

**LETTER OF APPLICATION**

Item No.: 02  
Date: JUN 13 2023

Vice Governor Leonardo "Sandy" Javier Jr.  
Presiding Officer, Sangguniang Panlalawigan  
Municipality of Sta. Fe  
Province of Leyte



Vice Governor Leonardo "Sandy" Javier Jr.

In response to your Notice of Call for Accreditation, kindly be informed that SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION [SIGCA], with office address of Brgy. San Isidro Sta. Fe Leyte, would to seek accreditation by the Sangguniang Panlalawigan.

In support of this application are the following administrative requirements,

1. Duly accomplish Application 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 [DOLE];
4. List of Current Officers;
5. CY 2022 Minutes of the Annual Meetings;
6. CY 2022 Annual Accomplishment Report;
7. CY 2022 Financial Statement;
8. List of Members;

Thank you,

Sincerely,

Ruel C. Dialino

President

09127844944

Annex C: Application form for Accreditation and Checklist of Requirements

**APPLICATION FORM FOR ACCREDITATION**

Name of

**Organization:** SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION (SIGCA)

**Address:** Brgy. San Isidro Sta. Fe Leyte

**Contact No:** 09127844944

**Email address:** \_\_\_\_\_

**Date Organize:** March 22, 2016

**Sector's Represented:** \_\_\_\_\_

**Purpose/Objectives:**

The objectives of this association to have a source of funds coming from the National Government through livelihood program. To give a quality and sustained product or goods to the community in terms of agricultural farming.

**Service that the Organization provides or can participate in:**

Community Service

Feeding Program

Brigada Eskwela

Religious Activity

**Registering Agency:**

**Date Registered:** March 22, 2016

- 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 and Indigenous People (NCIP) \*certification

**Accrediting Agency: (if any)**

**Date Accredited:** March 22, 2016

- Commission on Popular and Development (POPCOM)
- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- Department of Commission for Culture and the Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Others (specify) \_\_\_\_\_

**Organizational Level:**

- Barangay Level
- Chapter
- Affiliate of a larger organization (identify organization): \_\_\_\_\_
- Others (specify): \_\_\_\_\_

**Project Implemented in the [Province/City/Municipality] of [\_\_\_\_\_]**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	On-going

Annex C: Application form for Accreditation and Checklist of Requirements

Depending on your association technical area of expertise and scoop 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 and Peace and Order Board

WE HEREBY CERTIFY, to the correctness of the above information.



Ruel C. Dialino  
President



Maribel C. Vejera  
Secretary

Annex E: Board Resolution – Intention for Accreditation

**SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION**

**Brgy. San Isidro Sta Fe, Leyte**

**Board Resolution No. 11**

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

**WHEREAS**, on April 16, 2023 the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083 on the Guidelines on the Accreditation of Civil Society Organization and selection of Representatives to the Local Special Bodies.

**WHEREAS**, the SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION is a civil society organization duly registered with the [Security and Exchange Commission/Cooperative Development Authority/ Department of Labor and Employment/ Department of Human Settlement and Urban Development, formerly the Housing Land Use Regulatory Board] existing under Philippines Law.

**WHEREAS**, in the SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION Special Board Meeting held at Brgy San Isidro Sta, fe Leyte on May 08, 2023 2023, attended by the following Board of Trustees present the following resolution was approved and adopt:

**RESOLVED, AS IT HEREBY RESOLVED**, to signify to our intention to be an accredited civil society organization with the Sangguniang 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 membership in the local special body in the Province of Leyte, Municipality of Sta. Fe, Leyte.

**RESOLVED FURTHER**, to forward the copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation, the Hon. 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 : RUEL DIALINO,

**ADOPTED**, unanimously by the Board of Trustees/Director/s of the SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION this 08th day of May 2023, in the PROVINCE OF LEYTE, MUNICIPALITY OF STA. FE, LEYTE,

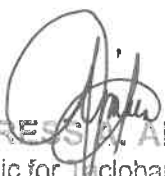
<u>NAME</u>	<u>POSITION</u>
RUEL C DIALINO	PRESIDENT
IMILDA B LEBRIA	V-PRESIDENT
MARIBEL VEJERA	SECRETARY
MARISOL L EPIL	TREASURER
NAIDA ABEJO	AUDITOR
JENNYROSE MORON	AUDITOR
ERLINDA CALUPAS	P. I. O
EVANGELINE VEJERA	P. I. O
JENNIFER MARA	BUSINESS MANAGER
GARRY ROCA	SGT. AT ARMS
ALEXIS ROJA	SGT. AT ARMS
ALWIN EPIL	SGT. AT ARMS
LUCRECIA GADI	B.O.D
ILUMINADA ROCA	B.O.D
JOEBERT ABEJO	B.O.D
ORLANDO MORON	B.O.D

SIGNATURE

The signature block contains 14 horizontal lines. The first line has a signature that appears to be 'Ruel Dialino'. The second line has a signature that appears to be 'Imilda Lebria'. The third line has a signature that appears to be 'Maribel Vejera'. The fourth line has a signature that appears to be 'Marisol Epil'. The fifth line has a signature that appears to be 'Naida Abejo'. The sixth line has a signature that appears to be 'Jennyrose Moron'. The seventh line has a signature that appears to be 'Erlinda Calupas'. The eighth line has a signature that appears to be 'Evangeline Vejera'. The ninth line has a signature that appears to be 'Jennifer Mara'. The tenth line has a signature that appears to be 'Garry Roca'. The eleventh line has a signature that appears to be 'Alexis Roja'. The twelfth line has a signature that appears to be 'Alwin Epil'. The thirteenth line has a signature that appears to be 'Lucrecia Gadi'. The fourteenth line has a signature that appears to be 'Iluminada Roca'. There are also some illegible signatures on the lines below the fourteenth line.

SUBSCRIBED AND SWORN TO before me this 9 th day, of May 2023 in ALANGALANG, LEYTE  
Affiant exhibiting to me MR. RUEL C. DIAZ with valid identification card no. UM10 10 . 0111 - 320 857 - 2 issued on,  
th at SS - TACLOBAN, 2023

Doc. No. 447  
Page No. 91  
Book No. 102  
Series of 2023

  
**ATTY. JARES S. 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



(For Workers' Association Operating in One Region)

Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
REGIONAL OFFICE NO.8  
Trece Martirez Street, Tacloban City

**Registration Certificate No. RO8-NLFO-2016-WA-898**

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of the Labor Code, as amended, and its implementing rules,

**SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION**

Brgy. San Isidro, Sta. Fe, Leyte

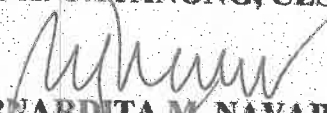
has this day been registered as conferred with all the rights and privileges of a legitimate workers' association established for the **MUTUAL AID and PROTECTION** of its members. It shall promote the moral, social and economic well-being of its members shall have the right to present the in accordance 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 for the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

**IN WITNESS WHEREOF**, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines, this 22<sup>nd</sup> day of March 2016.


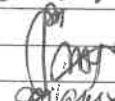
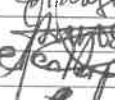
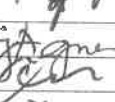
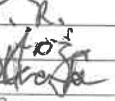









APPROVED BY:

For the Regional Director  
**ELIAS A. CAYANONG, CESO III**

  
**BERNARDITA M. NAVARRA**  
Chief LEO - NLFO

DEPARTMENT OF LABOR AND EMPLOYMENT  
REGIONAL OFFICE NO. 8  
INSO - RECORDS SECTION  
CERTIFIED TRUE COPY  
FROM THE ORIGINAL  
DATE: 20 FEB 2023  


**LIST OF CURRENT ELECTED OFFICER'S**

<u>Name</u>	<u>Position</u>	
Ruel Dialino	President	
Imilda B Lebria	Vice-President	
Maribel Vejera	Secretary	
Marisol Epil	Treasurer	
Niada Abejo	Auditor	
Jennyrose Moron	Auditor	
Erlinda Calupas	P.I.O	
Evangeline Vejera	P.I.O	
Jennefer Mara	Business Manager	
Alwin Epil	Sgt. At Arms	
Garry Roca	Sgt. at Arms	
Alexis Roja	Sgt.at Arms	
Lucrecia Gade	B.O.D	
Illuminada Roca	B.O.D	
Joebert Abejo	B.O.D	
Orlando Moron	B.O.D	

## MINUTES OF THE MANAGEMENT FOR THE PRECEDING YEAR

### CALL TO ORDER

The meeting was called to order by the temporary preceding officer at exactly eleven o'clock in the morning at Brgy. San Isidro Sta. Fe Leyte,

### ROLL CALL

The roll call was made through the attendance sheet that was filed up 29 organizing members were present in the said meeting.

### CALENDAR OF THE BUSINESS/AGENDA

1. Purpose of the association,
2. Name of the Organization,
3. Election of Officers,
4. Ratification and Adoption of the Constitutional By-Laws,
5. Other matters.

### MINUTES OF THE MEETINGS

#### 1. PURPOSE OF THE ASSOCIATION

The members of the organization with the Presiding Officer as the moderator, discussed the advantages of the organization into an association considering that the members have common needs and are into the same livelihood activities.

The following purpose is commonly arrived at;

- a) to establish the association that well promote mutual aid and protection of its members,
- b) to promote the social, moral and economic well-being of the members,
- c) to develop the sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the member,
- d) to provide the members knowledge and skill and equip themselves an effective, innovative and agricultural activities,
- e) to work with the government and non-government association or entitled promotion and development of the association and carrying out government policies,

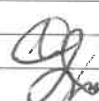

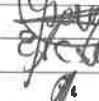
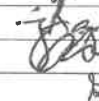



#### 2. NAME OF THE ASSOCIATION

The Presiding Officer called for suggestion as the name of the association. Mrs. Noimie Roja one of the organizing member suggested the "SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION" (SIGCA) which the body unanimously approved.

#### 3. ELECTION OF THE OFFICERS

The election of the officers followed in order to facilitate the administration of the organization's activities and program specifically in the registration of the organization with Department of Labor and Employment (DOLE).

The following is the result of election;

Name	Position	
Ruel Dialino	President	
Milda B Lebría	Vice-President	
Maribel Vejera	Secretary	
Marisol Epil	Treasurer	
Niada Abejo	Auditor	
Jennyrose Moron	Auditor	
Erlinda Calupas	P.I.O	
Evangeline Vejera	P.I.O	
Jennefer Mara	Business Manager	
Alwin Epil	Sgt. At Arms	
Garry Roca	Sgt. at Arms	
Alexis Roja	Sgt.at Arms	
Lucrecia Gade	B.O.D	
Illuminada Roca	B.O.D	
Joebert Abejo	B.O.D	
Orlando Moron	B.O.D	



4. PRESENTATION OF RATIFICATION/ADOPTION OF BY-LAWS

The Presiding Officer presented the draft of the Constitutional and By-Laws of the organization where the content of the constitution and by-laws was read to the members per article number and section and with the corresponding translation in the vernacular dialect.

Then the Presiding Officer was the newly elected as the President called for ratification and adoption of the constitution and by-laws. All the organizing members present, unanimously affirmed and discussed in the organizational meeting.

Name	Position	Signature
Ruel Dialino	President	
Imilda B Lebria	Vice-President	
Maribel Vejera	Secretary	
Marisol Epil	Treasurer	
Niada Abejo	Auditor	
Jennyrose Moron	Auditor	
Erlinda Calupas	P.I.O	
Evangeline Vejera	P.I.O	
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Alexis Roja	Sgt.at Arms	
Lucrecia Gade	B.O.D	
Illuminada Roca	B.O.D	
Joebert Abejo	B.O.D	
Orlando Moron	B.O.D	
Virginia Garcia	Member	
Noemie Roja	Member	
Luzviminda Roja	Member	
Myrna Pendoz	Member	
Ebe Caca	Member	
Eduardo Gomez	Member	
Elesia Epil	Member	
Angela Dupa	Member	
Jennylyn Garcia	Member	
Erlinda Calupas	Member	
Rhealyn Lebria	Member	
Kim V. Sevilla	Member	

Prepared By:

Maribel Vejera  
Secretary

Noted By:

Ruel Dialino  
President

Annex H Annual Accomplishment Report


SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION

Name of Program/Project/Activity	Objectives	Duration/Date	Status		Budget	Remarks
			Completed	On-going		
Egg Layer	To have funds and to Support egg production	2 years		✓		
Vegetables Gardening	To give a good quality of Vegetables to the community	5 months		✓		
Harvester	To have funds also, and To make easy in harvesting time,	3 months		✓		

Prepared By:

  
 Maribel Vejera  
 Secretary

Noted By:

  
 Ruel Dialino  
 President

**Saint Isidore Greenfield Community Association**

**Brgy. San Isidro Sta. Fe, Leyte**


**FINANCIAL STATEMENT FOR C.Y 2023[April]**


INFLOW [INCOME]		
SOURCE	AMOUNT	REMARKS
EGG SALES	₱170,164.00	₱758,243.00
VEGETABLES	₱77.00	₱1,695.00
HARVESTER		₱19,692.00
TOTAL	₱170,241.00	₱779,630.00
OUTFLOW[EXPENSES]		
PARTICULARS	AMOUNT	REMARKS
MISSELANEOUS	₱7,878.00	₱2,003.00
FEEDS	₱111,700.00	₱52,500.00
BILLS	₱946.00	₱293.00
MATERIALS	₱9,386.00	
EMERGENCY FUND	₱1,550.00	₱750.00
TOTAL	₱131,460.00	₱55,546.00
TOTAL FUNDS BALANCE	₱38,781.00	₱724,084.00
[TOTAL INFLOW-TOTAL OUTFLOW]		

NOTED BY:

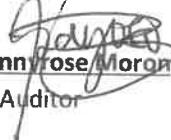
  
**Marisol L Epil**  
 Treasurer

  
**Maribel C Vejera**  
 Secretary

  
**Jennifer A Mara**  
 Buss. Manager

  
**Ruel C. Dialino**  
 President

**Naida E Abejo**  
 Auditor

  
**Jenn Rose Moron**  
 Auditor