	Brgy. San Isidro Alangalang Leyte
6.	Cherlyn D. Peralta	Auditor	Brgy. San Isidro Alangalang Leyte
7.	Mark Batucan	P.I.O	Brgy. San Isidro Alangalang Leyte
8.	Reneto G. Banado Jr.	P.I.O	Brgy. San Isidro Alangalang Leyte
9.	Manolo J. Darole	B.O.D	Brgy. San Isidro Alangalang Leyte
10.	Dennis C. Susaya	B.O.D	Brgy. San Isidro Alangalang Leyte
11.	Francisco V. Darole	B.O.D	Brgy. San Isidro Alangalang Leyte
12.	Rowel N. Batucan	Business Manager	Brgy. San Isidro Alangalang Leyte
13.	Joey S. Gatela	Business Manager	Brgy. San Isidro Alangalang Leyte
14.	Noel B. Francisco	Bookkeeper	Brgy. San Isidro Alangalang Leyte
15.	Jay-r Gallano	Member	Brgy. San Isidro Alangalang Leyte
16.	Joana Delfino	Member	Brgy. San Isidro Alangalang Leyte
17.	Garino D. Garrata	Member	Brgy. San Isidro Alangalang Leyte
18.	Jun C. Reazon	Member	Brgy. San Isidro Alangalang Leyte
19.	Alfred B. Miranda	Member	Brgy. San Isidro Alangalang Leyte
20.	Roxane M. Cajudo	Member	Brgy. San Isidro Alangalang Leyte
21.	Erwin Capranca	Member	Brgy. San Isidro Alangalang Leyte
22.	Fe M. Salano	Member	Brgy. San Isidro Alangalang Leyte

Attested by:
M. Batucan
Marivic C. Batucan
President

Certified Corrected by:
Irene G. Capranca
IRENE G. CAPRANCA
Secretary