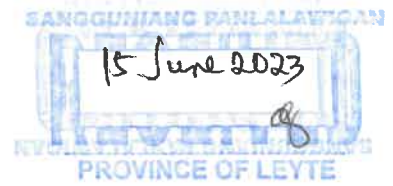


[Date] 13 June 2023

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] HON. JAVIER:

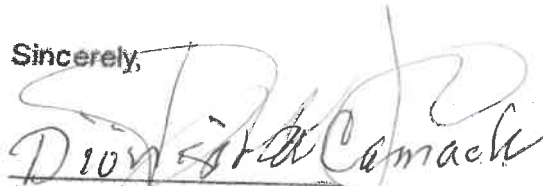
In response to your Notice of Call for Accreditation, kindly be informed that ^{CAPA, Brgy Cabuyan, Panawan, Leyte} [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/bayan].

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,



[Name of Head of the Organization]
[Position]

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: Cabunyan Free Farmers Association (CFFFA)

Address: Brgy. Cabunyan Tanawan, Leyte

Contact No.: 09512218834

Email address (optional):

Date Organized: Nov. 27. 2022

Sector/s Represented:

Purposes/Objectives:

Services that the organization provides or can participate in:

Registering Agency:

Date Registered: _____

- 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)

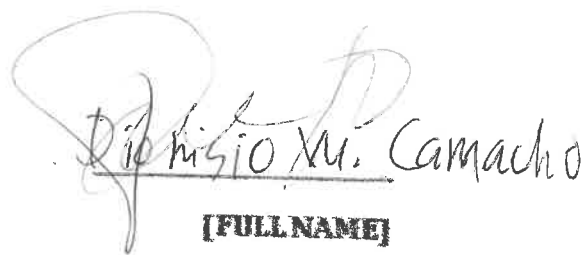
- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of Agriculture (DA)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- National Commission for Culture 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


[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 202__ in _____
Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on
_____ at _____.

Doc No: _____
Page No: _____
Book No: _____
Series of _____

Republic of the Philippines

Province of Leyte

TANAUAN

-o0o-

SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 45th REGULAR SESSION OF THE 16TH SANGGUNIANG BAYAN OF TANAUAN, LEYTE HELD ON MAY 31, 2023 AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT:

HON. ARCHIE LAWRENCE R. KAPUNAN	Municipal Vice Mayor/Presiding
HON. JAN ELMER V. MAGDALAGA	Sangguniang Bayan Member
HON. MARK EFREN E. MERILO	-do-
HON. JOSIE M. CREER	-do-
HON. ATTY. ISAGANI S. ESPADA	-do-
HON. JASMIN U. BORJA	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. MA. MARTINA L. GIMENEZ	-do-/Liga Fed. Pres.

ABSENT :

HON. MAE JANE ANGELIE M. MORABE (Maternity leave)	Sangguniang Bayan Member
HON. PAUL EMMANUEL R. CINCO (on leave)	-do-
HON. GIL MARK L. FIEL (on leave)	-do-/ SK Fed. Pres.

RESOLUTION NO. 2023 - 216

A RESOLUTION GRANTING THE APPLICATION FOR ACCREDITATION OF CABUYNAN FREE FARMERS FEDERATION ASSOCIATION OF BRGY. CABUYNAN - TANAUAN, LEYTE.

WHEREAS, presented for consideration at the August Body the application for accreditation of, **CABUYNAN FREE FARMERS FEDERATION ASSOCIATION OF BRGY. CABUYNAN - TANAUAN, LEYTE;**

WHEREAS, the applicant Association/Organization was compliant with the provision of the IRR of the Local Government Code of 1991 particularly Article 64 and other Laws relating thereto;

WHEREAS, acting on the recommendation of the Committee on Cooperatives and the same recommendation duly adopted by the August Body to grant the application for Accreditation of, **CABUYNAN FREE FARMERS FEDERATION ASSOCIATION OF BRGY. CABUYNAN - TANAUAN, LEYTE;**

WHEREFORE, premises considered the Sangguniang Bayan of Tanauan, Leyte finding the same to be within the realm of Legislative power to grant such Accreditation and on motion of the Committee chair on Cooperatives - **Hon. Atty. Isagani S. Espada** with the unanimous accord of all the members present;

**RESOLVED, AS IT IS HEREBY RESOLVED TO GRANT AS IT IS HEREBY GRANTED,
THE APPLICATION FOR ACCREDITATION OF CABUYNAN FREE FARMERS
FEDERATION ASSOCIATION OF BRGY. CABUYNAN - TANAUAN, LEYTE.**

UNANIMOUSLY APPROVED : 31 MAY 2023.

CERTIFIED TRUE AND CORRECT:

ELEUTERIO T. LERIOS

SB Secretary

ATTESTED:

HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding

HON. JAN ELMER V. MAGDALAGA
SB Member

HON. JOSIE M. CREER
SB Member

HON. JASMIN V. BORJA
SB Member

HON. MARK EPREN E. MERILO
SB Member

HON. ATTY. ISAGANI S. ESPADA
SB Member

HON. CHERRY ANNE T. FIEL
SB Member

HON. MA. MARTINA L. GIMENEZ
SB Member/Liga President

AGENDA

- Election of officers
- Information of job description of officers
- Scheduling of FFF Asso. Monthly meeting

MINUTES

Roger – Opening Prayer

Dionisio – Chairman

Silverio – To open the motion “Purpose of the FFF Asso.

All members – second the motion

Tereso – suggested that this Asso. should help the indigenous people in the community

Cristyle – responded that the very purpose of this Asso.

Pepito – Advice, we should ask financially from the government.

Nestor – Yes, so that we can establish so easily this proposed FFF Asso. Here in Tanauan town.

Nelson – seconded, para maisakatuparan ang mga planong ikauunlad ng mga Indigenous na sa kumunidad ng Tanauan.

Cecille – sa gabay na rin ng mga oficiales ng ating federation.

Norma – Ang Asso. na ito ay mapapalago ng mga pananim na productive para pagkakitaan ng mismong mga kinaukulan.

Christian – mag aalaga ng mga kahayupan gaya ng mga sumusunod:
(baboy, manok, kambing, baka, kalabaw)

Dominggo – at maibenta sa mga pamilihan para makatulong sa pangangailangan at makalikom ng mga sapat na halaga para sa pangangailangan ng iba.

Pedro R. – all members of this Asso. should follow/obey our written policy.

CONCLUSION

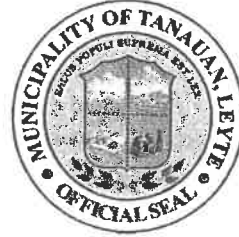
- The election of officers was successful.
- The plan & suggestion were all agreed upon by the attendees in this meeting.
- Including the future meetings schedules.


DIONISIO CAMACHO
CHAIRMAN


NORMA GORRE
TREASURER


JYNE GALLARON
SECRETARY


VIOLETA ESTOLA SENADO
BUSINESS MIGR



Republic of the Philippines
Province of Leyte
Municipality of Tanauan
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

THIS IS TO CERTIFY THAT after having satisfactorily complied with all the requirements and criteria for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2022-083 dated Jun-15-2022,

CABUYNAN FREE FARMERS ASSOCIATION (CFFA)

Brgy. Cabuynan, Tanauan, Leyte

an organization duly registered/certified/affiliated with _____ and accredited by the Sangguniang Bayan of this Municipality per SB Resolution No. 2023-216 dated May 31, 2023 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 Sangguniang Bayan, Tanauan, Leyte to be affixed herein this 9th day of June 2023 at Tanauan, Leyte, Philippines.


HON. ARCHIE LAWRENCE R. KAPUNAN
Municipal Vice-Mayor/Presiding Officer

CABUYNAN FREE FARMERS ASSOCIATION (CFFA)

“Sa Ikauunlad ng Bayan Magsasaka ang Kailangan”

BRGY. CABUYNAN TANAUAN, LEYTE

REGION VIII

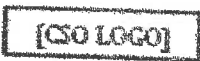
LIST OF OFFICERS AND MEMBERS

(OFFICERS)

NAME		POSITION
DIONISIO CAMACHO	-	CHAIRMAN
SILVERIO B. MONTE	-	VICE CHAIRMAN
CRISTYLE DANNIS BALDEDOMAR	-	SECRETARY
NORMA GORRE	-	TREASURER
VIOLETA ESTOLA	-	BUSINESS MANAGER
ALTHEA JOAN CORONADO	-	BOOKKEEPER
BOY CAPILITAN	-	AUDITOR
CECILLE MERCADO	-	P.I.O.

(MEMBERS)

1. ROGELIO BELLUTA
2. PRIME JOEL R. PUNDAVELA
3. JYNE S. GALLARON
4. TERESO CINCO
5. DOMINGGO ARCEO
6. DINA ADVINCULA
7. TERESO CUMPIO
8. PEPITO LOZADA
9. NELSON SORIANO
10. NESTOR SORIANO
11. CHRISTIAN SYDIONGCO
12. CRISANTA REPUBLO
13. LETECIA SUACELO
14. ARCHIELITO MALATE
15. HENSIE RIC VARGAS
16. PEDRO L. RABOCARISAL



Name of the Organization
Address

BOARD RESOLUTION NO _____

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 [Pabalawigan/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
<u>Dionisio Camacho</u>	<u>Chairman</u>	_____
<u>Silverio Monte</u>	<u>Vice Chairman</u>	_____
<u>Jyho Gallaron</u>	<u>Secretary</u>	_____
<u>Nayma Gorre</u> <i>add rows as necessary</i>	<u>Treasurer</u>	_____
<u>Violeta Estola</u>	<u>Business Mngr.</u>	
<u>Prime Joel Pundavela</u>	<u>Technician</u>	
<u>Dina Advincula</u>	<u>Care taker</u>	
<u>Boy Capitlan</u>	<u>Consultant</u>	
<u>Pedro Rabucarisal</u>	<u>Adviser</u>	

**MINUTES DURING ORGANIZATION MEETING & RATIFICATION
OF BY-LAWS OF
CABUYNAN FREE FARMERS ASSOCIATION
(CFFA)**

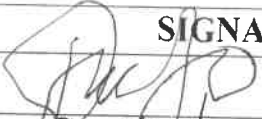
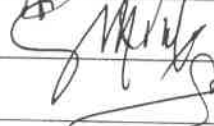
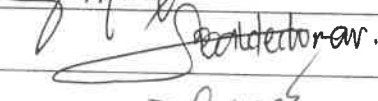
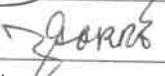

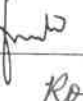





FIRST MEETING

DATE: NOV. 27, 2022

TIME: 2PM - 4PM

PLACE: CABUYNAN TAN., LEYTE

ATTENDANCE

NAMES	SIGNATURE
1. DIONISIO CAMACHO	
2. SILVERIO B. MONTE	
3. CRISTYLO TANNIS BALDEDOMAR	
4. NORMA GORRE	
5. VIOLETA ESTOLA	Violenta Estola
6. ALTHEA JOAN CORONADO	
7. BOY CAPILITAN	B. Capilitan
8. CECILLE MERCADO	
9. ROGELIO BELLUTA	Rogelio Belluta
10. PRIME JOEL TUNDAYELA	Prime Joel Pundayela
11. JYNE GALLARON	Jayne S. Gallaron
12. TERESO CINCO	
13. DOMINGGO ARCEO	Dominggo Arceo
14. DINA ADVINCULA	D. Advincula
15. TERESO CUMPIO	
16. PEPITO LOZADA	P. Lozada
17. NERSON SORIANO	
18. HECTOR SORIANO	
19. KRISTIAN SYDIONGCO	Kristian
20. CRISPANTA REPUBLO	Crispanta
21. LETECIA SVACELO	Leticia S.
22. ARCHIELTO MALATE	
23. HENRIE TIC VARGAS	H. Vargas
24. PEDRO L. RABOCANUSAL	Pedro L. Rabocanusol

BUDGET PROPOSAL

Initial Project Cost Breakdown

Project Title	BABOY DAMO FARM (Organic-fed hogs)		
Name of Organization	CFFA		
Item	Quantity	Unit Cost	Total Cost
Operational Expenses			
Pigs			
- Matured	5	P8,000.00	P40,000.00 (Rough Estimate)
- Piglets	10	P4,500.00	P45,000.00 (Rough Estimate)
Feeds	30 sacks	P2,400.00/sack	P72,000.00 (Canvassed Price)
Organic Feeds	CFFA COUNTERPART		
-Yellow Corn			
-Kamoteng Kahoy			
-Karlant			
Area Fencing			P30,000.00 (Rough Estimate)
Pig Pen			P50,000.00 (Rough Estimate)
Veterinary drugs and vitamins			P5,000.00(Rough Estimate)
Miscellaneous			P10,000.00
Total Expenditure			P248,000.00

EXPECTED FARM PERFORMANCE AFTER 3MOS.

	Discription	Total
Gross Sale	10 heads	P150,000.00
Recapitalization*	10 heads of piglets	P45,000.00
Operational Cost	Tubig, kuryente, bantay, and other expenses	P15,000
Veterinary drugs and vitamins		P5,000.00
Supplemental Feeds	20 sacks	P48,000.00
Total Expenditure		P113,000.00
Social Responsibility Fund (5%)		P1,850.00
Organizational Savings (20%)		P7,400.00
PROJECT NET PROFIT		P27,750.00