

Annex D: Letter of Application

Item No: 02
Date: 22 NOV 2022

Date

HON. LEONARDO M. JAVIER
Presiding Officer, Sangguniang
(Panlalawigan/Panlungsod/Bayan)
TACLOBAN CITY

NOV 10 2022
sp/lec 11/09/22
PROVINCE OF LEYTE

Dear Vice GOVERNOR HON. JAVIER

In response to your notice of call for accreditation, kindly be informed that **CARANHUG WOMENS ASSOCIATION**, with office address at **BRGY. CARANHUG JAVIER, LEYTE**, 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 intension for accreditation for the purpose of representation in the local special body;
3. Certification 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,


LEONORA F. OLAZO
President

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: CARANHUG WOMENS ASSOCIATION

Address: BARANGAY CARANHUG JAVIER, LEYTE

Contact No.: 09364052216

Email address (optional):

Date Organized: FEBRUARY 11, 2016

Sectors/ Represented:

Purposes/Objectives:

1. To Establish an Association that will Promote Mutual Assistance and Protection to its Members;
2. To Promote the Moral, Social and Economics well Being of all 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 the Member with the Knowledge and Skills to Equip Themselves of an Effective and Innovative of Vegetables, Farming, Poultry and Livestock Raising;
5. To Work w/ Non-Government and Government Organization or Entities in the Promotion and Development of the Association and in Carrying out Government Policies.

Services that the organization provides or can participate in:

- GARDENING

Registering Agency: DOLE

Date Registered: JULY 14, 2016

- 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 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)
- Others (specify):

Organizational Level:

- Barangay-Level
- Chapter
- Affiliate of a Larger Organization (Identify organization):
- Others (specify):

Project implemented in the [Province/City/Municipality] of [Name of LGU]

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2019	204 PIGLETS	1 M	DOLE	ASSOCIATON	ASF	

Board Resolution Annex E: Intension for Accreditation

**CARANHUG WOMENS ASSOCIATION
(CAWOASS)**

Brgy. Caranhug Javier, Leyte

BOARD RESOLUTION NO. 01

WHEREAS, Section 108 of the local Government Code 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 Organization and Selection of Representatives to the Local Special Bodies;

WHEREAS, the **CARANHUG WOMENS ASSOCIATION (CAWOASS)**, is a civil society organization duly registered with the [securities and Exchange Commission/ Cooperative Development Authority/Development 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 **CARANHUG WOMENS ASSOCIATION (CAWOASS)**, Special Board Meeting held at [Full Office Address] on [01/30/22] 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 [Provence/City/Municipality] of JAVIER

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation, the Honorable Councillor [Name]

RESOLVED FURTHERMORE, that the following representatives of the organization is/ are authorized and direct to take any action necessary effectuate the foregoing resolution:

[Names of Representatives];

ADOPTED, unanimously by the Board of Trustees/ Directors of the CAWOASS this 30 day of 10 2022 IN the Municipality of Javier Province of Leyte of Brgy. Caranhug.

NAME	POSITION	SIGNATURE
<u>FE O. CUTURA</u>	<u>BOD</u>	<u></u>
<u>RIZA A. OLIVERON</u>	<u>BOD</u>	<u></u>
<u>MARUJA D. RESTOR</u>	<u>BOD</u>	<u>_____</u>
<u>IMELDA D. RETUTAS</u>	<u>BOD</u>	<u></u>
<u>EDNA M. DE PAZ</u>	<u>BOD</u>	<u></u>



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

Registration Certificate No.
RO8-WLFO-2016-07-WA-0901

KNOW ALL MEN BY THESE PRESENTS:

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

CARANHUG WOMEN'S ASSOCIATION (CAWOASS)
Brgy. Caranhug, Javier, 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 14th day of July 2016.

APPROVED BY:


ELIAS A. CAYANONG, CESO III
Regional Director

For the Regional Director:


MARITES Z. VIÑAS
Chief, WLFO

Not valid without Seal

Trace 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/>



CARANHUG WOMENS ASSOCIATION (CAWOASS)
Brgy. Caranhug Javier, Leyte

LIST OF OFFICERS AND MEMBERS
as of December 30, 2021

No.	NAME	POSITION	ADDRESS/BARANGAY
1.	Leonora F. Olazo	President	Brgy. Caranhug Javier , Leyte
2.	Ederlina D. Tiu	Vice-President	Brgy. Caranhug Javier , Leyte
3.	Fe O. Cutura	BOD Member	Brgy. Caranhug Javier , Leyte
4.	Riza A. Oliveron	DO	Brgy. Caranhug Javier , Leyte
5.	Maruja D. Restor	DO	Brgy. Caranhug Javier , Leyte
6.	Imelda H. Retutas	DO	Brgy. Caranhug Javier , Leyte
7.	Edna M. De Paz	DO	Brgy. Caranhug Javier , Leyte
8.	Jocelyn A. De Paz	Auditor	Brgy. Caranhug Javier , Leyte
9.	Alejandrina F. Tisado	Secretary	Brgy. Caranhug Javier , Leyte
10.	Minerva F. Tan	Treasurer	Brgy. Caranhug Javier , Leyte
11.	Jocelyn U. Bula	Bookkeeper	Brgy. Caranhug Javier , Leyte
12.	Gina C. Oliveron	Business Manager	Brgy. Caranhug Javier , Leyte
13.	Lilia U. Corbes	Member	Brgy. Caranhug Javier , Leyte
14.	Elvie O. Bohol	Member	Brgy. Caranhug Javier , Leyte
15.	Emma O. Serdoncillo	Member	Brgy. Caranhug Javier , Leyte
16.	Antonia Nalundasan	Member	Brgy. Caranhug Javier , Leyte
17.	Glomera A. Uraga	Member	Brgy. Caranhug Javier , Leyte
18.	Nemia M. Ritaga	Member	Brgy. Caranhug Javier , Leyte
19.	Marilyn B. Braga	Member	Brgy. Caranhug Javier , Leyte
20.	Cresilda A. Soriano	Member	Brgy. Caranhug Javier , Leyte
21.	Maria Luz C. Capones	Member	Brgy. Caranhug Javier , Leyte
22.	Elena E. Carrozo	Member	Brgy. Caranhug Javier , Leyte
23.	Maribeth C. Camarines	Member	Brgy. Caranhug Javier , Leyte
24.	Leonora O. Serdoncillo	Member	Brgy. Caranhug Javier , Leyte
25.	Ma. Elsa C. Rinos	Member	Brgy. Caranhug Javier , Leyte
26.	Leonarda E. Dumape	Member	Brgy. Caranhug Javier , Leyte
27.	Aida M. De Paz	Member	Brgy. Caranhug Javier , Leyte
28.	Imelda L. Corbes	Member	Brgy. Caranhug Javier , Leyte
29.	Ma. Belen A. Bonife	Member	Brgy. Caranhug Javier , Leyte
30.	Ijssel R. Narca	Member	Brgy. Caranhug Javier , Leyte
31.	Cristine A. Sta Cruz	Member	Brgy. Caranhug Javier , Leyte

Certified and Correct by:


ALEJANDRINA F. OLAZO
Secretary

Attested by:


LEONORA F. OLAZO
President

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER
Brgy. **CARANHUG**

**MINUTES OF THE MEETING OF THE CARANHUG WOMENS ASSOCIATION (CAWOASS) HELD ON
DECEMBER 30, 2021 BRGY. CARANHUG MINI-GYM.**

ATTENDANCE:

1. Roll Call
2. Prayer:
An opening prayer led by ALEJANDRINA P. TISADO, one of the member of the association.
3. National Anthem:
Singing of the National Anthem conducted by FE O. CUTURA, one the member of the association.
4. Roll Call:
The association secretary called the roll since that majority were present, the president of the association declared the meeting a quorum.
5. Calendar of Business:
 - a. Reading of the Previous Minutes
 - b. Unfinished Business: None

PROCEEDINGS:

Nagtikang an katirok ala una sit hapon (1:00pm) in pagtratar san mga masunod:

1. An mga Board of Derictors (BOD) san asosasyon in nagdesisyon nga obligahon an pag attend sit Monthly Meeting kay para in makasabot kon pira an ira mga absent.
2. Mayda man kita kada tulo ka tung Renewal for Accreditation sa Sanguniang Bayan ngan sa Sanguniang Panlalawigan para ine masabotan kon naruyag sira kay may ada man kita BY-LAWS.
3. Magrenew kita san aton Asosasyon kay para maka avail kon may ada ipan haratag san gobyerno, ngan diri kita maawod pan pangaro kay tungod may ada man papel nga guin sumitar ngadto siton Sanguniang Bayan ngan Sanguniang Panlalawigan.

OTHER MATTERS:

- Pagbalanse san asosasyon para san mga kabaraydan ngan iba pa.


ADJOURNMENT:

- San mosyon ni JOCELYN U. BULA ngan ginsegundahan ni ELVIE O. BOHOL, natima an meeting 4:00 san hapon.

Attested:


ALEJANDRINA F. TISADO
Secretary

Approved:


LEONORA P. OLAZO
President

CARANHUG WOMENS ASSOCIATION (CAWOASS)
Barangay Caranhug Javier, Leyte

ANNUAL ACCOMPLISHMENT REPORT

As of December 30, 2021

Activities Undertaken	Remarks
ORGANIZE CARANHUG WOMENS ASSOCIATION (CAWOASS) INCLUDING ELECTION OF OFFICERS AND SETTING ITS BY-LAWS.	FEBRUARY 11, 2016 AT BRGY. CARANHUG JAVIER, LEYTE
CONDUCT MONTHLY MEETING EVERY SECOND SATURDAY OF THE MONTHLY	HELD AT BARANGAY MULTI – PURPOSE GYM
REGISTRATION OF CAWOASS AT THE DEPARTMENT OF LABOR AND EMPLOYMENT	MARCH 14, 2016
DISTRIBUTION OF PIGLETS	AUGUST 2019 AT BRGY. CARANHUG MULTI – PURPOSE GYM
RE – ORGANIZE SET OF OFFICERS	MARCH 2019 AT BRGY. CARANHUG MULTI – PURPOSE GYM

Certified and Correct by:


ALENJANDRINA F. TISADO
Secretary

Attested by:


LEONORA F. OLAZO
President

CARANHUG WOMENS ASSOCIATION (CAWOASS)

Brgy. Caranhug Javier, Leyte

FINANCIAL STATEMENT
As of December 31, 2021

ASSETS

Cash on Hand	-----	Php	22,105.00
Cash in Bank	-----		15,000.00
Accounts Receivable	-----		53,440.00
Stationary & Supplies Unissued	-----		
TOTAL ASSETS		Php	<u>90,545.00</u>

LIABILITIES AND CAPITAL ACCOUNT

Liabilities	-----		<u>0.00</u>
TOTAL LIABILITIES	-----		<u>0.00</u>

CAPITAL ACCOUNTS


Capital Build-Up	-----		61,125.00
Miscellaneous Income	-----		26,960.00
TOTAL CAPITAL ACCONTS	-----		88,085.00

LESS: OPERATING EXPENSES

Supplies	-----		1,660.00
Travel Allowance	-----		800.00
TOTAL OPERATING EXPENSES	-----		2,460.00


TOTAL LIABILITIES AND CAPITAL ACCOUNTS	-----	Php	<u>90,545.00</u>
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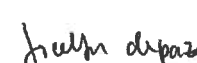
Noted:


LEONORA F. OLAZO
President


EDERLINA D. TIU
Vice-President


ALEJANDRINA F. TISADO
Secretary General


MINERVA F. TAN
Treasurer


JOCELYN A. DE PAZ
Auditor

ORIGINAL SWORN STATEMENT

I, **LEONORA F. OLAZO**, Filipino of legal age, designated as president of **CARANHUG WOMENS ASSOCIATION (CAWOASS)**, with postal address located at Brgy. Caranhug Javier, Leyte, do hereby certify the following:

- THAT , the Civil Society Organization (CSO) is an independent, non-partisan organization;
- THAT , it will retain its autonomy while pursuing that advancement of the peoples interest through its membership in local special body, after satisfying all the requirements and set criteria, as stated in the memorandum circular and after securing a Certificate of Accreditation from the concerned Sanggunian.


LEONORA F. OLAZO

(Signature over Printed Name of the Head/Authorized Representative of the CSO)

08 NOV 2022

(Date)

SUBSCRIBED AND SWORN to before me this **08 NOV 2022** day of **NOV**, 2022 in Affiant exhibiting to Me his/her **119** with valid identification no. **416-055-567-000** issued on **12/22/2011** at _____.

Doc No: **119**
Pag No: **25**
Book No: **XCII**
Series of: **2022**

ATTY. JOY ESTOLANO-CERRO, CPA
Notary Public
For La Paz, Mayorga, MacArthur, Abuyog and Javier Leyte
Until December 31, 2022
Notarial Commission No. 11-20-1
Brgy. Guinabucan, Abuyog, Leyte
Attorney's Roll No. 60/65
PTR No. 6325475
Abuyog, Leyte, January 3, 2022
Lifetime Member No. 010822
TIN 930-942-690
MCLE Compliance No. VII-0003432 June 24, 2021