

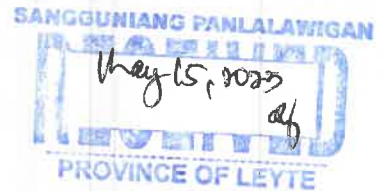
Annex D: Letter of Application

Item No.: 01

Date: MAY 23 2023

[Date]

Vice [Governor/Mayor] HON. LEONARDO M. JAVIER JR.  
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]  
\*City/Municipality of [Name of LGU]  
Province of [Name of Province] - LEYTE



Dear Vice [Governor/Mayor] 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. Duty 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,

  
CIRILA RAQUEL R. ROSAL  
[Name of Head of the Organization]  
[Position]

Prov'l. Federation Day Care Worker President

**APPLICATION FORM FOR ACCREDITATION**

Name of Organization: PROVINCIAL FEDERATION OF DAY CARE WORKERS  
ASSOCIATION OF VEYTE INC.

Address: PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE, BRGY. CAMPETIC,  
PALO VEYTE

Contact No.: \_\_\_\_\_ Email address (optional): psndoleyte@gmail.com

Date Organized: MAY 2, 1997 Sector/s Represented: \_\_\_\_\_

Purposes/Objectives: To provide continuous development of the members of the association thru seminar, trainings, socialization, fellowship gathering and educational trainings.

Services that the organization provides or can participate in:

1. Provides supervision through blended learning - modular distance learning and on line learning to ensure continuous academic formative learning educ. to young generation (0-7 yrs. old).
2. Provides supplemental care plan, and conduct stimulation activities to the dev't. of the children in child dev't. Centers.
3. Day Care Workers assist in times of natural calamities and during prog. activities as needed

Registering Agency:

Date Registered: July 15, 1997

- 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: May 2, 1997

- 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): Province of Leyte
- Others (specify): \_\_\_\_\_

**Projects Implemented in the [Province/City/Municipality] of [Name of LGU]**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
N/A						

[CSO LOGO]

Name of the Organization

Address

**BOARD RESOLUTION NO. 001**

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

**WHEREAS**, on [Date], 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 [Name of Organization] is a civil society organization duly registered with the [Securities and Exchange Commission/Cooperative Development Authority/Department of Labor and Employment/ Department of Human Settlements and Urban Development, formerly the Housing and Land Use Regulatory Board], and existing under Philippine laws;





**WHEREAS**, in the [NAME OF ORGANIZATION] Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], 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/Panlungsod/Bayan], 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/City/Municipality] of [Name of LGU]

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor [Name]

**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: [Name/s of representatives].

**ADOPTED** unanimously by the Board of Trustees/Directors of the [Name of CSO] this [DD] day of [MM YYYY] in the [Province/City/Municipality] of [Name of LGU]

Name	Position	Signature
CIRILA RAQUEL R. ROSAL	Prov'l. Fed. DCW President	
EVA M. ATEM	Prov'l. Fed. DCW Secretary	
CHERRY A. VERBO	Prov'l. Fed. DCW Treasurer	
ROSARIO ALBERIO	Prov'l. Fed. DCW Auditor	

\*add rows as necessary

*[Signature]*  
**CIRRA RAQUEL R. ROSAL**

**[FULL NAME]**  
**Prov. Fed. DCW - President**  
**[Board Chairperson or Equivalent]**

**15 MAY 2023**

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ in **TACLOBAN CITY**  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_  
at \_\_\_\_\_

Doc No: 410  
Page No: 83  
Book No: VII  
Series of 2023

*[Signature]*

**ABBY GERARDE G. MIRALLES**  
Notary public Until December 31, 2024  
J.C. No. 25,3-01-59  
IBP No. 188196-12/14/2022  
PTR No. 7215256-01/05/2023  
Roll No. 72476- TIN 424-740-744  
MCLE Compliance No. VII-0004981  
Rm. 218 Melecio Tan Bldg. Cor. Zamora  
& Salazar St., Tacloban City

CE011663



Republic of the Philippines

# Securities and Exchange Commission

EDSA, Greenhills, Mandaluyong  
Metro-Manila  
CEBU EXTENSION OFFICE  
Cebu City

S.E.C. Reg. No. C199700824

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, Articles of Incorporation and By-Laws duly signed and acknowledged for the organization of the

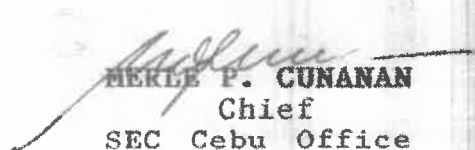
PROVINCIAL FEDERATION OF DAY CARE WORKERS  
ASSN. OF LEYTE INC.

under and in accordance with the provisions of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980, were presented for filing in this Commission on May 2, 1997, and a copy of said Articles and By-Laws are hereto attached;

NOW, THEREFORE, by virtue of the powers and duties vested in me by law, I do hereby certify that the said Articles of Incorporation and By-Laws were, after due examination to determine whether they are in accordance with law, duly registered in this Commission on the 19th day of July, Anno Domini, Nineteen Hundred and Ninety-seven.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Cebu City, Philippines, this 19th day of July, in the year of our Lord nineteen hundred and ninety-seven.

BY AUTHORITY OF THE COMMISSION

  
HERLE P. CUNANAN  
Chief  
SEC Cebu Office

Per SEC Office Order No. 9, Series of 1983

List of Current Officers of the [Name of CSO]

as of [Date]

Name	Position
CIRILA RAQUEL R. ROSAL	President
CRISELDA M. CORNEJO	Vice President
EVA M. ATEM	Secretary
CHERRY A. VEKBO	Treasurer
ROSARIO ALBERIO	Auditor
ELSA LUMEN	Head, Health Committee
JINAH T. ORBETA	Head, Education Committee
LILIA LUBAN	Head, Environmental Committee
ARLENE LAGAHIT	Head, Infrastructure and Safety Committee
	Member

\*add rows as necessary

1. Roberta Ana Liporada - P.I.O 1st District
2. Zyrach Cervantes - P.I.O 2nd District
3. Evelyn Tano - P.I.O 3rd District
4. Jeffin Galos - P.I.O 4th District
5. Annie Marie Flanco - P.I.O 5th District

1. Navissa Labardo - Board Director
2. Ma. Victoria De Luna - Board Director
3. Adela Tianzon - Board Director
4. Brenda Parco - Board Director




Annex H. Annual Accomplishment Report


[Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Conduct daily session plan or stimulation activities to 0-4 y.o. children	Provide supplemental parental care or holistic need of the 0-4 y-old so as to promote their growth & dev't.	daily		✓	P 20,000 for production of modular session plan activities & financial augmentation for purchase of TMs to CBWs COCenters	- Blended learning - modular distance learning and online learning conducted during pandemic to present to ensure academic formative learning to young children 0-4 yrs. old will not be hindered.

\*add rows as necessary

Prepared by:   
EVA M. ATEM  
 [Name]  
 Secretary-General

Prov'l. Fed. Dev Secretary

Noted by:   
CIRILA RAQUEL R. ROSAL  
 [Name of Head of CSO]  
 [Position/Designation]

Prov'l. Fed. Dev President



[Name of Organization]

**Activity:**

**Participants:**

**Date and Time:**

**Expectations for the Activity:**

**General Objective:**

**Specific Objectives:**

- -
- -
- -

**Agenda:**

1. Agenda 1

[Notes, Agreements, Discussions, etc.]

2. Agenda 2

[Notes, Agreements, Discussions, etc.]

3. Agenda 3

[Notes, Agreements, Discussions, etc.]

4. Agenda 4

[Notes, Agreements, Discussions, etc.]

Prepared by:

  
EVA M. ATEM

[Name]

Secretary-General

Noted by:

  
CIRILA RANIEL R. ROSAL

[Name of Head of CSO]

[Position/Designation]

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF LEYTE  
PROVINCIAL FEDERATION OF DAY CARE WORKERS  
ASSOCIATION OF LEYTE, INC.

**MINUTES OF THE MEETING CONDUCTED BY THE MEMBERS OF THE FEDERATION,  
ISSUES AND CONCERNS FOR THE CHILD DEVELOPMENT WORKERS HELD ON  
MARCH 3,2023, DAY CENTER, BRGY. PAWING, PALO, LEYTE.**

PRESENT: ATTACHED ATTENDANCE SHEET (40 participants)

ABSENT: None

- 
- I. The meeting was formally called to order at exactly 9:00 A.M. presided over the Federation President Ms. Cirila Raquel Rosal, followed by the prayer which was led by Ms. Jeffin Galos.
- II. Federation President called the roll, thereby declaring a quorum and immediately called the meeting to order.

Agenda:

1. Amendment of the Resolution for the Accreditation of the Provincial Federation of Day Care Workers Association of Leyte, Inc.
2. Replacement of the Vice-President and Auditor.
3. Increase of Monthly Registration from Ten Pesos (P10.00) to One Hundred Pesos (P 100.00) per year and per Child Development Worker.
4. Provincial Day Care Workers Week Celebration.

III. Considering that there were no further comments and clarifications of the previous minutes, the presiding officer, declared the said minutes approved.

IV. After the approval of previous minutes, the Provincial Fed. Treasurer, Ms. Cherry Verbo of Dagami, presented the federation financial statement.

**Total amount collected----- P 87,140.00**

Annual Dues 2018-2022 ----- P71,530.00

Forwarded Balance 2018 ----- P 15,610.00

**Total expenses ----- P 39,226.00**

Supplies – P100.00

Transportation of previous Officer – P1,650.00

Allowance of previous Pres. – P2,275.00

Fed. Meeting (Dec. 4,2021) – P1,758.00

Fed. Meeting (April 5,2022) - P 6,623.00

Parlor Games Prizes (Tabango) – P1,820.00

Fed. Pres. Allowance – P3,500.00

Resource Speaker Honorarium (ECCD) – P6,000.00

Cristmas Party (Dec. 14,2022) – P 6,000.00

DCOs Meeting (March 3,2023) – P 9,500.00

**Outstanding Balance ----- P 47,914.00**

It has been approved by Rosario Alberio of Hindang and seconded by Criselda M. Cornejo of Palo, Leyte.

The treasurer reminded the collection of yearly dues to the following LGUs: Javier (2019,2020,2021) , Kanangga (2022), Julieta ( 2018,2019,2020,2021,2022), Carigara (2020,2021).

**V.** The presiding officer open for suggestions for possible revision on the Resolution for the Accreditation of the Provincial Federation of Day Care Workers Association of Leyte, Inc.

It was agreed by the federation officers and members that the Association will re-apply for the Provincial Accreditation adapting the same constitution and by-laws of the previous association on which registered in Securities and Exchange Commission last July 15, 1997 with the registration Number C199700824 in the name of "Provincial Federation of Day Care Workers Association of Leyte, Inc.

**VI.** The Federation President, Ms. Cirila Raquel Rosal, suggested that the Vice-President and Auditor will be replaced since they are no longer members of the federation. Ms. Jinah Orbeta of Calubian, Leyte, motioned that those who are living in the nearby municipalities will be chosen, so that in case of emergency meeting, they can easily tapped. Mr. Eduard Gonzaga of Tanauan, Leyte, also motioned that he has a permanent position in their LGU.

Nominees for Vice-President:

1. Criselda M. Comejo of Palo, Leyte
2. Almira Luag of Kanangga Leyte
3. Annie Marie Flanco of Hilongos, Leyte
4. Eduard Gonzaga of Tanauan, Leyte

Nomination was closed by Evelyn Tano and was duly seconded by Mr. Jayson Bercello. Majority votes Criselda M. Cornejo of Palo, Leyte as Vice-President of the Association.

**VII.** The presiding officer open for nomination for the office of Auditor. There was only one nominee for the position of Auditor in the person of Ms. Rosario Alberio. The nomination was moved to close by Ms. Annie Marie Flanco and was seconded by Ms. Elsa Lumin.

The elected Provincial Officers:

President : Cirila Raquel R. Rosal – Albuera  
V-President : Criselda M. Cornejo – Palo  
Secretary : Eva M. Atem – Baybay  
Treasurer : Cherry A. Verbo – Dagami  
Auditor : Rosario Alberio – Hindang  
Health Committee — Elsa Lumen – Sta. Fe  
Education Committee --- Jinah T. Orbita – Calubi-an  
Environmental Committee --- Lilia Luban – Tabon-Tabon  
Infrastructure & Safety Committee --- Arlene Lagahit – San Isidro  
P.I.O. : First District – Roberta Ana Liporada – Tolosa  
Second District – Zyrah Cervantes – Lapaz  
Third District – Evelyn Tano – Villaba  
Fourth District – Jeffin Galos - Isabel  
Fifth District - Anna Marie Flanco – Hilongos

Board of Directors :

Narissa Labordo – Alang -alang  
Adela Tiauzon – Mc Arthur  
Ma. Victoria De Luna – Dulag  
Brenda Parco – Mahaplag

**VIII.** The Presiding Officer raised the issue on the increase of the amount of annual contribution of the association member from Ten Pesos (P10.00) to One Hundred Pesos (P100.00). The members were divided and called for votation. Majority voted that the annual registration fee of Child Development Worker will be increased to One Hundred Pesos (P100.00). The collection will be effective in the year 2023 on November or during the Provincial Cash Incentives Distribution. Whereas, the Child Development Worker who fails to pay the registration fee will not be able to receive any benefit from the association. Availment of benefits will take effect in the year 2024.

In addition, the municipal federation will pay an amount of Five Hundred Pesos (P500.00) as annual affiliation fee of the association to the Provincial Federation on November or during the Provincial Cash Incentives Distribution. The Provincial federation will pay the annual affiliation fee with the amount of Seven Hundred Pesos (P700.00) to the Regional Federation within the calendar year.

Mr. Eduard Gonzaga of Tanuan, Leyte suggested that since the annual registration will be increased, the Child Development Workers will be entitled to receive a benefit from the provincial federation association like medical and burial assistance. The president, Ms. Cirila Raquel Rosal motioned that the fund that would be collected will not be sufficient enough to pay for medical and burial assistance to all CDWs in the Province of Leyte but instead, he/she will receive a separation pay of Two Thousand Pesos (P2,000.00) if ever he/she will stop working as Child Development Worker. Provided also that the worker or member of the association must serve for at least five years. If, in case, the Child Development Worker will return to service, his/her status will be back to zero.

IX. The president discussed also the Provincial Day Care Workers Celebration. Some members of the association suggested that there will be different activities like Chorale, Cultural or Modern Dance, Pop Dance Contest and search for Ms. Popular Child Development Worker 2023. It was agreed that only Vocal Solo Contest per district and Search for Ms. Popular Child Development Worker 2023. The provincial federation treasurer, Ms. Cherry Verbo conveyed that the remaining balance of the association is not enough to provide further expenses especially the prizes, it was agreed that cultural and pop dance will be changed into parlor games. In line with the search for Ms. Popular CDW, the members of the association decided to raise funds through district and municipality; wherein every cluster must raise Fifteen Thousand above (P15,000.00 above) and in every municipality must raise not less than Three Thousand Pesos (P 3,000.00). There will be sharing of funds as voted by majority: 60% goes to the provincial federation funds and the remaining 40% will be shared by the candidate and discretion of the municipalities that comprise the district.

A. The following are the candidates for Ms. Popular CDW 2023

First District – Tanuan - VICTORIA JIMENEZ Ms. Tanuan

Second District – Dagami – SHERYL ALPINO

Third District – Villaba – ALLEN T. ABING

Fourth District – Matag-ob – JELLY ANN LUCEÑO

Fifth District – Baybay - BERNADITA C. DE LOS REYES

B. The committee in-charge during the celebration:

Provincial federation Officers are assigned to prepare for the prizes, mechanics and criteria during the contest.

Fifth district are assigned to prepare for the paraphernalia's and stage decoration.

Intermission Number will be rendered by: First District (Carigara), Second District (Tanauan) and all DCOs in 2<sup>nd</sup> District and San Miguel, Leyte with their Modern Dance.

C. During the celebration, it was agreed that the following district will wear according to the assigned color. First District – apple green, Second District – red, Third District – Navy blue  
Fourth District – white, Fifth District – old rose

D. The tentative schedule for Day Care Workers Celebration will be on June 9, 2023 in Baybay City Gymnasium. The first and last canvassing of Ms. Popular CDW will be on May 5, 2023 at 9:00 AM in Leyte Provincial Hall (PSWDO office).

E. The President as well as the members of the association agreed that the federation will not joined any contest during the regional celebration. However, the provincial federation officers are obliged to attend in Calbayog City to support and observed the event. But if there is a CDW willing to attend, they are allowed in their own expense.

X. There will be no other matters treated further, Ms. Cirila Raquel Rosal, Provincial Federation President moved for the adjournment of the meeting duly seconded by Evelyn Tano of Villaba, Leyte. Hearing the motion, duly seconded, the presiding officer, Ms. Cirila Raquel Rosal, confirmed approval, thereto. Hereafter, she declared this meeting adjourned. Time: 5:00 P.M.

Prepared by:

  
**EVA M. ATEM**  
Prov. Fed. Secretary

Attested by:

  
**CIRILA RAQUEL R. ROSAL**  
Prov. Fed. President





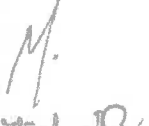
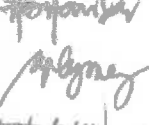
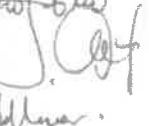











Witness:

  
**SARAH H. MANLICOBAN**  
Provincial Day Care Program Coordinator

Noted by:

  
**VIVIAN L. CLAROS**  
Provincial Social Welfare & Development Officer

March 3, 2023

Name	Address	Contact #	Signature
1. EVA M. ATEM	BAYBAY	09268310803	
2. JEFFIN V. GALOS	ISABEL	09164318614	
3. CIRILA RAQUEL LINDAY	ALBUENA	09663179601	
4. JOY T. SANICO	PALOMPON	09532201923	
5. CHARLEY M. VELASCO	MATAG-OO	09361701911	
6. BRENDA P. PARCO	MAHAPLAG	09355300849	
7. MARISSA M. PITOGO	BATO	09654125780	
8. ROSARIO A. ALBERIO	Hindang	09467496606	
9. Annie Marie Franco	Hilongos	09452308470	
10. HAIDEE B. NARIDO	INOPACAN	09455437240	
11. Ally Almonia Gomez	Natalom	0966-683-4408	
12. ROSANNA O. LUMBRE	JAVIER	0912-792-8991	
13. ALLAN FRANCIS T. BARQUIN	ABUYOG	0905-102-8208	
14. JUDITH B. PAULLA	SAN MIGUEL	09514647290	
15. NARISSA D. LABARDO	Alangala	09214835938	
16. GONZALES EDWARD C.	TANAUAN	09568693918	
17. DANICA MAY N. ABALOS	STA. FE	09512567892	
18. ROSANNA D. MONTAÑO	DABATUN	09283197981	
19. CRISBELA M. CORNEJO	LGA- PALO	09306490857	
20. Palenta Ana Cipriano	LGU- Tolosa	09166014167	
21. EVELYN G. TANO	LGU- VILLABA	09364006375	
22. EMILIE C. DADANA	LGU- MARDUA	09303018643	
23. LIDWINA B. RELATORRES	LGU- BURAUEN	09488782806	
24. DEBBIE C. FALLERA	LGU- JUTA	0983550599	
25. Felicia P. Aguilos	LGU- Carigara	09694897519	
26. MARIVIC M. DE LUNA	LGU- DNLAG	09276556081	
27. ANGENCA B. ABARCA	LGU- BAMBICO	09983867246	
28. LORA A. MISAGAL	LGU- CAROURAN	09770216460	
29. RIZA S. ALAO	LGU- TUNGA	09458775968	
30. ZIRAH C. BERVANTES	LGU- LAPAZ	09458927509	
31. ADELA S. TITAZON	LGU- MEXARTUR	09463840747	
32. LILIA C. LIMBAN	LGU- Tabontabon	09513657891	
33. Cherry A. Verbo	LGU- Dagami	09006195096	
34. ESMERALDA T. Cnibida	LGU- Pustiana	09166152717	
35. Krizette Ann A. Abilar	LGU- Tabango	09483801355	

**[NAME OF ORGANIZATION]  
FINANCIAL STATEMENT FOR CY 2021**

SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		
Monthly Dues / Membership Fees	N/A	N/A
Income Generating Project 1		
Income Generating Project 2		
<b>TOTAL</b>		

PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses		
Office Supplies		
Logistics / Transportation		
Administrative and Personnel		
<b>TOTAL</b>		

Noted by:

CIRILA RAQUEL R. ROSAL  
 [Name]  
 [President]

CRISelda CORNEJO  
 [Name]  
 [Vice President]

EVA M. ATEM  
 [Name]  
 [Secretary-General]

CHEERY A. VERBO  
 [Name]  
 [Treasurer]

ROSARIO ALBERIO  
 [Name]  
 [Auditor]