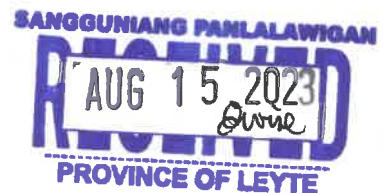


August 1, 2023

Item No.: 01  
Date: AUG 22 2023

**LEONARDO "SANDY" JAVIER JR.**  
VICE GOVERNOR & RESIDING OFFICER  
Sangguniang Panlalawigan  
Province of Leyte




Dear Vice-Governor Javier:

In response to your Notice of Call for Accreditation, kindly be informed that **STA. FE INTEGRATED FARMER'S ASSOCIATION**, with office address at **BRGY. BACULANAD STA. FE, LEYTE**, would like to seek for accreditation by that Sanggunian.

In support of this application are following documentary requirements:

1. Duly Accomplished Application Form for Accreditation
2. Board Resolution
3. Certificate of Registration issued by DOLE
4. List of Current Officers and Members
5. Original Sworn Statement stating that CEO is an independent, non-artisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in DILG Memorandum Circular No. \_\_\_\_\_ and \_\_\_\_\_, and after securing a Certificate of Accreditation from the concerned Sanggunian.
6. CY \_\_\_\_\_ Annual Accomplishment Report
7. CY \_\_\_\_\_ Financial Statement
8. Profile indicating the purposes and objectives of our organization
9. Copy of the Minutes of CY \_\_\_\_\_ Meeting of the organization
10. Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health sector ( For CSOs applying to be members of the Local School or Health Board).

Very Truly Yours,

  
**SHERWIN L. PONTILLA**  
SIFA President

**APPLICATION FORM FOR ACCREDITATION**

Name of

Organization: STATE INTEGRATED FARMERS ASSOCIATION (SIFA)

Address: Barry Baculanod State Leyte

Contact No.: 09166090276

Email address (optional):

Date Organized: April 28 2015

Sector/s Represented:

Purposes/Objectives:

FOR ACCREDITATION

Services that the organization provides or can participate in:

VEGETABLES SUPPLIER

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

**STA. FE INTEGRATED FARMER'S ASSOCIATION**  
Brgy. Baculanad Sta. Fe, Leyte

**EXCERPTS FROM THE MINUTES OF THE REGULAR MEETING OF STA. FE INTEGRATED FARMER'S ASSOCIATION (SIFA) HELD AT BRGY. BACULANAD STA. FE, LEYTE ON JUNE 2, 2023 AT 9:00 A.M.**

**PRESENT:**

<b>PRESIDENT</b>	<b>:</b>	<b>SHERWIN L. PONTILLA</b>
<b>VICE- PRESIDENT</b>	<b>:</b>	<b>GERALDINE O. SIBLE</b>
<b>TREASURER</b>	<b>:</b>	<b>MELINDA Q. BEDUA</b>
<b>SECRETARY</b>	<b>:</b>	<b>RICHARD CARLO RAMBOYONG</b>
<b>AUDITOR</b>	<b>:</b>	<b>MAE FLORENCE T. MOLLEJON</b>
<b>P.I.O</b>	<b>:</b>	<b>ARNEL A. MORON</b>
<b>BOOK KEEPER</b>	<b>:</b>	<b>ANABEL F. GOLES</b>
<b>BUSINESS MANAGER</b>	<b>:</b>	<b>ANALIZA S. MURILLO</b>

**RESOLUTION NO. 2**  
**SERIES OF 2023**

**A RESOLUTION RESPECTFULLY REQUESTING THE OFFICE OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE FOR THE ACCREDITATION OF THE STA. FE INTEGRATED FARMER'S ASSOCIATION (SIFA) AS PROVIDED FOR BY THE DEPARTMENT OF AGRICULTURE, MUNICIPAL OFFICE.**

**WHEREAS**, the STA. FE INTEGRATED FARMER'S ASSOCIATION of Brgy. Baculanad Sta. Fe, Leyte has come up into a decision to apply for accreditation through the Department of Agriculture, Municipal Office in order that said association be recognized by the department as one among active and registered association in the region and in the province;

**WHEREAS**, the said application was submitted to the Office of the Sangguniang Panlalawigan for approval upon compliance of all requirements;

**NOW THEREFORE**, on motion of Mrs. Melinda Q. Bedua, and duly seconded by the majority of the members present, be it;

**RESOLVED**, as it is hereby resolved, that the STA. FE INTEGRATED FARMER'S ASSOCIATION (SIFA) of Brgy. Baculanad Sta. Fe, Leyte now assembled in regular meeting, **TO RESPECTFULLY REQUEST THE SANGGUNIANG PANLALAWIGAN** for municipal accreditation.

**RESOLVED FURTHER**, that the copies of this resolution be furnished to all offices concerned for their information and appropriate action.

**UNANIMOUSLY APPROVED**


**WE HEREBY CERTIFY** to the correctness of the foregoing resolution.

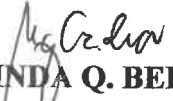
Prepared by:


*Richard Carlo Ramboyong*  
**RICHARD CARLO RAMBOYONG**  
SIFA Secretary

Attested:

  
**SHERWIN L. PONTILLA**  
SIFA President

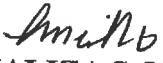
  
**GERALDINE O. SIBLE**  
SIFA Vice- President

  
**MELINDA Q. BEDUA**  
SIFA Treasurer

  
**MAE FLORENCE T. MOLLEJON**  
SIFA Auditor

  
**ARNEL A. MORON**  
SIFA P.I.O

**ANABEL F. GOLES**  
SIFA Bookkeeper

  
**ANALIZA S. MURILLO**  
SIFA Business Manager



*[Signature]*  
STERCIO L. PONTULA  
[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of 5 AUG 2023, 202\_\_ in Palo, Leyte  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on  
DL: N02-02-006711 at \_\_\_\_\_

Doc No: 144  
Page No: 50  
Book No: 1  
Series of 2023

*[Signature]*

ATTY. MELANI CHIQUELLO CALCETA  
NOTARY PUBLIC

Within the Jurisdiction of RTC Tacloban City  
N.C. No: 2023-03-138 valid until December 31, 2024  
Roll of Attorneys' No: 82802  
PTR No. 8347158 / 01-31-2023 / Tacloban City  
IBP No. 257116 / 01-01-2023 / IBP Leyte  
MCLE 8<sup>th</sup> Compliance No. 0002301 valid until April 14, 2028  
2<sup>nd</sup> Floor Palo Public Market Bldg., Cavite East Palo, Leyte  
09451248015/ melanichiquillocalceta@gmail.com



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VIII  
**NORTHERN LEYTE FIELD OFFICE**  
Trece Martires St., Tacloban City

**Registration Certificate No. R0800-NLFO-15-04-RWA-359**  
KNOW ALL MEN BY THESE PRESENTS:

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

**STA. FE INTEGRATED FARMERS ASSOCIATION  
(SIFA)**

Sitio Pulac Brgy. San Isidro, Sta Fe, Leyte

has this day been registered as and 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 and shall have the right to represent them 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 08<sup>th</sup> day of April, 2015.



APPROVED:

  
**ELIAS A. CAYANON, CESO III**  
Regional Director

 **CERTIFIED  
TRUE COPY**

DATE: 12 JUL 2023

  
BY: **ALEJO M. LABRADOR, JR.**  
ADM. RECORDS OFFICER

## FARMERS ASSOCIATION PROFILE

**Name of PCA:** STA FE INTEGRATED FARMERS ASSOCIATION (SIFA)

**Address:** BRGY BACULANAD STA FE LEYTE

### LIST OF OFFICERS:

NAME OF OFFICERS	POSITION IN ORGANIZATION	HOME ADDRESS
SHERWIN L. PONTILLA	PRESIDENT	BARANGAY BACULANAD STA FE LEYTE
GERALDINE O. SIBLE	VICE-PRESIDENT	BARANGAY SAN ISIDRO
MELINDA Q. BEDUA	TRESURER	BARANGAY ZONE 3 STA.FE LEYTE
RICHARD CARLO T. RAMBOYONG	SECRETARY	BARANGAY ZONE 3 STA.FE LEYTE
MAE FLORENCE T. MOLLEJON	AUDITOR	BARANGAY ZONE 4 STA. FE LEYTE
ARNEL A. MORON	PIO	BARANGAY SAN ISIDRO
ANABEL F. GOLES	BOOK KEEPER	BARANGAY ZONE 3 STA.FE LEYTE
ANALIZA S. MURILLO	BUSINESS MANAGER	BARANGAY ZONE 3 STA.FE LEYTE

### LIST OF MEMBERS

NAME OF MEMBERS	POSITION IN ORGANIZATION	HOME ADDRESS
NORBERTO D. MURILLO	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
BENITO DACILLO	MEMBER	BARANGAY BACULANAD STA FE LEYTE
LOUIE E. LUSAC	MEMBER	BARANGAY BACULANAD STA FE LEYTE
ARON R. FLORES	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
HONEY JANE S. FLORES	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
ROSALINA F. CONDESA	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
CRISTINA R. SICOY	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
SHERYL L. PONTILLA	MEMBER	BARANGAY BACULANAD STA FE LEYTE
ROSALINA R. FLORES	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
CRISPIN E. BEDUA	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
JOEL T. NARGA	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
RYAN T. RAMBOYONG	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
RODRIGO R. FLORES JR	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
RICHARD E. CACA	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
ELMER C. GRISOLA	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
NIEL ADAM T. MURILLO	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE
ROMEO S. QUEMADO	MEMBER	BARANGAY ZONE 4 STA.FE LEYTE
NILMA Q. TOBIAS	MEMBER	BARANGAY ZONE 4 STA.FE LEYTE
MARIBEL H. QUEMADO	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
RENANTE C. SIBLE	MEMBER	BARANGAY SAN ISIDRO STA. FE LEYTE
ALLAN PARDILLA	MEMBER	BARANGAY ZONE 1 STA.FE LEYTE
JERICO P PETILLA	MEMBER	BARANGAY CUTAY STA FE LEYTE
JOEL P. BELINO	MEMBER	BARANGAY CUTAY STA FE LEYTE
JENNIFER GUEVARA	MEMBER	BARANGAY CUTAY STA FE LEYTE
ROMEL E BEDUA	MEMBER	BARANGAY SAN JUAN STA FE LEYTE
MARITES B PETILLA	MEMBER	BARANGAY SAN JUAN STA FE LEYTE
JENNELYN B LACHICA	MEMBER	BARANGAY SAN JUAN STA FE LEYTE
ELISA T MURILLO	MEMBER	BARANGAY ZONE 3 STA.FE LEYTE



STA. FE INTEGRATED  
FARMERS ASSOCIATION  
BRGY. BACULANAD  
STA. FE LAYTE

EXCERPT from the minutes of Sta. Fe  
INTEGRATED FARMERS ASSOCIATION (SIFA) monthly  
meeting held at Baculanad farm site Brgy.  
Baculanad Sta. Fe Layte held on July 05 2023  
at 10:00 Am.

Prayer - Jennifer Petilla

Nat'l Anthem - Melinda Bedua

Agenda.

- 1) mga plano kon aanhon utro nga pitad  
para hon maka udwag han pag ka lugi han  
Baboyan tungod han ASF
- 2) plano han pag tikang utro han pananom
- 3) parti han mga makinarya
- 4) kon aanhon nga maka utro pag bu-  
tang hin Chicken layen ngan native chicken
- 5) other matter

## DISCUSSION:

- 1) Nangumusta hi President nga hi Sherwin Portillo han kada tagasa kon ano an mga kabutangan han kada tagasa nga Pamilya. sam tang nga nag bakasyon. anay hiya. ngan nag aro hiya hin idia kon ano it maupay unahan para maka balik dayon an pag rebhong utro han asosasyon. Bumaton hi angelito Petilla nga unahan ngatanan kemusta. an imo pamati ha imo lawas ok na ba an imo medication aada haimo it ika uunlad hit ASSOCIATION kay kami nga tanan nasunod haimo. umabuyon an tanan. bumaton an Presidente sige tikang kita ha baboyan. kon mag limpyo anay kita tanan ha palibot tapos ha baboyan mag aalaga kita hin medyo native k anay para pag tikangan naton ha baboyan.
- 2) Kasumpay han pag padayon han meeting an pag tikang han utanon amo nga an mga makinarya amo on dakong kabulig para mapadali an pag tikang. Nag kasarabot nga July 26. makag tikang dayon han pan hawan ngan makatanim dayon han mga leafy vegetable sugat han patchay, repolyo, tangkong. para mag ka ada dayon hin income an kada tagasa. nga Pamilya.
- 3) an ika tulo nga gin istoryahan amo an mga makinarya na pag desesyonan nga para maka bulig ha mga membro an 4wD tractor an mga member in mabeyad la hin 500.00 kada ctarya para han maintenance han makinarya hira na an mapalit han Diesel ngan hira na an mabeyad han operator. umaboyon an mga membro

4) Ain ikes ipat nga erestarya parti han pag tikang han pag layer nga native checkin. Nag kaara buyon an nga tanan nga kinahanglan kon maka halin hin anapay ang harvester ha pag anihan amo la anay gagamiton pag puhunan han layer ngan ipapalit hin putot para pag tikang han native checkin.

ha kartaposan hom meeting pag pakiana hi President Sherwin Pontilla kon nasayod an ngatanon parti han gin kasarabotan. ngan kon may ada pa kadagangan. ngan kon waray na tartaposon ta it aton meeting. nag-adjurn an meeting ha oras nga 12:05 han udto.

### Attendance

- 1) SHERLITA LUSAC
- 2) SHERLY PONTILLA
- 3) Jennifer Petilla
- 4) Gereco Petilla
- 5) Joel Belmo
- 6) Ameliza Munillo
- 7) Nilma Tabias
- 8) Mae Florence Malayan
- 9) Melinda Q. Bedua
- 10) LUIS A. LUSAC Jr.
- 11) Sherwin Pontilla
- 12) Rosalina F. Condessa
- 13) Rosalina Flores
- 14) Ann L. A. Moron
- 15) Maribel H. Samaga
- 16) Richard Carlo T. Lambayong

*Rosalina F. Condessa*  
*Sherwin Pontilla*  
*Richard Carlo T. Lambayong*  
*Ameliza Munillo*  
*ngf tabias*  
*Joel Belmo*  
*Michelle*  
*Mae Florence Malayan*  
*Ann L. A. Moron*  
*Ann L. A. Moron*  
*N.F.*  
*Richard Carlo T. Lambayong*

Prepared by:

Richard Carlo T. Lambayong  
 Richard Carlo Lambayong

Assisted by:

*Sherwin Pontilla*  
 Sherwin Pontilla

**STA. FE INTEGRATED FARMER'S ASSOCIATION**  
Brgy. Baculanad Sta. Fe, Leyte

**EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF STA. FE INTEGRATED FARMER'S ASSOCIATION (SIFA) HELD AT BRGY. BACULANAD STA. FE, LEYTE ON JUNE 2, 2023 AT 10:00 P.M.**

<b>PRESIDENT</b>	<b>:</b>	<b>SHERWIN L. PONTILLA</b>
<b>VICE- PRESIDENT</b>	<b>:</b>	<b>GERALDINE O. SIBLE</b>
<b>TREASURER</b>	<b>:</b>	<b>MELINDA Q. BEDUA</b>
<b>SECRETARY</b>	<b>:</b>	<b>RICHARD CARLO RAMBOYONG</b>
<b>AUDITOR</b>	<b>:</b>	<b>MAE FLORENCE T. MOLLEJON</b>
<b>P.I.O</b>	<b>:</b>	<b>ARNEL A. MORON</b>
<b>BOOK KEEPER</b>	<b>:</b>	<b>ANABEL F. GOLES</b>
<b>BUSINESS MANAGER</b>	<b>:</b>	<b>ANALIZA S. MURILLO</b>

All members are present.

The meeting was called by the Brgy. Populace for the re-organization of the abandoned association in response to the barangay populace who in directly need, coping up the "*bayanihan*" concept of farming and to uplift the socio-economic priorities in their locality.

Agenda:

1. Re-organization of STA. FE Integrated Farmer's Association (SIFA)
2. Election of Officers

**RESOLUTION NO. 3**  
Series of 2023

**A RESOLUTION RATIFYING AND THE CONCURRENCE THERETO OF THE NEW MEMBERS AND NEWLY ELECTED OFFICERS COGNIZANT TO THE RULES PROVIDED UNDER THE CONSTITUTIONS AND BY LAWS, AND TO PURSUE ALL UNDERTAKING OF THE ASSOCIATION.**

**WHEREAS**, a need for the reorganization was conducted on the date the meeting was held due to incompetence of some members and officers, contrary to the constitution and by-laws of the association;

**WHEREAS**, the new members were consequently elected for the position of the following: **PRESIDENT**, MR. SHERWIN L. PONTILLA, **VICE-PRESIDENT**, MS. GERALDINE O. SIBLE, **TREASURER**, MS. MELINDA Q. BEDUA, **SECRETARY**, RICHARD CARLO RAMBOYONG, **AUDITOR**, MAE FLORENCE MOLLEJON, **PIO**, ARNEL A. MORON, **BOOKEEPER**, ANABEL F. GOLES, and **BUSINESS MANAGER**, ANALIZA S. MURILLO;

**WHEREAS**, in order for the association STA. FE INTEGRATED FARMER'S ASSOCIATION be fully functional, we the officers and members unanimously approved with the concurrence of the new set of officers and members;

**NOW THEREFORE**, on motion of Ms. Melinda Q. Bedua, duly seconded by majority of the members present, be it;

**RESOLVED, AS IT IS HEREBY RESOLVED**, to approve the newly accepted members and new set of officers who ratified the said Constitutions and by Laws of STA. FE INTEGRATED FARMER'S ASSOCIATION (SIFA) located at Brgy. Baculanad Sta. Fe, Leyte.

**Cont. Resolution No. 3 S. 2023, held June 2, 2023, (SIFA)**

**RESOLVED FINALLY**, that copies of this resolution be furnished the Department of Labor and Employment, Regional Office VIII, Tacloban City, and all others concerned for their information and guidance.

**APPROVED UNANIMOUSLY.**

Prepared by:

*Richard Carlo Ramboyoung*  
**RICHARD CARLO RAMBOYONG**  
SIFA Secretary

Approved by:

  
**SHERWIN L. PONTILLA**  
SIFA President


STA. FE INTEGRATED FARMERS ASSOCIATION (SIFA)

(Name of Organization)

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
high value & feather crop production (mic)	Livelihood	2015-up to present	✓	✓	Funded by PLGU-sustainable	supply near brgy. & municipalities
Rice machinery	livelihood	2020 up to present	✓	✓	Funded by Philreach	to less budget of rice farmers.

\*add rows as necessary


Prepared by:  
 Richard Carlo T. Rambuyong  
RICHARD CARLO RAMBUYONG  
 [Name]  
 Secretary-General


Noted by:   
 SHERWIN L. PONTUA  
 [Name of Head of CSO]  
 [Position/Designation]

**FINANCIAL STATEMENT FOR CY 2023**


<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
4WD Tractor		
combine harvester 1st & second cropping	263,860	combine harvester shot down
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
labor mechanic Diesel & operator	293,208	combine harvester overhaul
<b>TOTAL</b>		
<b>TOTAL FUND BALANCE</b> (Total Inflow - Total Outflow)	20,652	

Noted by:

  
**SHERWIN L. PONTILLA**  
 SIFA President


  
**GERALDINE O. SIBLE**  
 SIFA Vice-President

**MELINDA Q. BEDUA**  
 SIFA Treasurer

  
**MAE FLORENCE T. MOLLEJON**  
 SIFA Auditor

  
**ARNEL A. MORON**  
 SIFA P.I.O

**ANABEL F. GOLES**  
 SIFA Bookkeeper

  
**ANALIZA S. MURILLO**  
 SIFA Business Manager

  
**RICHARD CARLO RAMBOYONG**  
 SIFA Secretary