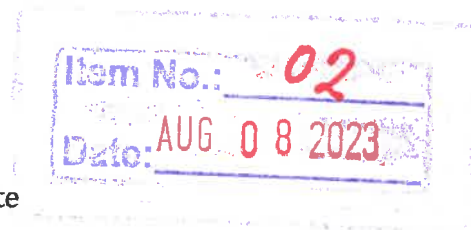


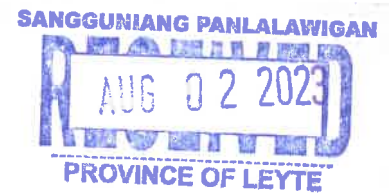
OKay

**Baybay Leyte Transport Cooperative  
(BAYBAY LEYTE TRANS CO.)**  
San Vicente St. Brgy. Bitanhuan, Baybay City, Leyte



April 15, 2023

**Vice Governor Leonardo M. Javier, Jr**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte



Dear **Vice Governor Javier, Jr:**

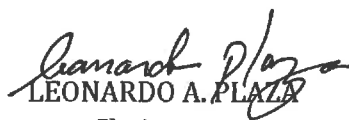
In response to your Notice of Call for Accreditation, kindly be informed that Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.) with office address at San Vicente St. Brgy. Bitanhuan, Baybay City, Leyte would like to seek accreditation by the Sangguniang Panlalawigan.

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 CDA;
4. List of Current Officers and Members;
5. CY 2022 Minutes of the Annual Meeting;
6. CY 2022 Annual Accomplishment Report; and
7. CY 2022 Financial Statements

Thank you.

Sincerely,

  
LEONARDO A. PLAZA  
Chairman

## APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.)

**Address:** San Vicente St. Barangay Bitanhuan, Baybay City, Leyte

**Contact No.:** 09754621330

**Date Organized:** MARCH 8, 2018

**Sector/s Represented:** TRANSPORT

### Purposes/Objectives:

1. To provide public transport services primarily to members and the commuting public utility vehicles.
2. To engage in allied services or businesses such as marketing of spare parts and supplies and others;
3. To promote and advance the economic and social status of the members;
4. To coordinate and facilitate the activities of the cooperatives;
5. To advocate for the cause of the cooperative movements;
6. To ensure the viability of cooperatives through the utilization of new technologies; and
7. To encourage and promote self-help or self-employment as an engine for economic growth and poverty alleviation.

### Services that the organization provides or can participate in:

1. Provide public transport services primarily to members and the commuting public

### Registering Agency:

**Date Registered:** April 5, 2018

- 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:** CY 2022

- 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 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): LGU-Baybay

**Organizational Level:**

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

**Projects Implemented in the City of Baybay:**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
	None					

**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.

  
**LEONARDO A. PLAZA**  
Board of Director, Chairman

  
**ROBINSON M. YAP**  
Secretary

**Baybay Leyte Transport Cooperative  
(BAYBAY LEYTE TRANS CO.)  
San Vicente St. Brgy. Bitanhuan, Baybay City, Leyte**

**RESOLUTION NO. 08**

**A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF LEYTE TO ACCREDIT THE BAYBAY LEYTE TRANSPORT COOPERATIVE (BAYBAY LEYTE TRANS CO.)**

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

**WHEREAS**, on June 15, 2022, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

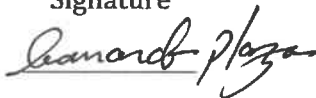
**WHEREAS**, the Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.) is a civil society organization duly registered with the Cooperative Development Authority (CDA), and existing under Philippine laws;

**WHEREAS**, the Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.) Officers' Meeting held at Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.) Office on June 18, 2022, the following resolution was approved and adopted:


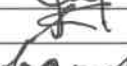
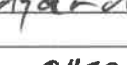
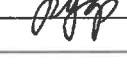
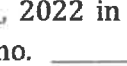
**RESOLVED, AS IT IS HEREBY RESOLVED**, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan of the Province of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and to apply for membership in a local special body in the Province of Leyte.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chairman of the Sanggunian Committee on Accreditation, the Honorable Trinidad G. Apostol.

**RESOLVED FURTHERMORE**, that the following representative of the Organization is authorized and directed to take any action necessary to effectuate the foregoing resolution:

Name	Position	Signature
LEONARDO A. PLAZA	Chairman	

**ADOPTED** unanimously by the Officers of the Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.) this 15<sup>th</sup> day of April, 2023 in the City of Baybay.

Name	Position	Signature
JACK NOAH M. CUETO	Vice-Chairman	
MERVIN P. DACALOS	BOD-Member	
RAUL P. SAJOR	BOD-Member	
SATURNINO T. LIM	BOD-Member	
EDGARDO T. MANAGBANAG	BOD-Member	
EULOGIO C. GERMINO	BOD-Member	
ROBINSON M. YAP	Secretary	
VANESSA J. SENECIO	Treasurer	

SUBSCRIBED AND SWORN TO before me this 24 APR 2023 day of April, 2022 in Baybay City, Leyte  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc No: 219  
Page No: 44  
Book No: XXVII  
Series of: 2023

Notary Public  
**ATTY. VIVIAN C. ENRIO-VIDALLON**  
NOTARY PUBLIC  
NC. NO. 1-22-06-02, JULY 4, 2022  
UNTIL DECEMBER 31, 2023  
ROLL NO. 62930  
PTR NO. EC0101749, 1/3/2023, BAYBAY CITY, LEYTE  
TSP NO. 249415, 1/9/2023, LEYTE  
MCLE COMPLIANCE NO. VII-0081765



Republic of the Philippines  
OFFICE OF THE PRESIDENT

COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-1080000000043080

## CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

This is to certify that

**Baybay Leyte Transport Cooperative (BAYBAY LEYTE  
TRANS CO.)**

Name of Coop

80201843080

CIN

with address at San Vicente Street, Barangay Bintanhuan, Baybay City, Leyte, 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 5th day of April, 2018.



  
ORLANDO R. RAVANERA, CSEE, CEO VI  
Chairman 



Republic of the Philippines  
OFFICE OF THE PRESIDENT

COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-1080000000043080  
Amendment No: 9520-1080000000043080-1

**CERTIFICATE OF REGISTRATION  
OF  
AMENDMENTS TO THE  
ARTICLES OF COOPERATION AND BYLAWS**

KNOW ALL MEN BY THESE PRESENTS, GREETINGS:

This is to certify that the proposed amendments to the **Articles of Cooperation and Bylaws** of the **Baybay Leyte Transport Cooperative (BAYBAY LEYTE TRANS CO.)**, with office address at **San Vicente Street, Barangay Bintanhuan, Baybay City, Leyte** adopted in its **Regular Annual General Assembly** meeting held at the **Plaridel Covered Court, Brgy. Plaridel, Baybay, Leyte** on **February 2, 2019** were submitted to the Cooperative Development Authority (CDA) for registration pursuant to the provisions of Republic Act No. 9520.

The attached amendments hereto consisting of **11** pages of the Articles of Cooperation and **26** pages of the Bylaws, being not contrary to the provisions of RA 9520 and the rules and regulations prescribed by the CDA, are hereby approved and registered.

**IN WITNESS WHEREOF**, by virtue of the powers vested in me by law, I have hereunto set my hand and caused the seal of Authority to be affixed this **23rd day of April, 2019** at **Quezon City, Philippines**.



  
ORLANDO R. RAVANERA, CSEE, CEO VI  
Chairman 

List of Current Officers and Members of the  
**Baybay Leyte Transport Cooperative**  
**(BAYBAY LEYTE TRANS CO.)**  
*as of December 31, 2022*

Name	Position
Leonardo A. Plaza	Board of Director, Chairman
Jack Noah M. Cueto	Board of Director, Vice-Chairman
Mervin P. Dacalos	Board of Director, Member
Raul P. Sajor	Board of Director, Member
Saturnino T. Lim	Board of Director, Member
Edgardo T. Managbanag	Board of Director-Member
Eulogio C. Germino	Board of Director-Member
Vanessa J. Senecio	Treasurer
Robinson M. Yap	Secretary
Jeoly Mae D. Cozo	Audit Committee, Chairman
Ronnie G. Licardo	Audit Committee, Vice-Chairman
Marlo D. Dargantes	Audit Committee, Member
Rena Cris T. Dondoyano	Election Committee, Chairman
Melchor O. Apipi	Election Committee, Vice-Chairman
Cristopher G. Muñez	Election Committee, Member
Jack Noah M. Cueto	Education and Training Committee, Chairman
Jose Arnie D. Pastoril	Education and Training Committee, Vice-Chairman
Randy C. Tajo	Education and Training Committee, Member
Carmelo P. Montuya	Mediation/Conciliation Committee, Chairman
Alexander D. Galenzoga	Mediation/Conciliation Committee, Vice-Chairman
Ricky H. Doguiles	Mediation/Conciliation Committee, Member
Ceferino T. Paraon	Ethics Committee, Chairman
Custodio C. Galute	Ethics Committee, Vice-Chairman
Marwin C. Salaverez	Ethics Committee, Member
Melfred S. Nodalo	Gender and Development Committee, Chairman
Eulogio C. Germino	Gender and Development Committee, Vice-Chairman
Oliver G. Cabillo	Gender and Development Committee, Member
Sabino V. Cozo Jr.	Manager
Lea V. Plaza	Bookkeeper
Pedro R. Andrade	Members
Nicolas B. Decena	Members
Florencio A. Plaza	Members
Arturo M. Yap	Members
Michael B. Dawal	Members
Celso P. Lumakin	Members
Christ Rey L. Plaza	Members
Gerry A. Muñez	Members
Jaime T. Ho	Members
Maria Delia M. Germino	Members
Mark Gregor C. Flores	Members

WE HEREBY CERTIFY to the correctness of the above information.

  
LEONARDO A. PLAZA  
Chairman

  
ROBINSON M. YAP  
Secretary



Republic of the Philippines  
Province of Leyte  
City of Baybay

Minutes of the General Assembly Meeting  
February 4, 2023 7:30 pm, at  
Brgy. Plaridel Baybay City, Leyte

- I. Prayer was led by Vanessa Senecio followed by the National Anthem played by the Sound system.
- II. The meeting was called to order by the Chairman at exactly 7:30 pm.
- III. Checking of the attendance by the Secretary. 37 regular members were present and 3 member was absent. Therefore the Chairman declared the quorum of the meeting.
- IV. There was no reading of the previous minutes of the meeting due to the loss of the file.
- V. A. Introduction of Candidates for Board of Directors & for Audit & Election Committees  
B. Election

VI. AGENDA OF THE MEETING

**A. PRESENTATION OF THE ANNUAL ACCOMPLISHMENT REPORT AND COMMITTEE REPORT FOR APPROVAL**

- COMMITTEE ON MEDIATION AND CONCILIATION REPORT
- COMMITTEE ON EDUCATION & TRAINING REPORT
- ACCOMPLISHMENTS REPORT

**B. PRESENTATION OF THE ANNUAL DEVELOPMENTAL PLAN AND BUDGET ( CY 2023-27)**

- ANNUAL DEVELOPMENTAL PLAN & BUDGET (CY 2023-2027)

**C. FINANCIAL UPDATES**

- BUS OPERATION

**D. AMENDMENT OF THE COOPERATIVE ARTICLES OF COOPERATION AND BY LAWS**

- ARTICLE 6- COMMON BOND OF FIELD OF MEMBERSHIP
- CHANGE OF BUSINESS ADDRESS
- ARTICLE 9- ALLOCATION AND DISTRIBUTION OF NET SURPLUS

**E. HIRING OF EXTERNAL AUDITOR**

**F. GUIDELINES AND POLICIES**

- WEARING OF PROPER UNIFORM
- SCHEDULE OF EMPLOYEES CASH ADVANCES

**G. OTHER MATTERS**

- FUEL CONSUMPTION OF BUSES

**H. AWARDING OF THE CERTIFICATE OF SHARES FOR THE COMPLETION OF THE PAID UP SHARE CAPITAL**

**I. PROCLAMATION OF THE WINNER**

**A. PRESENTATION OF THE ANNUAL ACCOMPLISHMENT REPORT AND COMMITTEE REPORT FOR APPROVAL**

- The Chairman of the MedCon Committee Custodio Galute presented to the General Assembly the report for the first and 2<sup>nd</sup> semester for the year 2022 as follows:



**MEDIATION/CONCILIATION REPORT  
(CY 2021-2022)**

<b>2022</b>	
<b>1<sup>ST</sup> SEMESTER</b>	<b>2<sup>ND</sup> SEMESTER</b>
<b>2 ISSUES CHOOSING PASSENGERS AND ILLEGAL BACKING RESOLVED BY WARNING AND WITH A FINE OF 500 PESOS EACH</b>	<b>1 ISSUE OF ILLEGAL BACKING RESOLVED BY WARNING AND A FINE OF 500 PESOS</b>

He added that for this years report there are minimal conflicts being reported which is a good signed of unity among the members. The report was been approved by the Chairman.

- The Chairman of the Education & Training Committee Leonardo Plaza reported to the General Assembly the training and webinars being attended by the members and employees of the Cooperative. He reported 10 training and webinars was been attended. The Mandatory Training provided by the CDA and one of the important training to be attended by its Cooperative members was been completed and attended. Certificates of attendance was been issued to the attendees. It was a job well done for all the members for this years improvements in attending training and seminars. The Chairman signed and approved the report.
- The Chairman Jack Noah Cueto presented to the General Assembly the Accomplishments Report for the year 2022. He reported it as follows:
  1. Released and launched 12 PUVMP units last April 21, 2022
  2. Approval of the application for the DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP) a project of the DOTR under ENTSUPERNEURSHIP PROGRAM worth (Php 500,000.00) of Rice.
  3. Purchased a TRUCK (KIA BONGO) for business and multi purpose use.
  4. Purchased TOOLS & EQUIPMENT for bus maintenance use.
  5. Launched a SUPPLEMENTARY BUSINESS for additional income
  6. Extended JOB OPPORTUNITIES by hiring non coop members
  7. Constituted 17 Board Resolutions and 1 GA Resolution for new guidelines and policies in operation and management.

He added that for the year 2022 accomplishments the Cooperative is now on its way to improvement.

**B. PRESENTATION OF THE ANNUAL DEVELOPMENTAL PLAN AND BUDGET ( CY 2023-27)**

The General Manager Sabino Cozo Jr. presented to the General Assembly the Annual Developmental Plan and Budget for the year 2023-2027. He presented it as follows:

**ANNUAL DEVELOPMENTAL PLAN AND BUDGET (2023-2027)**

ACTIVITY	TARGET YEAR	BUDGET	RESPONSIBLE COMMITTEE/PERSON
1. ACQUIRING ADDITIONAL PUVMP UNITS	2023-2024	14,700,000.00	BOD/GENERAL MANAGER
2. AMENDMENT OF THE COOPERATIVE ARTICLES OF COOPERATION & BY LAWS	2023	5,000.00	BOARD OF DIRECTORS
3. INVEST FOR NEW LINE OF BUSINESS	2023-2026	200,000	BOD/GENERAL MANAGER
4. PURCHASING ADDITIONAL COMPUTER SET FOR OFFICE USED	2023-2024	30,000.00	GENERAL MANAGER
5. CREATE & REVIEW POLICIES FOR BUS OPERATION	2023	2,000.00	BOARD OF DIRECTORS
6. ACQUIRING INSURANCE POLICIES FOR MEMBERS AND EMPLOYEES	2023-2024	20,000	GENERAL MANAGER
7. ORGANIZED COMMUNITY OUT REACH PROGRAM	2023-24	5,000.00	GAD COMMITTEE/GEN MANAGER
8. JOINING COOPERATIVE FEDERATION	2023-2024	5,000.00	BOD/GEN MANAGER
9. HIRING OF EXTERNAL AUDITOR	2023	7,000.00	GEN MANAGER

The General Manager discussed every detail regarding the annual developmental plan and budget with its importance and its purposes. The General Assembly queries was been answered by the Chairman and by the Board of Directors. The Plan and Budget was been approved upon the motion of Gerry Muñoz and being seconded by Florencio Plaza.

### C. FINANCIAL UPDATES

Before the treasurer Vanessa Senecio report on the financial status of the Cooperative. The Book keeper Lea Plaza notified the General Assembly that the Financial Report for the year 2022 has not yet been audited by an External Auditor and cannot be presented to the meeting. She apologized for the delayed and assures the General Assembly that it will be reported on a Special GA once done. The Chairman accepted and noted the explanation of the book keeper.

The Treasurer Vanessa Senecio reported the Bus Operation Income and Expenses for the month of January 2023. She read all the daily cash received and all the daily expenses incurred by the Bus. She reported the Summary of all the Income and Expenses of the Bus operation as follows:

#### INCOME STATEMENT (JANUARY)

SERVICE INCOME-BUS		1,648,649.00	
MISC INCOME-FINES		70.00	
SALES-SUPPLIES		800.00	
TOTAL GROSS INCOME		1,649,519.00	
LESS: OPERATING EXP			
BUS DAILY EXP-TERMINAL FEE	26,300.00		
BUS DAILY EXP-FUEL	612,598.50		
BUS DAILY EXP-SUPPLY	2,983.00		
OPERATING & ADMIN EXP	844,276.04		
	1,486,157.54	-1,486,157.54	
NET INCOME			<u>163,361.46</u>

The Treasurer Vanessa Senecio also reported the Income generated from the transaction of the LBP POS Cash out for 4Ps beneficiaries and others. She reported it as follows:

POS CASH OUT ALLOCATED BUDGET	100,000.00
CASH DISBURSED	53,834.00
REMAINING CASH	46,166.00
CREDIT RET BY LBP	53,834.00
ADD: TRANSACTION SHARE (P 15 X 14)	210.00
	<u>54,044.00</u>

### D. AMENDMENT OF THE COOPERATIVE ARTICLES OF COOPERATION AND BY LAWS

The Chairman Jack Noah Cueto opened up to the members of the General Assembly the decision of the Board of Directors during their BOD meeting to amend the Cooperative Articles of Cooperation and By Laws. He stated that in this matter, in which in the Articles of Cooperation under **Article VII- Area of Operation**, the principal address of the office was **San Vicente St. Brgy. Bitanhuan Baybay City, Leyte** and that will be changed into **Purok 6, Brgy. Plaridel Baybay City, Leyte**, since it was the new location of the office. On the other hand, as he continued he also discussed to the members of the General Assembly the decision of the Board to expand its membership for some members has withdrawn their membership and capital. And to compensate, the Board has decided to amend the Article of Cooperation under **Article VI-Common Bond and Field of Membership**. In which it was stated that the common bond of membership of the Cooperative is Residential and the field of membership shall be open to all **small Operators, Driver-Owner and Drivers** who are natural persons, Filipino citizens, of legal age, with the capacity to contract and possess all the qualifications and none of the disqualifications provided for in the By-laws and this Article of Cooperation. And that it will be changed into that the common bond of membership of the Cooperative is Residential and the field of membership shall be open to all **small Operators, Driver-Owner, Drivers and**

**Employees** who are natural persons, Filipino citizens, of legal age, with the capacity to contract and possess all the qualifications and none of the disqualifications provided for in the By-laws and this Article of Cooperation. Then the Chairman also added the typographical error in the **Article IX- Allocation and Distribution of Net Surplus** of the By Laws in which it was stated in the **Community Development Fund** the **10%** shall be used for projects and activities that will benefit the community where the cooperative operates to change it into **3 %**. And the **Optional fund** , Land and Building and any other necessary fund of **6%** shall be set aside for purpose to change into **7%**. The Chairman Jack Noah Cueto furthermore discussed to the members the importance of this amendment. And upon the motion of Jeoly Mae Cozo and seconded on mass motion it was been approved that the Articles of Cooperation- Article VI and Article VII be amended as well as the Article IX of the By Laws.

#### **E. HIRING OF EXTERNAL AUDITOR**

The Chairman Jack Noah Cueto informed the members of the General Assembly for hiring an External Auditor for the audit of the Book of Accounts of the Cooperative. He explained that it is mandatory and necessary. It was been approved on mass motion by the members of the General Assembly.

#### **F. GUIDELINES AND POLICIES**

The Chairman Jack Noah Cueto reminded the member-employee and employee to always wear their proper uniform especially while on their duties to avoid penalties. On motion of BOD member Ricky Doguiles that Saturday and Sunday is no uniform day and they are allowed to wear any shirts. It was seconded on mass motion. He also reminded them to always ensure cleanliness of the buses because surprise ocular inspection is always expected.

While BOD member Mervin Dacalos motioned that cash advances of employees will be on scheduled day, and that will be once a week. He proposed that cash advances will only be done every Thursday, except on emergency cases. The proposal was been approved by the members of the General Assembly.

#### **G. AWARDING OF THE CERTIFICATE OF SHARES FOR THE COMPLETION OF THE PAID UP SHARE CAPITAL**

The Chairman Jack Noah Cueto announced to the members of the General Assembly and awarded the Certificate of Shares to the Treasurer Vanessa Senecio for the completion of her subscribed paid up share capital of twenty four thousand pesos (Php 24,000.00).

#### **H. OTHER MATTERS**

The Chairman Jack Noah Cueto opened up to the members of the General Assembly the problem regarding the Fuel Consumption of the buses. For some of the drivers complained to the shortage of the fuel provided to them. The Chairman proposed for buses with 2 round trips - 15 liters of diesel, buses with 3 round trips - 27 liters of diesel and for buses with 4 round trips - 30 liters. The drivers accepted and approved the proposal. The Chairman reminded them to still saved and not to waste fuel because half of the gross income of the buses goes to fuel consumption.

The Vice Chairman Leonardo Plaza notified the drivers about the renewal of their CTTMO ID and it was necessary to be registered in order to receive assistance from the LGU. He informed them that they must attend the seminars provided by the CTTMO office at the New City Hall every Friday and at the old CTTMO office at the Baybay Gym every Saturday.

The Chairman Jack Noah Cueto notified the Drivers about the LTFRB Drivers Academy. It was been decided that first to be dispatched and to be prioritized are the 12 Drivers with units then to be followed by the 13 reserved drivers. Scheduled of the Seminar will be announced.

#### **I. PROCLAMATION OF THE WINNERS**

The Board of Canvassers headed by the appointed Election Committee Chairman Rena Cris Dondoyano, hereby proclaimed the result of the election to the General Assembly with their total no. of votes as follows:

Candidates Name	Position	No. Of Votes
Jack Noah Cueto	Board of Director	34
Leonardo A. Plaza	Board of Director	35
Saturnino Lim	Board of Director	30
Mervin Dacalos	Board of Director	30
Carmelo Montuya	Board of Director	33

Ricky Doguiles	Board of Director	29
Raul Sajor	Board of Director	28
Anastacio Quial	Board of Director	5
Celso Lumakin	Board of Director	3
<b>Candidates Names</b>	<b>Position</b>	<b>No. Of Votes</b>
Rena Cris Dondoyano	Election Committee	35
Melchor Apip	Election Committee	30
Jeoly Mae Cozo	Election Committee	28
Melfred Nodalo	Election Committee	20
Jose Arnie Pastoril	Audit Committee	33
Ronnie Licardo	Audit Committee	32
Randy Tajo	Audit Committee	27
Marlo Dargantes	Audit Committee	26

The EleCom Chairman informed the GA if theres anyone who wanted to appeal with regards to the result they have 10 days to file action with regards to this matter.

While the newly elected Board of Directors discussed and decided to vote for the chairmanship. And the results of the election was as follows:


Candidates Name	Position	No. Of Votes
Leonardo A. Plaza	Chairman	2
Jack Noah Cueto	Chairman	3
Mervin Dacalos	Chairman	2

Therefore the new Chairman of the Board was Jack Noah M. Cueto. And the Board has decided that the Vice Chairman upon the appeal also of Mervin Dacalos to give the position to Leonardo Plaza. It was been accepted by the General Assembly as well as the Board.

The new Chairman Jack Noah Cueto sets the first Board Meeting of the newly elected Board of Directors on Feb 26, 2023.

**ADJOURNMENT**

There were no more to discussed, the Chairman Jack Noah Cueto adjourned the meeting at 10:00 o'clock pm. It was been moved and seconded by BOD member Saturnino Lim.

PREPARED BY:  
  
**ROBINSON M. YAP**  
 Secretary

APPROVED BY:  
  
**JACK NOAH M. CUETO**  
 Chairman

Baybay Leyte Transport Cooperative  
(BAYBAY LEYTE TRANS CO.)  
San. Vicente St. Brgy. Bitanhuan, Baybay City, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
PONT OF SALE CASH OUT PROGRAM OF LBP	To provide easy access on cash withdrawals of 4ps beneficiaries and others	2021- up to present		✓	100,000.00 (initial)	Members received interest on capital and patronage refunds
ACQUIRING PUVMP UNITS	To provide a first class, safe and reliable transport service to the public and uplift the everyday life of the members	2021-2022	✓		30,000,000.00	Operational
FINANCIAL ASSISTANCE (DOLE)	To help the members affected by the pandemic	2021	✓		160,000.00 (DOLE FUND)	Members received cash

Prepared by:

*Rlyap*  
**ROBINSON M. YAP**  
Secretary

Noted by:

*Leonardo Plaza*  
**LEONARDO A. PLAZA**  
Board of Director, Chairman

# **BAYBAY LEYTE TRANSPORT COOPERATIVE**

COOPERATIVE DEVELOPMENT AUTHORITY REGISTRATION NO. 9520-  
1080000000043080

SAN VICENTE STREET, BRGY. BITANHUAN, BAYBAY CITY, LEYTE, PHILIPPINES

## **AUDITED FINANCIAL STATEMENTS**

FOR YEARS ENDED DECEMBER 31, 2022 AND 2021

DEPARTMENTS REQUIRING THIS DOCUMENT:

- A) BUREAU OF INTERNAL REVENUE
- B) COOPERATIVE DEVELOPMENT AUTHORITY

**BAYBAY LEYTE TRANSPORT COOPERATIVE**  
 San Vicente Street, Brgy. Bitanluan, Baybay City, Leyte, Philippines

**STATEMENTS OF FINANCIAL CONDITION**

As of December 31, 2022 and 2021

(Amounts in Philippine Pesos)

	Notes	2022	2021
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	5	3,748,512	1,258,738
Loans and Receivables	6	104,802	82,700
<b>Total Current Assets</b>		<b>3,853,314</b>	<b>1,341,438</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	7	28,021,133	21,711
<b>Total Non-Current Assets</b>		<b>28,021,133</b>	<b>21,711</b>
<b>TOTAL ASSETS</b>		<b>31,874,447</b>	<b>1,363,149</b>
<b>LIABILITIES AND EQUITY</b>			
<b>CURRENTS LIABILITIES</b>			
Trade and Other Payables	8	5,072,278	143,886
Interest on Share Capital Payable	9	112,489	29,359
Patronage Refund Payable	10	112,489	29,359
Due to Unions/Federations	11	-	9,786
<b>Total Current Liabilities</b>		<b>5,297,256</b>	<b>212,391</b>
<b>NON-CURRENTS LIABILITIES</b>			
Non-Current Liabilities	12	21,749,453	-
Other Non-Current Liabilities		-	85,734
<b>Total Non-Current Liabilities</b>		<b>21,749,453</b>	<b>85,734</b>
<b>TOTAL LIABILITIES</b>		<b>27,046,709</b>	<b>298,125</b>
<b>EQUITY</b>			
Member's Equity	13	917,900	937,800
Treasury Share Capital- Common	14	76,700	-
<b>Statutory Funds:</b>			
Reserve Fund	15	3,683,153	97,865
Cooperative Education and Training Fund	15	74,993	9,786
Community Development Fund	15	22,498	5,872
Optional Fund	15	52,495	13,701
<b>Total Statutory Funds</b>		<b>3,833,138</b>	<b>127,224</b>
<b>TOTAL EQUITY</b>		<b>4,827,738</b>	<b>1,065,024</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>31,874,447</b>	<b>1,363,149</b>

See Accompanying Notes to Financial Statements

**BAYBAY LEYTE TRANSPORT COOPERATIVE**  
 San Vicente Street, Brgy. Bitanhuan, Baybay City, Leyte, Philippines

**STATEMENTS OF OPERATIONS**  
 For the years ended December 31, 2022 and 2021  
 (Amounts in Philippine Pesos)

	Notes	2022	2021
<b>INCOME FROM SERVICE OPERATIONS:</b>			
Service Income		15,023,934	-
Other Income	16	627,562	304,458
<b>TOTAL INCOME</b>		<b>15,651,496</b>	<b>304,458</b>
<b>LESS OPERATING EXPENSES</b>			
Administrative Cost	17	15,097,300	290,362
<b>TOTAL OPERATING EXPENSES</b>		<b>15,097,300</b>	<b>290,362</b>
<b>NET SURPLUS</b>		<b>554,196</b>	<b>14,096</b>
<b>DISTRIBUTED AS FOLLOWS:</b>			
Reserve Fund (50%)		277,098	7,048
Education and Training Fund-local (10%)		55,420	705
Due to Unions/ Federations		-	705
Community Development Fund (3%)		16,626	423
Optional Fund (7%)		38,794	987
Interest on Share Payable (15%)		83,129	2,114
Patronage Refund Payable (15%)		83,129	2,114
		<b>554,196</b>	<b>14,096</b>
<b>NET SURPLUS AS DISTRIBUTED</b>		<b>554,196</b>	<b>14,096</b>

*See Accompanying Notes to Financial Statements.*



**BAYBAY LEYTE TRANSPORT COOPERATIVE**  
San Vicente Street, Brgy. Bitanhuan, Baybay City, Leyte, Philippines

**STATEMENTS OF CHANGES IN EQUITY**  
For the years ended December 31, 2022 and 2021  
(Amounts in Philippine Pesos)

	Notes	2022	2021
<b>SHARE CAPITAL - COMMON</b>			
Authorized 48,000 shares at Php 100 par value			
Balance at beginning of year		937,800	967,100
Add: Additional Capital, Net		56,800	(29,300)
Total		994,600	937,800
Withdrawal		(76,700)	-
<b>Balance at end of year</b>	<b>13</b>	<b>917,900</b>	<b>937,800</b>
<b>TREASURY SHARES CAPITAL- COMMON</b>			
Balance at beginning of year		-	-
Add: Bought Back and Held in Treasury		76,700	-
Total		76,700	-
Adjustments		-	-
<b>Balance at end of year</b>	<b>14</b>	<b>76,700</b>	<b>-</b>
<b>STATUTORY FUNDS</b>			
Reserve Fund			
Balance at beginning of year		97,865	90,817
Add: Allocation from Net Surplus		277,098	7,048
Total		374,963	97,865
Expenditures/Adjustments		3,308,190	-
<b>Balance at end of year</b>	<b>15</b>	<b>3,683,153</b>	<b>97,865</b>
Education and Training Fund			
Balance at beginning of year		9,786	9,082
Add: Allocation from Net Surplus		55,420	705
Total		65,206	9,786
Expenditures/adjustments		9,786	-
<b>Balance at end of year</b>	<b>15</b>	<b>74,993</b>	<b>9,786</b>
Community Development Fund			
Balance at beginning of year		5,872	5,449
Add: Allocation from Net Surplus		16,626	423
Total		22,498	5,872
Expenditures/ adjustments		-	-
<b>Balance at end of year</b>	<b>15</b>	<b>22,498</b>	<b>5,872</b>
Optional Fund			
Balance at beginning of year		13,701	12,714
Add: Allocation from Net Surplus		38,794	987
Total		52,495	13,701
Expenditures/ adjustments		-	-
<b>Balance at end of year</b>	<b>15</b>	<b>52,495</b>	<b>13,701</b>
<b>TOTAL STATUTORY FUNDS</b>		<b>3,833,138</b>	<b>127,224</b>
<b>TOTAL EQUITY</b>		<b>4,827,738</b>	<b>1,065,024</b>

See Accompanying Notes to Financial Statements

**BAYBAY LEYTE TRANSPORT COOPERATIVE**  
San Vicente Street, Brgy. Bitanhuan, Baybay City, Leyte, Philippines

**STATEMENTS OF CASH FLOWS**  
For the years ended December 31, 2022 and 2021  
(Amounts in Philippine Pesos)

	Notes	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Net Surplus		554,196	14,096
Adjustments to reconcile net surplus to net cash provided by operating activities			
Depreciation	7	1,733,116	6,720
<i>Operating Income before Working Capital Changes</i>		<i>2,287,313</i>	<i>20,816</i>
Changes in Assets and Liabilities			
Decrease (Increase) in:			
Loans and Receivables	6	(22,102)	(66,700)
Increase (Decrease) in:			
Trade and Other Payables	8	(113,886)	-
<b>Net cash provided by (used in) operating activities</b>		<b>2,151,325</b>	<b>(45,884)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Investment in Non-Marketable Equity Securities			
Net Acquisitions of Property, Plant and Equipment	7	(29,732,539)	-
<b>Net cash provided by (used in) investing activities</b>		<b>(29,732,539)</b>	<b>-</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Net Proceeds from Issuance of Share Capital- Common	13	(19,900)	(29,300)
Increase in Treasury Share- Common	14	76,700	-
Increase (Decrease) in Loans Payable	8, 10	26,791,731	-
Increase (Decrease) in Other Non-Current Liabilities		(85,734)	-
Change in Reserve Fund	15	3,308,190	-
<b>Net cash provided by (used in) financing activities</b>		<b>30,070,988</b>	<b>(29,300)</b>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>		<b>2,489,773</b>	<b>(75,184)</b>
<b>ADD: CASH AND CASH EQUIVALENTS, JANUARY 1</b>		<b>1,258,738</b>	<b>1,333,922</b>
<b>CASH AND CASH EQUIVALENTS, DECEMBER 31</b>	5	<b>3,748,512</b>	<b>1,258,738</b>

See Accompanying Notes to Financial Statements


Noted by:

  
LEONARDO A. PLAZA  
CHAIRMAN

  
JACK NOAH M. CUETO  
VICE-CHAIRMAN

  
ROBINSON M. YAP  
SECRETARY

  
VANESSA J. SENEICIO  
TREASURER

  
RONNIE G. LICARDO  
AUDITOR -1

  
MARLO D. DARGANTES  
AUDITOR-2