

**Annex D: Letter of Appli**

**October 21, 2022**

Date

HON. LEONARDO M. JAVIER, Jr.  
Vice-Governor  
Presiding Officer  
Sangguniang Panlalawigan  
Province of Leyte  
Capitol Building, Tacloban City

Dear Hon. JAVIER


In response to your Notice of Call for Accreditation, please be informed that JAVIER FARMERS' ASSOCIATION (JAFARMA) with office address at Pob. Zone I Javier, Leyte, would like to seek accreditation with the Sangguniang Panlalawigan.

In support of this application are the following administrative requirements:

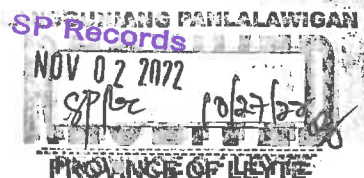
1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [ SEC, DA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation 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,

  
LORNA T. CROSA  
President

Item No.: **04**  
Date: **15 NOV 2022**



**APPLICATION FORM FOR ACCREDITATION**

**Name of**

**Organization:** Javier Farmers Association (JAFARMA)

**Address:** Pob. Zone I Javier, Leyte

**Contact No:** 09356223929

Email address (optional):

**Date Organized:** February 26, 2012

**Sector/s Represented:**

**Purpose/ Objectives:**

1. To establish a farmers' association of domestic farm workers and local entrepreneurs' that will collectively implement activities common to everyone with the end-results of attaining good yields.
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 farmers' 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 a venue of the association to avail, secure, enjoy any form of assistance (e.g. loans, grants in aids, donations) sponsored by government, private NGO's, 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 farming;
7. To engage in the production, procurement and marketing business on high valued vegetable product;
8. To support the government in its program of economic recovery.
9. To serve as a partner organization with the stakeholders towards sustainable management as well as in rural development for the benefit of the present and future generation.
10. To engage in production of integrated high valued product, and procurement of inputs and marketing.
11. To have continuous education for each member to acquire knowledge in farming techniques and other skills.
12. To develop knowledge and skills necessary for the effective and harmonious discussion of issues concerning its operations and gain good sights in finding alternative solutions of any problems and conduct continuing education of members.
13. To develop knowledge and skills necessary for the effective and harmonious discussion of issues concerning its operations and gain good sights in finding alternative solution of any problem and conduct continuing education of members
14. To capitalized human and natural resources found in the barangay, particularly in the cultivation for large scale profit of high value crops for consumptions and surplus production
15. To enhance organizational collaterals such that all needs of the members specifically financial and materials for the family will be sufficiently meet.

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

**Registering Agency:**

**Date Registered: November 19, 2012**

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)

Department of Urban 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 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)

Others (specify): Sangguniang Panlalawigan

Organizational Level:

Barangay Level

Chapter

Affiliate of a larger organization (identify organization): \_\_\_\_\_

Others (specify): \_\_\_\_\_

Projects Implemented in the (Province/City/Municipality) of LGU Javier

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status Completed / Ongoing
2021	Seeds & Fertilizers		DA	Association	On going
2022	Seeds & Fertilizers		DA	Association	On going

Prepared by:

  
**MAY FRANCES A. GO**  
Secretary

Attested by:

  
**LORNA T. CROSA**  
President

Annex E: Board Resolution - Intention for Accreditation

JAVIER FARMERS ASSOCIATION (JAFARMA)  
(Name of Association)

Pob. Zone I Javier, Leyte  
(Address)

**RESOLUTION No. 0001**  
Series of 2022

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

**WHEREAS**, on September 6, 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 Representatives to the Local Special Bodies;

**WHEREAS**, the Javier Farmers' Association (JAFARMA) is a duly registered organization with the Department of Labor and Employment (DOLE) with Registration Certificate No. DOLE-WLFO-2012-WA-11-246, and existing under Philippine laws;

**WHEREAS**, in the JAVIER FARMERS' ASSOCIATION (JAFARMA) Special Board Meeting held at Pob. Zone I Javier, Leyte on September 25, 2022, attended by the following Board of Trustees present, the following resolution was approved and adopted:

**RESOLVED, AS IT HEREBY RESOLVED**, to signify our intention to be an accredited civil society with the Sangguniang Panlalawigan, pursuant to the procedured 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 Javier

**RESOLVED FURTHER**, to forward a copy of this **RESOLUTION** to the Chair of the Sanggunian Committee On Accreditation, the HON. LEONARDO M. JAVIER JR

**RESOLVED FURTHERMORE**, that the following representation/s of the Organization is/ are authorized and directed to take any action necessary to effectuate the foregoing resolution in Sangguniang Panlalawigan.

**ADOPTED** unanimously by the Board of Trustees of the Javier Farmers' Association (JAFARMA) this 25<sup>TH</sup> day of September 2022 in the Municipality of Javier

Name	Position
<u>ALLAN L. TANO</u>	Board of Director
<u>FELNOR M. IMPUESTO</u>	Board of Director
<u>LUCIANO SANDAGAN</u>	Board of Director
<u>FREDELYN EGOS</u>	Board of Director
<u>JOSEPH J. TANO</u>	Board of Director

Signature

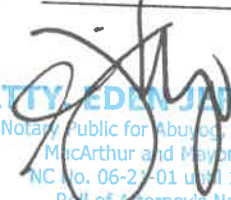


The block contains four handwritten signatures, each written over a horizontal line. From top to bottom, the signatures correspond to the names listed in the table: Allan L. Tano, Felnor M. Impuesto, Luciano Sandagan, and Joseph J. Tano.

LORNA T. CROSA  
President

SUBSCRIBED AND SWORN TO before me this 26 day of OCT 2022, 2022 in  
JAVIER LEYTE Aqffiant exhibiting to me his/her \_\_\_\_\_ with valid  
identification No. VN: 774-00045106 issued on \_\_\_\_\_ at  
JAVIER LEYTE LTC70060

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Page No: 64  
Book No: X  
Series of: 7022

  
**ATTY. EDEN JOBY C. GO**  
Notary Public for Abuyog, Javier, La Paz,  
MacArthur and Mayorga, Leyte  
NC No. 06-27-01 until 12/31/2022  
Roll of Attorney's No. 63888  
PTR No. 6248385/01-03-2022/Javier, Leyte  
IBP Lifetime No. 017865/07-06-2017/Leyte Chapter  
Poblacio Zone I, Javier, Leyte



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
WESTERN LEYTE FIELD OFFICE  
513 Valle St., Mejia Subdivision, Ormoc City  
Tel 255-2436 Fax: 561:4518  
Email add: [dolero8-wlfo@yahoo.com](mailto:dolero8-wlfo@yahoo.com)  
Tacloban City

**Registration Certificate No.  
DOLE-WLFO-2012-WA-11-246**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**JAVIER FARMERS' ASSOCIATION  
(JAFARMA)**

Pob. Zone 1, 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.

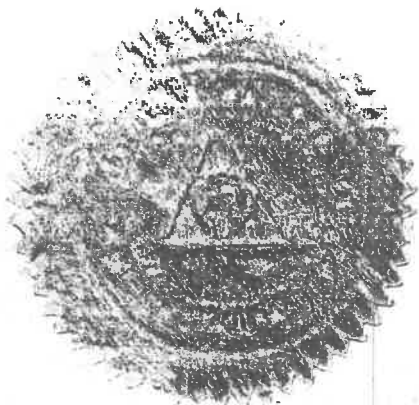
This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules and at all times shall be subject to compliance to said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines this 19th day of November 2012.

*Recommending Approval:*

  
**CYRIL TICAQ**  
Assistant Regional Director  
Head, Western Leyte Field Office

  
Approved by:  
**EZEQUIEL R. SARCAUGA**  
O/C Regional Director



**LIST OF OFFICERS AND MEMBERS**

As of July 16, 2022

NAME	POSITION	ADDRESS
1. Lorna T. Crosa	President	Zone I, Javier, Leyte
2. Arturo R. Galola	Vice-President	Zone I, Javier, Leyte
3. Allan L. Tano	Board of Director	Zone I, Javier, Leyte
4. Felnor M. Empuesto	Board of Director	Zone I, Javier, Leyte
5. Luciano Sandagan/Josephine Sandagan	Board of Director	Zone I, Javier, Leyte
6. Fredelyn Egos	Board of Director	Zone I, Javier, Leyte
7. Joseph J. Tano	Board of Director	Zone I, Javier, Leyte
8. May Frances A. Go	Secretary	Zone I, Javier, Leyte
9. Marilyn W. Napoles	Treasurer	Zone I, Javier, Leyte
10. Teresa Guatno/Bonifacio Llamas	P.I.O.	Zone I, Javier, Leyte
11. Ronilo G. Niog	P.I.O.	Zone I, Javier, Leyte
12. Richard Kow	Auditor	Zone I, Javier, Leyte
13. Filomena L. Dingal	Member	Zone I, Javier, Leyte
14. Leopoldo L. Napoles	Member	Zone I, Javier, Leyte
15. Luz de la Cruz	Member	Zone I, Javier, Leyte
16. Ronilo G. Niog	Member	Zone I, Javier, Leyte
17. Marcial S. Sevillano	Member	Zone I, Javier, Leyte
18. Jessie Milar	Member	Zone I, Javier, Leyte
19. Alberto Cumla	Member	Zone I, Javier, Leyte
20. Norberto Maldos	Member	Zone I, Javier, Leyte
21. Susan Macasusi	Member	Zone I, Javier, Leyte
22. Marlon Tiu	Member	Zone I, Javier, Leyte
23. Rosalie Flores	Member	Zone I, Javier, Leyte
24. Leonarda Olaybar	Member	Zone I, Javier, Leyte
25. Delia Catayas	Member	Zone I, Javier, Leyte
26. Lelia Cumla	Member	Zone I, Javier, Leyte
27. Alejo Raagas	Member	Zone I, Javier, Leyte

Prepared by:

  
MAY FRANCES A. GO  
Secretary

Approved:

  
LORNA T. CROSA  
President

Continuation . . .

- |     |            |    |            |
|-----|------------|----|------------|
| 28. | Antonio    | B. | Ringal     |
| 29. | Romina     | R. | Dimol      |
| 30. | Marilyn    | M. | mercado    |
| 31. | Edgar      | S. | Ringal     |
| 32. | Marieta    | C. | Lajara     |
| 33. | Arturo     |    | Lazarte    |
| 34. | Loreta     | E. | Tano       |
| 34. | Esmeralda  | J. | Abiza      |
| 35. | Nena       | P. | Lakiba     |
| 36. | Estrellita | M. | Acula      |
| 37. | Rugino     |    | Jordan JR. |
| 38. |            |    |            |
| 39. |            |    |            |
| 40. | SUSAN R.   |    | Dimol      |



MINUTES OF THE MEETING OF JAVIER FARMERS ASSOCIATION (JAFARMA) HELD LAST JULY 16, 2022 AT THE BARANGAY HALL OF ZONE I, JAVIER, LEYTE.

- AGENDA:
1. Updates of the association
  2. Final Turn-over of documents by Mrs Felomina L. Dingal to Marilyn Napoles
  3. Renewal of SB Accreditation
  4. Application with PhilMech
  5. Other Matters

MEETING PROPER:

1. UPDATES OF THE ASSOCIATION.

The meeting started with a prayer led by Ms Marilyn Napoles followed by a short introduction of the president updating the associations. There was a new set of officers declared as a result of the election undertaken; Felomina Dingal elected as treasurer refused to be the treasurer due to some unavoidable circumstances and the hectic of schedule so that Marilyn Napoles became the successor. The latter treasurer was advised to turn-over the financial documents in her possession to the newly appointed treasurer Marilyn Napoles of which was later advised to work on accreditation documents with SB and BIR registration. Motion for the approval of the foregoing was duly seconded by a members present.

2. FINAL TURN-OVER OF THE PREVIOUS TREASURER FELOMINA DINGAL TO MARILYN NAPOLES, NEWLY ELECTED TREASURER OF THE ASSOCIATION.

Ms. Felomina Dingal turned-over the cash in her possession as follows:

<b>*Cash Received (Marilyn L. Raagas – F. Dingal)</b>	-		<b>P 1,300.00</b>
Add: Collections:			
*Binhi	-	1,950.00	
*Membership Fee	-	700.00	
*Miscellaneous	-	<u>1,700.00</u>	
Totals	-	4,350.00	4,350.00
		=====	
<b>TOTAL CASH AT HAND</b>	-	-	<b>P 5,650.00</b>
			=====
<b>**Cash Endorsed (F. Dingal – M. Napoles):</b>			
Cash	-	-	<b>P 5,650.00</b>
Less:			
BIR updates	-	500.00	
Labor/Miscellaneous			
Expenses	-	<u>1,000.00</u>	
Totals	-	1,500.00	
		=====	
<b>Net Cash Endorsed</b>	-	-	<b>P 4,150.00</b>
			=====

**3. RENEWAL OF SB ACCREDITATION:**

Ms. Lorna T. Crosa seek assistance for the accreditation of the association with the Sangguniang Bayan. Gathering informations needed, they decided to worked on the documents so as to submit the same within the month of July, 2022.

**4. APPLICATION WITH PHILMECH:**

The body agreed to ask from the agriculture office necessary requiremetns in connection with their application with PHILMECH and to work on the processing of these documents needed upon the approval of their accreditation with the Sangguniang Bayan. Hand tractor will be one among the machineries to be requested.

**5. OTHER MATTERS:**

**a. Membership in the association.**

The body had agreed to implement the by-laws regarding membership in the association and to consider active members based on the attendance during meetings held. Said by-laws on membership focused on the absences made for three (3) consecutive meetings and to terminate any member who had committed abovestated. Any member who wishes return and activate will again pay membership fees and other necessary fees.

**ADJOURNMENT.**

Since there were no other matters to take up with the meeting ended at almost 12:00 high noon.

**I HEREBY DECLARE TO THE CORRECTNESS OF THE FOREGOING.**

Certified correct:

  
**MAY FRANCES A. GO**  
Secretary

**ATTESTED:**

  
**LORNA T. CROSA**  
President

JAVIER FARMERS ASSOCIATION (JAFARMA)

Barangay ZONE I , Javier, Leyte

ANNUAL ACCOMPLISHMENT REPORT  
As of December 31, 2021

Activities Undertaken	Remarks
Scheduled Regular Monthly Meeting	Done every last Sunday of the month at the Brgy. hall
Clean-up Drive / maintain cleanliness	Pintakasi by all members at the area of the ricemill and Barangay Hall.
Re-election of officers	First election undertaken
Re-appointment of Treasurer and Turn-over of documents	Previous appointed Felomina Dingal had resigned and the newly appointed one is Marilyn Napoles.
Consultation and gather documents for SB accreditation purposes	Preparation documents for SB accreditation

Prepared by:

  
LORNA T. CROSA  
President

JAVIER FARMERS ASSOCIATION (JAFARMA)  
Barangay Zone I, Javier, Leyte

STATEMENT OF FINANCIAL CONDITION  
As of July 16, 2022

ASSETS

Cash On Hand	**4,150.00		
	<u>*19,928.58</u>	-	P 24,078.58
Cash In Bank		-	26,233.06
Loans Receivable (KALAHI)		-	369,403.50
Accounts Receivable (KALAHI)		-	140,613.91
Plant, Property & Equipment (Net of Depreciation)		-	<u>830,071.42</u>
TOTAL ASSETS		-	P 1,390,400.47

LIABILITIES & CAPITAL ACCOUNTS

Liabilities		-	P <u>.00</u>
Capital Accounts:			
Capital Build-up		-	10,400.47
Grants		-	<u>1,380,000.00</u>
TOTAL LIABILITIES & CAPITAL ACCOUNTS		-	P 1,390,400.47

As taken by:

  
MARILYN W. NAPOLES  
Treasurer

Confirmed:

  
LORNA T. CROSA  
President

JAVIER FARMERS ASSOCIATION (JAFARMA)  
Barangay Zone I, Javier, Leyte

**CASHFLOW STATEMENT**

As of July 16, 2022

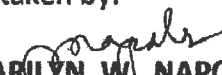
**CASH INFLOWS:**

*Cash Endorsed (M. Raagas)	-	P 1,300.00
*Collections:		
**Binhi	- 1,950.00	
**Membership Fees	- 700.00	
**Miscellaneous Income	- <u>1,700.00</u>	
Total Inflows	- <u>4,350.00</u>	4,350.00
<b>TOTAL INFLOWS</b>	- -	<b>P 5,650.00</b>

**CASH OUTFLOWS:**

Travelling Allowance/BIR	- 500.00	
Misc. Expenses/Encoding	- <u>1,000.00</u>	
<b>TOTAL OUTFLOWS</b>	- <u>1,500.00</u>	<u>1,500.00</u>
	=====	
<b>CASH BALANCE, END</b>	- -	<u>4,150.00</u>
Add: <i>Cash Balance Beginning</i>	- -	<u>P19,928.58</u>
<b>TOTAL CASH BALANCE – END</b>	- -	<u>P24,078.58</u>

As taken by:

  
**MARILYN W. NAPOLES**  
Treasurer

Certified Correct:

  
**LORNA T. CROSA**  
President