

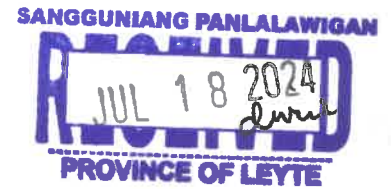
Item No.: 04
Date: 30 2024 JULY

Annex D: Letter of Application

DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION
Barangay Romualdez, Dulag, Leyte

14 July 2024

HON. LEONARDO JAVIER
Vice Governor
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte



Dear Hon. Javier,


In response to your Notice of Call for Accreditation, kindly be informed that the **DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION** with office address at **ABCCOP Mini Farm, Brgy. Romualdez, Dulag, Leyte**, would like to seek accreditation by the Sanggunian.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 Department of Labor and Employment (DOLE);
4. List of Current Officers;
5. Minutes of the Annual General Assembly Meeting;
6. Annual Accomplishment Report
7. Financial Statement

Thank You.

Very truly yours,


MILAGROS R. PALEJARO-VALENCIA
President

APPLICATION FOR ACCREDITATION

Name of Organization: Dulag Small Entrepreneurs and Agri Crop Producers Farmers Association

Address: Barangay Romualdez, Dulag, Leyte

Contact No. 09169065052

Date Organized: November 29, 2022 **Sectors Represented:** Coconut, vegetables, rice, organic farmers; small entrepreneurs, native delicacy producers, livestock raisers and service providers.

Purpose and Objectives:

1. To establish an association that will promote mutual aid and protection to its members;
2. To promote moral, social and economic well-being of all the members;
3. To develop a sustainable livelihood thru the conduct of individual project with an aim of uplifting the economic condition of the members;
4. To provide the members' knowledge, skills and equip themselves with an effective and innovative way in organic farming, good agricultural practices, food processing, entrepreneurship;
5. Participate in the efforts to protect and preserve the natural resources and the environment;
6. Enhance the knowledge and skills of the members through technical trainings, mentoring and participation in national, international and local activities and/or events related to their respective areas of interests;
7. To facilitate access to internal and external resources in order to help individual members obtain additional resources that shall improve their business operation;
8. To conduct periodic monitoring and evaluation to ensure success of the individual members' project;
9. To provide technical assistance and/or services that shall ensure effective and efficient operation, and management of members' business and/or project;
10. To establish a structure for the marketing of agricultural product; and
11. To work with non-government and government organization or entities in the promotion and development of the association and carry out government policies

Services that the organization provides or can participate:

1. Resource speaker
2. Community organizing
3. Financial Management

Registering Agency (if any):

Date Registered

- Securities and Exchange Commission (SEC)
- Cooperatives Development Authority (PCA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB) (NCIP) *certification

December 2, 2022

Accrediting Agency (if any):

Date Accredited:

- Commission on Population and Development (POPCOM)
- Department of Agrarian Reform (DAR)
- 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 (NCAA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Others (specify): Dulag Sangguniang Bayan

January 3, 2024

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 (Php)	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2024	Peanut Production	15,000 – Land Preparation and Inputs	<ul style="list-style-type: none"> • CBU and no interest capitalization from private individual. • Maintenance - Payment of member-workers' salary shall be determined and distributed upon harvest. • Dividends distribution shall be during every Annual General Assembly. 	27 Members		<ul style="list-style-type: none"> • Staggered planting due to limited capital. • Initial planting covered only ¼ of a hectare. • Total available production area is 1.75 has.

**DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS
FARMERS ASSOCIATION
Barangay Romualdez
Dulag, Leyte**

BOARD RESOLUTION NO 002 SERIES 2023

**A RESOLUTION SIGNIFYING INTENTION FOR ACCREDITATION OF THE DULAG SMALL
ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION OF
BARANGAY ROMUALDEZ WITH THE LEYTE SANGGUNIANG PANLALAWIGAN**

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

WHEREAS, on _____ the Department of the Interior and Local Government issued Memorandum Circular No. 2022 on the Guidelines on the Accreditation of Civil Society Organization and Selection of Representatives to the Local Special Bodies;

WHEREAS, the **DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION** is a civil society organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

WHEREAS, the **DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION** Special Board Meeting held at ABCCOP Mini Farm on January 23, 2023, attended by the following Officers 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, 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 of Leyte

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chairman of the Sanggunian Committee on Accreditation

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

- 1. Milagros P. Valencia**
- 2. Lowee Endaya**

ADOPTED unanimously by the Officers of the Dulag Small Entrepreneurs and Agri Crop Producers Farmers Association this 22nd day of January 2023 in the Municipality of Dulag

1. Milagros P. Valencia
2. Lowee Endaya
3. Jinky O. Lobrigo
4. Ritchel H. Cabias
5. May Ann Cagara
6. Rinalyn M. Castellaja
7. Jesusa C. Castillo

President
 Vice-President
 Secretary
 Treasurer
 Auditor
 Bookkeeper
 Public Information Officer

Milagros P. Valencia

Jinky O. Lobrigo

Ritchel H. Cabias

May Ann Cagara

Rinalyn M. Castellaja

Jesusa C. Castillo

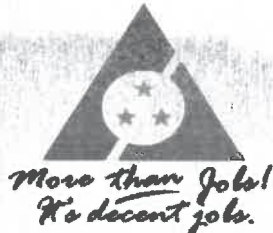
Milagros P. Valencia
MILAGROS P. VALENCIA
 President

SUBSCRIBED AND SWORN TO before me this 14 day of MAR 2023 in

Affiant exhibiting to me his/her Philippine Identification Card with valid identification no. 5269-7821-4672-9180 issued on September 12, 2021 at Dulag, Leyte.

Doc.No. 037
 Page No. 09
 Book No. X
 Series of 2023

Leah C. Canning
ATTY. LEAH C. CANNING
 NOTARY PUBLIC
 No. 2013-01-41 until 31 December 2024
 Attorney's No. 66769, 23 May 2017
 Philippine No. 017359, 20 May 2017
 P.I.D. No. 0075195, 6 January 2023
 MCLE No. VII-0004768
 Dulag, Leyte



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

**Registration Certificate No.
RO8-NLFO-2022-12-WA-2078
KNOW ALL MEN BY THESE PRESENTS:**

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

**DULAG SMALL ENTREPRENEURS AND
AGRI CROP PRODUCERS FARMERS ASSOCIATION**
Brgy. Romualdez, Dulag, 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 2nd day of **Dec ember 2022**.

Approved by:

HENRY JOHN S. JALBUENA
Regional Director

For the Regional Director:

EMMANUEL Y. DE LA CRUZ, PME - MME
CHIEF LEO, NLFO



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



**DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS
FARMERS ASSOCIATION**
Brgy. Romualdez, Dulag, Leyte

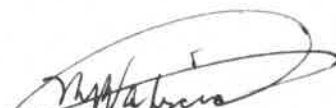
LIST OF OFFICERS
As of January 3, 2024

NAME	POSITION
1. Milagros R. Palejaro-Valencia	President
2. Lowie N. Endaya	Vice-President
3. Jinky C. Lobrigo	Secretary
4. Rinalyn M. Castellaja	Treasurer
5. Richel H. Cabiliaas	Bookkeeper
6. Mary Ann Cagara	Auditor
7. Jesusa C. Castillo	Public Information Officer

I HEREBY CERTIFY to the correctness of the foregoing list.


JINKY C. LOBRIGO
Secretary

ATTESTED BY:


MILAGROS R. PALEJARO-VALENCIA
President

**DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS
FARMERS ASSOCIATION**
Brgy. Romualdez, Dulag, Leyte

**MINUTES OF THE FIRST GENERAL ASSEMBLY MEETING HELD ON JANUARY 3, 2024 AT THE BRGY.
GYMNASIUM, BRGY. ROMUALDEZ, DULAG. LEYTE**

START: 10:30 AM

PRESENT:

POSITION

1. Milagros Palejaro-Valencia	President
2. Lowie N. Endaya	Vice-President
3. Jinky C. Lobrigo	Secretary
4. Ritchel H. Cabias	Treasurer
5. Rinalyn M. Castellaja	Bookkeeper
6. Jesusa C. Castillo	Public Information Officer
7. Ana Liza P. Endaya	Member
8. Azenith C. Pruel	Member
9. Clarita C. Catalan	Member
10. Elmar C. Talaro	Member
11. Joy Marielyn O. Macasa	Member
12. Merlinda C. Talaro	Member
13. Michael Cinco	Member
14. Porferio R. Cabias	Member
15. Kzel Rose V. Cabias	Member
16. Cristina C. Adonis	Member
17. Adelaida Maceda	Member
18. Mary Grace Anoya	Member
19. Rosenda Idara	Member
20. Indylecia R. Palejaro	Member
21. Marlyn S. Macasa	Member
22. Alonita M. Bautista	Officer-In-Charge, Municipal Agriculture Office (MAO)
23. Theresa Espelimbergo	Technician, Municipal Agriculture Office
24. Wilma Abad	Technician, Municipal Agriculture Office
25. Albert Animus	Technician, Municipal Agriculture Officer
26. Hon. Miguel Castro	Member, Sangguniang Bayan

EXCUSE:

1. Mary Ann Cagara	Auditor, Working at Kananga, Leyte
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ABSENT:

1. Eduardo A. Macdon	Member
2. Jocelyn Cinco	Member
3. Medelito G. Radam	Member
4. Eduardo Palejaro	New Member
5. Liberty M. Bautista	Member

AGENDA:

- I. Registration by Jesusa C. Castillo – Public Information Officer
- II. General Assembly Meeting
 - Part I. Program
 - Part II.
 1. Annual Report –
 - a. Accreditation with various Agencies
 - b. Board Resolutions

2. For Approval by the General Assembly:
 - a. Five Year Development Plan
 - b. Policies Formulated
 - c. Contract of Understanding
3. Swapping of the Treasurer and the Bookkeeper

PART I: GENERAL ASSEMBLY PROGRAM

Opening Prayer	-----	Pastor Lowie N. Endaya
National Anthem	-----	
Welcome Address	-----	Ana Lisa P. Endaya, EMCEE
Opening Remarks	-----	Ptr. Lowie N. Endaya
Message	-----	Hon. Miguel (Mike) Castro, Member, Sangguniang Bayan
Inspirational Talk	-----	Hon. Ilda Cinco Barangay Kagawad
Induction of Officers	-----	Mrs. Alonita M. Bautista Officer-In-Charge Municipal Agriculture Office
Presentation of Certificate of Registration & Brief Review of the Constitution and By-Laws	---	Lowie N. Endaya Vice-President
Introduction of the Association Members	-----	Rinalyn M. Castellaja, Bookkeeper
Financial Report	-----	Ritchel H. Cabias, Treasurer

PART II:

I. Annual Report:	-----	Milagros R. Palejaro-Valencia President
✓ Accreditation with SB, OPA, PCA & DA R8	-----	Action of the General Assembly
✓ Resolutions	-----	Action of the General Assembly
✓ Policies Formulated	-----	Action of the General Assembly
✓ Five-Year (5-Yr) Development Plan	-----	Action of the General Assembly
✓ Contract of Understanding	-----	
II. Approval of the Five-Year Development Plan		Members Dulag Small Entrepreneur and Agri Crop Producers Farmers Association

MINUTES OF THE MEETING

I. Registration by Jesusa C. Castillo, Public Information Officer. Announced that **TWENTY-ONE (21) members out of TWENTY-SEVEN (27) total membership have attended the meeting. She declared a quorum.**

II. General Assembly Program PART I

Opening Prayer	-----	Pastor Lowie N. Endaya
National Anthem	-----	
Welcome Address	-----	Ana Lisa P. Endaya, EMCEE
Opening Remarks	-----	Ptr. Lowie N. Endaya, Vice-President
Message	-----	Hon. Miguel (Mike) Castro, Member, Sangguniang Bayan. (Hon Castro

arrived after lunch because he attended the Sangguniang Bayan Session. He announced that the Association application for accreditation with the Sangguniang Bayan was approved during today's session. Hence, it can now negotiate for support and assistance from government agencies.)

Inspirational Talk	-----	Hon. Ilda Cinco Barangay Kagawad.
Induction of Officers	-----	Mrs. Alonita M. Bautista Officer-In-Charge Municipal Agriculture Office.

Presentation of Certificate of Registration & Constitution and By-Laws --- Lowie N. Endaya
Vice-President

He gave a brief review of the Constitution and By-Laws. The briefing focused on:

1. The objectives and purpose of the Association.

- The Association will seek internal and external assistance in order to attain its objectives,
- The Association shall engage into Peanut and Sweet Potato Processing. After three (3) years operation, shall seek the assistance of the Department of Science and Technology to improve product and become competitive,
- There shall be continuous expansion of production area in order to have sufficient supply of raw materials for the processing.
- Establish a processing building,
- Have a mechanized farming operation;
- Provide capitalization for each members' livelihood project; and
- Ultimately, have its trading post for farm products.

2. Membership. Obligations such as:

- Attendance during meetings - 3 successive absences shall be a cause for expulsion a member.
- Financial obligations are:
 - Php 100 – membership fee shall be used as administrative fund
 - 10 – monthly due shall be used as administrative fund also
 - 5 – mortuary contribution.
 - 500 - Capital Build Up (CBU) subscription per share to be used as capital for association projects

3. Officers meetings, membership regular monthly and general assembly meetings has to be attended by all the members and officers.

Introduction of the Association Members ----- Rinalyn M. Castellaja,
Bookkeeper

introduced all the members present both pioneer and additional members so that the public may know them being members of the association.

Financial Report ----- Ritchel H. Cabias
Treasurer
Rinalyn M. Castellaja
Bookkeeper

Presented the audited 2023 Financial Statement. (See attached copy).

PART II: Annual Status Report: ----- Milagros R. Palejaro-Valencia
President

1. Accreditation with SB, OPA, PCA & DA R8.

- 1) Accreditation with the Sangguniang Bayan was approved today, January 3, 2024.
- 2) Accreditation with the Philippine Coconut Authority (PCA) and the Provincial Government. Accreditation papers has been prepared and is ready for submission. Just waiting for the Minutes of today's General Assembly Meeting and the Audited Financial Statement.
- 3) Accreditation with the Department of Agriculture Region 8 requires a development Plan and a Tax Identification Number (TIN). The Five-Year Development Plan will be presented today for approval or disapproval by the General Assembly while the Tax Identification Number has to be secured from the Bureau of Internal Revenue (BIR), Region 8,

2. Resolutions. Five Resolutions have been formulated and approved during the Officers Meetings. These are:

- 1) Resolution No, 001 series of 2023 – Resolution signifying intention for accreditation of the Association with the Sangguniang Bayan,
- 2) Resolution No.002 Series of 2023 – Resolution signifying intention for accreditation of the Association with the Provincial Agriculture Office, Philippine Coconut Authority and the Department of Agriculture Region 8,

- 3) Resolution No. 003 Series of 2023 – Resolution authorizing **Vice-President Lowie N. Endaya** to enter into a **Contract of Understanding** with landowner **Milagros P. Valencia**, President of the same Association for the use of the **SEVENTEEN THOUSAND FIVE HUNDRED SQUARE METERS (17,500 sq.m.) or 1.75 hectares** agricultural land as the Association's initial agricultural production area,
 - 4) Resolution No. 005 Series of 2023 – Resolution endorsing the approval of the **2024-2028 Five-Year Development Plan** by the General Assembly during this General Assembly Meeting.
3. **Policies Formulated** – Three (3) policies were formulated during the Officers meetings
- 1) Noodle Marketing
 - 2) Profit Sharing
 - 3) Peanut Production
 - 4) Contract of Understanding
4. **Five -Year (5-Yr) Development Plan** –Those who approved the Five-Year Development Plan signed the Form **APPROVING MEMBERS OF RESOLUTION NO. 05 SERIES OF 2023**. Twenty (20) out of 21 members present approved the **FIVE-YEAR DEVELOPMENT PLAN**. (See attached copy).
5. **Contract of Understanding**. All agricultural areas that will be used for agriculture production by the Association shall be supported with Contract of Understanding executed by the landowner and the Association representative. The contract provides the landowner 20% share from the net income per harvest. Said share shall be given every after harvest of the crops planted in the said land.

Mrs. Milagros Palejaro-Valencia emphasized to those present in the General Assembly that the Association's main objectives are:

- ✓ Develop the agricultural lands of the members and their families, and other farmers through Tractor Servicing,
- ✓ Mechanize farm production activities,
- ✓ Generate income so that the association can provided capitalization for the members' individual business,
- ✓ Establish institutional buyers of the Association and Members' products, and
- ✓ Ultimately, establish a Trading Post for members' and farmers' products.

Hopefully, the Five-Year Development Plan will enable the Association to achieve its objectives and purposes.

Peanut Production shall start early February of this year (2024). Initial funding shall come from the Capital Build Up (CBU) of the members.

III. Swapping of the Treasurer and Bookkeeper


The President suggested the swapping of the Bookkeeper, Rinalyn Castillaja and the Treasurer, Ritchel H. Cabias since the Treasurer could not perform her functions efficiently. The General Assembly unanimously agreed the swapping.

LUNCH

Lunch were provided thru BRING-AND SHARE by the Association members. Informal group discussions occurred after lunch. This took the form of socialization of the members.

I hereby Certify to the correctness of the above information..

Noted BY:


MILAGROS R. PALEJARO-VALENCIA
President


JINKY C. LOBRIGO
Secretary

**DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS
FARMERS ASSOCIATION**
Brgy. Romualdez, Dulag, Leyte

ATTENDANCE SHEET

Purpose of the Meeting: First General Assembly

Venue: Brgy. Gymnasium, Brgy. Romualdez, Dulag, Leyte

Date: January 3, 2024

NAME	POSITION	SIGNATURE
1. Ana Liza P. Endaya	member	
2. Azenith C. Pruel	Member	
3. Clarita C. Catalon	member	
4. Eduardo A. Macdon		
5. Elmar C. Talaro	MEMBER	
6. Jesusa C. Castillo	PIO	
7. Jinky C. Lobrigo	Secretary	
8. Jocelyn T. Cinco		
9. Joy Marielyn O. Macasa	Member	
10. Kzel Rose V. Cabias	MEMBER	
11. Liberty M. Bautista		
12. Lowie N. Endaya	MEMBER	
13. Mary Ann Cagara		
14. Medelito G. Radam		
15. Merlinda C. Talaro	Member	
16. Michael T. Cinco, Sr.	Member	
17. Milagros P. Valencia	PIO	
18. Porferio R. Cabias	Porferio Cabias	
19. Rinalyn M. Castellaja	Book Keeper	
20. Ritchel H. Cabias	Treasurer	
21. Fe de Paz Dungzal	Brgy. Captain	
22. Alonita M. Bautista		
23. Miguel Miguel Castro	Member	
24. Jocilyn C. Bico	member	
25. Cristina C. Adonis	member	
26. Adelaida Maceda	Member	
27. Mary Grace Anoya	Mary Grace Anoya	
28. Rosenda Idara	Member	
29. Eduardo R. Palejaro		
30. Indylecia Palejaro	Member	
31. Marilyn S. Macasa	New Member	

- 32. Theresa Espejimbergo
- 33. Wilma Aoad
- 34. Albert Animus
- 35.
- 36.
- 37.

[Handwritten signature]

CERTIFIED CORRECT:

[Handwritten signature]
JINKY C. LOBRIGO

Secretary

ATTESTED BY:

[Handwritten signature]
MILAGROS R. PALEJARO-VALENCIA
President

DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION

Brgy. Romualdez, Dulag, Leyte

FIVE-YEAR DEVELOPMENT PLAN

Year 2024-2028

OBJECTIVES (Taken from the Constitution and By-Laws of DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION):

1. To develop a sustainable livelihood thru the conduct of activities with an aim of uplifting the economic condition of the members;
2. To provide members knowledge and skills, and equip themselves with an effective and innovative way in organic farming, good agricultural practices, food processing and entrepreneurship;
3. To participate in the efforts to protect and preserve the natural resources and the environment;
4. To enhance the knowledge and skills of the members through technical trainings, mentoring and participation in national, international and local activities and/or events related to their respective areas of interests;
5. To facilitate access to internal and external resources in order to help individual members obtain additional resources that will improve their business operation;
6. To provide technical assistance and/or services that shall ensure effective and efficient operation and management of members' business and/and
7. To work with non-government organizations or in the promotion and development of the association and carry out government policies. Entities

PERIOD	PROJECT TITLE	AFFECTED	RESPONSIBILITY	REMARKS
YEAR 1 (2024)	Peanut and Sweet Potato Production with Insurance	1.75 has. with COU	Association (internal funding) 1 st and 2 nd cycles of peanut production Philippine Crop Insurance Association (PCIC)	<ul style="list-style-type: none"> • 2 cropping cycles for peanut production and 1 cropping cycle for sweet potato. • Worker-members of the project shall receive salary. Rate shall depend on the association net income. Payment of salaries shall be every after cropping cycle. • Members' dividends shall come from the 20% Association's Share to be distributed during Annual General Assembly Meetings. • Insurance benefits shall be filed and claimed by the association.
	Farm Mechanization - Kubota Tractor and Rotavator Servicing with disk low and rotavator	Agriculture areas cultivated by the FA members and their families (more or less 60 has.)	Department of Agriculture Regional Field Office No. VIII.	<ul style="list-style-type: none"> • Have chosen a specific brand because the recent deliveries to the FAs in Dulag were defective. Those units became a financial problem due to its high maintenance and operational cost.

	Tractor Servicing (with disk plow and cultivator)		Department of Agriculture Regional Field Office No. 8 (DA-RFO 8).	<ul style="list-style-type: none"> • Policy on Rental Utilization formulated. • Set team performance standards.
	Chili Pepper Backyard Gardening	At least 25 members	Interested association members	<ul style="list-style-type: none"> • Additional technology and additional source of income for the members. • Encourage family members' participation. • Reduce indulgence in various vices which are rampant in the community.
	Training on Peanut and Sweet Potato Production	46 members consist of farmers and some 4Ps beneficiaries of Brgy. Romualdez	Municipal Agriculture Office (MAO) and Municipal Social Welfare and Development Office (MSWDO)	<ul style="list-style-type: none"> • Transfer of Technology.
Year 2 (2025)	Peanut and Sweet Potato Production Project	5% annual increase in production area with COU	Sustainable Livelihood Program of the Department of Social Welfare and Development (SLP-DSWD)	<ul style="list-style-type: none"> • Shall provide employment of the local farmers and livelihood to 4Ps beneficiaries.
	Chili Pepper Production	1 ha consolidated area of the interested members	Selected Members	<ul style="list-style-type: none"> • Members shall be encouraged to cultivate at least 1 special crop that has value added income when processed. • The chili garden shall be consolidated to attain year round processing and increase raw materials for processing.
	Chili Paste,	All members of the association	Processing Team and exhibitors	<ul style="list-style-type: none"> • Processed products shall become available in transportation terminals and local markets. • Participation in local exhibits as product promotion strategy.
	Establishment of Processing Building	Production and Processing Teams	<ul style="list-style-type: none"> • Department of Science and Technology (DOST) • Association 	<ul style="list-style-type: none"> • Product commercialization. • To meet manufacturing standards.
	Tractor Servicing	10% annual increase in service area.	Tractor Servicing Team	<ul style="list-style-type: none"> • Regular monitoring and assessment of Team performance. • Update the records on Team operations and clients.

				<ul style="list-style-type: none"> • Periodic evaluation of Team performance base on the formulated Team Performance Standards.
	Training on Farm Mechanization	Servicing Team	TESDA	<ul style="list-style-type: none"> • Funding for the trainees shall be provided by the association.
	Tractor with Planter and Harvester	70% of Tractor Service Areas shall be targeted as potential service area for the unit.	Department of Agriculture Regional Field Office No. 8	<ul style="list-style-type: none"> • Minimize post-harvest loses • Complements the existing tractor servicing operation.
Year 3 (2026)	Peanut and Sweet Potato Production with Insurance	5% Annual increase in production area with COU	The project shall generate employment for the association and some 4Ps beneficiaries, and local farm workers.	<ul style="list-style-type: none"> • Year round production of peanuts. • Help meet the demand of the institutional buyer.
	Training on peanuts, chili pepper, and sweet potato processing and packaging.	Processing Team	<ul style="list-style-type: none"> • Department of Agriculture (DA) • Department of Science and Technology (DOST) 	<ul style="list-style-type: none"> • Competitive products.
	Processing Building	Quality of the products	<ul style="list-style-type: none"> • Department of Science and Technology (DOST) • Association 	<ul style="list-style-type: none"> • Formulate Annual Utilization and Production Targets.
	Purchase of land as sites for the association machineries, equipment and facilities	Consolidate the Association machineries, equipment and facilities in an area owned by the association	Association	Funding shall come from the 20% Association Share intended for the acquisition of fixed assets, tractor rentals and other income generating activities of the association. .
	Acquisition of Mechanical Dryer	60% of the Machineries Service Areas are targeted as potential client for this unit.	Department of Agriculture Regional Field Office No. 8 Post-Harvest Team (association level)	<ul style="list-style-type: none"> • Operation of the unit shall be closely monitored by the officers to prevent malpractice. • The Post-Harvest Team shall be composed of the Manager, Machine Operator, and Helpers.

Years 4 – 5 (2027 – 2028)	Rice Mill (cono type)	<ul style="list-style-type: none"> • Farmers and rice traders. 	Department of Agriculture Regional Field Office No. 8 Rice Mill Team	<ul style="list-style-type: none"> • Mechanically dryer clients shall be targeted as potential users of the unit. • Milled rice shall be of better quality. • The Rice Mill Team shall consist of the Manager who at the same is the Quality Controller, Machine Operator, and Helpers.
	Solar Irrigation Pump	Vegetable and rain fed rice areas located within ten ha. radius.	<ul style="list-style-type: none"> • Department of Agriculture Regional Field Office No. 8 • Irrigation Team Organic Vegetable Production Team	<ul style="list-style-type: none"> • Policy on the use of the unit shall be formulated and submitted to the potential beneficiaries for comments, suggestions and approval. • Vegetable farmers shall observe proper procedures in the use of the unit. • Vegetable Farmers shall undergo a training on Organic Agriculture Production.
	Training on Organic Vegetable Production	Farmers interested to practice organic farming	TESDA	<ul style="list-style-type: none"> • Only for members who are willing to practice organic farming..
	Peanut and Sweet Potato Production	5% annual increase in production area with COU.	Peanut, Sweet Potato Production Team	Attainable because of availability of tractor owned by the association.
	Active in Local and National Exhibits	Identified capable officers and members as exhibitors	Marketing Team	This shall provide opportunities to identify institutional buyers of the Association products.
	Chili Production and Processing	5% annual increase in production area	Chili Production and Processing Team	<ul style="list-style-type: none"> • Supply of raw materials for processing available year round. • Commercial production
	Tractor Servicing (land preparation and post-harvest activities)	10% annual increase in utilization of the units.	Servicing Team	Observe regular maintenance of the units. Maintenance conducted during lean months.
	Individual Member's Project: <ul style="list-style-type: none"> • Swine Production and Fattening • Native Delicacies Making • Catering 	No. of members to be funded shall depend on the 20% of Association Share	Officers and Finance Team	<ul style="list-style-type: none"> • Qualification Criteria shall be formulated. • Interested members can apply funding with the Association for their individual business or project.

COU – Contract of Understanding

Approved this 3rd day of January 2024 during the First General Assembly Meeting. (Refer to attached sheet signed by the approving members.)

Copy furnished :

- Alonita M. Bautista, OIC, Municipal Agriculture Office
- Office of the Provincial Agriculturist
- Department of Labor and Employment
- Department of Agriculture, Region 8
- Philippine Coconut Authority
- Department of Social Welfare and Development

**DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS
FARMERS' ASSOCIATION**
Brgy. Romualdez, Dulag, Leyte

**APPROVING MEMBERS OF RESOLUTION NO. 05 SERIES OF 2023
APROVING THE YEAR 2024-2028 FIVE YEAR DEVELOPMENT PLAN**

Purpose of the Meeting: First General Assembly

Venue: Brgy. Gymnasium, Brgy. Romualdez, Dulag, Leyte

Date: January 3, 2024

NAME	POSITION	SIGNATURE
1. Ana Liza P. Endaya	member	
2. Azenith C. Pruel	member	
3. Clarita C. Catalon	member	
4. Eduardo A. Macdon		
5. Elmar C. Talaro	MEMBER	
6. Jesusa C. Castillo	PIO	
7. Jinky C. Lobrigo	Secretary	
8. Jocelyn T. Cinco	MEMBER	
9. Joy Marielyn O. Macasa	Member	
10. Kzel Rose V. Cabias	MEMBER	
11. Liberty M. Bautista	MEMBER	
12. Lowie N. Endaya	MEMBER	
13. Mary Ann Cagara		
14. Medelito G. Radam		
15. Merlinda C. Talaro	Member	
16. Michael T. Cinco, Sr.	MEMBER	
17. Milagros R. Palejaro-Valencia		
18. Rinalyn M. Castellaja	Book Keeper	
19. Ritchel H. Cabias	Treasurer	
20. Porferio R. Cabias		
21. Jocilyn C. Bico	Member	
22. Cristina C. Adonis	member	
23. Adelaida Maceda	member	
24. Mary Grace Anoya	Member	
25. Rosenda Idara	Member	
26. Eduardo R. Palejaro		
27. Indylecia Palejaro	Member	

CERTIFIED CORRECT:

JINKY C. LOBRIGO
Secretary

ATTESTED BY:

MILAGROS R. PALEJARO-VALENCIA
President

DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION
Brgy. Romualdez, Dulag, Leyte

ACCOMPLISHMENT REPORT
For Period December 2, 2022 to January 3, 2024

KEY AREAS	ACTIVITIES UNDERTAKEN	ACCOMPLISHMENT
1. Membership	Voluntary and open membership	From 20 members in 1922 to 27 members in January 3, 2024 which is equivalent to 35% increase in membership within 1 year.
2. Accreditation	Complied all the requirements for accreditation with the Sangguniang Bayan in July 2023..	Accreditation with the Sangguniang Bayan was filed in July and was approved in January 3, 2024 during the 1st Association's General Assembly Meeting. Delay in its approval was due to Brgy. Election.
3. Annual Financial Statement	Encouraged the Fresh Noodle Maker to revive his business with the association as its Marketing Arm.	Formulated the Fresh Noodle Marketing Policy. Total Capital Build-Up (CBU) from participating members was P608 and the Association share also amounted to P608. Total cash of the Association as of December 2023 is P243.00. (Please refer to Cash Flow Statement as of December 2023.)
4. Meetings	4.1 Officers Meetings - formulated policies, resolutions, and plans	4.1.1 Held <u>4</u> Officers Meetings 4.1.2 Formulated the following policies: <ul style="list-style-type: none"> • Fresh Noodle Marketing Policy. (See attached copy). • Profit Sharing for Peanut Production Project. (See attached copy) 4.1.3 Formulated resolutions on: <ul style="list-style-type: none"> • Contract of understanding, • Accreditations with various government agencies, 4.1.4 Formulated the Five-Year Development Plan to be endorsed to the members during the 1 st General Assembly Meeting. 4.1.5 Preparations for the 1 st General Assembly Meeting
	4.2 Held <u>4</u> monthly membership meetings.	4.2.1 Meetings held were for: <ol style="list-style-type: none"> a) Dissemination of the fresh noodle marketing policy, profit sharing and formulated resolutions on accreditation with the Sangguniang Bayan, Provincial Government, Philippine Coconut Authority and the Department of Agriculture Regional Field Office No. 8. b) Discussion with the Sanggunian Bayan Kagawad on accreditation and its advantages.
	4.3 Held the 1 st General Assembly Meeting in January 3, 2024	4.3.1 Consultation on the Five-Year Development (2024 -- 2028). (See attached Five-Year Development Plan.) 4.3.2 Officers Took Oath. (See attached list of officers.) 4.3.3 Agreed the plan to enter into a Contract of Understanding (COU) to be able to obtain an agriculture production area and achieve the Association objectives. 4.3.4 Set the schedule for the next General Assembly Meeting on November 2024.

5. Resolutions	5.1 Formulated four (4) resolutions.	<p>5.1.1 Resolution No. 001 Series 2023 – Signifying intention for accreditation with the Sangguniang Bayan Member,</p> <p>5.1.2 Resolution No. 002 Series 2023 –Signifying intention for accreditation with the Sangguniang Panlalawigan, Philippine Coconut Authority (PCA), Department of Agriculture Regional Field Office No. 8 (DA-RFO 8),</p> <p>5.1.3 Resolution No. 003 Series of 2023 – authorizing the Vice-President to enter into a Contract of Understanding (COU) in order to have an agriculture production area,</p> <p>5.1.4 Resolution No. 004 Series 2023 – Endorsing approval of the Five-Year (2024-2028) Development Plan (2024-2028) by the General Assembly during the 1st General Assembly Meeting held in January 3, 2024.</p>
6. Development Plan	6.1 Formulated the Five-Year Development Plan	6.1.1 General Assembly Approved the Five-Year Development Plan (2024 - 2028.) (See copy of the approved Five Year Development Plan.)

Prepared by:


MILAGROS PALEJARO-VALENCIA
 President

DULAG SMALL ENTREPRENEURS AND AGRI CROP PRODUCERS FARMERS ASSOCIATION
Brgy. Romualdez, Dulag, Leyte

FRESH NOODLE MARKETING POLICY

EFFECTIVITY: January 16, 2023 (First Membership Meeting)

Standard of Operation:

- All members of the Association are automatically dealers of the project.
- Noodle Maker (member supplier) shall not sale to non-members of the Dulag Small Entrepreneurs and Agri Crop Producers Farmers Association.
- Pricing:
 - ❖ Packaging shall be 250 grams or 1/4kg
 - ❖ Supplier to FA members - P15/per pack but the dealer shall pay a total of P17/pack (P15 to the noodle maker/supplier, P1 to the FA and P1 as personal capital build-up (CBU)).
 - ❖ Retail price shall be P25/pack per pack.
 - ❖ Wholesale price shall be P20. If not picked up, the buyer shall be charged with the cost of transportation.

OPERATING PROCEDURES:

- STEP 1. Dealer submits his order to the Custodian who summarizes the orders.
- STEP 2. Custodian submits the summary containing the names of dealer to the Treasurer.
- STEP 3. Treasurer submits the total order to noodle maker/supplier for Production. Indicates details as to date of delivery and product volume. In addition, the Treasurer performs the following activities:
- 3.1 Check the capital buildup of concerned dealer against the quantity of product ordered.
 - 3.2 In the Treasurer's Copy of Members Contribution, check if the CBU is enough to pay the dealer's order.
 - 3.2.1 In case of default in payment of the product, use the CBU to pay the amount due
 - 3.2.2 If payments are not made on time, inform the concern dealer or reduce the volume of order.
 - 3.3 Upon receipt of fresh noodles, issue a Delivery Receipt. Indicate Expected Date of Payment. Make the dealer sign the Delivery Receipt to acknowledge actual receipt of the product.
 - 3.4 Maintain a Record of Payables
 - 3.5 Upon payment by the dealer, record the FA and CBU in the dealer's Booklet and Treasurer's Copy.
 - 3.6 If the member's CBU is enough to pay the order, immediately settle his accountability with the noodle maker/supplier.
 - 3.7 Report the status of the Dealership Project including problems and lessons learned to the President or during Officers Meeting.
 - 3.8 Prepares and submits a Monthly Financial Report.

EVALUATION – Use the following:

- Suggestion Box
- Round table discussions
- Graphic Presentation
- Projection

**DULAG SMALL ENTREPRENEURS AND AGRI CROP
PRODUCERS FARMERS' ASSOCIATION**
Brgy. Romualdez, Dulag, Leyte

PROFIT SHARING POLICY

EFFECTIVITY: December 19, 2023 (Formulated during the Officers Meeting)

Gross Income	_____	P _____
Less expenses:		
Land Preparation	P _____	
Peanut Seeds	_____	
Maintenance	_____	
Total Cost of Production	_____	_____
Less		
Land Rental per harvest (25% of Net Income)	_____	
	Profit	P _____
Profit Sharing		
Members Dividends	30% of Total Profit	
Association Share	<u>70% of Annual Net Profit</u>	
Total	100%	

Budget Allocation for the 70% Association Share:

Administrative Fund	-----	10%
Capitalization of Association Project	-----	20%
Capitalization of Members' Individual Business	-----	20%
Reserve Fund	-----	<u>20%</u>
TOTAL		<u>70%</u>

Distribution of Members' Dividends shall be every Annual General Assembly Meetings.

**DULAG SMALL ENTREPRENEURS AND AGRI CROP
PRODUCER FARMERS ASSOCIATION**
Brgy. Romualdez, Dulag, Leyte

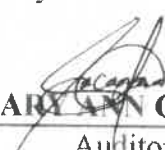
CASH FLOW STATEMENT
As of December 31, 2023

Beginning Balance		₱717.00
Add: Capital Build-up	₱608.00	
Association Fee / Share (MIKI)	608.00	1216.00
Sub total		₱1,933.00
Less: Expenses		
Office supplies & Other stationary supplies	₱550.00	
Representation Expense -General Assembly	940	
Micellaneous Expense	200	₱1,690.00
Ending Balance		<u>₱243.00</u>


Prepared by:


RINALYN M. CASTILLAJA
Bookkeeper

Audited by:


MARY ANN CAGARA
Auditor

Attested by:


MILAGROS PALEJARO-VALENCIA
President