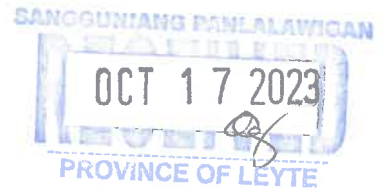


Item No.: 10

Date: 24 2023 OCT

[Date]

Vice [Governor/Mayor] 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 [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,

ROQUE P. REGIS  
[Name of Head of the Organization]  
[Position]  
VICE CHAIRMAN

**APPLICATION FORM FOR ACCREDITATION**

Name of Organization: PARAISO TACLOBAN FISHERFOLK MANGADUE ECO LEARNING PARK SERVICE COOPERATIVE

Address: BRGY. 83 PARAISO, SAN JOSE, TACLOBAN CITY (PUROK MELONGA)

Contact No.: 0956 783 8549

Email address (optional): \_\_\_\_\_

Date Organized: JAN 7, 2019

Sector/s Represented: \_\_\_\_\_

Purposes/Objectives: ACCREDITATION OF OUR COOPERATIVE TO PROVINCIAL GOVERNMENT OF LEYTE

Services that the organization provides or can participate in:

TREE ACTIVITIES, SEEDLING PRODUCTION

Registering Agency:

Date Registered: JANUARY 07, 2019

- 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



**COOPERATIVE DEVELOPMENT AUTHORITY**  
Tacloban Extension Office

*Certificate of Compliance*

COC No. 8-2021-1897

*is conferred upon*

**Paraiso Tacloban Fisherfolk Mangrove Eco Learning Park Service  
Cooperative (PATFIMELPSECO)**

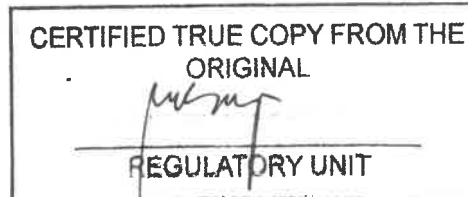
Brgy. 83 Paraiso, San Jose, Tacloban City, Leyte

A cooperative duly registered with this Authority under Registration No. **9520-108000000045423** issued on **January 7, 2019** for being compliant with all the requirements under Memorandum Circular No.2016-07.

This Certificate is issued and shall be valid and effective until April 30, 2022.

Issued this **4<sup>th</sup>** day of **May 2021**.

  
**Venus M. Jornales**  
Acting Director



[CSO LOGO]

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 [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]

PEDRO G. CAHINDO

B.O.D CHAIRMAN

ROQUE P. REGIS

VICE CHAIRMAN

NATIVIDAD E. PACUNLA

B.O.D MEMBER

Signature  


\*add rows as necessary

\_\_\_\_\_  
**[FULLNAME]**

[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 \_\_\_\_\_

Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO]

as of [Date]

Name	Position
PEDRO E. CAHINDO	President
ROQUE P. REGIS	Vice President
GILDA S. LAAG	Secretary
HILL JAN CEASAR DABAN	Treasurer
HILL JAN CEASAR DABAN	Auditor
KAG. THELMA M. CORPORAL	Head, Health Committee
KAG. DEUSHEA GEREZ	Head, Education Committee
KAG. LULITA FALLER	Head, Environmental Committee
KAG. MICHAEL OCTAVIANO	Head, Infrastructure and Safety Committee
MILAGROS RDOA	Member

\*add rows as necessary

Annex G: Minutes of Annual Meetings

PARAISO TACLOBAN FISHERFOLKS MANGROVE ECO LEARNING PARK SERVICE COOPERATIVE  
[Name of Organization]

Activity: GENERAL ASSEMBLY

Participants: 25 MEMBER

Date and Time: APRIL 24, 2021 | 8:00 A.M. → 5:00 P.M.

Expectations for the Activity: GIVING THE PATRONAGE REFUND TO THE MEMBERS

General Objective:

Specific Objectives:

- - TO SUSTAINED THE COOPERATIVE
- -
- -

Agenda:

1. Agenda 1 - PRESENTATION OF FINANCIAL REPORTS

[Notes, Agreements, Discussions, etc.]

2. Agenda 2 - PRESENTATION AND APPROVAL OF THE CONSOLIDATED REPORTS: OF <sup>CY</sup> 2020

[Notes, Agreements, Discussions, etc.]

> BOARD OF DIRECTORS

> AUDIT COMMITTEE REPORT

3. Agenda 3 - APPROVAL OF THE 2022 OPERATIONAL BUDGET

> ELECTION COMMITTEE REPORT

[Notes, Agreements, Discussions, etc.]

4. Agenda 4 - ELECTION OF OFFICERS FOR CY 2021

[Notes, Agreements, Discussions, etc.]

Prepared by:

GILDA S. LAAG

[Name]

Secretary-General

Noted by:

ROQUE P. REGIS

[Name of Head of CSO]

[Position/Designation]

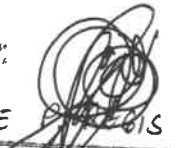


[Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
TREE PLANTING ACTIVITY	TO RAISE awareness to society the benefit important of planting and saving trees			✓	depend on the # of Seeding	
CLEAN-UP ACTIVITY	TO clean the Seashore of Mergane	Monthly		✓	Approx P1,000.00	FOODS for worker
Maintenance of Boardwalk	For Safety of visitors	monthly		✓	P 2,500.00	For materials & labor
Maintenance of Building				✓		
Maintenance of Cottages				✓		
SEEDLING PRODUCTION	TO PROMOTE THE TREE PLANTING	SEASONS OF SEEDLINGS 1 month		✓	P15,000.00	FOR CELOPHANE, FOODS DURING POTTING GASOLINE & ETC.

\*add rows as necessary

Prepared by:  
*Gilda S. Baag*  
 [Name]  
 Secretary-General

Noted by:  
  
 ROQUE PRECIOS - VICE CHAIRMAN  
 [Name of Head of CSO]  
 [Position/Designation]


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

SOURCE	AMOUNT	REMARKS
Donor 1	P 20.00	
Donor 2	4.00	nan chiki SATO
Monthly Dues / Membership Fees	n. dues 100.00 / membership fees 200.00	" "
Income Generating Project 1		
Income Generating Project 2		
<b>TOTAL</b>	<b>P 54,300</b>	

PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses	3,000.00	
Office Supplies	2,886.00	foods :
Logistics / Transportation	P 2,794.00	
Administrative and Personnel		
<b>TOTAL</b>	<b>P 8,680.00</b>	


Noted by:

for:   
PEDRO E. CAHINDO

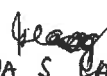
[Name]  
[President]

  
ROBERTO REGIS

[Name]  
[Vice President]

  
GILDA S. LAAG

[Name]  
[Secretary-General]

  
GILDA S. LAAG

[Name]  
[Treasurer]

  
HILL CAESAR IAN R. DABAN

[Name]  
[Auditor]