

SP 0177

Palibali Farmers Asso. - Merida

Please submit five (5) copies each of the following to apply for Accreditation of your Organization:

1. Letter of Application
2. Duly accomplished Application Form for Accreditation
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
4. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
5. List of current Officers
6. For CSOs that have been in operation for at least one (1) year, Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
7. For CSOs that have been in operation for at least one (1) year, Annual Accomplishment Report for the immediately preceding year
8. For CSOs that have been in operation for at least one (1) year, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds

*Checked by
Danni
11-06-23*

Note: Templates are available for download at <https://bit.ly/CSO-LSB-Annexes> or at the SP

Republic of the Philippines
Province of Leyte
Municipality of Merida
Barangay Tubod

Item No.:

Date: 14 2023 NOV

BALIBALI FARMERS ASSOCIATION

October 2023

HON. LEONARDO M. JAVIER, JR.
VICE GOVERNOR
Presiding Officer, Sangguniang Panlalawigan of Leyte
Province of Leyte



Dear Vice Governor,

In response to your Notice of Call for Accreditation, kindly be informed that BALIBALI FARMERS ASSOCIATION with office address at Barangay Tubod, Merida, Leyte, would like to seek accreditation by the Sangguniang Panlalawigan ng Leyte.

In support of this application are the following administrative requirements:

1. Duly Accomplished Application Form for Accreditation
2. Dully Approved Board of Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the Department of Labor and Employment(DOLE)
4. List of Current Officers and Members
5. CY 2022 Minutes of Annual Meeting
6. CY 2022 Annual Accomplishment Report and;
7. CY 2022 Financial Report

Thank you.

Sincerely,


JOSELITO N. BAUTISTA
President

Republic of the Philippines
Province of Leyte
Municipality of Merida

CIVIL SOCIETY ORGANIZATION (CSOs) PROFILE

- I. **Name of Organization:** BALIBALI FARMERS ASSOCIATION
II. **Office Address:** Brgy. Tubod, Merida, Leyte
III. **Contact Number:** 0946-490-8450
IV. **Date Organized:** June 03, 2022
V. **Organization's Objective(s)/Purpose:**
1. To conserve, protect and properly manage the land resources of Barangay Tubod, Merida, Leyte;
 2. To work for the interest of every member and the community;
 3. To support the programs and projects of the government for the farmers;
 4. To uplift socio-economic condition of the members through livelihood establishment;
 5. To promote livelihood activities/establishment that improve or uplift the economic, socio economic and social well – being of the association and members;
 6. To promote mutual aid and protection;
 7. To encourage savings among its members;
 8. To create a pool of such savings for which loans for productive and provident purposes maybe granted to its members;
 9. To provide related services to enable farmers to maximize the benefit from such loans;
 10. To established network and linkage to government agencies for possible assistance related problems on livelihood and resource management.
 11. To have continuous education to acquire on land resource management, livelihood and environmental laws.
- VI. **Services that the organization provides or can participate in:** GARDENING, HOG RAISING AND FATTENING LIVELIHOOD
VII. **Registering Agency:** Department of Labor and Employment (DOLE)
VIII. **Date Registered:** August 02, 2022
IX. **Accrediting Agency:** Department of Interior and Local Government (DILG)/LGU Merida
X. **Date Accredited:** January 30, 2023
XI. **Organizational Level:** Barangay Level

XI. Project Implemented (Province) of Leyte

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2022	Hog Raising	175,000.00	Department of Agriculture PLGU - Leyte	Balibali Farmers Association	/	OPERATIONAL
2022	Fattening	146,000.00	Department of Agriculture PLGU - Leyte	Balibali Farmers Association	/	OPERATIONAL

WE HEREBY CERTIFY to the correctness of the above information.


JOSELITO N. BAUTISTA
President


GENALYN C. SAGALDIA
Secretary

REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF MERIDA
BARANGAY TUBOD

BALIBALI FARMERS ASSOCIATION

EXCERPT FROM THE MINUTES OF BALIBALI FARMERS ASSOCIATION MONTHLY MEETING HELD ON FEBRUARY 03, 2023, AT BRGY. NURSERY BUILDING BALIBALI FARMERS ASSOCIATION PUROK PROPER, BRGY. TUBOD, MERIDA, LEYTE.

RESOLUTION NO. _____
Series 2023

A RESOLUTION SENIFYING INTENTION OF THE BALIBALI FARMERS ASSOCIATION TO APPLY FOR ACCREDITATION FOR MEMBERSHIP IN THE LOCAL SPECIAL BODIES OF THE SANGGUNIANG PANLALAWIGAN 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.

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

WHEREAS, the Department of Interior and Local Government issued Circular Memorandum No. 2022 the guidelines on the Accreditation of Civil Society Organizations and Selection of Representative to the Local Special Bodies;

WHEREAS, the Balibali Farmers Association is a civil society organization duly registered with the Department of Labor and Employment (DOLE) and existing under the Philippine laws;

WHEREAS, in the Balibali Farmers Association Special Board Meeting held at Nursery Building of Balibali Farmers Association Brgy. Tubod Merida Leyte on February 03, 2023, attended the following Board of Trustees present, the following resolution was approved and adopted.

RESOLVED, AS IT HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan, pursuant to the procedures and guidelines set fourth 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.

RESOLVED FURTHER, to forward a copy of this resolution to the Chair of the Sangguniang Panlalawigan Committee on Accreditation.

UNANIMOUSLY, Approved this 3rd day of February 2023.

CERTIFIED CORRECT: 

JERALYN C. SAGALDIA
Secretary


Attested by:


JOSELITO M. BAUTISTA
President


JOSEFA P. PADECIO
V- President

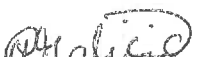

ROVELYN S. AMABAO
Treasurer


ARACELI A. MATIGA
Auditor


ARTEMIO M. PALES
P.I.O.


LUDIVINA A. NERVES
P.I.O.


NELIA G. DUMAGSA
B.O.D.


NARITA P. GALICIA
B.O.D.


RICKY D. ALEJANDRO
B.O.D.

Elmer M. Pingos

ELMER M. PINGOS
Business Manager

Nenita C. Garcia

NENITA C. GARCIANO
Bookkeeper

Wilfredo O. Beltran

WILFREDO O. BELTRAN
Sgt. at Arms

L.R

LETECIA A. ROTA
Sgt. at Arms

Artemio M. Pales

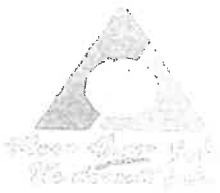
ARTEMIO M. PALES
P.I.O.

Ludivina A. Nieves

LUDIVINA A. NIERVES
P.I.O.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2023 in
_____ Affiant exhibiting to me his/her _____ with valid identification
no. _____ issued _____ on _____ at _____

Doc. No. _____
Page NO: _____
Book. No: _____
Page NO: _____



Republic of the Philippines
 DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. VIII
 WESTERN LEYTE FIELD OFFICE
 Ormoc City

DOLERO8-01
 Revision 1
 Date Issued: 11 July

KNOW ALL MEN BY THESE PRESENTS:

**MUTUAL AID AND PROTECTION OF
 FARMERS' ASSOCIATION**
 Energy 1st St., Ormoc City

By virtue of the provisions of the Labor Code, as amended, and its implementing rules
 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 contraria in the manner provided for
 by 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 DOLE
 Regional Office No. VIII, Tacloban City, Philippines this 2nd day of August, 2022.

By Authority of the Regional Director

HENRY JOHN S. JALBUENA
 Regional Director

Approved by:

[Signature]
 EDGAR S. TABUYAN
 CHIEF LEO/ NCOO WFO



Not Valid W/Out Seal

Batillan St., Siklo Kalipay
 Brgy. Cagon, Ormoc City, Leyte
 Tel No 561-4518
 dole8_wfo@yahoo.com





REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF MERIDA
PROVINCE OF LEYTE

THIS IS TO CERTIFY THAT, HAVING SATISFACTORILY COMPLIED WITH THE REQUIREMENTS FOR ACCREDITATION PURSUANT TO THE LOCAL GOVERNMENT CODE AND AS PROMULGATED IN DILG MEMORANDUM CIRCULAR NO. 2019-72, DATED MAY 22, 2019.

BALIBALI FARMERS ASSOCIATION

AN ORGANIZATION DULY REGISTERED WITH THE DEPARTMENT OF LABOR AND EMPLOYMENT 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 LGU-MERIDA TO BE AFFIXED HEREIN THIS 30TH DAY OF JANUARY 2023 AT MERIDA, LEYTE, PHILIPPINES.


RODRIGO M. WENCESLAO
MUNICIPAL VICE MAYOR

BALIBALI FARMERS ASSOCIATION

Brgy. Tubod. Merida, Leyte

LIST OF CURRENT OFFICERS AND MEMBERS

OFFICERS:

President : JOSELITO N. BAUTISTA
Vice – President : JOSEFA P. PADECIO
Secretary : GENALYN C. SAGALDIA
Treasurer : ROVELYN S. AMABAO
Auditor : ARACELIE A. MATIGA
P.I.O. : ARTEMIO M. PALES
: LUDIVINA A. NIERVES
B.O.D. : NELIA G. DUMAGSA
: NARITA P. GALICIA
: RICKY D. ALEJANDRO
Business Manager : ELMER M. PINGOS
Bookkeeper : NENITA C. GARCIANO

MEMBERS:

1. ERNESTO N. BAUTISTA
2. JESUS D. NIERVES
3. RENILDA R. AMABAO
4. ELISA S. PALES
5. GRACE G. AMABAO
6. WENIFREDA M. BAUTISTA
7. MARY JEAN M. SAGALDIA
8. CONCEPCION E. PINGOS
9. PEDELITO D. AMABAO
10. VINCENT C. SAGALDIA
11. ROSILA B. NIERVES

Certified Correct:


GENALYN C. SAGALDIA
Secretary

Attested by:


JOSELITO N. BAUTISTA
President

Minutes of Annual Meetings

BALIBALI FARMERS ASSOCIATION

Activity: Annual General Assembly
Participants: Balibali Farmers Association Members
Date and Time: January 06, 2023 at Nursery Building Balibali Farmers Association @ 8:00 am
Expectation for the Activity: All members attend and Reporting six months activity and transactions.
General Objective: FY 2022 Financial Statement and operation Report
Special Objective: Turn over of Fund of Tubod Vegetable Farmers Association to Balibali Farmers Association.

Agenda:

- Agenda 1. **Prayer** – led by Nelia G. Dumagsa
- Agenda 2. **National Anthem** – Ludivina A. Nierves
- Agenda 3. **Roll Call** – all members are present (25 Members)

Agenda 4. **Consideration of the Meeting Minutes** – Jenalyn Sagaldia , association Secretary read the minutes on June 3, 2023, association date organize and no matters arising from the previous minutes., on motion of Nelia G. Dumagsa seconded by Letecia A. Rota the minutes of the organizational meeting was approved.

Agenda 5. **Treasurers Report/Financial Statement** – Rovelyn S. Amabao reporting the revenues and expenses of Balibali Farmers Association. The total revenues from June 3, 2022 to December 31, 2022 is 14,225.00 and the total expenses from June 3, 2022 to December 31, 2022 is 10,270.00 and association Net Income is P3,955.00. Cash in Bank Turn-over from Tubod Vegetable Farmers Association is 451,661.67.

Agenda 6. New Business

Tungod sa problema sa BIR nga walay igong kasayuran ang Tubod Vegetable Farmers Association bahin sa saktong pagabuhaton human marehistro sa BIR..og nasayran nalang nga aduna nay mga penalties ang asosayon labi na panahon sa pandemic nga dili makasayon sayon sa paglakaw. Mao nahukman sa mga membro sa Tubod Vegetable Farmers Association nga moundang sila sa ila operation og ila gikauyonan nga ila iturn-over sa bag-ong asosasyon nga naumol ang BALIBALI FARMERS ASSOCIATION. Ilang giturn-over ang ilang Hog Raising and Fattening Nga Livelihood og cash on bank nila aron kami na ang mohatag sa matag buwan nga report ngadto sa DA Provice kabahin sa maong livelihood og kami na ang mopadayon sa pag-atiman sa mga baboy og mamahimo kining among puhonan sa among asosasyon og kini among palamboon.


Adjournment:

On motion by Ricky D. Alejandro and seconded by Narita P. Galicia the meeting was officially adjourned at 12:18 pm.

Certified Correct:

Attested by:


JOSELITO M. BAUTISTA
President


GENALYN C. SAGALDIA
Secretary

Attendance for General Assembly 2023 – Balibali Farmers Association

OFFICERS			
Position	Name	Address	Signature
President:	JOSELITO N. BAUTISTA	Brgy. Tubod, Merida, Leyte	
Vice President:	JOSEFA P. PADECIO	Brgy. Tubod, Merida, Leyte	
Secretary:	JENALYN C. SAGALDIA	Brgy. Tubod, Merida, Leyte	
Treasurer:	ROVELYN S. AMABAO	Brgy. Tubod, Merida, Leyte	
Auditor:	ARACELI A. MATIGA	Brgy. Tubod, Merida, Leyte	
Book Keeper:	NENITA C. GARCIANO	Brgy. Tubod, Merida, Leyte	
Board of Director:	NELIA G. DUMAGSA	Brgy. Tubod, Merida, Leyte	
Board of Director:	NARITA P. GALICIA	Brgy. Tubod, Merida, Leyte	
Board of Director:	RICKY D. ALEJANDRO	Brgy. Tubod, Merida, Leyte	
Business Manager:	ELMER M. PINGOS	Brgy. Tubod, Merida, Leyte	
Sgt-at-arms:	WILFREDO O. BELTRAN	Brgy. Tubod, Merida, Leyte	
	LETICIA A. ROTA	Brgy. Tubod, Merida, Leyte	
PIO:	ARTEMIO M. PALES	Brgy. Tubod, Merida, Leyte	
	LUDIVINA A. NIERVES	Brgy. Tubod, Merida, Leyte	
MEMBERS			
	ERNESTO N. BAUTISTA	Brgy. Tubod, Merida, Leyte	
	JESUS D. NIERVES	Brgy. Tubod, Merida, Leyte	
	RENILDA R. AMABAO	Brgy. Tubod, Merida, Leyte	
	ELISA S. PALES	Brgy. Tubod, Merida, Leyte	
	GRACE G. AMABAO	Brgy. Tubod, Merida, Leyte	
	WENIFREDA M. BAUTISTA	Brgy. Tubod, Merida, Leyte	
	MARY JEAN M. SAGALDIA	Brgy. Tubod, Merida, Leyte	
	CONCEPCION E. PINGOS	Brgy. Tubod, Merida, Leyte	
	PEDELITO D. AMABAO	Brgy. Tubod, Merida, Leyte	
	VINCENT C. SAGALDIA	Brgy. Tubod, Merida, Leyte	
	ROSILA B. NIERVES	Brgy. Tubod, Merida, Leyte	

JENALYN C. SAGALDIA
Secretary

JOSELITO N. BAUTISTA
President

Republic of the Philippines
Province of Leyte
Municipality of Merida
Brgy. Tubod

**ANNUAL ACCOMPLISHMENT REPORT FY 2022
BALIBALI FARMERS ASSOCIATION**

Enterprises	Production (kilo)/ area served	Gross Sales	Expenses/Capital	Net Income	Remarks
VEGETABLE PRODUCTION	202kg.	10,225.00	7,670.00	2,555.00	

Certified Correct:


GENALYN C. SAGALDIA
Secretary

Attested by:


JOSELITO N. BAUTISTA
President

**BALIBALI FARMERS ASSOCIATION
STATEMENT OF OPERATION
FOR THE PERIOD ENDED DECEMBER 31, 2023**

GROSS REVENUE:

MONTHLY DUES	1,500.00
MEMBERSHIP	2,500.00
COMMUNAL VEGETABLE GARDEN INCOME	<u>10,225.00</u>

GROSS INCOME: P 14,225.00

LESS OPERATING EXPENSES:

OFFICE SUPPLIES	750.00
TRANSPORTATION EXPENSE	2,550.00
SEEDS EXPENSE	1,020.00
NOTARIAL FEE	750.00
DOLE REGISTRATION FEE	100.00
FERTELIZER EXPENSE	2,500.00
LABOR EXPENSE	<u>2,600.00</u>

TOTAL EXPENSES: P 10,270.00

NET OPERATING INCOME: P 3,955.00

CERTIFIED CORRECT:

Rovelyn Amabao
ROVELYN S. AMABAO
Treasurer

Attested by:

JNB
JOSELITO N. BAUTISTA
President

J.P
JOSEFA P. PADECIO
V- President

Araceli M. Matiga
ARACELI M. MATIGA
Auditor

Elmer M. Pingos
ELMER M. PINGOS
Business Manager

**BALIBALI FARMERS ASSOCIATION
STATEMENT OF FINANCIAL CONDITION
FOR THE PERIOD ENDED DECEMBER 31, 2022**

ASSETS:

CURRENT ASSETS:

CASH ON HAND	6,455.00
CASH IN BANK	451,661.67

TOTAL CURRENT ASSETS P 458,116.67

OTHER ASSETS : 0

TOTAL OTHER ASSETS: 0

TOTAL ASSETS: P 458,116.67

LIABILITIES:

CURRENT LIABILITY	0
TOTAL LIABILITY	0

EQUITY:

CAPITAL BUILD UP	2,500.00
TURN OVER FUND CAPITAL	451,661.67
NET INCOME/RETAINED EARNINGS	3,955.00

TOTAL EQUITY P 458,116.67

TOTAL LIABILITIES & EQUITY P 458,116.67

CERTIFIED CORRECT:

ROVELYN S. AMABAO
ROVELYN S. AMABAO
Treasurer

Attested by:

JOSELITO N. BAUTISTA
JOSELITO N. BAUTISTA
President

J-P
JOSEFA P. PADECIO
V- President

ARACELI M. MATIGA
ARACELI M. MATIGA
Auditor

ELMER M. PINGOS
ELMER M. PINGOS
Business Manager

**CONSTITUTION AND BY LAWS OF THE
BALIBALI FARMERS ASSOCIATION**

PREAMBLE

We, the undersigned members of the BALIBALI FARMERS ASSOCIATION, are Filipino citizens and residents of Barangay Tubod, Merida, Leyte representing the majority of the members of BALIBALI FARMERS ASSOCIATION imploring the aid of our ALMIGHTY GOD in order to build an association that shall unite our aspiration and improve the general welfare, conserve peace and security and other rights and undertaking of great value, do promulgate and adopt this CONSTITUTION AND BY – LAWS.

[Signature]

**ARTICLE I
NAME, DOMEICLE, PLACE OF OPERATION, TERM OF OPERATION**

- Section 1: The name of association shall be:
BALIBALI FARMERS ASSOCIATION
- Section 2: The principal address of the association shall be at:
BARANGAY TUBOD, MERIDA, LEYTE
- Section 3: That the term of BALIBALI FARMERS ASSOCIATION to exist shall depend on the interest of the members to continue its existence or a minimum of 25 years and renewable for another 25 years.

[Signature]
Amabao
Rovelyn

**ARTICLE II
OBJECTIVES AND PURPOSES**

- Section 1: The objectives of the association shall be the following:
- a. To conserve, protect and properly manage the land resources of Barangay Tubod, Merida, Leyte;
 - b. To work for the interest of every member and the community;
 - c. To support the programs and projects of the government for the farmers;
 - d. To uplift socio-economic condition of the members through livelihood establishment;
 - e. To promote livelihood activities/establishment that improve or uplift the economic, socio-economic and social well-being of the association and members,
 - f. To promote mutual aid and protection;
 - g. To encourage savings among its members;
 - h. To create a pool of such savings for which loans for productive and provident purposes maybe granted to its members;
 - i. To provide related services to enable members to maximize the benefit from such loans;
 - j. To establish network and linkage to government agencies for possible assistance related to problems on livelihood and land resource management;
 - k. To have continuous education to acquire on land resource management, livelihood, and environmental laws.

[Signature]

[Signature]

[Signature]

**ARTICLE III
MEMBERSHIP**

- Section 1: **QUALIFICATION FOR MEMBERSHIP:**
- a. Any natural person, is a citizen of the Philippines, of legal age and resident of Barangay Tubod, Merida, Leyte;

[Signature]

Indinica Nierus Jr

- b. A farmer that is at least 18 years of age;
- c. Livelihood is farming or related to farming;
- d. Good record in the community.

Section 2: APPLICATION FOR MEMBERSHIP

- a. The APPLICATION FOR MEMBERSHIP FORM shall be filled-in by the applicant members. The form must contain purpose of applicant members in joining the association and the association and shall be presented to the Board of Directors and general assembly for corresponding action. The application shall be accompanied by a membership fee of One Hundred pesos (PhP100.00) once application is approved.
- b. **Appeal.** An applicant rejected by the Board of Directors, may appeal his case to the next general Assembly by giving notice to the Secretary of the Association thirty (30) days prior the said general Assembly.

Section 3: DUTIES AND RESPONSIBILITIES OF A MEMBER.

Every member shall have the following duties and responsibilities:

- a. Participate in the financial contributions such as membership fee, monthly dues and capital build-up for the purpose of increasing the funds and savings of the BALIBALI FARMERS ASSOCIATION;
- b. Participate in all the activities of or held for BALIBALI FARMERS ASSOCIATION such as meetings, seminars, trainings and other activities;
- c. Obey the rules and regulations provided for BALIBALI FARMERS ASSOCIATION by these Constitution and By-Laws, the decision of the General Assembly and the Board of Directors;
- d. Promote the aims and purposes of the association for the success of its business or any undertaking for the welfare of its members;
- e. Every member shall pay a membership fee of PhP100.00; monthly due of PhP10.00 and capital build up of PhP100.00.

Section 4: RIGHTS OF A MEMBER.

Every member shall have the following rights:

- a. Participate in the deliberations during membership meeting;
- b. Vote on all matters brought by such meeting;
- c. Seek any elective position;
- d. Use of equipment and other properties of the association in a proper way;
- e. Inspect and examine books of accounts and all other records of the association during office hours and to exercise all rights and privileges of a member.

**ARTICLE IV
GOVERNMENT**

Section 1: MEMBERSHIP CONTROL.

Final authority in the management and administration of the affairs of the association is vested in the General Assembly composed of all members.

Section 2: POWERS AND LIMITATIONS OF THE GENERAL ASSEMBLY.

The General Assembly has the power and limitations to:

- a. elect and remove officers and committee of members for a cause;
- b. hear and pass upon the reports of the officers and committees;
- c. act as final arbiter in any dispute or disagreement which may arise between or among the members of the Association Officers, Board of Directors and Committees, Officers and Individual members;
- d. take the final decision regarding any drastic change in the financial policies, subject to legal restrictions;
- e. determine the amendments in the Constitution and By - Laws.

Section 3: ANNUAL GENERAL ASSEMBLY.

The General Assembly shall meet at least once a year within thirty (30) days after the close of the fiscal year. Subject to the approval of the Board of Directors, the holding of the general Assembly may be extended, but in no case shall be held beyond sixty (60) days after the close of the fiscal year. The general assembly

Indinara Nierras Opi

[Handwritten mark]

Rovelyn Amabao

[Handwritten signature]

Nina

[Handwritten signature]

Paul

shall be held at the principal office of the association at such time designated by the officers and Board of Directors.

Section 4: **REGULAR/MONTHLY/SPECIAL MEETING.**

A regular monthly meeting shall be called every First (1st) Friday of the month at 9:00A.M.- 12:00NN to discuss matters affecting the operation of the association. Any meeting that will be held other than the regular monthly meeting is considered SPECIAL Meeting. A regular monthly meeting is to be held to discuss matters affecting the operations of the Farmers Association. On the other hand, a special meeting is to be held to discuss and decide on all matters that required immediate decision and action.

Section 5: **NOTICE OF MEETINGS.**

The secretary shall serve a written notice of meeting signed by the President of the Farmers Association accompanied by the agenda.

Section 6: **FISCAL YEAR.**

The fiscal year of the association shall commence on the 3rd day of June and end on the last day of December.

Section 7: **AGENDA.**

As far as practicable, the order of the meeting shall be:

- a. prayer
- b. national anthem
- c. roll call
- d. reading of previous minutes
- e. Treasurer's Report
- f. agenda proper
- g. consideration and consolidation of the reports of Officers, Board of Directors, and Committee including audited statements of financial condition and operation;
- h. discuss problems encountered from operations
- i. policy formulation if necessary;
- j. new business
- k. other matters
- l. Adjournment of the Meeting

Section 8: **Quorum** – 50% + 1 of the total membership.

Indiana Rivers Op

Ad

Rovelyn Amador

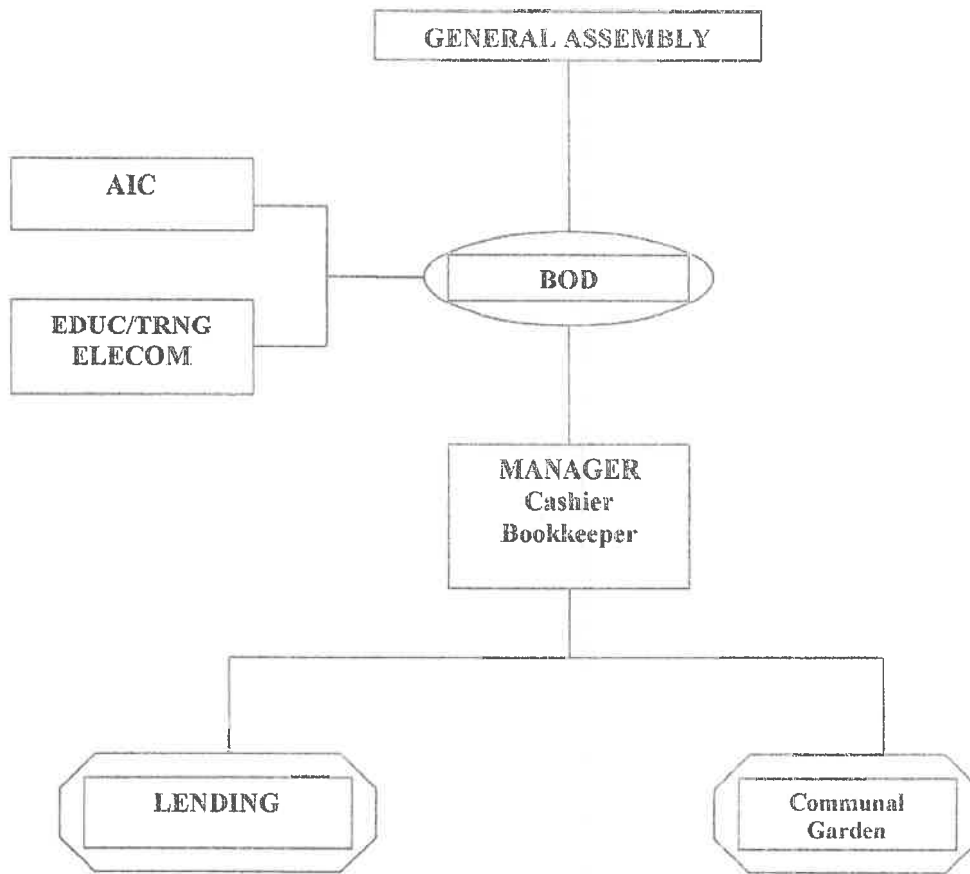
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Nash

[Signature]

Paula

**ARTICLE V
STRUCTURE**



- President - JOSELITO N. BAUTISTA
- Vice President- JOSEFA P. PADECIO
- Secretary - JENALYN C. SAGALDIA
- Treasurer - ROVELYN S. AMABAO
- Auditor - ARACELI A. MATIGA

**ARTICLE VI
ASSOCIATION OFFICERS/BOARD OF DIRECTORS/MEMBERS**

The farmers association officers composed of five (5) main members, three (3) BOD members, one (1) book keeper and one (1) Business Manager shall administer the business of the farmers association.

Section 1: QUALIFICATIONS AND DISQUALIFICATION FOR ASSOCIATION OFFICERS /BOARD OF DIRECTORS.

All members who have the time and willingness to serve in the association are qualified to be voted as officers except those who are under the following circumstances which disqualify them to be voted upon to the position of the officers or to continue as such:

- a. holding any elective position in the government (above the Brgy Captain);
- b. having a conflict of interest with the business, objectives and purpose of the association;
- c. having been absent for three (3) consecutive regular meetings or any activities of the association with no formal excuse letter approved by the general assembly;
- d. having been convicted of any crime involving normal turpitude, gross negligence in any administrative case involving such offense;
- e. facing as a defendant or respondent, in any administrative proceedings or civil suit involving financial or property accountability;

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- f. having been associated with any past anomalies in associations.
- g. having been disqualified pursuant to disqualification prescribed by the Bureau of Rural Workers, Department of Labor and Employment.

Section 2: ELECTION OF OFFICERS/BOARD OF DIRECTORS.

The election of officers and Board of Directors will be done every three (3) years by secret voting.

The election of officers and board of directors processes are as follows:

1. The general assembly will chose eight (8) officers of the association by writing down on the ballot the names whom they want to be officers of the association;
2. A temporary presiding officer will facilitate the election process until such time that a President will be elected. The general assembly will nominate for the positions of the President, Vice-President, Secretary, Treasurer and Auditor and Board of Directors. After nominations, it will be followed with secret voting and canvassing of votes from the first position up to the last position.

Section 3: AUDIT AND INVENTORY COMMITTEE.

This committee will be chaired by the auditor with two (2) members elected by the General Assembly and shall hold office for three years. They shall provide internal audit service, maintain a complete record of its examinations, inventory and submit quarterly reports to the BOD and audit financial reports to the general assembly. Audit reports shall be furnished to the WAW Division of the Department of Labor and Employment and Bureau of Internal Revenue.

Section 4: EDUCATION / TRAINING AND ELECTION COMMITTEE.

The committee shall be chaired by the Vice President whose members shall compose of two (2) members elected during general assembly to serve for a term of three (3) years. The committee shall be responsible for planning and implementing promotional and educational activities of the association.

Section 5: BUSINESS MANAGEMENT COMMITTEE.

The committee shall be chaired by the Business Manager with the Treasurer and two (2) other as members of the committee. The business manager and the two other members of the committee and the Board of Directors shall be choose during the Annual General Assembly.

Section 6: Elected officers and Board of Directors will have a term of three (3) years and may be allowed for re-election for another two (2) terms.

**ARTICLE VII
OFFICERS AND THEIR DUTIES**

SECTION 1: PRESIDENT.

The President shall:

- a. preside over all meetings of BALIBALI FARMERS ASSOCIATION
- b. perform all acts and duties usually performed by presiding officer;
- c. sign all documents and such other papers of the association which the board may authorize or direct him to sign;
- d. perform such other duties as the BOD/Officers may prescribe; and
- e. one of the bank signatories of the association.

Section 2: VICE PRESIDENT.

In the absence of the President or incase of disability, the Vice President shall perform the duties of the President, provided however that in case of death, resignation or removal of the President, the officers decide to elect its successor.

Section 3: TREASURER / CASHIER.

The Treasurer/Cashier shall have the following duties:

- a. take custody of all money, securities and papers of the BALIBALI FARMERS ASSOCIATION of Barangay Tubod, Merida, Leyte;

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- b. keep a complete record of each transactions (official receipts or Cash Voucher) for the establishment and proof of his/her cash possession at any given time and date;
- c. maintain an updated Treasurer's Cash Book and ledgers;
- d. pay all the money transactions upon the approval of the President or as authorized by the Board of Directors and certify to the correctness of cash possessions of the BALIBALI FARMERS ASSOCIATION in all statement reports;
- e. turn-over all money, securities, paper books and other properties that belonged to BALIBALI FARMERS ASSOCIATION that were in his/her possessions upon election of his/her successor;
- f. perform the duties of the Secretary during his/her absence or during his/her inability to perform his/her duties as Secretary; and
- g. one of the bank signatories of the association.

Section 4: **SECRETARY.**

The Secretary shall have the following duties:

- a. keep the complete list of all the members, make the minutes of the meetings and maintain the correct records of all meetings of the BALIBALI FARMERS ASSOCIATION;
- b. give notice to all the members of the BALIBALI FARMERS ASSOCIATION about all the meetings called;
- c. keep and maintain the books and legal papers and serve as the custodian of the corporate seal of the association;
- d. turn-over to the successor all books and other properties in his /her possession that belong to the association;
- e. Perform the duties of the treasurer in the latter's absence or in his/her inability to perform his/her duties; and
- f. one of the bank signatories of the association.

Section 5: **AUDITOR/BOOKEPPER.**

The Auditor/Bookkeeper shall have the following duties:

- a. shall head the audit and Inventory Committee;
- b. maintain an updated Cash Receipt Book and Cash Disbursement Book of the association;
- c. he shall formulate rules and regulations relative to the usual auditing procedures;
- d. shall see to it that audit reports shall be presented to the General Assembly and copy furnished to the Department of Labor and Employment (DOLE)-Ormoc Branch and BIR.

Section 6. **MANAGEMENT STAFF.**

The Management Staff consists of BODs shall appoint the members of the management staff, to fix their compensation and their status of organization warrants and tenure.

BUSINESS MANAGER.

No person shall be appointed to the position of the BUSINESS MANAGER unless he possess the following qualifications:

- a. He must be familiar with the business operations of the association;
- b. He must be honest and must have a deep sense of responsibility; and
- c. He must not be engaged directly or indirectly in any business similar to that handled by the association.

BOOKKEEPER.

The Bookkeeper shall have the following duties:

- a. shall maintain the Book of Accounts of the association such as: Cash receipt Book and Cash Disbursement Book, and;
- b. shall make a quarterly financial report of the association.

Section 7. **PIO.**

The PIO shall have the following duties:

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- a. Acts as liason of the association, he shall serve all notice of meetings and other activities of the association;
- b. He shall inform the members of the association regarding the status of any activities of the association as a whole.

Section 8. **SGT-AT-ARMS.**

The Sgt.-at-arms shall have the following duties:

- a. He is responsible for the maintenance and order of the Farmers association
- b. He is responsible for the enforcement of the Constitution and By-laws and policies and the protection of the lives of the officers and members and the properties found in the farmers association.

**ARTICLE VIII
CAPITAL STRUCTURE**

Section 1. **SOURCES OF FUNDS.**

The BALIBALI FARMERS ASSOCIATION shall derive its funds from the following sources:

- a. Membership fees,
- b. Monthly dues ;
- c. Capital Build-up;
- d. fines /penalties;
- e. Revolving capital;
- f. Subsidies, grants, donations

Section 2. **MEMBERSHIP FEES.**

Each member shall be required to pay membership fee of One Hundred Pesos (PhP100.00) upon the admission to the organization.

Section 3. **MONTHLY DUES.**

Each member is required to pay monthly due of Ten Pesos (PhP10.00) every regular monthly meeting. This funds will be used for any livelihood activities, the association wish to engage in.

Section 4: **CAPITAL BUILD-UP.**

Each member shall be required to give PhP100.00 for capital build-up which will be given back to farmers association members if he/she will resign in the farmers association. It will be deducted with all the fines/penalties. The minimum share capital shall be PhP100.00.

Section 5. **FINES AND PENALTIES.**

Any member who failed to attend meetings and other activities of the association with no valid reasons and no approved formal excuse letter to the officers of the association will be fined One Hundred Pesos (PhP100.00) each of the said activities. It was agreed by the General Assembly that whatsoever benefits given or to be given by local and national government agencies and non-government agencies that supported Agriculture Sector such as farm inputs, machineries and others, the absent member with no valid reason and no formal excuse letter is **NOT QUALIFIED TO RECEIVE THE SAID BENEFITS.**

Section 6. **REVOLVING CAPITAL.**

This shall be derived from interest earnings from loan in any source such as subsidies.

Section 7. **SUBSIDIES/GRANTS/DONATIONS.**

The organization may solicit or seek donations, grants and subsidies from national and local government agencies non-government agencies that support agriculture sector.

Section 8. **FUND SOURCING.**

The BALIBALI FARMERS ASSOCIATION through the Officers and BODs may coordinate any government and non-government funding agencies that may

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provide assistance in form of grants or loans from any source at the best terms and conditions available in such amount as may be needed.

ARTICLE IX OPERATIONS

- Section 1. **MONTHLY MEETING.**
Monthly Meeting will be done every First (1st) Friday of the month at 9:00A.M.-12:00NN.
- Section 2. That the Association will also engage in other livelihood operations whenever necessary such as consumer store and any other livelihood activities the General Assembly may decide to the future.
- Section 3. Regular audit of the operation shall be in a quarterly basis to be conducted by AIC/Bookkeeper.
- Section 4. Declaration of Dividend and Patronage Refund shall be every end of Fiscal Year.
- Section 5. As far as practicable, all revenue transactions in the association shall be strictly on cash basis.
- Section 6. The Association shall mobilize the resources of its members for capital formation for lending and other services needed by the members.
- Section 7. Services over and above profits shall be the primary consideration and the primary operation of its Business.

ARTICLE X ALLOCATION AND DISBURSEMENT OF INCOME

- Section 1. At the end of fiscal year, the association shall distribute its net income in the following manner:
- Ten Percent (10%) of the net income shall be set for education and training fund for the association which shall be part of the operation expense of the association;
 - At least three percent (3%) of the net income shall be set aside for Community Development Fund for livelihood project for the community;
 - An Optional Fund of seven percent (7%) of the net income shall be allocated for land and Building to be bought by the farmers association;
 - Fifteen percent (15%) of the net income shall be set aside for office supplies, traveling allowance and others;
 - The remainder Fifty Percent (50%) of the net income will be proportionately or equitably distributed to all members of the association in the form of interest on capital and patronage refund. The basis of the sharing of members will be the attendance sheets every activity and the activeness of the members to cooperate and participate in every activity to be conducted and participated by the entire members of the farmers association.

ARTICLE XI RESIGNATION, SUSPENSION, EXPULSION AND DEATH

- Section 1. **RESIGNATION.**
Any member maybe permitted to resign from the organization when he or she no longer possess qualification for membership; to comply the organization; provided that he gives notice to the officers to this effect 30 days prior to his actual resignation; provided further that such resignation may be accepted by the General Assembly. If approved by the assembly, he has no right to all assets and accountability of the association, but his debt remain and is

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obliged to pay accordingly.

Section 2. SUSPENSION/EXPULSION.

Any member who has willfully failed to pay his fees, duties or contributions; or has failed to comply with any of his duties as a member after hearing the case be penalized either by a suspension from membership or imposition of fine. The majority of the members of the organization in regular or special meeting for the purpose shall decide the matter.

Section 3. DEATH.

The death of a member shall terminate his/her membership in the organization. The interest and liabilities of a deceased member shall be activated /revived to his/her lawful heirs, the liabilities shall be deducted from the share of the deceased members, the remainder of which shall be for the lawful heirs. If in case MEMBER or IMMEDIATE FAMILY MEMBERS of the MEMBER of the association will be dead, ALL MEMBERS of BALIBALI FARMERS ASSOCIATION will give a mortuary worth PhP100.00 to immediate members of family of the deceased member or deceased immediate family members.

**ARTICLE XII
MISCELLANEOUS**

Section 1. SEAL.

The officers of the BALIBALI FARMERS ASSOCIATION shall provide a suitable seal for the farmers association.

Section 2. ANNUAL REPORT.

During the Annual General Assembly Meeting, the association shall submit a report of its operation together with the audited financial statements. The report shall be certified by the President, Vice-President, Treasurer, Manager and other responsible officers of the association as true and correct in all aspects to the best of their knowledge.

Section 3. BOOK OF ACCOUNTS.

The association shall maintain adequate books of accounts in every livelihood accounts in accordance with the generally accepted accounting principles and practices.

Section 4. AMENDMENTS.

Provision of this Constitution and By-Laws may be adopted at any regular assesion or special meeting called for the purpose; by a vote of the majority of the total membership; any policies/guidelines and agreed minutes during the general assembly meeting shall be part of the Constitution and By-Laws of the Association and shall effect immediately during the approval.

**ARTICLE XIII
OTHER RULES AND REGULATIONS**

The Officers and BODs of the Association may promulgate such other rules and regulations which it may deem necessary including but not limited to those concerning the relationship of the members among themselves and those concerning the members and organization in relation to rendering labor services to the project. All members shall abode and comply with such rules and regulations promulgated by the officers.

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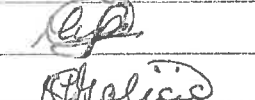
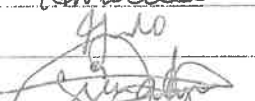
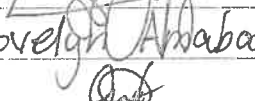



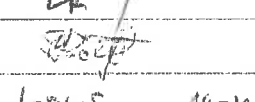
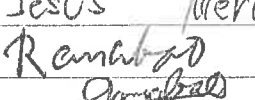
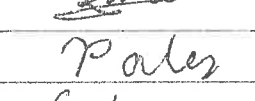
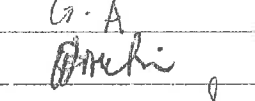
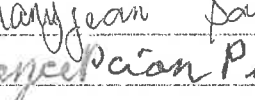








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ARTICLE XIV

EFFECTIVITY

This Constitution and By-Laws take effect immediately upon ratification by majority vote of all members BALIBALI FARMERS ASSOCIATION

ADOPTED AND RATIFIED this 1st day of July, 2022 at Barangay Tubod, Merida, Leyte with the list of members together with their signature, who ratified the same as appearing below.

NAME	POSITION	SIGNATURE
1. Joselito N. Bautista	President	
2. Josefa P. Padeo	Vice President	
3. Nelia G. Dumgasa	Board of Director	
4. Narita P. Galicia	Board of Director	
5. Ricky D. Alejandro	Board of Director	
6. Jenalyn C. Sagaldia	Secretary	
7. Rovelyn S. Amabao	Treasurer	
8. Araceli A. Matiga	Auditor	
9. Nenita C. Garciano	Bookkeeper	
10. Elmer M. Pingos	Business Manager	
11. Artemio M. Pales	PIO	
12. Ludivina A. Nierves	PIO	
13. Wilfredo O. Beltran	Sgt.-at-arms	
14. Leticia A. Rota	Sgt.-at-arms	
15. Ernesto N. Bautista	Member	
16. Jesus D. Nierves	Member	
17. Renilda R. Amabao	Member	
18. Pedelito D. Amabao	Member	
19. Elisa S. Pales	Member	
20. Grace G. Amabao	Member	
21. Wenifreda M. Bautista	Member	
22. Mary Jean M. Sagaldia	Member	
23. Concepcion E. Pingos	Member	
24. Vincent C. Sagaldia	Member	
25. Rosila B. Nierves	Member	

Prepared by:


JENALYN C. SAGALDIA
 Secretary

Attested by:


JOSELITO N. BAUTISTA
 President