

Annex D: Letter of Application

Dear Hon. Leonardo M. Javier Jr.,

In response to your notice of call for accreditation, kindly be informed that **ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)**, with office address at BRGY. ABUYOGAY, JAWIER, CAYTE, 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 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,


EUGENIA O. NIEGAS
AIFA PRESIDENT

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)

Address: Barangay Abuyogay Javier, Leyte

Contact No.: 09065418240 Email address (optional): _____

Date Organized: March 24, 2015 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:

- RICE PRODUCTION
- VEGETABLE GARDENING
-

Registering Agency: DOLE Date Registered: July 10, 2015

- 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 30, 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 Interior and Local Government (DILG)

BOARD RESOLUTION NO. 02

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 **ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)**, 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 **Abuyogay Integrated Farmers Association (AIFA)**, Special Board Meeting held at Brgy. Abuyogay Javier, Leyte on 06/14/2022, 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 [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 of Leyte Tacloban City.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation, the Honorable Councilor

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

ADOPTED, unanimously by the Board of Trustees/ Directors of the ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA) this 14 day of June, 2022 in the Brgy. Abuyogay Javier, Leyte.

NAME	POSITION	SIGNATURE
<u>RODOLFO P. GALLARDO</u>	<u>BOD</u>	<u>[Signature]</u>
<u>GI-ANN R. CAIN</u>	<u>BOD</u>	<u>[Signature]</u>
<u>RUDARS G. CERNEO</u>	<u>BOD</u>	<u>[Signature]</u>
<u>NORMA A. SABONDO</u>	<u>BOD</u>	<u>[Signature]</u>
<u>THELMA M. OLAZO</u>	<u>BOD</u>	<u>[Signature]</u>

EUGENIA O. NIEGAS

AIFA PRESIDENT

23 SEP 2022

JAVIER, LEYTE

SUBSCRIBED AND SWORN to before me this _____ day of _____, 202__ in _____ Affiant exhibiting to Me his/her _____ with valid identification no. _____ issued on _____

Doc No: 202
Page No: 42
Book No: X
Series of: 2022

[Signature]



DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
513 Valle St., Brgy. Doña Feliza, Toog., Ormoc City
Email add: dolero8_wlfo@yahoo.com
Tel. No: (053)255-2436 & 561-4518

**Registration Certificate No.
DOLE-WLFO-2015-WA-07-605**

KNOW ALL MEN BY THESE PRESENTS:

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

**ABUYOGAY INTEGRATED FARMERS
ASSOCIATION**

Brgy. Abuyogay, Javier, 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 10th day of July 2015.



Approved by:



ELIAS A. GAYANONG, CESO III
Regional Director

**List of Current Officers and Members
ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)**

Name	Position
EUGENIA O. NIEGAS	President
ANNALIZA A. NAPOLES	Vice President
MIGUELA S. JERVOSO	Secretary
NIDA B. ULBATA	Treasurer
CECILIA P. PANTIN	Auditor
RODOLFO P. GALLRDO	BOD
RUDARS G. CERNEO	BOD
THELMA M. OLAZO	BOD
NORMA A. SABONDO	BOD
GI-ANN A. CAIN	BOD
CESAR O. SABUNDO	Business Manager
ADRIANO V. GOHIL SR.	Sgt at Arm
MARVIN S. ULBATA	Book Keeper
1. Eduardo B. Cernio	Member
2. Ernesto T. Cain	Member
3. Ranny G. Arcelo	Member
4. Romeo T. Austero	Member
5. Consorcia M. Carnesil	Member
6. Elma M. Carnesil	Member
7. Eutequio M. Carnesil	Member
8. Imelda C. Claridad	Member
9. Rodolfo S. Cubiona sr	Member
10. Cresilda C. Gohil	Member
11. Maria Gerlita L. Fernandez	Member
12. Ma. Jean N. Gohil	Member
13. Cesario J. Hidalgo	Member
14. Maria M. Jordan	Member
15. Ritchie V. Lanoy	Member
16. Myrna R. Malasaga	Member
17. Cecilia P. Pantin	Member
18. Evangeline L. Sabundo	Member
19. Josefina S. Quiriquiri	Member
20. Jeremy S. Quiriquiri	Member
21. Nino S. Ulbata	Member
22. Marites O. Ulbata	Member
23. Dioscoro B. Abalos	Member
24. Alfredo U. Anadia	Member
25. Nora L. Arcelo	Member
26. Reynaldo T. Austero	Member
27. Teodoro C. Austero	Member
28. Eddie P. Balaba	Member
29. Nenita P. Balaba	Member
30. Constanca B. Baldono	Member
31. Genelyn Mantilla	Member
32. Mary Gerlie Jane T. Carcedo	Member
33. Ernel S. Napoles	Member
34. Alvin S. Napoles	Member
35. Pablito S. Napoles	Member
36. Conchita C. Olazo	Member
37. Romeo C. Olazo	Member
38. Ludirico N. Pulga	Member
39. Nenita B. Rodoy	Member
40. Gina J. Tisado	Member
41. Toribio C. Uraga	Member
42. Eduardo Peloton	Member
43. Henry S. Meonda	Member
44. Jorge U. Sabundo Jr.	Member

ERNESTO M. ENRIQUEZ	Member	-do-
VIRGILIA M. REQUIOMA	Member	-do-
MARIETTA R. BASTISTIANA	Member	-do-
MARIAN E. PANTIN	Member	-do-
NINO S. ULBATA	Member	-do-
NENITA E. RODOY	Member	-do-
CONSTANCIA B. BALDONO	Member	-do-
EVANGELINE L. SABUNDO	Member	-do-
REYNALDO H. OLAZO	Member	-do-
NENITA P. BALABA	Member	-do-
EDDIE P. BALABA	Member	-do-

Attested by:


EUGENIA O. NIEGAS
 President

CTC # 01072016
 Issued on: 6/16/2022
 Issued at: Javier, Leyte

Certified Correct:


MIGUELA S. JERVOSO
 Secretary

CTC # 0975631
 Issued on: 8/19/2022
 Issued at: Javier, Leyte

Republic of the Philippines
Province of Leyte
Municipality of Javier

ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)
Barangay Abuyogay Javier, Leyte

MINUTES OF ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA) MONTHLY MEETING HELD AT BARANGAY CHAPEL OF BARANGAY ABUYOGAY JAVIER, LEYTE ON OCTOBER 12, 2021.

Attendance:

See attendance sheet attached;

The meeting was started with a short prayer led by Mrs Gleceria Enriquez then followed with the singing of the National Anthem led by Mrs Miguela S. Jervoso, then the secretary was told to have a roll call. Since majority of the members are present so the chair declared the quorum.

The AIFA president nagwelcome han mga bisita tikang ha DA Javier ngan iguinhatag an katungod han Javier Coordinator nga hi Ma'am Mediatrix Salvacion para han Election of Office, so guintikangan an election an pamaagi in nagpili hin 13 nga member ngan an an 13 amo an nagpili pinaagi hin secret voting, an top seven amo adto an President, vice president ngan 5 nga BOD,s. So an napili nga mga bag-o nga mga officers amo an masunod:

President: Eugenia O. Niegas
Vice president: Analiza A. Napoles
BOD,s: Rodolfo P. Gallardo
Gi-Ann R. Cain
Rudars G. Cerneo
Norma A. Sabondo
Thelma M. Olazo
Secretary: Miguel S. Jervoso
Treasurer: Nida B. Ulbata
Auditor: Cecilia P. Pantin
Bookkeeper: Marvin S. Ulbata
Business Manager: Cesar O. Sabundo
Sgt at Arms: Adriano V. Gohil Sr


• Kahuman han election in gin-oroistoryahan an pagpa accredit han assosasyon ngadto ha Sangguniang Bayan, Province ngan DA R8. So asikasuhon an mga papel para maaccredit an asosasyon para makaaro hin mga hinabang tikang ha iba iba nga offices. Ngan an sunod nga gin-oroistoryahan an parte han financial status.

Tungod kay waray naman iba nga topic nga pag-oroistoryahan in nagmotion hi BOD Gi-ann R. Cain ug guin segundahan ni BOD Rudars Cerneo han adjournment han meeting.

Prepared by:


MIGUELA S. JERVOSO
AIFA Secretary

Approved by:

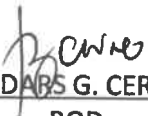

EUGENIA O. NIEGAS
AIFA President

ATTESTED BY:


RODOLFO P. GALLARDO
BOD


GI-ANN R. CAIN
BOD

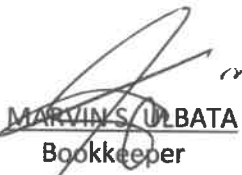

THELMA M. OLAZO
BOD


RUDARS G. CERNEO
BOD


NORMA A. SABONDO
BOD

Annaliza Napoles
ANNALIZA A. NAPOLES
Vice-President


CESAR O. SABUNDO
Business Manager


MARVIN S. ULBATA
Bookkeeper


CECILIA F. PANTIN
Auditor


ADRIANO V. GOHIL SR
Sgt at Arms

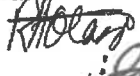






Republic of the Philippines
 Province of Leyte
 Municipality of Javier
 BARANGAY ABUYOGAY

ATTENDANCE

Name	Signature
1. Eugenia O. Niegas	
2. Jupiter R. Damala	
3. Maria M. Jadao	
4. Eduardo AUSTERO	
5. Teresa Zamora	
6. E. Linda AUSTERO	
7. Herminia S. Arcebo	
8. Jocelyn C. Austero	
9. Yulma M. Olazo	
10. Annaliza A. Nagales	
11. Solidad L. Pulga	
12. Cintia P. Pantin	
13. RUDANE C. ORANTO	
18. Maria Gerlita L. Fernandez	
19. Evangelina Sabundo	
20. Pusika T. Atila	
21. Imelda A. Clavina	
22. Elma M. Carnal	
23. Stefania S. Evangelina	
24. Marlene T. Austero	
25. Marissa Y. Narales	
26. Norma A. Sabundo	
27. Gi-ann R. Cain	
28. Jerry S. Ciriaco	

Republic of the Philippines
Province of Leyte
Municipality of Javier
BARANGAY ABUYOGAY

ATTENDANCE

	Name	Signature
29.	Reynaldo H. Olazo	
30.	Adriano V. Pabilon	
31.	Pablito S. Pabilon	
32.	Ernel S. Napoles	
33.	LEON FERNANDEZ	
34.	Silvestre V. Cain	
35.	Eden T. Cernio	
36.	Jorge U. Sabundo Jr.	
37.	Cresilda Pabilon	

ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)
BARANGAY ABUYOGAY JAVIER, LEYTE


ANNUAL ACCOMPLISHMENT REPORT CY 2021

PROGRAM/PROJECT/ACTIVITY	OBJECTIVE	BUDGET	REMARKS
Conduct monthly meeting every 2 nd Tuesday of the month.	To give update/information and concern of its member.	-	Monthly meeting conducted.
Distribution of rice seeds and fertilizers.	To support the needs of rice farmers.	-	Rice seeds and fertilizers distributed.
Re-organization of AIFA officers.	To replace in-active officers and update their functions.	-	Set of new officers organized.
Follow-up of Rice machineries from Philmech.	To give services to farmers like farm machineries.	-	Farm machineries received.
Vegetable gardening	To support farmers for the availment of livelihood programs specially MIC program.	-	Sustained vegetable gardening.

Certified by:


MIGUELA S. JERVOSO
AIFA Secretary

Attested by:


EUGENIA O. NIEGAS
AIFA President

ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)
BARANGAY ABUYOGAY JAVIER, LEYTE

FINANCIAL STATEMENT
As of December 31, 2021

ASSETS

Cash on Hand	----	P	948.00
Cash in Bank	----		84,500.00
Accounts Receivables	----		16,000.00
Machineries:			
4 Wheel Tractor	----		1,200,000.00
Harvester	----		1,800,000.00
Hand tractor with Kuliglig	----		280,000.00
Mud boat	----		140,000.00
Rice trans-planter	----		360,000.00
TOTAL ASSETS			P 3,881,448.00

LIABILITIES AND CAPITAL ACCOUNT

Liabilities	-----		0.00
TOTAL LIABILITIES	-----		0.00

CAPITAL ACCOUNTS

Capital Build-up	-----		6,000.00
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INCOME	-----		81,448.00
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Grants:			
4 Wheel Tractor	-----		1,200,000.00
Harvester	-----		1,800,000.00
Hand tractor with Kuliglig	-----		280,000.00
Mud boat	-----		140,000.00
Rice trans-planter	-----		360,000.00
Due from members	-----		14,000.00

TOTAL CAPITAL ACCOUNTS			P 3,881,448.00
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TOTAL LIABILITIES AND CAPITAL ACCOUNTS			P 3,881,448.00
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Prepared by:

Nida Ulbata
NIDA B. ULBATA
AIFA Treasurer

CERTIFIED CORRECT BY:

Eugenia O. Niegas
EUGENIA O. NIEGAS
AIFA President

**CONSTITUTION AND BY-LAWS OF THE ABUYOGAY INTEGRATED FARMERS' ASSOCIATION
(AIFA)**

Brgy. Abuyogay, Javier, Leyte

PREAMBLE

We, the undersigned, the members of the association of Brgy. Abuyogay, Javier, Leyte, in order to improve our standard of living and enhance the general welfare, the members of the **ABUYOGAY INTEGRATED FARMERS ASSOCIATION (AIFA)**, organized ourselves into an association, do hereby promulgate this Constitution and By-Laws. (CBL)

**ARTICLE I
NAME AND ADDRESS OF THE ASSOCIATION**

Section1. The Name of the Association shall be:

ABUYOGAY INTEGRATED FARMERS' ASSOCIATION (AIFA)

Section2. The Address of the Association:

Brgy. Abuyogay, Javier, Leyte

**ARTICLE II
OBJECTIVES AND PURPOSE**

Section1. Objectives and Purposes – The objectives and purposes of this Association are as follows:

1. To establish a group of associations that will promote mutual aid and protection to its *members*;
2. To promote the moral, social and economic well-being of all the members;
3. To develop an effective cooperation and coordination among members on matters related to their farmer's enterprise;
4. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members;
5. To serve as an avenue for the association to avail, secure, enjoy any form of assistance (e.g. loans, grant in aids, donations) sponsored by government, private and NGOs, both local and foreign;
6. To provide the members knowledge and skills and equip themselves for an effective and innovative way of integrated products related to agri- base;
7. To engage in the production, procurement and marketing business of farm equipments, machineries and agricultural inputs.
8. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members;
9. To engage rural development and planning activities, institutional development of farmer based- associations, livelihood promotions, entrepreneurial level
10. To engage in compact farming on integrated high valued crops and processing of related to food technologies operation, on packaging, labeling, and market linkage.

**ARTICLE III
MEMBERSHIP**

Section1. Membership – That membership from the associations shall be open to all persons who are of legal age, with the capacity to contract, and engaged in farming operations.

1. Residing and/or working in the area of operation.
2. Willing to abide the Constitution and By-Laws of the association.
3. Pledge to undertake the responsibilities of a member.

Section2. Application of Membership

1. The application for membership of the association shall be in writing and shall be presented to the officers for action. The application shall be accompanied by a membership fee of **FIFTY PESOS ONLY (50.00)**, which amount shall be returned to the applicant in case of rejection.
2. The monthly due shall be pay during the monthly regular meeting the amount of **Five pesos only (05.00)**.
3. Fines shall be pay the amount of **Ten pesos only (10.00)** with regular meetings conducted without reasonable justification of the member to the officers.

Section3. Membership in Association, once acquired, shall be permanent and may be lost on the following grounds:

1. Membership in subversive organizations or one who profess subversive ideas;
2. Habitual absences from meeting where his/her attendance is required, at least three consecutive absences without being excused;
3. Persons who have been convicted of a crime involving moral turpitude;
4. Failure to comply with the existing rules, policies and regulations of the association as set forth in its constitution and by-laws or any violations of the provisions thereof.

ARTICLE IV

RIGHTS, DUTIES AND RESPONSIBILITIES OF MEMBERS

Section1. Rights of Members: Every member have 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 requirement thereof.
3. Inspect and examine the books of account, the minute books and other records of association during office hours and to exercise other rights and privileges of membership.
4. To exercise the right to vote on all matters relating to the affairs of the association;
5. To be eligible to any elective or appointive office of the association;
6. To be avail of all the facilities/ services of the association.

Section2. Duties and Responsibilities of Members/Association – Every member shall have the following duties and responsibilities:

1. To obey and comply with the Constitution and By-Laws of the association and such rules and regulations that it maybe promulgate from time to time.
2. To attend all meetings, trainings, and seminars that it may be called for requiring attendance of members.
3. To assist in every way possible in advancing the objectives of the association.
4. To participate in any system of organized procurement and supplying of production inputs and the marketing of farm based products that maybe constituted by the association.
5. To help in the implementation of any project/ program by the association and/ or by the government for the benefit of the members.

ARTICLE V

TERMINATION, WITHDRAWAL, EXPULSION AND DEATH OF MEMBERS

Section1. Termination of Membership – membership in the association maybe terminated either by withdrawal or expulsion and death.

Section2. Withdrawal – Any member desiring to terminate his membership by withdrawal shall submit a written application to the officers. However, no member shall be allowed to withdraw or terminate his membership during any period in which he / she has a pending obligation with the association.

Section3. Expulsion – A member maybe terminated by the officers for any of the following causes:

1. When a member has not patronized the services of the association for unreasonable period of time as maybe fixed by the officers.
2. When a member has continuously failed to comply his obligations.
3. When a member has acted in violation of the by-laws.

Section4. Death - In case of death of a member shall terminate his / her membership in the association. The interests and liabilities of a deceased member shall devolve upon his lawful heir (s), provided that such heir (s) is qualified and admitted as a member, then the interest of the deceased member shall be forfeited in favor of the association.

ARTICLE VI

GOVERNMENT

Section1. The General Assembly: The General Assembly of the associations shall be composed of members entitled to vote duly assembled and constituting a quorum.

Section2. Power and Limitation of the General Assembly-The General Assembly has the following power.

1. To elect and remove officers for cause;
2. To hear and pass upon the reports of the officers;
3. To take final decisions regarding any drastic change in financial policies subject to legal restrictions;
4. To exercise final authority on all matters vitality affecting the association;
5. To approve development plans of the association;
6. To exercise all powers expressly provided by law and the by-laws.

Section3. Annual and General Assembly – The Annual General Assembly should be held on the every 10th day of January at the principal office of the association or at any place within its area of operation and such time as the officers may designate.

Section4. Special General Assembly- A Special General Assembly maybe called at anytime by a majority vote of the officers to consider urgent matters requiring immediate membership decision. A Special General Assembly shall be called by the officers within 30 days from receipt of a written request.

Section5. Notice of General Assembly- Written notice of all meetings shall be served by the Secretary, though an urgent, upon each member or thru information by the Board at least one week prior to the General Assembly. The notice of the General Assembly shall be accompanied by the agenda, minutes of meeting at last general assembly, consolidated reports of the officers with financial statements, proposed amendments to the by-laws, if any, and other

Board of Director (BOD) – Powers and Duties of the Board of Director

1. To have general supervision and control of the affairs and properties of the association;
2. To elect/appoint the officers of the association;
3. To make reasonable rule, regulations and policies consistent with law, this by-laws for the management of the affairs of the association and for the guidance of the officers, employees and members of the association;
4. To authorize any officer of the association to enter any negotiations, contracts or agreement with any person, firm or entity which it may consider necessary for the best interest of the association;
5. To require proper records to be kept for all transactions of the association;
6. To decide on matter of fees, and other dues as provided for in this by-laws and likewise, to submit an annual financial statement of the association to the members.

Treasurer – The Treasurer shall have the following duties:

1. Take custody of all monies, securities and papers of the association;
2. Keep complete record of its cash transactions for the establishments of proof his/ her cash position at any time and date;
3. Pay upon the recommendation of the business manager or as authorized by the officers, all money transactions and certified to the correctness of the cash position of the association in all financial statements and submitted to the officers and the general assembly.
4. Turn over all monies, securities, papers and other properties belonging to the association that he may have in his position upon election or inability to perform his duties.

Secretary – Shall have the following duties:

1. Keep a complete list of all members and maintain correct record of all meetings of the officers and the General Assembly.
2. Give notices for all meetings called
3. Keep and maintain in the record book and serve as custodian of the seal of the association
4. Turn over to his/ successor all books and other properties in his/ her possession belongings to the association;
5. Perform the duties of the Treasurer in case of the latter's absence or inability to perform his/ her duties.

6. To keep up-to-date of the master list of all members of the association:

Auditor:

Conduct audit on income and expenses and inventory of properties of the association.

PIO: Act as the courier of messages/notices to all members; inform the members and general public as to the activities of the association.

**ARTICLE VII
CAPITAL STRUCTURE**

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

1. Membership fees (50.00)
2. Contributions:
3. Donations / Grants/ Aids;
4. Fund raising
5. Loans and Capital Borrowings
6. Monthly Dues (5.00)
7. CBU/Capital Build-up
8. Fines (10.00) collected per regular meeting
9. Annual Dues 30- 6

**ARTICLE VIII
OPERATION**

Section 1. The association shall procure the production inputs and supplies consumer goods, materials inputs of high value crops . and other related integrated agricultural product needs of its members and the community in bulk from the best sources possible through an association purchasing system to achieve economy and efficiency, and shall make these goods available regularly at the right quality and quantity at reasonable price.

Section 2. All members shall procure their goods like planting materials of high value commercial crops, livestock requirements from the association.

Section 3. All members shall execute a marketing and/ or service agreement with the association. The later shall market the processed product of the members and / or provide the needed service in the usual custody manner or any manner it may see fit under the circumstances, having in mind the interest and welfare of the members.

**ARTICLE IX
AMMENDMEN**

Section 1. This Constitution and By-Laws (CBL) maybe amended, altered or repealed in whole or in part, or a new Constitution and By-Laws may be adopted at any regular or special meeting of the General Assembly called for the association

Section6. Calendar Year- The Fiscal Year of the association shall commence on the **FIRST DAY OF JANUARY** and **END ON THE LAST DAY OF DECEMBER.**

Section7. Agenda- As par as practicable, the Order of Business at each annual meeting shall be:

1. Roll Call
2. Proof of due notice
3. Consideration of the minutes of the last general meeting
4. Consideration of the consolidated report of officers, board of directors and committees including statements of financial condition and operation.
5. Unfinished Business
6. Election of officers and committee members
7. New business; and
8. Adjournment

Section8. Quorum at the Membership Assembly-At the Annual or Special General Assembly, fifty percent (50%) plus one (1) of the total members entitled to vote shall constitute a quorum.

Section9. Manner of Voting:

1. Members entitled to vote shall be qualified to vote and participate in the general assembly of the association. No member shall be entitled to vote more than one regardless of the share owned. No proxy voting shall be allowed.
2. Election and removal of officers shall be in any manner that will truly and reflect the decision of the membership.

Section10. Officers and Members – The business of the association shall be administered by the officers.

Section11. Qualifications 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 upon the position officers or to continue as such:

1. Holding any elective position in the government, except that of barangay officials;
2. Having conflicting interest with the business of the association;
3. Having absent for three consecutive officers meeting without being excused;
4. Being full time employee of the association;
5. Having been convicted of any crime involving moral turpitude, gross negligence for gross misconduct in the performance of his duties if found culpable on any administrative case involving such offense;
6. Facing as respondents for defending on administrative proceedings or civil/ criminal suits involving financial and/ or property accountability; and
7. Having been disqualified pursuant to disqualification prescribes by law;

Section12. Election of Officers – The Officers shall be elected by secret ballot by the members at the annual general assembly and shall hold office for a term of three (3) years unless earlier removed for cause, or have resigned or become incapacitated due to illness or death, and until their successors have been elected qualified and have discharged the duties of the office, provided that during the election at the first annual general assembly after registration, one half (1/2) plus one (1) officers obtaining the highest number of voted shall served for three (3) years. Thereafter, all shall serve for a term of three (3) years. Provided, that no officers shall serve for more than three (3) consecutive terms.

Section13. Quorum of Officers Meeting - One -half (1/2) plus one (1) of the total officers shall constitute a quorum. A majority vote of the quorum duly assembled in meeting shall be valid.

Vacancies- When a vacancy of the officers occur by reason of death, 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 by the general assembly in a regular or special meeting called for the purpose. The successors named in either of the two instances, shall served for the unexpired portion of the term.

Section15. Removal of Officers and Committee Members – Any elected officers of committee members may be removed from office by a vote two-thirds (2/3) of the members entitled to vote, present and constituting a quorum at the annual or special general assembly called for the purpose after having given the opportunity to be heard at the said assembly.

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

Section17. Duties and Responsibilities of the Officers:

Chairman/President

1. Preside over all meetings of the association and of the officers' meeting;
2. Perform any and all acts and duties usually performed by a presiding officer;
3. Sign all communications, revolving fund certificates, contracts, and such other papers of the association which the officers may authorize or direct him to sign; and
4. Perform such other duties as the officers may prescribe.

Vice-Chairman/President

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

Regular Meetings

Monthly BOD Meeting	:	Every 1 ^{0th} day of the month\
Time	:	10:00 o'clock in the morning
Venue	:	Brgy. Abuyogay, Javier, Leyte
GA/BOD Regular Monthly Meeting:	:	Every 10 th day of the month
Time	:	1:00 o'clock in the afternoon
Venue	:	Brgy. Abuyogay, Javier, Leyte
Annual General Assembly Meeting:	:	Every 1 ^{0th} day of January in its year
Time	:	8: 00 o'clock in the morning
Venue	:	Brgy. Abuyogay, Javier, Leyte
Re-Organizational Meeting	:	Every 1 ^{0th} day of January in its 3 rd year
Time:	:	1:00 o'clock in the afternoon
Venue:	:	Brgy. Abuyogay, Javier, Leyte

It was further approved that by the body that the association be registered with the Department of Labor and Employment (DOLE), acquiring a legal/juridical personality is deemed necessary for the group to transact its- day to day activities and business legally. Moreover, any support or services from the government or private sector can be channeled the members through the association.

Finally, the chair asked if there were other issues/ concerns to be raised for deliberation, since there were no other matter placed on the table for question, the meeting was adjourned at exactly 4:30 P.M.

I HEREBY CERTIFY THE CORRECTNESS OF THE FOREGOING MINUTES OF THE PRE-ORIENTATION AND ORGANIZATIONAL MEETING AND RATIFICATION/ ADOPTION OF THE ABUYOGAY INTEGRATED FARMERS' ASSOCIATION (AIFA) OF BRGY. ABUYOGAY, JAVIER, LEYTE.

Attested by


EUGENIA O. NIEGAS
President

Certified true and correct by:


GI-ANN R. CAIN
Secretary

**ARTICLE X
EFFECTIVITY**

This Constitution and By-Laws (CBL) shall take effect immediately upon ratification by a majority vote of all the members of the Association.

ADOPTED AND RATIFIED this 24th day of March, at Brgy. Abuyogay, Javier, Leyte, with the list of members together with their signatures, who ratified the same appears below:

NAME	SIGNATURE
1. NESTOR G. PANTIN	1. Nestor Pantin
2. VICTORIO G. JORDAN	2. Victorio Jordan
3. EDWIN S. NAPOLES	3. Edwin Napoles
4. JAIME U. SABUNDO	4. Jaime Sabundo
5. LUIS J. GOHIL JR.	5. Luis Gohil Jr.
6. JORGE U. SABUNDO	6. Jorge Sabundo
7. ERNESTO M. ENRIQUEZ	7. Ernesto Enriquez
8. EUGENIA O. NIEGAS	8. Eugenia Niegas
9. ADRIANO V. GOHIL JR.	9. Adriano Gohil Jr.
10. GI-ANN R. CAIN	10. Gi-Ann Cain
11. ADELAIDA V. CUBIONA	11. Adelaida Cubiona
12. THELMA M. OLAZO	12. Thelma Olazo
13. SERGIA P. SABUNDO	13. Sergia Sabundo
14. ILUMINADO B. ULBATA	14. Iluminado Ulbata
15. ALFREDO U. ANADIA	15. Alfredo Anadia
16. FREDERIC JERVOSO	16. Frederick Jervoso
17. DOMINGA C. DIEZMA	17. Dominga C. Diezmas
18. FLORENCIA C. METRA	18. Florencia C. Metra
19. GERONIMA G. ARCELO	19. Geronima G. Arcelo
20. ROLANDO OLAZO	20. R. O.
21. JESUS N. PULGA	21. Jesus Pulga
22. LOIDA P. OLAZO	22. Loida Olazo
23. JAIME S. CARNESIL	23. J.C.
24. CELSO J. CLARIDAD	24. Celso CLARIDAD
25. TEODOLO B. SABUNDO	25. Teodoro Sabundo
26. DIOSCORO B. ABALOS	26. Dioscoro Abalos
27. BASILISA C. REMOJO	27. B. R.
28. LEON M. FERNANDEZ	28. Leon Fernandez
29. GENEROSO R. DAMALI	29. G. D.
30. JUPITER R. DAMALI	30. Jupiter Damali
31. BETHEL N. SABUNDO	31. Bethel Sabundo
32. NORMA A. SABUNDO	32. Norma Sabundo
33. LEOPOLDO A. ONIANA	33. Leopoldo Oniana
34. EUTEMIO B. CECILIO SR.	34. Eutemio Cecilio
35. ROMEO C. OLAZO	35. ROMEO C. OLAZO
36. MARGARITO A. OLAZO <i>Mai</i>	36. Margarito Olazo
37. REMEDIOS M. JAYMA	37. R. J.
39. MARLENE P. AUSTERO	39. Marlene Austero
39. JOCELYN C. AUSTERO	39. Jocelyn Austero
40. ALFREDO C. CUBIONA	40. Alfredo Cubiona
41. EDUARDO A. PELOTON	41. E. Peloton
42. ERLINDA O. AUSTERO	42. Erlinda O. Austero
43. REY B. PEJE	43. Rey B. Peje
44. EUFRACIA B. PEJE	44. Eufracia B. Peje
45. ALEXANDER H. REPUGIA	45. Alexander H. Repugia
46. CYNTHIA J. GALLARDO	46. Cynthia Gallardo

Attested:

Eugenia Niegas
EUGENIA O. NIEGAS
President

CTC #: 04257040
Issued on: 3/02/2016
Issued at: Javier, Leyte

Certified Correct:

Gi-Ann Cain
GI-ANN R. CAIN
Secretary

CTC # 04353948
Issued on: 03/02/16
Issued at: Javier, Leyte