

Form No: 05  
Date: 15 NOV 2022

SP Records  
NOV-02 2022  
OFFICE (027/20)  
PROVINCE OF LEYTE

Annex D: Letter of Application

[Date]

Vice [Governor/Mayor] HON. LEONARDO T. JAVIER, Jr.  
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]  
\*City/Municipality of [Name of LGU]  
Province of [Name of Province] WTE

Dear Vice [Governor/Mayor] HON. JAVIER

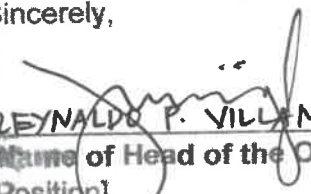
In response to your Notice of Call for Accreditation, kindly be informed that [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/bayan].

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate 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,

  
REYNALDO P. VILLAMON  
[Name of Head of the Organization]  
[Position]

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: MACASACA IRRIGATOR'S ASSOCIATION INC (MACASACA IA)

Address: BRGY. ABUYOGAY JAVIERA, LEXTE

Contact No.: 09254177392 Email address (optional): \_\_\_\_\_

Date Organized: AUGUST 17, 2012 Sector/s Represented: \_\_\_\_\_

Purposes/Objectives:

"PLEASE REFER TO THE ATTACHED CONSTITUTION AND BY LAWS"

Services that the organization provides or can participate in:

"NIA" - NATIONAL IRRIGATION ADMINISTRATION

Registering Agency: \_\_\_\_\_ Date Registered: MARCH 19, 2013

- 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)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): JANGGUNIANG PANLAHAWIGAN ACCREDITATION

**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
2021	CANAL LINING	5M	NIA	MACARACA 1A	FUNCTIONAL	

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.

  
REYNALDO P. VILLAMOR  
President

  
EDWIN B. ABUCAY  
Secretary



**MACASACA IRRIGATORS' ASSOCIATION, INC.**  
**Brgy. Abuyogay, Javier, Leyte**

Resolution No 3.  
Series of 2022

**A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLALAWIGAN PROVINCE OF LEYTE TO ACCREDIT MACASACA IRRIGATOR'S ASSOCIATION AS EMBODIED IN MEMORANDUM CIRCULAR No. 2022-083 OF THE DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG).**

**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. 2022-083, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the MACASACA Irrigators' Association, Inc., Brgy. Abuyogay, Javier, Leyte, to is one of the existing active civil society organizations duly registered with the Securities and Exchange Commission, and existing under Philippine laws;

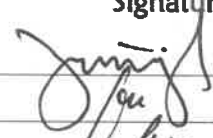
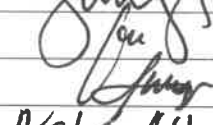
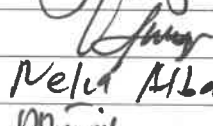

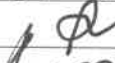
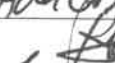
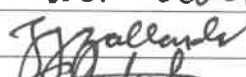
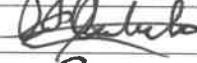
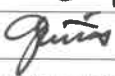
**WHEREAS**, during the MACASACA Irrigators' Association, Inc. regular Board Meeting held at Brgy. Abuyogay, Javier, Leyte on October 10, 2022, the Board have recognized the importance and advantages of LGU accreditation;

**NOW THEREFORE**, on motion by Cesar O. Sabundo, Board of Trustee, duly seconded by Ailly P. Rinos, another BOT, **RESOLVED, AS IT IS HEREBY RESOLVED**, to signify intention to be an accredited civil society organization with the Sangguniang Bayan, pursuant to the procedures 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 designate the IA President, **MR. REYNALDO P. VILLAMOR** as authorized representative to take any action necessary to effectuate the foregoing resolution;

**RESOLVED FINALLY**, to furnish copy of this resolution to the Offices of the Municipal Mayor and the Sangguniang Bayan of the Municipality of Javier, Leyte and the NIA, Satellite Office, MacArthur, Leyte for their recommendation and reference.

**ADOPTED** unanimously by the Board of Trustees this 10<sup>th</sup> day of October 2022 in the Municipality of Javier, Leyte

NAME	Position	Signature
Reynaldo P. Villamor	President	
Edwin S. Napoles	Vice President	
Edwin B. Abucay	Secretary	
Nelia C. Albarillo	Treasurer	Nelia Albarillo
Dines B. Riños	Auditor	
Raymundo P. Villamor	BOT	
Anacorito B. Malooy	BOT	Anacorito Malooy
Richard M. Briones	BOT	
Lino M. Pepito	BOT	Lino M. Pepito
Nida Ulbata	BOT	nida ulbata
Rodolfo P. Gallardo	BOT	
Cesar O. Sabundo	BOT	
Eglecerio P. Pepito	BOT	E. P.
Ailly P. Riños	BOT	

I HEREBY CERTIFY to the correctness of the foregoing resolution which was taken from the minutes of the Regular Meeting of the Board of Trustees of MACASACA Irrigators' Association, Inc. held on October 10, 2022 at Brgy. Abuyogay, Javier, Leyte.

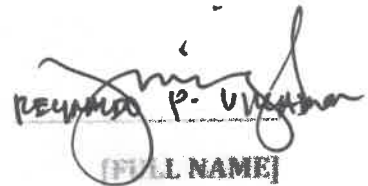
Prepared by:

  
EDWIN B. ABUCAY  
 IA Secretary

Attested by:

  
REYNALDO P. VILLAMOR  
 IA President


Annex E: Board Resolution - Intention for Accreditation

  
REYNALDO P. URDANETA  
[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this 04 OCT 2022 day of JAVIER, LEYTE in JAVIER, LEYTE Affiant  
exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on  
\_\_\_\_\_ at \_\_\_\_\_

Doc No: 750  
Page No: 51  
Book No: X  
Series of: 7000

  
**ATTY. EDEN JERBY C. GO**  
Notary Public for Abuyog, Javier, La Paz,  
MacArthur and Marunga, Leyte  
NC No. 06-21-01 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  
Poblacion Zone I, Javier, Leyte



REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**  
 SEC Building, EDSA, Greenhills  
 City of Mandaluyong, Metro Manila

COMPANY REG. NO. **CM201305232**  
 COMPANY TEL **098-492-637**

**CERTIFICATE OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

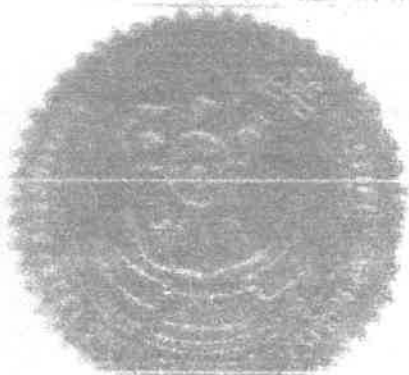
**MACASACA IRRIGATORS' ASSOCIATION, INC.**

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Ratified Republic Act No. 63, as amended), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment advisor of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/dealer, ~~bank~~ **financial** company, pre-paid plan issuer, general agent in pre-paid plans and ~~any other club~~ shares/membership certificates issuers or ~~selling~~ **agents** thereof. Neither does this Certificate constitute as ~~permit to undertake~~ **activities** for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines this 19<sup>th</sup> day of March, Twenty Thirteen.



*Ferdinand B. Sales*  
**FERDINAND B. SALES**  
 Acting Director  
 Company Registration and Monitoring Department





**MACASACA IRRIGATOR'S ASSOCIATION**  
**LIST OF OFFICERS**

<b>NAME</b>	<b>POSITION</b>
<b>Reynaldo P. Villamor</b>	<b>President</b>
<b>Edwin S. Napoles</b>	<b>Vice - President</b>
<b>Reymundo P. Villamor</b>	<b>Board of Director</b>
<b>Anacorito B. Malooy</b>	<b>Board of Director</b>
<b>Nida B. Ulbata</b>	<b>Board of Director</b>
<b>Richard M. Briones</b>	<b>Board of Director</b>
<b>Cesar O. Sabundo</b>	<b>Board of Director</b>
<b>Rodolfo P. Gallardo</b>	<b>Board of Director</b>
<b>Lino M. Pepito</b>	<b>Board of Director</b>
<b>Ailly P. Rinos</b>	<b>Board of Director</b>
<b>Glecerio P. Pepito</b>	<b>Board of Director</b>
<b>Edwin B. Abucay</b>	<b>Secretary</b>
<b>Nelia M. Albarillo</b>	<b>IA Treasurer</b>
<b>Dinnis B. Rinos</b>	<b>Auditor</b>



## MINUTES

Type of Meeting: Annual Assembly Meeting  
Date : February 22, 2021  
Time : 1:00 PM  
Location : MACASACA Post Harvest Office  
Brgy. Abuyogay Javier, Leyte

### Attendees Present:

Reynaldo P. Villamor - President  
Edwin S. Napoles - V- President  
Edwin B. Abucay - Secretary  
Nelia M. Albarillo - Treasurer  
Reymundo P. Villamor - BOT  
Anacorito B. Malooy - BOT  
Richard M. Briones - BOT  
Rodolfo P. Gallardo - BOT  
Cesar O. Sabundo - BOT  
Glecerio P. Pepito - BOT

Attendance: 156 members attendee

### Agenda:

1. Financial Statement
2. O&M Incentives
3. Organizational Plan
4. Project cy 2021
  - a. Canal Lining
5. Others

### Deed of Sale han Gintukuran han Building

### Results/Highligh of the Discussion

#### 1. Financial Statement

Iginpakita han treasurer nga si Nelia M. Albarillo an actual nga Pundo san IA

Cash in Bank – 298,545  
Cash on Hand – 15,400  
Total - 313,945 as of February

#### 2. O & M Incentives

Operation and Maintenance incentives nakadepende an makakuha gikan ha NIA  
Nga incentives kon pira la an na submit nga Lipa Reports  
Dry Sesson – 301 Hetares Lipa Reported  
×150 per hectares  
Dry 45,150 Deposited in Bank

#### 3. Organizational Plan:

Iginlatag san President han assosasyon an mga plano han organisasyon para han tuig 2022,

1. Re assistment han active members ngan incentives


2. Re assistment han actual tiller kon hira pa ba an nagtatanom/prenda or saop.
3. 100 percent dapat nga member an magmentenar han pagharas san canal.

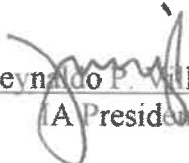
4. Project CY 2021

Canal Lining Concreting  
Hapit na mahoman

Others:

- a. Deed of Sale han tuna nga gintukuran han opisina kinahanglan ma ipasukol ha Dioditic Engeneer basi hisabtan it location.

Certified Correct by:   
Edwin B. Abucay  
IA Secretary

Noted by:   
Reynaldo P. Vilamor  
IA President

MACASACA IRRIGATOR'S ASSOCIATION

Name of Association

BARANGAY ABUYOGAY JAVIER, LEYTE

Address

ANNUAL ACCOMPLISHMENT REPORT -CY 2021

ACTIVITIES UNDERTAKEN	REMARKS
1. O&M Operation & Maintenance Canal Clearing as of September 2021	Tsag - 1,2,3,5,7 Monthly/ Every 2 <sup>nd</sup> Saturday Tsag - 4,6,8,9,10 Monthly/ Every 2 <sup>nd</sup> Saturday
2. Desilting April 15-20 2021	Tsag - 4 150 Meters Tsag - 8 200 Meters Tsag - 4 200 Meters Tsag - 4 100 Meters
3. COMPLESSION OF FARMERS REGISTRY	ALL IRRIGATOR'S
4. BOARD MEETING Third Friday of the Month	Agenda: 1. Cropping Calendar "Wet Sesson" 2. Desilting 3. Farmers Registry 4. Project CY 2021 (Protection of Works) 5. Other Matters a. Sec. Reputorial

Prepared by: Edwin B. Abucay  
Secretary

Attested by: Reynaldo P. Villamor  
President


**MACASACA IRRIGATORS' ASSOCIATION INC.**

Brgy. Abuyogay, Abuyog, Leyte  
 (A Non-stock, Non-profit organization)  
 TIN 420-201-622-000

**STATEMENT OF FINANCIAL CONDITION**

As of December 31, 2021  
 (Amounts in Philippines Pesos)  
 (with comparative figures of 2020)

<b>ASSETS</b>	<b>2021</b>	<b>2020</b>	<b>Variance</b>
<b>Current Assets</b>			
Cash on hand			
Cash in bank	4,117.40	8,185.28	(4,067.88)
<b>Total Current assets</b>	<b>321,106.31</b>	<b>295,941.68</b>	<b>25,164.63</b>
<b>Non-Current Assets</b>			
Investment			
<b>Total Non-Current Assets</b>	<b>325,223.71</b>	<b>304,126.96</b>	<b>21,096.75</b>
<b>TOTAL ASSETS</b>	<b>325,223.71</b>	<b>304,126.96</b>	<b>21,096.75</b>
<b>LIABILITIES AND FUND</b>			
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Patubig trust fund			
<b>Total Current Liabilities</b>	<b>68,392.86</b>	<b>59,892.86</b>	<b>8,500.00</b>
<b>Non-Current Liabilities</b>			
Other Non-Current Liabilities			
<b>Total Non-Current Liabilities</b>	<b>68,392.86</b>	<b>59,892.86</b>	<b>8,500.00</b>
<b>Total Liabilities</b>	<b>68,392.86</b>	<b>59,892.86</b>	<b>8,500.00</b>
<b>FUND</b>			
Principal fund			
Donated Capital	159,732.09	147,135.34	12,596.75
<b>Total fund</b>	<b>97,098.76</b>	<b>97,098.76</b>	<b>0.00</b>
<b>TOTAL LIABILITIES AND FUND</b>	<b>256,830.85</b>	<b>244,234.10</b>	<b>12,596.75</b>
<b>TOTAL LIABILITIES AND FUND</b>	<b>325,223.71</b>	<b>304,126.96</b>	<b>21,096.75</b>

**MACASACA IRRIGATORS' ASSOCIATION INC.**

Brgy. Abuyogay, Abuyog, Leyte

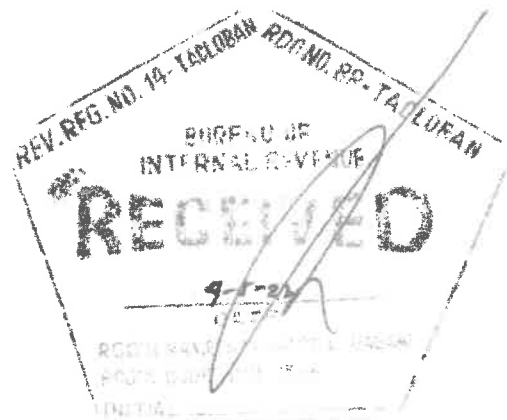
**STATEMENT OF OPERATION**

For the year ended December 31, 2021

(Amounts in Philippine Pesos)

(with comparative figures of 2020)

	2021	2020
<b>REVENUES</b>		
<b>SERVICE INCOME</b>		
Association service charge	20,703.26	-
<b>Total Service Income</b>	<b>20,703.26</b>	<b>-</b>
<b>INCOME FROM OTHER SOURCES</b>		
IA incentives	90,284.77	45,139.31
Remuneration	34,721.46	33,760.35
Interest on bank deposits	1,048.88	635.75
Annual dues	245.00	11,138.30
Membership fee	225.00	5,899.98
Donations and Grants	-	19,999.46
<b>Total income from other sources</b>	<b>126,525.11</b>	<b>116,573.15</b>
<b>Total Revenues</b>	<b>147,228.37</b>	<b>116,573.15</b>
<b>EXPENSES</b>		
Incentives	40,063.60	44,965.00
Supplies used	5,760.00	3,126.00
Repairs and Maintenance	21,735.00	15,730.00
Travel and Transportation	34,000.00	25,160.00
Professional fee	11,000.00	4,200.00
Meetings and conferences	3,320.00	3,910.00
General Assembly	-	6,710.00
Taxes and licenses	550.00	4,550.00
Miscellaneous Exp.	18,203.02	200.00
<b>Total Expenses</b>	<b>134,631.62</b>	<b>108,551.00</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>12,596.75</b>	<b>8,022.15</b>



**MACASACA IRRIGATORS' ASSOCIATION INC.**  
 Brgy. Abuyogay, Abuyog, Leyte

**STATEMENT OF FUND BALANCE**  
 For the year ended December 31, 2021  
 (Amounts in Philippine Pesos)  
 (with comparative figures of 2020)

	2021	2020
Fund balance, beginning	147,135.34	139,113.19
Less: Excess of revenues over expenses	12,596.75	8,022.15
Add: Adjustments	-	-
<b>FUND BALANCE, END</b>	<b>159,732.09</b>	<b>147,135.34</b>

RECEIVED  
 BUREAU OF INTERNAL REVENUE  
 1-1-22