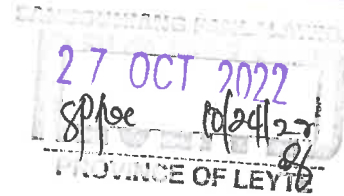


September 19, 2022

**Vice Governor Leonardo M. Javier**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte



Dear Vice Governor Javier:

In response to your Notice of Call for Accreditation, kindly be informed that Tuguipa Farmers' Association (TFA), with office address at Brgy. Tuguipa Hilongos, 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,

  
**CONCESO S. GILOS**  
President- TGA

## APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** TUGUIPA FARMERS' ASSOCIATION (TUGFA)

**Address:** BRGY. TUGUIPA, HILONGOS, LEYTE

**Contact No.:** 0912 428 5307

**Email address (optional):**

**Date Organized:** November 27, 2017

**Sector/s Represented:** Farmers

### Purposes/Objectives:

1. To provide the members knowledge and skills and equip themselves an effective and innovative way of rice production and vegetables and other agricultural commodities ;
2. To enable to avail of any form of livelihood assistance from any national government agencies and non-government organizations.

### Services that the organization provides or can participate in:

To work with non-government and government organizations or entities in the promotion and development of the association and in carrying out government policies.

### Registering Agency:

**Date Registered:** November 27, 2017

- 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)

**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
2019	Vegetable production	15,000	Counter parting	TUGFA members	ongoing	
2020	Hog breeders	900,000	Counter parting	TUGFA members	ongoing	
2021	Rice Farm Machineries	1.5M	DA-RCEF	TUGFA members	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.

  
**CONCESO S. GILOS**  
President, TUGFA

  
**GRACE S. RADORES**  
Secretary

[CSO LOGO]

**TUGUIPA FARMERS' ASSOCIATION (TUGFA)  
BRGY. TUGUIPA, HILONGOS, LEYTE**

**BOARD RESOLUTION NO -02**

**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. 2022-83, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the TUGUIPA FARMERS ASSOCIATION (TUGFA) is a civil society organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

**WHEREAS**, in the TUGUIPA FARMERS ASSOCIATION (TUG FA) Special Board Meeting held at Brgy Tuguipa, Hilongos, Leyte on September 01,2022, attended by the following Board of Directors 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, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-83, and to apply for membership in a local special body in the Province of Local Government Unit

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor Trinidad G. Apostol.

**RESOLVED FURTHERMORE**, that the following representative of the Organization is authorized and directed to take any action necessary to effectuate the foregoing resolution: Conceso S. Gilos- President-TUGFA

**ADOPTED** unanimously by the Board of Directors of the Tuguipa Farmers Association this 1<sup>st</sup> day of September,2022 in the Province of Leyte of Municipality of Hilongos.

Name

Position


Signature

TIN # 726-660-223	Nelson M Adaron
TIN # 726-651-764	Grace S. Radores
PHILHEALTH # 13-201593641-3	Bengie N. Jovita
TIN # 726-655-987	Alfonso I. Rosal
NATIONAL ID 4624-8067-0071-6216	Antonio G. Mancio
TIN # 726-657-726	Tito B. Goltiano

Vice President
Secretary
Treasurer
Auditor
PIO
Member



Annex E: Board Resolution - Intention for Accreditation

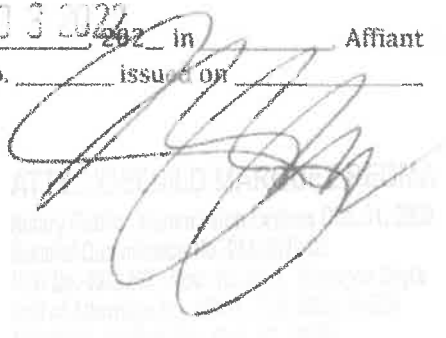
TIN # 726-653-507  CONGESO S. GILOS

[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this 03 day of 03 2022 in \_\_\_\_\_ Affiant  
exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_  
at \_\_\_\_\_

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Page No: 20  
Book No: XXX  
Series of 2022



ATTEST: I, \_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_  
State of \_\_\_\_\_  
My Exp. No. \_\_\_\_\_  
My Exp. Date \_\_\_\_\_



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VIII  
WESTERN LEYTE FIELD OFFICE

Registration Certificate No.  
**ROS-WLFO-2017-11-WA-1309**

**KNOW ALL MEN BY THESE PRESENTS:**

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

## **TUGUIPA FARMERS ASSOCIATION**

Brgy. Tuguipa, Hilongos, 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 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 for 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.

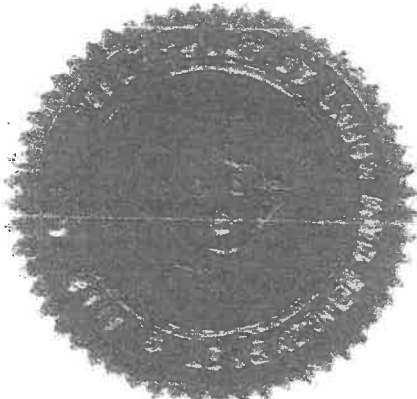
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Philippines this 26<sup>th</sup> day of November 2017.

*By authority of the Regional Director:*

**DIR. JOEL M. GONZALES**  
OIC - Regional Director

*Approved by:*

  
**MARITES Z. VIÑAS**  
Chief LEO/Head WLFO



Not Valid W/Out Seal

Annex F: List of Current Officers and Members

List of Current Officers and Members of the Tuguipa Farmers' Association  
as of August, 2022

<b>Name</b>	<b>Position</b>
Conceso s. Gilos	President
Nelson M. Adaron	Vice President
Grace S. Radores	Secretary
Bengie N. Jovita	Treasurer
Alfonso I. Rosal	Auditor
Cecilio N Jovita	Head, Health Committee
Ana Liza G. Bautista	Head, Education Committee
Edward R. Lampios	Head, Environmental Committee
Nelson M. Adaron	Head, Infrastructure and Safety Committee
Tito B. Goltiano	Member
Gennalyn S. Pedere	Member
Jacquelyn L. Bautista	Member
Jeanette B. Telacas	Member
Teresita T. Inquito	Member
Renerio G. Palmero	Member
Josephine R. Palmero	Member

*\*add rows as necessary*

**TUGUIPA FARMERS' ASSOCIATION (TUGFA)**

**Activity: Annual Meeting**

**Participants: 15 TUGFA Members and 2 Agricultural Extension Workers**

**Date and Time: January , 2021**

**Expectations for the Activity: Report on the annual accomplishment of the assoc.**

**General Objective: To be able to inform the members of the accomplishment of the association.**

**Specific Objectives:**

- Report on the annual accomplishment
- Financial report
- Plan of activities for CY 2022
- Plan for the rehabilitation of vegetable production

**Agenda:**

1. Agenda 1: The association was able to sustain the breeders project by the members taking turns in the care and management .

It was agreed that there will be an assigned caretaker for the breeders project to minimize entry of many persons who might be exposed to the African Swine fever disease which is infecting some barangays in the municipality.

The caretaker will update the members regarding the progress of the project.

2. Agenda 2: Financial Report

Cash Inflow:

Cash Outflow:

Total Fund Balance:

3. Agenda 3: Plan of Activities for CY 2022

A, Rehabilitation of the Vegetable Production Area

B. Election of new set of officers

4. For the rehabilitation of the vegetable area the members agreed that the association will try to negotiate with the barangay council for the use of the vacant space of the barangay site for vegetable production and the area for raising the free range chicken layers.

Prepared by:



**GRACE S. RADORES**  
Secretary, TUGFA

Noted by:



**CONCESO S. GILOS**  
President-TUGFA



Annex H: Annual Accomplishment Report

**TUGUIPA FARMERS' ASSOCIATION(TUGFA)**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Vegetable production	Food security Poverty alleviation	2018 to date		ongoing	30,000.00	
Hog breeding/piglet prodn	Food security Poverty alleviation	2020 to date		ongoing	100,000.00	
Rice farm machineries rental		2021 to date		ongoing	1.5M	

*\*add rows as necessary*

Prepared by:

  
GRACE S. RADORES  
 Secretary-TUGFA

Noted by:


  
 CONCESO S. GILOS  
 President-TUGFA

**TUGUIPA FARMERS' ASSOCIATION (TUGFA)  
FINANCIAL STATEMENT FOR CY 2021**


<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Vegetable production		
Livestock-hog-breeding		
Monthly Dues / Membership Fees		
Income Generating Project 1	<b>3,200.00</b>	<b>Vegetable income</b>
Income Generating Project 2	<b>501,244.00</b>	<b>Piglets &amp; fattening</b>
<b>TOTAL</b>	<b>504,444.00</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Project 1	<b>2,200.00</b>	<b>All inputs were given by PLGU</b>
Project 2	<b>175,000.00</b>	<b>Feeds &amp; biologics</b>
Meeting Expenses and transportation	<b>14,500.00</b>	
Housing Construction	<b>50,500.00</b>	<b>Materials for housing/pigpen</b>
Labor cost	<b>83,500.00</b>	<b>Housing/pigpen</b>
Power bill	<b>10,500.00</b>	
Incentives to members	<b>30,000.00</b>	
<b>TOTAL</b>	<b>366,200.00</b>	
<b>TOTAL FUND BALANCE (Total Inflow – Total Outflow)</b>	<b>138,244.00</b>	

**Noted by:**

  
**CONCISO S. GILO S**  
President-TUGFA

  
**NELSON M. ADARON**  
Vice President-TUGFA

  
**GRACE S. RADORES**  
Secretary-TUGFA

  
**BENGIE N. JOVITA**  
Treasurer- TUGFA

  
**ALFONSO I. ROSAL**  
Auditor-TUGFA