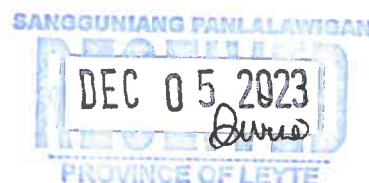


Letter of Application

Item No.: 11
Date: 12 2023 DEC

Oct. 14, 2023

Vice-Governor **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 **ORMOC TANDAYA COSUMERS COPPERATIVE (OTACC)** with office address at **Advance Auto and Truck Parts Bldg., 2nd floor, F. Ablen St., Cogon, Ormoc 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 Cooperative Development Authority and Certificate of Registration in Bureau of Internal Revenue (BIR).
4. List of Current Officers;
5. CY 2023 Minutes of the Annual Meeting
6. CY 2022 Annual Accomplishment Report; and
7. CY 2022 Financial Statements

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "Olegario F. Paredes Jr.", written over a horizontal line.

OLEGARIO F. PAREDES JR.
OTACC BOD CHAIRMAN

copy

ORMAC TRANDA/TA CONSUMERS COOP (OTACC)

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

11

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
Divina
12/05/23

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

APPLICATION FORM FOR ACCREDITATION

Name of Cooperative: Ormoc Tandaya Consumers Cooperative

Address: Advance Auto and Truck Parts Bldg., 2nd floor, F. Ablen St., Cogon, Ormoc City, Leyte

Contact No.: 0926- 898-7082

Email Address: ormoctandayaconsumerscoop@gmail.com

Date Registered: October 19, 2022

Sector/s Represented: Cooperative

VISION:

To create a community where members work together to achieve common goals, promote sustainable financial capability, and support each other through effective partnership and shared resources.

MISSION:

To promote strong culture of brotherhood within the group, fostering effective collaboration between members and improve skills and talents ready to face the challenges ahead by providing resources, training, education, and opportunities for growth. We aim to create sustainable cooperative that empowers our members to achieve their individual as well as collective goals, while contributing to the overall well-being and development of our community.

Registering Agency:

Cooperative Development Authority

Bureau of Internal Revenue

Date Registered:

October 19, 2022

February 16, 2023



ORMOC TANDAYA CONSUMERS COOPERATIVE

RESOLUTION NO. 2023-002

A RESOLUTION SIGNIFYING INTENTION TO ACCREDIT WITH THE LOCAL GOVERNMENT OF LEYTE PROVINCE AND TO BE A MEMBER OF A LOCAL BODY

WHEREAS, the Local Government Code of 1991 provides for the accreditation of non-government and people's organization;

WHEREAS, the Department of the Interior and Local Government, in a Memorandum, set the guidelines for the Accreditation of NGOs and POs;

WHEREAS, our cooperative, Ormoc Tandaya Consumers Cooperative (OTACC) is a cooperative duly registered with the Cooperative Development Authority and existing under Philippine laws;

WHEREAS, the Board of Directors, in a special meeting discussed our accreditation and our intention to take part actively in the community organization and development via our membership in local special bodies;

NOW THEREFORE, BE IT RESOLVED as it hereby **RESOLVED** to **SIGNIFY OUR INTENTION TO ACCREDIT WITH THE SANGGUNIANG PANLALAWIGAN, PURSUANT TO THE PROVISIONS OF SECTION 108 OF RA 7160, AND TO APPLY FOR MEMBERSHIP IN A LOCAL SPECIAL BODY CREATED UNDER THE AFOREMENTIONED ACT;**

ADOPTED, unanimously by the Board of Directors of Ormoc Tandaya Consumers Cooperative (OTACC) this _____ day of _____, in Ormoc City, Leyte.

Olegario F. Paredes Jr.

BOD Chairman

Cristobal V. Mendola II

BOD

DENES R. ALPOS

BOD

Edgardo C. Victorio

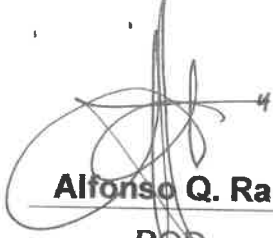
BOD

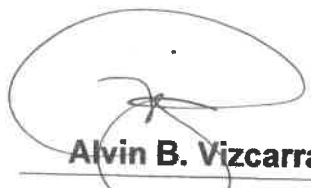
Arthur S. Veloso Jr.

BOD

Romel B. Garces

BOD

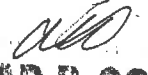

Alfonso Q. Ralota
BOD


Alvin B. Vizcarra
BOD

Orlando L. Salino
BOD

SUBSCRIBED AND SWORN TO before me this NOV 15 2023 day of , 2023 in ORMOC CITY,
Affiant exhibiting to me his/her with valid identification no. issued on
 at .

Doc No: 327
Page No: 66
Book No: XXX
Series of: 2023


ATTY. CONRAD P. CONOPIO
NOTARY PUBLIC
Until December 31, 2024
PTR No. 7436607 01/04/2023; Ormoc City
IBP No. 235553 01/11/2023; Leyte Chapter
Roll No. 50004
Notarial Commission No. ORM-23-01-005-NC
Issued on 03/16/2023
MCLE Compliance No. VII-0018484



Republic of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-100800033485

CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME,

This is to certify that

Ormoc Tandaya Consumers Cooperative (OTACC)

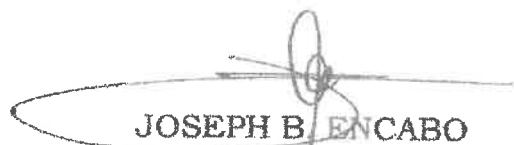
Name of Cooperative

with address at **F. Ablen St., Cogon Combado, Ormoc City, Region VIII (Eastern Visayas)**, 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 19th day of October, 2022.




JOSEPH B. ENCABO

Chairman



Digitally signed
by Jomales
Venus Maglante

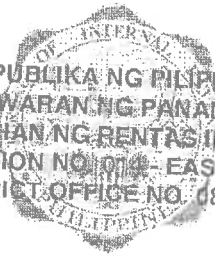


BIR FORM

2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS
 KAGAYARAN NG PANANALAPI
 KAWANGALAN NG RENTAS INTERNAS
 REVENUE REGION NO. 074 - EASTERN VISAYAS
 REVENUE DISTRICT OFFICE NO. 489 - ORMOC CITY



OCN: 089RC20230000000785
 Date OCN Generated: February 16, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 621-834-298-00000	NAME OF TAXPAYER ORMOC TANDAYA CONSUMERS COOPERATIVE (OTACC)	TIN ISSUANCE DATE February 16, 2023
REGISTERING OFFICE	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
REGISTERED ADDRESS F. ABLEN ST. COGON COMBADO 6541 ORMOC CITY LEYTE PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
CORPORATE INCOME TAX	1702	January 1, 2024	ANNUALLY	On or before the 15th day of the 4th month following the close of the taxpayer's taxable year.
CORPORATE INCOME TAX	1702Q	April 1, 2023	QUARTERLY	Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year.
TAXPAYER TYPE/S		COOPERATIVES		

BUSINESS INFORMATION DETAILS			
TRADE NAME 1	CATEGORY	REGISTRATION DATE	
ORMOC TANDAYA CONSUMERS COOPERATIVE (OTACC)		February 16, 2023	
(PSIC)	94990-ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C.		
Line of Business	ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS	Primary	

- REMINDERS:**
1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
 2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
 3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
 4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
 5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

BIR FORM

2303

REVISED: APRIL 2019


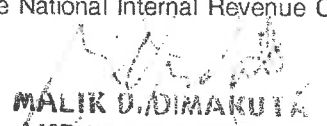


OCN: 089RC2023000000785

Date OCN Generated: February 16, 2023

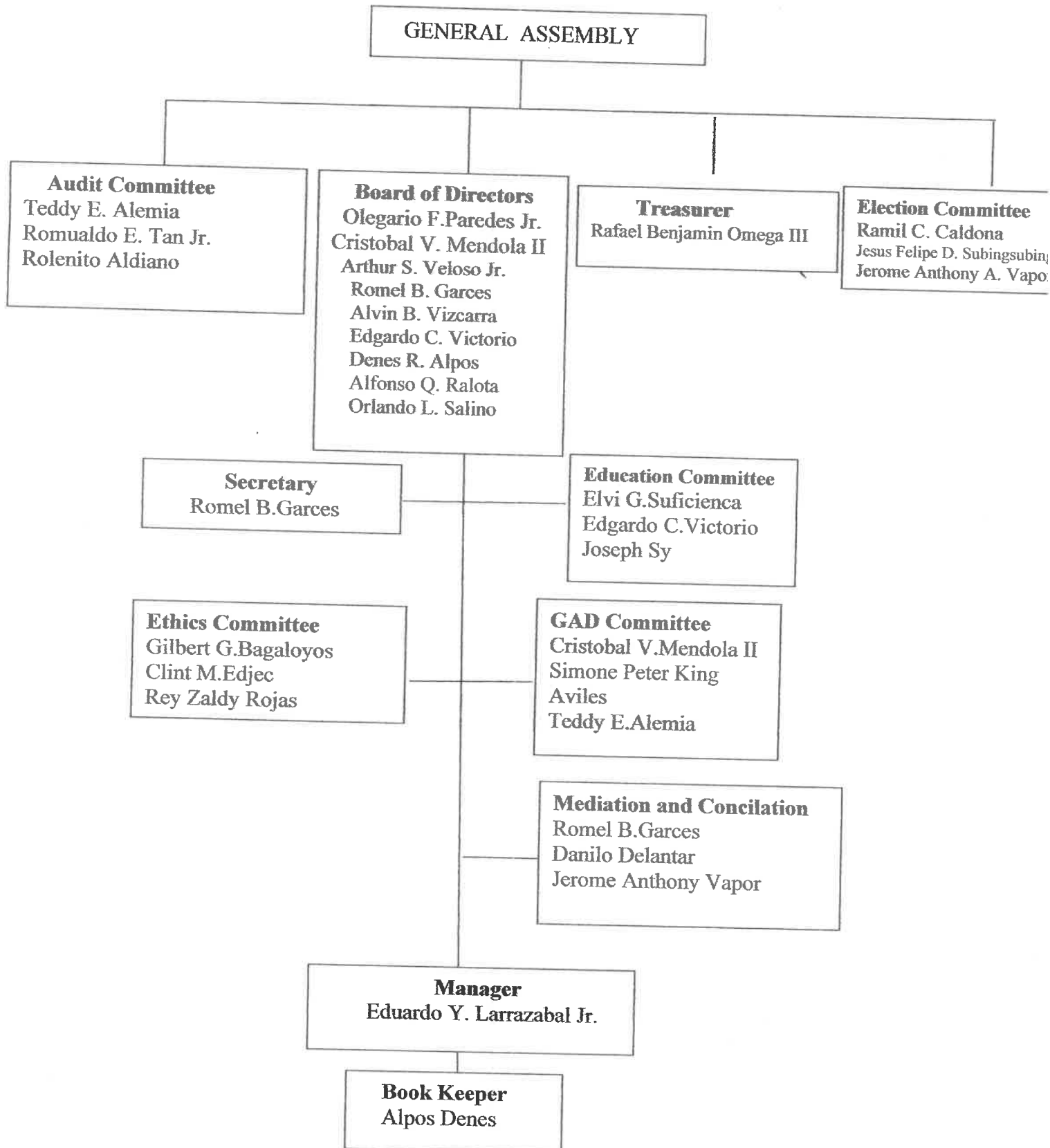
CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 621-834-298-00000	NAME OF TAXPAYER ORMOC TANDAYA CONSUMERS COOPERATIVE (OTACC)		TIN ISSUANCE DATE February 16, 2023
REGISTERING OFFICE	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch	
REGISTERED ADDRESS F. ABLEN ST. COGON COMBADO 6541 ORMOC CITY LEYTE PHILIPPINES			

<p>RDO DR)</p> 	<p>I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.</p> <p style="text-align: right;">  MALIK D. DIMAKUTA ASST. REVENUE DISTRICT OFFICER CHONA M. COLASITO OIC- REVENUE DISTRICT OFFICER (Signature over Printed Name) </p>
--	---

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

ORGANIZATIONAL STRUCTURE
2023
ORMOC TANDAYA CONSUMERS COOPERATIVE





**ORMOC TANDAYA CONSUMERS COOPERATIVE
MEMBERS**

	NAME
1	Aldiano,Rolenito Orillo
2	Alemia,Teddy Egot
3	Alpos,Denes Remeticado
4	Aquino,Alfred Lee Ocampo
5	Aviles,Simone Peter King Saavedra
6	Bagaloyos,Gilbert Guzman
7	Caldona,Ramil Caibio
8	Camacho,Joel
9	Catingub, Dante
10	Centino,Flaviano Jr. Castor
11	Conopio,Condrad Pedoy
12	Delantar,Danilo N/A
13	Dimzon,Mel Bernard
14	Edjec,Clint Mabutas
15	Garces,Romel Barrera
16	Gonzaga,Renante Diano
17	Gucela,Jeffrey Lluveras
18	Larrazabal,Eduardo Jr. Yuhico
19	Manatad,Ruben
20	Maramento,Freddie
21	Maupo,Saturnino Duria
22	Mendola,Christian Salcedo
23	Mendola,Cristobal II
24	Merelos,Jay Mutya
25	Omega,Rafael Benjamin III Barte
26	Palawan,Jerson
27	Panganiban,Gerald
28	Paredes,Olegario Jr. Fernandez
29	Pelias,Irish
30	Pito,Robert Jr. Revil
31	Placido,Elmer
32	Ralota,Alfonso Quiapo
33	Rojas,Rey Zaldy Serafin
34	Saceda,Emiliano II Vallejo
35	Salino,Orlando Ligutan
36	Sia,Gerald Jr. Palma
37	Silawan,Butch Esplago
38	Subingsubing,Jesus Felipe Dilao

39	Suficiencia, Elvi G.
40	Sy, Joseph
41	Sy, William
42	Tabon, Arnold Retes
43	Tagala, Rowell Borbon
44	Tan, Romualdo Jr. Espinosa
45	Vapor, Jerome Anthony Alkueno
46	Veloso, Arthur Say
47	Vestuir, Noel
48	Victorio, Edgardo Concepcion
49	Vilbar, Mario Bragat
50	Vizcarra, Alvin Bartiquin



Ormoc Tandaya Consumers Cooperative (OTACC)

MINUTES OF THE MEETING

I BRIEF IDENTIFYING INFORMATION			
Title	1st General Assembly Meeting of Ormoc Tandaya Consumers Cooperative (OTACC) for Fiscal Year 2023		
Date	18 March 2023	V e n u e	Cristobal's Inn, Ormoc City
Time	3:00 PM		
II ATTENDANCE			
No.	Name	No.	Name
1	Aldiano, Rolenito	13	Saceda, Emiliano
2	Alemia, Teddy	14	Silawan, Butch
3	Alpos, Denes	15	Subingsubing, Jesus Felipe
4	Caldona, Ramil	16	Tabon, Arnold
5	Delantar, Danilo	17	Vapor, Jerome Anthony
6	Garces, Romel	18	Victorio, Edgardo
7	Gonzaga, Renante	19	Veloso, Arthur
8	Gucela, Jeffrey	20	Tagala, Rowell
9	Maupo, Saturnino	21	Pelias, Irish
10	Omega, Rafael Benjamin	22	Maramento, Fred
11	Paredes, Olegario	23	Sy, William
12	Pito, Roberto	24	Sy, Joseph
III PROCEEDINGS			
#	AGENDA	DISCUSSION	
1	Preliminaries	<ul style="list-style-type: none"> ➤ The meeting commenced through an audio-visual presentation Cooperative Prayer, National Anthem, Ormoc Hymn, Cooperative Hymn and Cooperative Pledge. ➤ A message from OCCDO Romeo P. De La Cruz and CDA, Regional Director Dir. Venus M. Jomales. ➤ Interim BOD Chairman, Olegario F. Paredes greeted everyone and called to order the General Assembly Meeting for FY 2023 and informed the body that the number of members who are present is in quorum. 	
2	Proof of due notice	<ul style="list-style-type: none"> ➤ Olegario F. Paredes present the proof of notice that everyone was informed for the coming GA through personal calls and group chat information dissemination. 	
3	Presenting of Election Rules and Guidelines	<ul style="list-style-type: none"> ➤ Election committee Chairman Ramil Caldona presented and discussed the election rules and guidelines. ➤ Interim officers and BOD are also presented during GA. ➤ After the presentation of the following the voting started at exactly 4 pm and voting was closed at 4:45 pm. 	
4	Presentation and Approval of Agenda	<ul style="list-style-type: none"> ➤ Olegario Paredes presented the Consolidated Reports from the start of registration as of to date. Business Permit is still on process waiting for the MOA for the office space of the coop as one of the requirements for acquiring Business Permit. ➤ ATP for Official Receipt for Coop is approved and now on printing. ➤ Guidelines for lending has been draft. ➤ As per advised from CDA Regional Director during the GA to make ammendments first with the line of business of the cooperative since it was consumers and not Credit.Lending/credit services for members only. In two years you can make another ammendments for multi-purposed cooperative since the purposed originally is a Gas station. ➤ Teddy Alemia moved to make ammendment to change Ormoc Tandaya Consumers Cooperative to Ormoc Tandava Credit Cooperative. 	

		<ul style="list-style-type: none"> ➤ Seconded by Cristobal Mendola. ➤ Motion is approved.
5	Election Results	<ul style="list-style-type: none"> ➤ Election Committee Chairman presented the Election Result ➤ New set of Board of Directors: Olegario F. Paredes Jr. Cristobal V. Mendola II Alfonso Q. Ralota Arthur S. Veloso Alvin Vizcarra Romel B. Garces Denes R. Alpos Orlando L. Salino Edgardo Victorio ➤ Election Committee: Ramil Caldonga Jesus Felipe Subingsubing Jerome Anthony Vapor ➤ Audit Committee: Teddy Alemlia Jun Tan Rolenito Aldiano ➤ Per BOD Olegario Paredes BOD Chairman and other committees and officer will be appointed.
6	Plans and Programs for 2023	<ul style="list-style-type: none"> ➤ It was moved by Teddy Alemlia to approved for the business plan this year to engage in lending. ➤ And was seconded by many. Motion is approved. ➤ Guidelines for lending/Credit Policy was presented by Arnold Tabon. Pls. See attached file for this. ➤ There were concerns for the Guidelines for lending/Credit Policy. It was that the standard interest rate for coop is 2% maximum interest and should be deminishing. ➤ Past Due will not directly go to legal means first it should be in credit committee first.
7	Annual Budget for 2023	<ul style="list-style-type: none"> ➤ Motion has been moved by Cristobal Mendola for the approval of 2023 Annual Budget of 88,800 .Seconded by many and Motion is been approved. ➤ Pls. See attached file for the annual budget.
8	CDA Updates/Assessments	Presented by Ms. Gerlen Ligutan CDS II
9	Induction of Officers	Lead by CDA, Regional Director Dir. Venus M. Jorales.
10	Adjournment	<ul style="list-style-type: none"> ➤ Teddy Alemlia moved for the adjournment of the GA and seconded by many. ➤ Meeting adjourn at 7:30 pm.

PREPARED BY:



Jacqueline L. Codilla

NAME, SIGNATURE of DOCUMENTER

Date: 17 March 2023

REVIEWED BY:



OLEGARIO F. PAREDES JR.
OTACC BOD

Date: 18 March 2023

Annual Accomplishment Report

ORMOC TANDAYA CONSUMERS COOPERATIVE
(OTACC)

NAME OF PROGRAM/PROJECT/ACTIVITY	OBJECTIVES	DATE	STATUS	BUDGET
BOD MEETING	To discuss strategic plans of the cooperative.	2022	completed	Charged to members monthly dues
Community Service	To be able to help the community and people as well as the environment by conducting tree palnting activities.	2022	COMPLETED	Charged to members monthly dues
General Assembly Meeting	It is the highest decision-making body that has final authority on the management of the affairs of the cooperative. This is the time to elect new set of officers and committees.	2022	completed	Charged to members monthly dues

Prepared by:

Romel B. Garces
Cooperative Secretary

Noted by

Olegario E. Paredes Jr.
BOD Chairman

FINANCIAL STATUS REPORT

NAME OF COOPERATIVE: Ormoc Tandaya Consumers Cooperative
 ADDRESS: Advance Auto and Truck Parts Bldg., 2nd Floor Cogon, Ormoc City
 REGISTRATION NO: 9520-100800033485
 TIN NO: 621-834-298-00000
 CONTACT NUMBER: 0926-898-7082
 EMAIL ADDRESS: ormoctandayaconsumerscoop@gmail.com

STATEMENT OF FINANCIAL CONDITION
 As of December 31, 2022

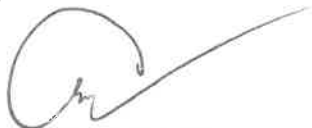
ASSETS

CASH in BANK/Hand	73,511.00
LOANS RECEIVABLE	-
ACCOUNTS RECEIVABLE	-
INVESTMENTS	-
INVENTORIES	-
PREPAYMENTS	-
PROPERTIES AND EQUIPMENT	-
INTANGIBLE ASSETS	-
OTHER ASSETS	-
TOTAL ASSETS	73,511.00

LIABILITIES AND MEMBER'S EQUITY

CURRENT LIABILITIES	-
LONG TERM LIABILITIES	226.65
OTHER LIABILITIES	226.50
TOTAL LIABILITIES	-
PAID-UP CAPITAL	72,000.00
DONATIONS AND GRANTS	-
STATUTORY FUNDS (LOSS)	1,057.00
TOTAL MEMBER'S EQUITY	72,000.00
TOTAL LIABILITIES AND MEMBER'S EQUITY	73,511.00

Audited by:



AVILES, SIMONE PETER KING SAAVEDRA

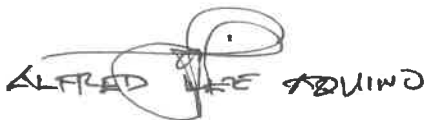
Audit Committee

Approved by:



OLEGARIO F. PAREDES JR.

Chairman



ALFRED M. ABUNDO

FINANCIAL STATUS REPORT

NAME OF COOPERATIVE: Ormoc Tandaya Consumers Cooperative
 ADDRESS: Advance Auto and Truck Parts Bldg. ,2nd Floor Cogon, Ormoc City
 REGISTRATION NO. 9520-100800033485
 TIN 621-834-298-00000
 CONTACT NUMBER 09268987082
 EMAIL ADDRESS ormocandayaconsumerscoop@gmail.com

STATEMENT OF OPERATION
 For the Year ending December 31, 2022

GROSS REVENUES:

SALES OF GOODS					-
Subsidy					-
Membership Fee					23,500.00
Miscellaneous Income					28,800.00
TOTAL REVENUES					52,300.00
COST OF SALES/SERVICES					
COST OF SALES/SERVICES					0.00
COST OF SERVICES					0.00
COST OF SALES/SERVICES					0.00
GROSS REVENUES					
LESS: EXPENSES					
FINANCING COST					
Registration Expenses					13,409.00
Miscellaneous Expenses					37,380.00
TOTAL EXPENSES					50,789.00
NET SURPLUS (LOSS)					1,511.00
ALLOCATION FOR:					
RESERVE FUND	50%				755.50
OPTIONAL FUND	7%				105.77
COP EDUC AND TRAININ	10%				151.10
COMMUNITY DEVELOPMENT FUND	3%				45.33
ALLOCATION FOR INTEREST ON SHARE CAPITAL	50%				226.65
ALLOCATION FOR PATRONAGE REFUND	50%				226.65

Audited by:

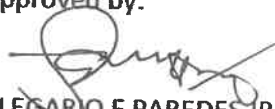


AVILES, SIMONE PETER KING SAAVEDRA
 Audit Committee



AQUINO, ALFRED LEE OCAMPO
 Audit Committee

Approved by:



OLEGARIO F. PAREDES JR.
 Chairman