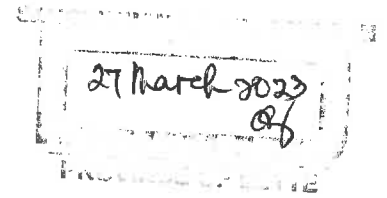


**Annex D: Letter of Application**

Item No.: 02  
Date: APR 11 2023

March 2, 2023

**Hon. LEONARDO M. JAVIER, JR.**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte



Dear Vice-Governor Sandy Javier,

In response to your Notice of Call for Accreditation, kindly be informed that the **CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCO), formerly known as SAMAHAN NG MGA MAGSASAKA NG CAPILIHAN (SAMACA)**, with office address at **Brgy. Capilihan, San Miguel, Leyte**, would like to seek for accreditation by the Sanggunian.

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;
3. Articles of Cooperation and by-Laws;
4. Certificate of Registration issued by the Cooperative Development Authority (CDA);
5. List of Current Officers and Cooperators-members;
6. CY 2022 Minutes of the Annual Meeting;
7. CY 2022 Annual Accomplishment Report; and
8. CY 2022 Financial Statements.

Thank you.

Sincerely,

*REMEGIA D. LABACLADO*  
**REMEGIA D. LABACLADO**  
Chairperson

## Annex C: Application Form for Accreditation and Checklist of Requirements

### APPLICATION FORM FOR ACCREDITATION

- Name of Organization :** CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)
- Address :** BRGY. CAPILIHAN, SAN MIGUEL, LEYTE
- Contact No. :** (+63)915-2995-153
- Email address :** carbefaco@gmail.com
- Date Organized :** AUGUST 18, 2015
- Sector/s Represented :** AGRARIAN REFORM BENEFICIARIES/FARMERS
- Purposes/Objectives :** TO ENGAGE IN:
1. Facilitating the development of an appropriate system of land tenure, land development, land consolidation or land management in areas covered by agrarian reform;
  2. Coordinating and facilitating the dissemination of scientific methods of production;
  3. Promoting sustainable agriculture through organic farming such as crop and animal production;
  4. The business of production, processing, storage, transport, and marketing of farm products for Agrarian Reform Beneficiaries and their immediate families;
  5. Providing financial facilities to beneficiaries for provident or productive purposes at the least possible cost;
  6. Arranging and facilitating the expeditious transfer of appropriate and suitable technology to beneficiaries and marginal farmers at the lowest possible cost;
  7. Providing social security, health, medical and social insurance benefits and other social and economic benefits that promote the general welfare of the agrarian reform beneficiaries and marginal farmers;
  8. Providing a non-formal education, vocational/technical training and livelihood program to beneficiaries and marginal farmers;
  9. Acting as channels for external assistance and services to the beneficiaries and marginal farmers;
  10. Promoting and advancing the economic and social status of the members;
  11. Coordinating and facilitating the activities of cooperatives;
  12. Advocating for the cause of the Cooperative movements;
  13. Ensuring the viability of Cooperatives through the utilization of new technologies;

## Annex C: Application Form for Accreditation and Checklist of Requirements

14. Encouraging and promoting self-help or self-employment as an engine for economic growth and poverty alleviation;
15. Promoting the maintenance of sustainable farming and ecological balance in the agrarian reform community.

**Services that the organization provides or can participate in:** Crop and animal production, hunting and related service activities such as, but not limited to:

- a. Growing of paddy rice, lowland (irrigated);
- b. Growing of paddy rice, lowland (rainfed);
- c. Growing of corn, except young corn (vegetable);
- d. Growing of sweet potato (camote);
- e. Growing of other roots, bulbs, tuberous crops and vegetables;
- f. Growing of banana;
- g. Harvesting, threshing, grading, bailing and related services;
- h. Rental of farm machinery with drivers and crew; and
- i. Organic farming.

**Registering Agency:**

**Date Registered:** January 27, 2023

- 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 Agrarian Reform (DAR)
- 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: (Please specify) \_\_\_\_\_

**Organizational Level:**

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): **LEYFAFIA**
- Others: \_\_\_\_\_

**Annex C: Application Form for Accreditation and Checklist of Requirements**

**Projects Implemented in the Municipality of San Miguel, Leyte**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2023	Tutok Kainan Supplementation Program in partnership with National Nutrition Council (NNC) RO8	PHP248,900.00	Revolving capital/retained earnings from income-generating projects	88 malnourished children from the Municipality		/
2022	Construction of farm machinery shed	PHP20,000.00	Loan (from LGU supervised-credit program)	Association/ Cooperative members	/	
	Credit/Loan to members	PHP30,000.00	Available fund balance	Association/ Cooperative members		/
2021	Corn Production	PHP30,000.00	Loan (from LGU supervised-credit program)	Association/ Cooperative members and the community	/	

**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.

*Remegia D. Labaclado*  
**REMEGIA D. LABACLADO**  
 President

*Daves P. Tecson*  
**DAVES P. TECSON**  
 Secretary

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-

**OFFICE OF THE CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)**

EXCERPT FROM THE MINUTES OF THE MONTHLY MEETING OF THE CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo) HELD AT THE COOP'S OFFICE IN BARANGAY CAPILIHAN, SAN MIGUEL, LEYTE, FEBRUARY 23, 2023

PRESENT: All Officers and members of CARCo

Board Resolution No. 004  
Series of 2023

RESOLUTION RESPECTFULLY REQUESTING THE OFFICE OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE TO ACCREDIT THE AGRARIAN REFORM COOPERATIVE (CARCo) AS A NON-GOVERNMENT ORGANIZATION OF THE PROVINCE OF LEYTE

WHEREAS, the CARCo deems it necessary to apply for an accreditation as a Non-Government Organization of Province of Leyte;


WHEREAS, the CARCo Officers and Members find it necessary to apply the Cooperative for an accreditation as a Non-Government Organization at the Sangguniang Panlalawigan of Leyte in order to avail of the programs, projects, and other forms of assistance from the government and Non-Government Agencies for the benefit of all its members;


WHEREFORE, upon the motion of Joelybel A. Pamonag, duly seconded by Salvacion S. Abadines, be it;


RESOLVED, as it is hereby resolved, to respectfully request the Office of the Sangguniang Panlalawigan of Leyte to accredit the Capilihan Agrarian Reform Cooperative (CARCo) as a Non-Government Organization of the Province;

RESOLVED FURTHER, that copies of this resolution be forwarded to the Office of the Sangguniang Panlalawigan of Leyte, and all others concerned for their information and favorable action.


IN WITNESS WHEREOF, we, the undersigned Board of Directors present, have signed this resolution this 23<sup>rd</sup> day of February 2023 in Brgy. Capilihan, San Miguel, Leyte to certify to the correctness of the foregoing resolution.

  
REMEGIA D. LABACLADO  
Board of Director

  
SALVACION S. ABADINES  
Board of Director

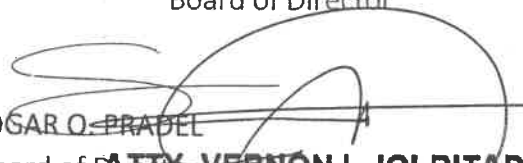
  
JONNY J. BULABON  
Board of Director

  
JOELYBEL A. PAMONAG  
Board of Director

  
EDGAR O. PRABEL  
Board of Director

Doc. No. 120  
Page No. 25  
Book No. 29  
Series of 202 3

SUBSCRIBED and SWORN to before me  
This 06 MAR 2023 at ALANGALANG, LEYTE

  
ATTY. VERNON I. JOLBITADO  
NOTARY PUBLIC  
NC NO. 2023-01-44 / JAN. 09, 2023  
VALID UNTIL DEC. 31, 2024  
ROLL OF ATTYS NO. 66892  
PTR NO. 7780947 / 01-06-23 / ALANGALA  
IBP LIFETIME MEMBER NO. 017407  
MCLE VII COMP. NO. 0003937 / 06-20-20



Republic of the Philippines  
COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-100800033852

**CERTIFICATE OF REGISTRATION**

TO ALL WHOM THESE PRESENTS MAY COME,

This is to certify that

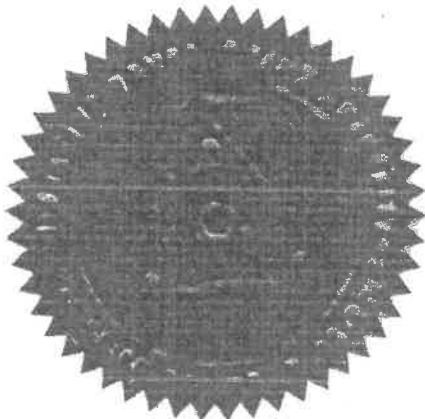
**Capilihan Agrarian Reform Cooperative (CARCo)**

Name of Cooperative

with address at Capilihan, San Miguel, 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 27th day of January, 2023.



*(Signature)*  
**JOSEPH B. ENCABO**  
Chairman

CERTIFIED PHOTOCOPY OF THE ORIGINAL

*(Signature)*  
**GRACE L. MAPANAO**  
ACTING SR. CDS-REGISTRATION SECTION



Digitally signed by Jornalis Venus Maglite

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-

**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)**

**LIST OF OFFICERS**

**BOARD OF DIRECTORS**

<b>CHAIRPERSON</b>	:	Remegia D. Labaclado
<b>VICE-CHAIRPERSON</b>	:	Salvacion S. Abadines
<b>MEMBERS</b>	:	Edgar O. Pradel Jonny J. Bulabon Joelybelle A. Pamonag
<b>SECRETARY</b>	:	Daves P. Tecson
<b>TREASURER</b>	:	Rose Ann D. Enoveso
<b>GENERAL MANAGER</b>	:	Gorgonio A. Dacallos, Jr.
<b>AUDIT COMMITTEE</b>	:	Thelma B. Gatela
<b>ELECTION COMMITTEE</b>	:	Florencio B. Ypanto, Jr.
<b>EDUCATION AND TRAINING COMMITTEE:</b>		Salvacion S. Abadines
<b>MEDIATION AND CONCILIATION COMMITTEE:</b>		Erwin S. Pradel
<b>ETHICS COMMITTEE</b>	:	Adelfa S. Meres
<b>CREDIT COMMITTEE</b>	:	Ma. Luz S. Panao
<b>GENDER AND DEVELOPMENT COMMITTEE:</b>		1. Joelybelle A. Pamonag 2. Atilano E. Abadines

Certified Correct by:

  
**DAVES P. TECSON**  
Secretary

Attested by:

  
**REMEGIA D. LABACLADO**  
BOD Chairperson

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-

**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)**

**LIST OF COOPERATORS**

<b>Name</b>	<b>Postal Address</b>
1. ABADINES, ATILANO E.	Brgy. Libtong, San Miguel, Leyte
2. ABADINES, SALVACION S.	Brgy. Libtong, San Miguel, Leyte
3. BULABON, JONNY J.	Brgy. Capilihan, San Miguel, Leyte
4. ENOVESO, ROSE ANN D.	Brgy. Capilihan, San Miguel, Leyte
5. GATELA, THELMA C.	Brgy. Capilihan, San Miguel, Leyte
6. LABACLADO, EDGARDO P.	Brgy. Canap, San Miguel, Leyte
7. LABACLADO, REMEGIA D.	Brgy. Canap, San Miguel, Leyte
8. MERES, ADELFA S.	Brgy. Capilihan, San Miguel, Leyte
9. PAMONAG, JOELYBELLE A.	Brgy. Capilihan, San Miguel, Leyte
10. PANAQ, MA. LUZ S.	Brgy. Cayare, San Miguel, Leyte
11. PRADEL, EDGAR O.	Brgy. Capilihan, San Miguel, Leyte
12. PRADEL, ERWIN S.	Brgy. Capilihan, San Miguel, Leyte
13. TECSON, DAVES P.	Brgy. Capilihan, San Miguel, Leyte
14. TECSON, ROSALIE P.	Brgy. Capilihan, San Miguel, Leyte
15. YPANTO, FLORENCIO JR. B.	Brgy. Capilihan, San Miguel, Leyte

Certified Correct by:

  
**DAVES P. TECSON**  
Secretary

Attested by:

  
**REMEGIA D. LABACLADO**  
BOD Chairperson

## **Annex G: Minutes of Annual Meeting**

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-

### **MINUTES OF THE MEETING CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCO)**

**Activity:** Special General Assembly Meeting

**Participants:** All BODs and Members

**Date and Time:** January 28, 2023/9:00 a.m.

**Expectations for the Activity:** All members should be active and willing to participate in the discussion to come up with sound decisions reflective of the majority's voice.

**General Objective:** To come up with sound decisions regarding or solutions on issues, concerns and problems of the Cooperative

#### **Specific Objectives:**

1. To know the updates on Department of Agrarian Reform (DAR) Programs and Projects for CY 2023;
2. To create the clusters/groupings for the Farm Business School Project as an initial step/process in the Planning phase;
3. To know the status of the application for registration of the Cooperative with the Cooperative Development Authority (CDA); and
4. To give an orientation to the interested applicants for CARCo membership.

#### **Agenda:**

1. Agenda 1 – **Updates on Department of Agrarian Reform Programs (DAR) and Projects for CY 2023**

DAR Personnel sat in on the general assembly to discuss some updates on DAR Programs and Projects for CY 2023. The Cooperative, being an Agrarian Reform Cooperative assisted by DAR, is one of the priority beneficiaries of the agency's programs and projects. For the CY 2023, it has been decided by the agency that the Cooperative will be one of the beneficiaries of the Farm Business School (FBS) Project.

2. Agenda 2 – **FBS Project Clustering**

In preparation for this year's implementation of the FBS Project, the Cooperative discussed and came up with an agreement that there will be clustering/grouping as there will be two (2) locations for the proposed project.

## **Annex G: Minutes of Annual Meeting**

### **3. Agenda 3 – Updates on Application for Registration with Cooperative Development Authority (CDA)**

The Interim-Chairperson discussed to the body the updates on the application for registration of the Cooperative to the CDA. She likewise informed the body that the application for registration has been duly approved yesterday, January 27, 2023 and that along with the approval is bigger responsibilities and voluminous reportorial compliances. One of which is the registration with the Bureau of Internal Revenue Tacloban branch.

### **4. Agenda 4 – Distribution of Membership Form**

Several applicant-members attended the General Assembly and were given an orientation about the newly-created Cooperative. Right after the orientation, they were handed with membership forms to be filled out and submitted on the set deadline: February 4, 2023.

No other matters discussed. The meeting was adjourned at 12:00 o'clock in the afternoon.

Prepared by:

  
**DAVE P. TECSON**  
CARCO Secretary

Noted by:

  
**REMEGIA D. LABACLADO**  
CARCO Chairperson

**Annex G: Minutes of Annual Meeting**

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-

**MINUTES OF THE MEETING  
CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCO)**

**Activity:** Monthly Meeting

**Participants:** All BODs and Members

**Date and Time:** February 23, 2023/9:00 a.m.

**Expectations for the Activity:** At the end of the meeting, all members should be able to demonstrate the making of taro chips – a potential income-generating project for the Cooperative.

**General Objective:** To gain technical knowledge about the production of taro chips which will become one of the income-generating projects of the Cooperative.

**Specific Objectives:**

1. To know the processing method of taro chips.

**Agenda:**

**Presentation of the processing method of taro chips and demonstration of making taro chips**

DAR Personnel presented/discussed to the body the processing method of taro chips. It was suggested that taro chips-making be one of the income-generating projects of CARCO since taro is one of the primary agricultural products being produced by the Cooperative. Right after the presentation/discussion of the processing methods, all members, with the guidance from DAR personnel present, were made to demonstrate the making of taro chips.

No other matters discussed. The meeting was adjourned at 3:00 o'clock in the afternoon.

Prepared by:

  
**DAVES P. TECSON**  
CARCO Secretary

Noted by:

  
**REMEGIA D. LABACLADO**  
CARCO Chairperson

**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCO)  
ANNUAL ACCOMPLISHMENT REPORT CY 2022**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Construction of Farm Machinery Shed	To provide farm machinery shed for the easy and safe storage of farming machines/equipment	April - May 2022	/		PHP20,000.00	
Credit/Loan Program (for Members)	To provide in the best possible conditions, financial assistance and services that members need	January 2022-present		/	PHP30,000.00	

*Note: Due to extreme protocols and restrictions brought by COVID-19 pandemic, programs/projects/activities of the association/Cooperative were limited.*

Prepared by:

  
**DAVES P. TECSON**  
CARCO Secretary

Noted by:

  
**REMEGIA D. LABACLADO**  
CARCO Chairperson

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-

**OFFICE OF THE CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCO)**

**FINANCIAL REPORT STATEMENT FOR CY 2022**

<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Donor 1	0	
Donor 2	0	
Monthly Dues/Membership Fees	PHP3,000.00	Total membership fees for 15 members at PHP200.00 fee per member
Share Capital	PHP15,000.00	Amount of paid-up shares
Income Generating Project 1	PHP154,907.00	Total income from farm machinery service provision (i.e., PhilMec machinery grants such as rice combine harvester and four-wheel tractor)
Income Generating Project 2	PHP3,600.00	Total income from farm machinery service provision (i.e., DAR machinery grants such as hand tractor, mud boat, thresher, and water pump)
Income Generating Project 3	PHP20,000.00	LGU Livelihood Program (Supervised-credit program) for the construction of farm machinery shed
<b>TOTAL</b>	<b>PHP196,507.00</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Project 1	PHP20,000.00	Construction of farm machinery shed
Project 2	PHP9,100.00	Credit/Loans to members
Meeting Expenses	PHP856.00	Foods and snacks
Office Supplies	PHP24,929.00	Laptop, folders and fasteners, bond paper

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Barangay Capilihan  
-oOo-


Logistics/ Transportation	PHP98,258.00	Transportation, fuel, labor, agricultural machinery ladder, hose, and communication costs
Administrative and Personnel	PHP9,500.00	Cash gift and dividend
<b>TOTAL</b>	<b>PHP162,643.00</b>	
<b>TOTAL FUND BALANCE</b> (Total Inflow – Total Outflow)	<b>PHP33,864.00</b>	

Noted by:

  
**REMEGIA D. LABACLADO**  
President

  
**SALVACION S. ABADINES**  
Vice President

  
**DAVES P. TECSON**  
Secretary

  
**ROSE ANN D. ENOVESO**  
Treasurer

  
**THELMA B. GATELA**  
Auditor