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Annex D: Letter of Application

Item No.: 18  
Date: APR 18 2023

March 29, 2023

SANGGUNIANG PANLALAWIGAN  
**RECEIVED**  
Name: 4/17/2023  
PROVINCE OF LEYTE

**Vice Governor Leonardo Javier Jr.**  
Presiding Officer, Sangguniang Panlalawigan  
Municipality of Palo  
Province of Leyte

Dear **Vice Governor Javier**:

In response to your Notice of Call for Accreditation, kindly be informed that Alangalang Agri-Ventures Farmers Agriculture Cooperative, with office address at San Roque (Pob.) Alangalang, 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 CDA;
4. List of Current Officers;

Thank you.

Sincerely,

  
**FE G. HOPE**  
**AAVFAO**  
Chairperson

## APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** ALANGALANG AGRI-VENTURES FARMERS AGRICULTURE COOPERATIVE

**Address** Brgy. San Roque (Pob.), Alangalang, Leyte

**Contact No.:** 09185157978 **Email address (optional):** alfacoop2022@gmail.com

**Date Organized:** October 12, 2022 **Sector/s Represented:** Farmer Sector

### **Purposes/Objectives:**

That the purposes for which this Cooperative is organized are to engage in:

Raising or culturing of chicken layers, broilers, livestock production, coffee, cacao, rice, corn, high value vegetable crops,

Facilitating the procurement of seeds, fertilizers (urea complete, muriate, potash), insecticides/pesticides, plastic mulch, plastic crates, garden tools, organic fertilizers, vermi worms, fine nets, UV film, PP Twine, growell medium, seedling tray, for the members;

Processing and marketing of the members high value vegetable crops, coffee, cacao, banana, root crops, corn, rice, coconut, eggs, meat;

Storing and transporting of members high value vegetable crops, coffee, cacao, banana, root crops, corn, rice, coconut, eggs, and meat.

Providing credit facility for high value vegetable crops, coffee, cacao, banana, root crops, corn, rice, coconut, eggs, meat;

Promoting and advancing the economic and social status of the members;

Coordinating and facilitating the activities of cooperatives;

Advocating for the cause of the Cooperative movements;

Ensuring the viability of Cooperatives through the utilization of new technologies;

Encouraging and promoting self-help or self-employment as an engine for economic growth and poverty alleviation; and

Any other activities that lead to the reduction of cost and/or addition in value of outputs.

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

To purchase, receive, take or grant, hold, convey, sell, lease, pledge, mortgage, and otherwise deal with such real and personal property as the transaction of the lawful affairs of the Cooperative may reasonably and necessarily require, subject to the limitations prescribed by law and the Constitution;

To enter into division, merger, or consolidation, as provided under RA 9520;

To form subsidiary Cooperatives and join federations or unions, as provided in this Code;

To avail of loans, be entitled to credit and to accept and receive grants, donations and assistance from foreign and domestic sources subject to the conditions of said loans, credits, grants, donations or assistance that will not undermine the autonomy of the cooperative. The Authority, upon written request, shall provide necessary assistance in the documentary requirements for the loans, credit, grants, donations and other financial support;

To avail preferential rights granted to Cooperatives under RA 7160, otherwise known as the Local Government Code, and other laws, particularly those in the grant of franchises to establish, construct, operate and maintain ferries, wharves, markets or slaughters houses and to lease public utilities, including access to extension and on-site research services and facilities related to agriculture and fishery activities;

To exercise such other powers granted under RA 9520 or necessary to carry out its purposes as stated in this Articles of Cooperation; and

**Registering Agency:**

**Date Registered:** March 1, 2023

Securities and Exchange Commission (SEC)

Cooperative Development Authority (CDA)



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** the correctness of the above information.

  
FE G. HPE  
Chairperson

  
MIA GRACE C. MENDOVA  
Secretary

**ALANGALANG AGRI-VENTURES FARMERS AGRICULTURE COOPERATIVE**  
**San Roque (Pob.), Alangalang , Leyte**

**BOARD RESOLUTION NO. 2**

**Series of 2023**

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

**WHEREAS**, on August 30, 2022, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-\_\_, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the Alangalang Agri-Ventures Farmers Agriculture Cooperative is a civil society organization duly registered with the Cooperative Development Authority, and existing under Philippine laws;

**WHEREAS**, in the Alangalang Agri-Ventures Farmers Agriculture Cooperative Special Board Meeting held at Brgy. Binongtoan Alangalang Leyte on March 10, 2023, 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, 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.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Vice Governor Leonardo "Sandy" Javier Jr.

**RESOLVED FURTHERMORE**, that the following representative/s of the Organization is/are authorized and directed to take any action necessary to effectuate the foregoing resolution: Fe G. Hipe, Luz A. Alao, and Mia Grace C. Mendova.

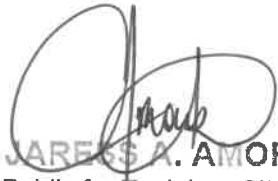
**ADOPTED** unanimously by the Board of Trustees/Directors of the Alangalang Agri-Ventures Farmers Agriculture Cooperative on this 10th day of March 2023 in the Municipality of Alangalang.

<b>Name</b>	<b>Position</b>	<b>Signature</b>
FE G. HIPE	Chairman	
LUZ A. ALAO	Vice-Chairman	
ALFREDO O. NERI	Board of Director	
ANGELITA E. SULLA	Board of Director	
RUFINO C. OBANA	Board of Director	

  
FE G. HIJE  
Board Chairperson

SUBSCRIBED AND SWORN TO before me this 31<sup>ST</sup> day of March, 2023 in ALANGALANG, LEYTE  
Affiant exhibiting to me his/her CSCA with valid identification no. 646-15 issued on  
8-28-2015 at ALANGALANG, LEYTE.

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Series of 2023

  
ATTY. JARESS A. AMORES NERI  
Notary Public for Tacloban City and Leyte  
NC No. 2023-01-46 / Until Dec. 31, 2024  
Roll of Atty's No. 52901 / TIN: 252-397-549  
IBP No. 181013 / 12-23-2022 / Leyte  
PTR No. 6207360 / 1-3-23 / Alangalang  
MCLE VII 0012026 / 2-24-2022 / Pasig City



Republic of the Philippines  
COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-100800033975

**CERTIFICATE OF REGISTRATION**

TO ALL WHOM THESE PRESENTS MAY COME,

This is to certify that

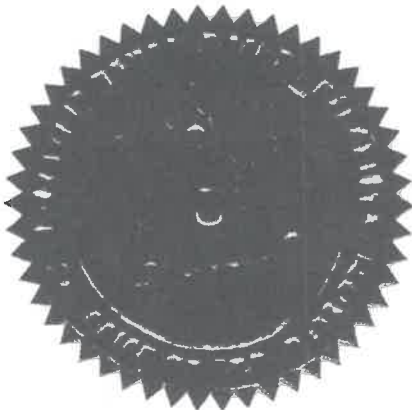
**Alangalang Agri-Ventures Farmers Agriculture  
Cooperative (AAVFACO)**

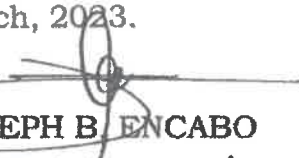
Name of Cooperative

with address at San Roque (Pob.), Alangalang, Leyte, Region VIII (Eastern Visayas), has presented and filed with the Authority its Articles of Cooperation and By-laws duly signed and acknowledged for its organization in accordance with the provisions of Republic Act 9520. This certifies further that the said Articles of Cooperation and By-laws have complied with the provisions of the said Republic Act 9520 and its Implementing Rules and Regulations.

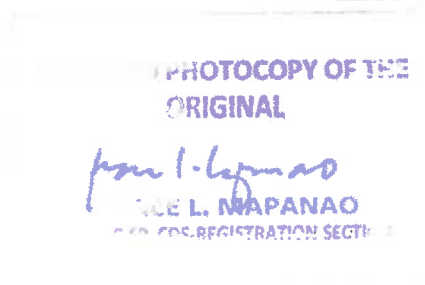
By virtue of the powers and duties vested upon me by law, the above named cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with Republic Act 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.

Given in Quezon City, Philippines, this 1st day of March, 2023.



  
**JOSEPH B. ENCABO**  
Chairman

Digitally signed  
by Jomales  
Venus Maglante



Annex F: List of Current Officers and Members

List of Current Officers of the Alangalang Agri-Ventures Farmers Agriculture Cooperative  
as of March 15,2023

<b>Name</b>	<b>Position</b>
FE G. HIPE	Chairperson
LUZ A. ALAO	Vice Chairperson/ Head, Education Committee
ANGELITA E. SULLA	BOD / Head, Health Committee
RUFINO C. OBANA	BOD
ALFREDO O. NERI	BOD /Head, Infrastructure and Safety Comm.
MIA GRACE C. MENDOVA	Secretary
ABIGAIL V. GUILLERA	Treasurer
GENEROSO ANTHONY CASIMPAN III	Auditor
VIRGINCETA Q. MIRALLES	Auditor
MA. SABELITA M. SULLA	Head, Election Committee
MARIBEL V. VERGARA	Member, Election Committee
ALMA Y. MARTINO	Member, Election Committee
BLESILDA M. YU	Member, Education Committee
CESAR D. ANADE	Member, Education Committee
ISIDRO D.GARIANDO	Head, Environmental Committee
MARIVIC C. BATUCAN	Member, Ethics Committee
MARIA DIMNA P. CATINDOY	Member, Ethics Committee
DOLORES F. TEJONES	Head, Mediation and Concilation Committee
GEMELO C. MARAYA	Member, Mediation and Concilation Committee
ANGELITA E. SULLA	Head, GAD Committee
RUFINO C. OBANA	Member, GAD Committee
FE P. SANTISO	Member, GAD Committee
ERLINDA D. DIAZ	Head, Credit Committee
RAUL G. FRANCISCO	Member, Credit Committee
ALFREDO B. CATINDOY	Member
DIANA F. TEJONES	Member
DINO MACEDA	Member
NIDA PATANO	Member
LERMA MERCADER	Member
EDWIN PALLAMINO	Member

*\*add rows as necessary*



**EXCERPTS FROM THE MINUTES OF THE COMBINED MEETING OF SHAREHOLDERS  
AND DIRECTORS**

**ALANGALANG AGRI VENTURES FARMERS COOPERATIVE**

A combined meeting of Shareholders and Directors was held in the Socio Civic Center, Barangay Cavite Alangalang, Leyte, on November 19, 2022, at 2:00 pm.

Agenda:

1. Stronghold Insurance for Surety Bond - Ms. Maria Lourdes Medalla
2. Schedule of Duty in Food Terminal
3. Arrangement
  - a. Adlaw pagkuha han products
  - b. Delivery & payment of products
  - c. Turnover of Income
4. Status of Requirements

The Following Directors are present at the meeting:

1. Fe G. Hipe
2. Angelita C. Sulla
3. Rufino C. Obana
4. Alfredo O.Neri

The Following Shareholders were present in person or by proxy at the meeting.

1. Mia Grace C. Mendova
2. Nida A. Patano
3. Marivic C. Batucan
4. Alfredo B. Catindoy
5. Gemelo C. Maraya
6. Abigail V. Guillera
7. Sabelita M. Sulla

being a quorum/ session of the Board of Directors/ Incorporators

Ma'am Fe G. Hope, Chairman of the Cooperative chaired the meeting, and Ms. Mia Grace C. Mendova, Secretary of the Cooperative.

The Secretary gathers the Name and Signature of the presents in the meeting on a separate sheet.

The meeting proceeds on the second agenda while waiting for the Stronghold Agent to arrive.

There is a request to change the scheduled duty in Alangalang Agri Venture Food Terminal for the following reasons:

1. Ms. Marivic C. Batucan requested that she only have to be assigned once because the transportation expense is costly, same reason as her members.
2. Ms. Lerma Mercader requested that she will not be able to work in the food terminal because of their location, its far, and agreed to pay for someone who may replace her.
3. Eric Jhon and Rhea are not included in the schedule, instead they scrutinize for available products for the Store in the area assigned to them.

Therefore the schedule agreed as follows:

MONDAY	Cogon, Bobonon, Sitio Binotong
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TUESDAY	Cavite, Lukay, Binongtoan
WEDNESDAY	Tabangohay, Lingayon, Cogon
THURSDAY	San Isidr, Tombo, Lourdes
FRIDAY	Cavite, Lukay, Binongtoan
SATURDAY	Bato, Astorga, Lourdes
SUNDAY	Santol, Bugho (2)

The meeting proceeds to the arrangement on store operation:

1. Delivery of Products. Before the member or association will deliver a product they must ask the in charge of the stock if needed.
2. As part of the closing procedure, the personnel of the day will list down all items needed for delivery, they may send it through messenger or use the log book.
3. Payment of product. The payment of products to members/associations is every Saturday.

The incorporators also had suggestions for the Food Terminal:

1. The food terminal will also sell Fruits, Ingredients/food seasoning, and bottled water. Mr. Rufino Obana was assigned to survey suppliers for the mentioned products.
2. For available snacks/ Kakanin. Majority request to provide glass cases to secure food safety of food.
3. Need to purchase a weighing scale, for the one that the store is using will be returned to its owner.
4. With regard to the turnover of income. Mrs. Hipe requested if she can delegate the responsibility of the daily cash sales to someone and have it turned over to the treasurer. She suggested having Ms. Fe Santiso receive the daily cash sales in charge since she is able to visit the store every day.

The incorporators and directors agreed on these suggestions.

The meeting proceeds with the status of the requirements, presented by Ms. Mia Grace Mendova.

1. The name "ALANGALANG AGRI VENTURES FARMERS COOPERATIVE" is not available on the CDA system. Mrs. Fe Hipe suggested using the acronym ALAVEFA Cooperative and tried to enter it into the CDA system, but still, it was not available. The system accepted "Alangalang Farmers Agriculture Cooperative".

The meeting then proceeds with the Stronghold Agent, Ms. Maria Lourdes Medalla, who arrived at 4:00 pm. She distributes the Application for bond forms and Co-Signers forms. She also answers inquiries about the surety bond benefits to the coop. That this is the security of CDA for the Cooperative to operate and requirements. The surety bond is based on the CDA required amount. That will be asked on Monday in CDA.

The meeting adjourned at 4:30 pm on November 19, 2022.

Minutes submitted by:

Mia Grace C. Mendova  
Secretary

Approved by

Fe G. Hope  
Chairperson