

Item No.: 20

Date: 14 2023 NOV

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SK COPY

Arrowood Integrated Farm Assoc.
Please submit five (5) copies each of the following to apply for Accreditation of your Organization: *Blang, by the*

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

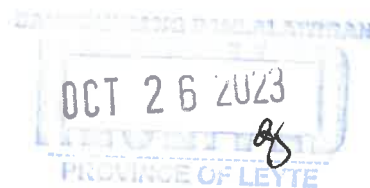
*Checked by:
Danni
10/26/23*

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

Annex D: Letter of Application

October 23, 2023

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



Dear Vice Governor Javier,

In response to your Notice of Call for Accreditation, kindly be informed that Arrowood Integrated Farm Association, with office address at Brgy. Cogon, Alang-alang, 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 DOLE;
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,

Richard Panilag
President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: ARROWOOD Integrated Farm Association

Address: Brgy. Cogon Alangalawa, MtC

Contact No.: 09778053788

Email address (optional): _____

Date Organized: Sept. 13, 2023

Sector/s Represented: _____

Purposes/Objectives:

To improve the standards of living and enhance the general welfare of its members and to promote the moral, social and economic well-being of all the members.

Services that the organization provides or can participate in:

farming services

access to farm tools and machineries

livelihood

Registering Agency:

Date Registered: Sept. 13, 2023

- 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

[CSO LOGO]

Name of the Organization
Address

BOARD RESOLUTION NO. 4

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;


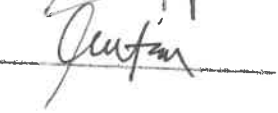

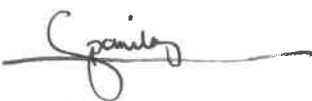

WHEREAS, in the [NAME OF ORGANIZATION] Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], attended by the following Board of Trustees present, the following resolution was approved and adopted:


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]

Name	Position	Signature
<u>Richard M. Panilag</u>	<u>Chairman of the Board</u>	
<u>Gerardo A. Octaviano</u>	<u>Board of Director</u>	
<i>*add rows as necessary</i>		
<u>Jane Marie Octaviano</u>	<u>Board of Director</u>	
<u>Ritchelle M. Panilag</u>	<u>Board of Director</u>	
<u>Ulina D. Octaviano</u>	<u>Board of Director</u>	


[FULL NAME]

[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 _____



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII
Tacloban City

Registration Certificate No.
RO8-NLFO-2023-09-WA -2163
KNOW ALL MEN BY THESE PRESENTS:

By virtue of the provisions of the Labor Code, as amended and its implementing rules

ARROWOOD INTEGRATED FARM ASSOCIATION
BRGY. COGON ALANGALANG, LEYTE

Has this day been registered and conferred with all the rights and privileges of a legitimate workers' association established for **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 by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association in accordance 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, Leyte, Philippines this 13TH day of **September 2023**.



Approved by:

HENRY JOHN S. JALBUENA
Regional Director

For the Regional Director:

for: 
EMMANUEL Y. DE LA CRUZ, PME - MME
Chief LEO, NLFO

Trece Martires St. Tacloban City
Tel Nos. (053) 832-4067
dolero8_nlfo@yahoo.com



Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO]
as of [Date]

Name	Position
Richard M. Panilag	President
Gerardo A. Octaviano	Vice President
Jane Marie D. Octaviano	Secretary
Ritchelle M. Panilag	Treasurer
Geelic Dofillar	Auditor
Marie Grace Octaviano	Head, Health Committee
Marie Lyla Anne O. Tiday	Head, Education Committee
Geena D. Octaviano	Head, Environmental Committee
Angelica Betangas	Head, Infrastructure and Safety Committee
	Member

*add rows as necessary

Members :

Alicia Octaviano
 Jayson Octaviano
 Ritchie M. Panilag
 Josefa Sonia M. Panilag
 Renato N. Panilag
 Christopher Ian Dofillar
 Mary Joy Octaviano
 Mark Richard Solindong
 Jomar Cordova
 Eduardo Cordova Jr.
 Generosa C. Mojado
 Fyfe Ruyra
 Ranier Vera
 Harold Mark Sydlomgco
 Michael Jay C. Calubid
 Dina Lanza

Annex G: Minutes of Annual Meetings

[Name of Organization]

Activity: Ratification of By-laws and Constitution

Participants: Association members

Date and Time: 1:00pm - 4:38pm August 14, 2023

Expectations for the Activity:

Approval and Signing of By-laws and Constitution

General Objective: Approval / Ratification of By-laws and Constitution

Specific Objectives:

- Approval and signing of By-laws and Constitution
- Duties and responsibilities of Officers and Members
- Election of Officers

Agenda:

1. Agenda 1 - Election of Officers

[Notes, Agreements, Discussions, etc.]

2. Agenda 2 - Duties and responsibilities of Officers and Members

[Notes, Agreements, Discussions, etc.]

3. Agenda 3 - Fees and Member Contribution

[Notes, Agreements, Discussions, etc.]

4. Agenda 4 - Ratification, Approval and Signing of By-laws and Constitution

[Notes, Agreements, Discussions, etc.]

Prepared by:

Lana Marie D. Octaviano

[Name]

Secretary-General

Noted by:

Richard M. Panilag

[Name of Head of CSO]

[Position/Designation]

[Name of Organization]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		

*add rows as necessary

Prepared by:

Noted by:

[Name]
Secretary-General

[Name of Head of CSO]
[Position/Designation]

[NAME OF ORGANIZATION]
FINANCIAL STATEMENT FOR CY 2021

SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		
Monthly Dues / Membership Fees		
Income Generating Project 1		
Income Generating Project 2		
TOTAL		

PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses		
Office Supplies		
Logistics / Transportation		
Administrative and Personnel		
TOTAL		

Noted by:

 [Name]
 [President]

 [Name]
 [Vice President]

 [Name]
 [Secretary-General]

 [Name]
 [Treasurer]

 [Name]
 [Auditor]