

Item No.: 02
Date: 07 MAR 2023

HON. LEONARDO JAVIER
Vice Governor
Sangguniang Bayan Panlalawigan
Province of Leyte

SANGGUNIANG PANLALAWIGAN

Divine 2/20/23
PROVINCE OF LEYTE


Dear Vice Governor,

In response to your notice of call for Accreditation, kindly be informed that SITIO MAITOM INTEGRATED FARMERS ASSOCIATION of Sitio Maitom Barangay San Agustin Jaro, 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 existing valid certificate of accreditation issued by the DOLE or certification issued by the NCIP.
4. List of current officers
5. CY 2022 minutes of annual meeting
6. CY 2022 Annual Accomplishment report
7. CY 2022 Financials Statement

Respectfully yours;


ANGEL G. TORREFIEL
SMIFA President



**Republic of the Philippines
Province of Leyte
Municipality of Jaro**

THIS IS TO CERTIFY THAT, having satisfactorily complied with the requirements of accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2022-83, dated June 15, 2022,

**SITIO MAITOM INTEGRATED FARMERS ASSOCIATION
(SMIFA)**

An organization duly registered with the Department of Labor and Employment (DOLE) with Registration Certificate No. R08-NLFO-2022-07-WA-2028, issued on July 26, 2022 and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Sangguniang Bayan to be affixed herein this 17TH day of October, at Jaro, Leyte, Philippines.


HON. RODRIGO C. ARBAS
Municipal Vice-Mayor



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 13TH REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL,
LEGISLATIVE BUILDING ON OCTOBER 17, 2022.

PRESENT:

HON. RODRIGO C. ARBAS	-Municipal Vice-Mayor/Presiding Officer
HON. JONELL MARTIN A. QUE	-SB Member
HON. LANDILINO T. KATANGKATANG	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member/Majority Floor Leader
HON. LEO ANGELO T. PORMIDA	-SB Member
HON. GUALBERTO V. ELISES	-SB Member/Presiding Officer Pro-Tempore
HON. ALEXANDER N. SALGADO	-SB Member
HON. REY P. AURE	-SB Member
HON. CARMENCITA G. TAÑALA	-SB Member/ABC Fed.-President
HON. TRINA MAE R. SOLEDAD	-SB Member/SK Fed.-President

ABSENT:
NONE

RESOLUTION NO. 2022- 39

A RESOLUTION APPROVING THE APPLICATION FOR ACCREDITATION OF THE SITIO MAITOM INTEGRATED FARMERS ASSOCIATION (SMIFA) OF BARANGAY SAN AGUSTIN SITIO MAITOM JARO, LEYTE.

WHEREAS, Sitio Maitom Integrated Farmers Association (SMIFA) with official address at Barangay San Agustin Sitio Maitom Jaro, Leyte has applied to the Local Government Unit of Jaro of their accreditation as a Farmers Organization;

WHEREAS, Sitio Maitom Integrated Farmers Association (SMIFA) is registered association with the Department of Labor and Employment Registration Certificate No. R08-NLFO-2022-07-WA-2028, and has satisfactorily complied with the requirement of accreditation pursuant to the Local Government Code, as promulgated in the DILG Memorandum Circular No. 2022-83, dated June 15, 2022;

WHEREAS, for the meaningful participation of the above-named association in the pursuit of local autonomy and in the furtherance of community development and for the mutual aid and protection of its members, recognition is utmost importance;

NOW, THEREFORE, on motion presented by **Honorable Gualberto V. Elises**, duly seconded en masse by the Honorable Members present, this Sangguniang Bayan-

RESOLVED, AS IT IS HEREBY RESOLVED TO APPROVED THE APPLICATION FOR ACCREDITATION OF THE SITIO MAITOM INTEGRATED FARMERS ASSOCIATION (SMIFA);

RESOLVED FINALLY, that copy of this resolution be furnished to the Municipal Mayor, SITIO MAITOM INTEGRATED FARMERS ASSOCIATION (SMIFA), MPDC, DILG/MLGOO for their information and guidance.

APPROVED: OCTOBER 17, 2022

CONCURRED:



HON. JONELL MARTIN A. QUE
SB Member


HON. LANDILINO T. KATANGKATANG
SB Member


HON. JULIAN L. EMNAS
SB Member


HON. FRANCISCO R. ALTRES
SB Member/Majority Floor Leader


HON. LEO ANGELO T. FORMIDA
SB Member


HON. GUALBERTO V. ELISES
SB Member/Presiding Officer Pro-Tempore



HON. ALEXANDER A. SALGADO
SB Member


HON. REY P. AURE
SB Member


HON. CARMENCITA G. TAÑALA
SB Member/ABC Fed.-President


HON. TRINA MAE R. SOLEDAD
SB Member/SK Fed.-President

I HEREBY CERTIFY, to the correctness of the foregoing resolution.


NICOMEDES R. BORJA
Secretary to the Sanggunian
Board Secretary V

ATTESTED:


HON. RODRIGO C. ARBAS
Municipal Vice-Mayor
SB Presiding Officer

APPROVED:


HON. JASSIE LOU TAÑALA
Municipal Mayor

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: Sitio Maitom, Integrated Farmers Association

Address: Barangay San Agustin, Sitio Maitom, Jaro, Leyte

Contact No.: 0910812654
09106205721

Email address (optional): _____

Date Organized: July 24, 2022

Sector/s Represented: _____

Purposes/Objectives:

To adapt the new technology of producing high value crops and livestock.

Services that the organization provides or can participate in:

Create the environmental friendly agri fisheril practices that can be used for education. Tourism And other purposes.

Registering Agency:

Date Registered: July 24, 2022

- 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): _____

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
2022		Tractor new		20	applied	

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.


Angel G. Torrofiel
President


Yannea R. Aparado
Secretary

Sitio Maitom Integrated Farmers Association

Income Statement

For the year 2022

INCOME

Membership Fee	2,000
Total Amount	2,000

EXPENSES

Attorney's fee	600
Labor	500
Supplies and Materials	500
Transportation Expenses	300
Registration and Accreditation	100
<u>Representation Expenses</u>	<u>200</u>
Capital Investment	2,200

SITU MAITOM INTEGRATED
 FARMERS ASSOCIATION
 SMIFA

Name of Organization

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
NEW			Implemented			Big help

*add rows as necessary

Prepared by:



Vannesa R. Apardo
 Secretary-General

Noted by:



Angel G. Torrejuel
 Position/Designation



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

DOLERO8-ORD-F2
Revision No. 00
Date Issued: 11 July 2018

Registration Certificate No.
R08-NLFO-2022-07-WA-2028
KNOW ALL MEN BY THESE PRESENTS:

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

**SITIO MAITOM INTEGRATED
FARMERS ASSOCIATION**

Sitio Maitom Brgy. San Agustin, Jaro, Leyte

Has this day been registered and conferred with all the rights and privileges of a legitimate workers' association established for **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 in accordance 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, Leyte, Philippines this **26th** day of **July 2022**.

Approved by:

HENRY JOHN S. JALBUENA
Regional Director

For the Regional Director:

EMMANUEL V. DELA CRUZ, PME - MME
CHIEF LEO, NLFO



Trece Martires St. Tacloban City
Tel Nos. (053) 832-4067
dolero8_nlfo@yahoo.com



Republic of the Philippines
Province of Leyte
Municipality of Jaro
Barangay San Agustin

SITIO MAITOM INTEGRATED FARMERS ASSOCIATION (SMIFA)



President
ANGEL G. TORREFIEL



Vice President
ELSA R. APORDO



Treasurer
MARIBEL T. ARROJO



Secretary
VANESSA R. APORDO



Book Keeper
MA. NITA R. TORREFIEL



Auditor
EMEDIO APORDO



P.I.O.
CECELIA B. ROBEL



Business Manager
ANNILYN R. TORREFIEL

Sitio Maitom Integrated Farmers Association (SMIFA)

Brgy. San Agustin


Jaro, Leyte

List of Officers/Members: As of May 2022

OFFICERS		
	NAME	ADDRESS
President:	Angel G. Torrefiel	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Vice President:	Elsa R. Apordo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Treasurer:	Maribel T. Arrojo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Secretary:	Vannesa R. Apordo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Book Keeper:	Ma. Nita R. Torrefiel	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Auditor:	Emedio Apordo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
P.I.O.:	Cecelia B Robel	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Business Manager:	Annilyn R. Torrefiel	Sitio Maitom, Brgy. San Agustin Jaro, Leyte

MEMBERS	
NAME	ADDRESS
Kiera Mae T. Arrojo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Mark Anthony Almerino	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Ramil R. Apordo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Amylyn E. Sugbo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Jodel S. Avila	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Ricky A. Barraza Sr.	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Rachel Robel	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Louie A. Capito	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Rhenjie S. Torrefiel	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Angel R. Torrefiel Jr.	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Lester R. Apordo	Sitio Maitom, Brgy. San Agustin Jaro, Leyte
Ricky R. Barraza Jr.	Sitio Maitom, Brgy. San Agustin Jaro, Leyte

Prepared by:


Vannesa R. Apordo

SMIFA Secretary

Approved by:


Angel G. Torrefiel

SMIFA President

Republic of the Philippines
Province of Leyte
Municipality of Jaro
Barangay San Agustin
Sitio Maitom
Jaro, Leyte

SITIO MAITOM INTEGRATED FARMERS ASSOCIATION

EXCERPTS FROM THE SPECIAL MEETING OF THE ASSOCIATION OFFICERS ON
AUGUST 7, 2022 AT 1:00 PM AT THE SESSION HALL.

Present:

Angel G. Torrefiel	President
Elsa R. Apordo	Vice President
Vannesa R. Apordo	Secretary
Maribel T. Arrojo	Treasurer
Cecelia B. Robel	P.I.O.
Emedio Apordo	Auditor
Annilyn R. Torrefiel	Business Manager

Absent: NONE

RESOLUTION NO. 1

Series of 2022

A resolution requesting the Sanguniang Bayan for the accreditation for the purpose of member in Local Special Bodies.

Whereas, the Sitio Maitom Integrated Farmers Association (SMIFA) support undertakes activities to assist and promote the development of the economic status of the farmers and their families.

Whereas, the Sitio Maitom Integrated Farmers Association (SMIFA) has the administrative and technical capabilities to effectively implement the program. Now therefore, and in consideration of the foregoing premises, the parties here to agreed to jointly undertake the program with the following consideration.

Resolved, as it is hereby restored by the officers and the members of Sitio Maitom Integrated Farmers Association (SMIFA) of Brgy. Anibongon Jaro, Leyte for review of the said request for accreditation for the purpose of membership in the local special bases.


Resolved finally, that this copy of this resolution will be furnished to the Sanguniang Bayan .and either concerned agencies for their information and immediate action.

I hereby certify to the correctness of the foregoing Excerpts of resolution.

APPROVED: August 7, 2022

I hereby certify to the correctness of the Foregoing Resolution.

Approved:


ANGEL G. TORREFIEL
PRESIDENT (SMIFA)


VANNESA R. APORDO
SECRETARY (SMIFA)

Wherein

lit. A. No. 10-10-10-10-10

Emedio Apordo

Emedio Apordo

Emedio Apordo

Emedio Apordo

Emedio Apordo

Emedio Apordo

Emedio Apordo

Sitio Maitom Integrated Farmers Association (SMIFA)
Brgy. San Agustin Jaro, Leyte
May 20, 2022

Minutes of the organization meeting and the Ratification/Adoption of the Constitution and By-Laws (CBL) of the Sitio Maitom Integrated Farmers Association (SMIFA). Held on May 20, 2020 of Sitio Maitom, Brgy. San agustin Jaro, Leyte at 8:00 AM.

The meeting started at exactly 8:00 AM in the morning. The names were called from the attendance and the record shows there were twenty (20) farmer member's from the attendance.

Before the meeting was proper, a prayer was led by Elsa R. Apordo, followed by the singing of the national anthem led by Cecelia R. Apordo. One of the groups of the farmers was appointed to note down the Proceeding of the meeting.

Mrs. Ma. Terisita Y. Katangkatang, Preso manager, discussed the objective as well as the mechanics of the meeting. She oriented the farmers' salient provisions of the Constitution And By-Laws (CBL) to refresh their knowledge on many aspects of an organization.

The following were some of the provisions discussed to wit:

1. Rights and Duties of members
2. Qualifications of the members, officers, and board of directors
3. Duties and Responsibilities of the officers
4. Powers and duties of the General Assembly
5. Powers and duties of the Board of directors
6. Other salient provisions.

Mrs. Ma. Terisita Y. Katangkatang discussed the election procedures will be conducted through secret balloting.

The election was conducted, and they agreed members of the Board of Directors shall be composed of five (5). The president, the vice-president, and the other members. It was then agreed that the auditor should be directly elected by the farmers member group. The secretary, treasurer, and book keeper shall be appointed by the board, as these positions needs people who have skills and qualifications.

President: Angel G. Torrefiel
Vice President: Elsa R. Apordo
Treasurer: Maribel T. Arrojo
Secretary: Vannesa R. Apordo
Book Keeper: Ma. Nita R. Torrefiel
Auditor: Emedio Apordo
P.I.O.: Cecelia B Robel
Business Manager: Annilyn R. Torrefiel

After the election activity, the chair was handed down to the newly elected President, Mr. Angel G. Torrefiel, to preside over the meeting. On motion of one of the members from the board of director, Rachel Robel, duly seconded by the vice-president Elsa R. Apordo. To organize working committee or study group to draft the association's CBL assisted by the AT from the office of the municipal agriculture, with some comments and amendments of CBL BOD member mentioned to finalize, to ratify, and adopt the Constitution and By-Laws of the association, it was seconded by one of the assembly members to ratify and adopt the said By-Laws.

In the ensuing activity, the constitution and by-laws have been legally created with,

Official name of the Association: Sitio Maitom Integrated Farmers Association (SMIFA)

Principal Office: Barangay San Agustin Jaro, Leyte Sitio Maitom

Number of Board Directors: Five (5)

Term of Office: Two -years term with re-election

Membership fee: One hundred pesos (100.00) only

REGULAR MEETINGS

Monthly BOD Meeting: First Sunday of the Month

Time: 8:00 O'clock in the Morning

Venue: Farm House

GA/ General Meeting: Third Saturday of the Month

Time: 8:00 O'clock in the morning

Venue: Farm House

Re-organization Meeting: Every 20th day of December in every Year

Time: 8:00 O'clock in the morning

Venue: Farm House

It was further approved by the body that the association be registered.

Meeting adjourned at 11:20 in the morning.

Attested by:


Angel G. Torrefiel

President

Certified true corrected by:


Vanessa R. Apordo

Secretary

**CONSTITUTION AND BY-LAWS OF THE
SITIO MAITOM INTEGRATED FARMERS ASSOCIATION**

PREAMBLE

We, the members of Sitio Maitom Integrated Farmers Association (SMIFA) at Brgy. San Agustin Jaro, Leyte, in order to improve our standard of living and enhances the general welfare, the members of the association organized ourselves into an association, do hereby promulgate this constitution and by-laws.

ARTICLE I

NAME AND ADDRESS OF THE ASSOCIATION

SECTION 1. The name of the Association shall be

Sitio Maitom Integrated Farmers Association (SMIFA)

SECTION 2. The address of the Association is

Sitio Maitom, Brgy. San Agustin Jaro, Leyte

ARTICLE II

OBJECTIVES AND PURPOSE

SECTION 1. Objectives and Purpose – the objectives and purposes of this association are as follows:

1. To promote the moral, social, and economic well-being of all the members;
2. To develop a sustainable livelihood through service and conduct of activities with the aim of uplifting the economic condition of the members;
3. To provide the members knowledge and an effective innovative way of delivering services to the passengers.
4. To work with non-government and government organization or entities in the promotion and development of the association and in carrying out government policies.

[Handwritten signature]

Ena R. Apardo

[Handwritten signature]

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*MA. NITA TORREFIEL
Emilio A. Apardo
LSC Lia-Pobal*

ARTICLE III

SECTION 1. Membership – That membership of this association shall be open to all persons who are of legal age, with the capacity to contract or heads of the family and are:

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

SECTION 2. Application of membership

- a. The application for membership shall be in writing and shall be presented to the officers for action. The application shall be accompanied by a membership fee of *Php 100.00* which amount shall be returned to the applicant in case of rejection.

SECTION 3. 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. Non-payment of monthly dues and/or not patronizing its business for a period of one (1) year or more.
5. 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 provision thereof.

ARTICLE IV

RIGHTS, DUTIES, AND RESPONSIBILITIES OF MEMBERS

SECTION 1. Rights of Members- Every member has the following rights;

- a. Participate in the deliberation during membership meetings;
- b. Avail himself/herself of the service of the association without discrimination/ conditions and requirement thereof;
- c. Inspect and examine the books of accounts, the minutes book, and other records of association during office hours and to exercise other rights and privileges of memberships;
- d. To exercise the right to vote on all matters relating to the affairs of the association;
- e. To avail of all the facilities/services of the association.

SECTION 3. Annual General Assembly- The Annual General Assembly should be held on _____ at the principal office of the association or at any place within area of operation and at such time as the officers may designate.

SECTION 4. Special General Assembly- A special General Assembly may be 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.

SECTION 5. Notice of General Assembly- Written notice of all meeting shall be served by the Secretary, through an urgent; upon each member or through information 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 least general assembly, consolidated reports of the officers with financial statements, proposed amendments to the by-laws if any, and other papers needed by the members to arrive at sound and intelligent decision during the general assembly.

SECTION 6. Fiscal Year- the Fiscal year of the association shall commence on the first day of January and end on the last day of December.

SECTION 7. Agenda- As per as practicable, the Order of Business at each annual meeting shall be:

- a. Roll Call
- b. Proof of due notice
- c. Consideration of the minutes of the last general meeting
- d. Consideration of the consolidated report of the officers, board of directors and com
- e. Unfinished business
- f. Election of officers and committee members
- g. New business, and
- h. Adjournment

SECTION 8. Quorum at the membership Assembly- At the annual or special general; assembly, fifty percent plus one of the total numbers of members entitled to vote shall constitute the quorum.

SECTION 9. Manner of Voting

- a) Members entitled to vote shall be qualified to vote and participating to the general assembly of the association. No member shall be proxy voting shall be allowed.
- b) Election and removal of officers shall be in any manner that will truly and reflect the decision of the membership.

SECTION 10. Officers and members- The business of the association shall be administered by the officers.

SECTION 11. Qualification 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 to continue as such.

- a. Holding any effective position in the government, except that of barangay officials;
- b. Having conflicting interest with the business of the association;
- c. Having absent for three consecutive officers meeting without being excused;
- d. Being full time employee of the association;
- e. Having been convicted of any crime involving moral turpitude, gross negligence, for gross misconduct in the misconduct in the performance of his duties if found culpable on any administrative case involving such offense;
- f. Facing as respondents for defending on administrative proceedings or civil/criminal suits involving financial and/or property accountability, and
- g. Having been disqualified pursuant to disqualification prescribed by law.

SECTION 12. 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 two years unless earlier removed for cause, or have resigned or become incapacitated due to discharged the duties of the office, provided that during the election at the first annual general assembly after resignation, one-half plus one officer obtaining the highest number voted shall served for two year. Thereafter, all shall serve for a term of two years. Proved, that no officers shall serve for more than three (3) consecutive terms.

SECTION 13. Quorum of the Officers Meeting- One half plus one of the total officers shall continue a quorum. A majority vote of the quorum duly assembled in meeting shall be valid.

SECTION 14. Vacancies- SECTION When a vacancy of the officers occur by reason of death, incapacity, removal of resignation, the remaining officers constituting a quorum shall fill the vacancy, if the officer 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 successor named in either of the two instances, shall served for the unexpired portion of the term.

SECTION 15. Removal of Officers and Committee Members- Any elected officers or committee members maybe removed from office from office by a voice of 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.

SECTION 16. Powers and Duties of Officers- The officers as body have supervision and control of the affairs of the association it shall prescribe 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.

SECTION 17. Duties and Responsibilities of Officers;

Chairman/ President

- a. Preside over all meetings of the association and of the officers meeting.
- b. Perform any and all acts and duties usually performed by a presiding officer;
- c. Sign all communications, revolving fund certificate, contracts and such papers of the association which the officers may authorize or direct him to sign, and
- d. Perform such other duties as the officers may be prescribed.

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 the Chairman/President the officers may decide to elect his successor.

Treasurer- The treasurer shall have the following duties;

- a. Take custody of all monies, securities, and papers of the association;
- b. Keep complete record of its cash transaction for establishment of proof his/her cash position at any time and date;
- c. Pay upon recommendation of the business manager or as authorized by the officers, all money transaction and certified to the correctness of the cash position of the association all financial statements and reports submitted to the officers and the general assembly.
- d. Turn over all monies, securities, papers and other properties belonging to the association that he may have in his position upon election of his successor;
- e. Perform the duties of the Secretary in the latter absences or inability to perform his duties.

Secretary- shall have the following duties:

- a. Keep a complete list of all members and maintain correct record of all meetings of the officers and general assembly;
- b. Give notice to all meetings called;
- c. Keep and maintain in the record book and serve as custodian of the seal of the association;
- d. Turn over his/her successor all books and other properties in his/her possession belonging to the association, and

SECTION 2. Duties and Responsibilities of Members- Every member shall have the following duties and responsibilities;

- a. To obey and comply with the constitution and by-laws of the association and such and regulations that it may be promulgate from time to time;
- b. To attend all meeting, trainings, and seminars that it may be called for requiring attendance of members;
- c. To assist in every way possible in dancing the objectives of the association.

ARTICLE V

TERMINATION, WITHDRAWAL AND EXPULSION OF MEMBERS

SECTION 1. Termination of Membership- Membership in the association may be terminated other by withdrawal or expulsion.

SECTION 2. 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 pending obligation with the association. Cddc

SECTION 3. Expulsion- A member may be terminated by the officers for any of the following causes:

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

ARTICLE VI

GOVERNMENT

SECTION 1. The General Assembly- The general assembly of the association shall be composed of members entitled to vote duly assembled and constituting a quorum.

SECTION 2. Power and Limitation of the General Assembly- The general assembly has the following power:

- a. To elect and remove officers for cause;
- b. To hear and pass upon the reports of the officers;
- c. To take final decisions regarding any drastic change in financial policies,
- d. To exercise final authority on all matters vitality affecting the association;
- e. To approve development plans of the association.
- f. To exercise all powers expressly provided by law and by-laws;

- e. Perform the duties of the treasurer in case of the latter's absence or inability to perform his duties.

Book keeper:

Keep books, documents and other financial records of the association.

Auditor:

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

P.I.O.

- a. Act as the courier of messages/notices to all members;
- b. Inform the members and general public as to the activities of the association.

Business Manager:

Managed, run the business of the association. He/she render periodic statements and reports in the form and in the manner prescribed by the officers and preserve the books, documents, correspondence and records of whatever kind pertaining to the business which may come into his/her position.

ARTICLE VII

SECTION 1. Source of Funds- The association shall derive its funds from;

- a. Monthly dues _____

ARTICLE VIII

OPERATION

SECTION 1. The association shall procure the production inputs and supplies consumer goods, livestock feeds, and other related needs of its members and the community in the 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 and 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 product of the members and/or provide with needed service

ARTICLE IX

AMENDMENTS

SECTION 1. This Constitution and By-Laws may be 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 that purpose by the association.

ARTICLE X

EFFECTIVITY

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

ADOPTED AND RATIFIED this _____ day of _____ 2022 at Sitio Maitom, Brgy. San Agustin, Jaro, Leyte, with the list of members together with their signature, who ratified the same as appearing below:

<u>NAME</u>	<u>CTC NO.</u>	<u>DATE</u>	<u>PLACE OF ISSUE</u>	<u>SIGNATURE</u>
1. ANGEL G. TORREFIEL, SR.	05691520	07/11/22	Jaro, Leyte	
2. MA. NITA R. TORREFIEL	05691521	07/11/22	Jaro, Leyte	Ma. Nita R. TORREFIEL
3. MARIBEL T. ARROJO	05691598	07/11/22	Jaro, Leyte	
4. KIERA MAE T. ARROJO	05691597	07/13/22	Jaro, Leyte	
5. ELSA R. APORDO	05691567	07/12/22	Jaro, Leyte	Elsa R. Apordo
6. EMEDIO A. APORDO	05691568	07/12/22	Jaro, Leyte	emedio A. apordo
7. ANNILYN R. TORREFIEL	05691556	07/12/22	Jaro, Leyte	Annilyn
8. MARK ANTHONY ALMERINO	05691555	07/12/22	Jaro, Leyte	Mark Anthony
9. RAMIL R. APORDO	05691592	07/13/22	Jaro, Leyte	Ramil R. Apordo
10. AMYLYN R. TORREFIEL	05691593	07/13/22	Jaro, Leyte	Amylyn
11. VANESSA R. APORDO	05691538	07/11/22	Jaro, Leyte	Vanessa
12. JODEL S. AVILA	05691537	07/11/22	Jaro, Leyte	Jodel S. Avila
13. ECELIA B. ROBEL	05691582	07/13/22	Jaro, Leyte	Ecelia Robel
14. RICKY A. BARRAZA SR.	05691583	07/03/22	Jaro, Leyte	Ricky BARRAZA SR
15. RACHEL ROBEL	05691586	07/03/22	Jaro, Leyte	Rachel Robel
16. LOUIE A. CAPITO	05691586	07/13/22	Jaro, Leyte	Louie
17. RHENJIE S. TORREFIEL	05691585	07/13/22	Jaro, Leyte	Rhenjie S. Torrefiel
18. ANGEL R. TORREFIEL JR.	05690797	06/02/22	Jaro, Leyte	
19. LESTER R. APORDO	05691566	07/12/22	Jaro, Leyte	Lester R. apordo
20. RICKY R. BARRAZA	05691584	07/13/22	Jaro, Leyte	Ricky R. Barraza Sr

CERTIFIED CORRECT:

VANESSA R. APOARDO

Secretary

CTC No. 05691538

Issued on: 07/11/2022

Issued at: Jaro, Leyte

ATTESTED BY:

ANGEL G. TORREFIEL

President

CTC No. 05691520

Issued on: 07/11/2022

Issued at: Jaro, Leyte

ACKNOWLEDGMENT

Republic of the Philippines)
Province of Leyte) S.S.
Municipality of Jaro)

BEFORE ME, a Notary Public, at the Municipality of Jaro, Province of Leyte, JUL 22 2022 day of _____ 2022 personally appeared above named persons who exhibited to me their Community Tax Certificates noted beside their name and signature above, known to me to be th and they acknowledged before me, that the same is their free and voluntary act and deed.

WITNESS MY HAND and NOTARIAL SEAL, the day, year, and place, above written.

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Series of 2022

SIXTO G. AZCARRAGA
Notary Public/Province of Leyte
NC-No. 2022-07/Until Dec. 31, 2023
Roll No. 30639/IBP Lifetime Member 01285
PTR No. 6295402/01-04-2022/Jaro, Leyte
TIN: 121-399-106
Cor. San Isidro-Rizal St., Jaro, Leyte