

Item No.: 24
Date: 03 2024 DEC

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

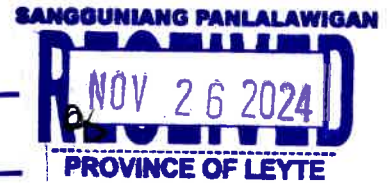
*Checked by:
Dina - SP
11-26-24*

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

Annex D: Letter of Application

DATE: 11/18/2024

No.: 24
Date: 03 2024 DEC



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 C.I.A. - Citizen's Information and Assistance, Inc., with office address at Zone 6, Brgy 110, Utap, Tacloban City 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 **Securities and Exchange Commission (SEC)**
4. List of Current Officers;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2023 - 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,

Teresita A. Conge
TERESITA A. CONGE
Provincial Director
CIA Bayanihan
Leyte Provincial Chapter

TO THE APPLICANT

Kindly go through a self-assessment of the following requirements for your application. Please do not submit the Application Form without performing the said self-assessment.

<input type="checkbox"/>	1	Letter of Application
<input type="checkbox"/>	2	Duly accomplished Application Form for Accreditation
<input type="checkbox"/>	3	Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
<input type="checkbox"/>	4	Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
<input type="checkbox"/>	5	List of current Officers
ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR		
<input type="checkbox"/>	6	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
<input type="checkbox"/>	7	Annual Accomplishment Report for the immediately preceding year
<input type="checkbox"/>	8	Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds

APPLICATION FORM FOR ACCREDITATION

Name of Organization: C.I.A. - Citizen's Information and Assistance, Inc.

Address: Zone 6, Brgy 110, Utap, Tacloban City

Contact No.: 0967 563 4032 **Email address (optional):** cia.bayanihan.r8@gmail.com

Date Organized: Founded in 1994 **Sector/s Represented:** PNP Force Multiplier

Purposes/Objectives:

Here are the Seven (7) Objectives of C.I.A. Bayanihan

1. To inculcate the value of Bayanihan – Damayan and volunteerism to members as well as non-members.
2. To unify the Filipinos and to establish digital platforms to help members in time of crisis, emergency, calamities and disasters.
3. To conduct charitable and humanitarian services to the poor.
4. To implement programs for the upliftment of the cultural, spiritual, educational, social, and economic well-being of the people.
5. To establish mutual cooperation and collaboration with other non government organizations, foundations and all government agencies especially those in the service of health, education, livelihood and other social services to the people.
6. To conduct seminars and trainings on livelihood, values, crisis management, disaster and rescue, primary health care, crime reporting and prevention, and anti graft and corruption.
7. To establish Mobile, Barangay, Municipality, Provincial, and International chapters and Digital Broadcast Stations for the conduct of the activities of the organization.

Services that the organization provides or can participate in:

Community Services:

1. Traffic assistance
2. Consultancy services
3. Clean and Green
4. Rescue during typhoon
5. Rescue during fires
6. Coastal clean-up, clean up drive
7. Tree planting activity
8. OPLAN (SUMVAC) - Semana Santa, Lenten season
9. Sangyaw Parade of Lights
10. Kick – Off Ceremony – Bureau of Fire Protection
11. Crowd control for LAB for All in People's Center
12. Crowd control for the Financial Assistance and Rice Distribution in Grandstand
13. Crowd control for Medical Mission of Life for All Foundation
14. Maintain peace and order, crowd control, etc.

Registering Agency:

Date Registered: October 11, 2019

- Securities and Exchange Commission (SEC)**
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB)
- National Commission on Indigenous Peoples (NCIP) **certification*

Accrediting Agency (if any):

Date Accredited: October 6, 2023

- 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 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): **Philippine National Police (PNP) - Police Community Affairs and Development Group (PCADG)**

Organizational Level:

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization):
- Others (specify): **Provincial, City, Municipal, Barangay Level**

Religious Services

1. Grand Sta. Cruzan
2. Pontifical Mass Sto. Nino Parish
3. OPLAN UNDAS - KALULUWA

Against Illegal Activities:

1. Illegal logging
2. Illegal fishing

Seminars and Trainings

1. Search and Rescue Training by Philippine Air Force
2. Training as First Responders
3. Anti-corruption seminar by Ombudsman
4. Basic PNP Training
5. Shooting and Marksmanship Training by PNP
6. Crime Reporting and Prevention, Surveillance by PNP



**C.I.A. - CITIZEN'S INFORMATION AND ASSISTANCE INC.
Zone 6, Brgy 110, Utap, Tacloban City**

BOARD RESOLUTION NO. 01-02-2024

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 C.I.A. - Citizen's Information and Assistance Inc. is a civil society organization duly registered with the Securities and Exchange Commission and existing under Philippine laws;

WHEREAS, in the C.I.A. - Citizen's Information and Assistance Inc. 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 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 Chair of the Sangguniang Panlalawigan Committee on Accreditation, the Honorable _____

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: Teresita A. Conge.

ADOPTED unanimously by the Board of Trustees/Directors of the C.I.A. - Citizen's Information and Assistance Inc. this _____ day of _____ in the Province of Leyte.


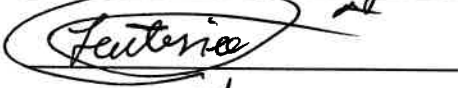

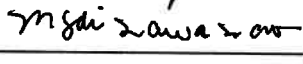
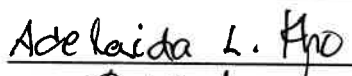
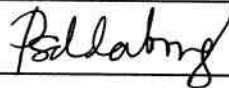
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*Teresita A. Conge
Mgdi Nawangan
Ade laida P. Kilo*


Annex E: Board Resolution - Intention for Accreditation

<u>Name</u>	<u>Position</u>	<u>Signature</u>
Teresita A. Conge	BOT Chairman	
Jojie S. Leuterio	BOT Vice Chairman	
Jean R. Mercado	member	
Marlyn S. Dinawanao	member	
Adelaida L. Kho	member	
Perpetua D. Labong	member	


TERESITA A. CONGE
Board Chairperson or Equivalent

SUBSCRIBED AND SWORN TO before me this NOV 25 day of 2024, 202__ in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at Tax - 9h.

Doc No: 152
Page No: 32
Book No: 110
Series of: UM


ATTY. EDWIN Y. CHUA
Notary Public
Until Dec. 31, 2024
Appointment No. NC-2023-01-76
PTR No. 4783576
Roll No. 35362
IBP Life No. 47783
Taal, an City



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
PICC Secretariat Bldg., PICC Complex
Pasay City, Metro Manila

COMPANY REG NO. CN201917197

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

C.I.A.-CITIZEN'S INFORMATION AND ASSISTANCE INC.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation and By Laws in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), and copies of said Articles and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without a prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity financial futures exchange broker merchant, financing/lending company, and time shares/club shares/ membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate **DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at PICC Secretariat Bldg., PICC Complex Pasay City, Metro Manila, Philippines, this day of 11, October, Twenty Nineteen.



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DO NOT SIGNARY STAMP IN ANY

GERARDO F. DEL ROSARIO
Director
Company Registration and Monitoring Department



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR POLICE COMMUNITY RELATIONS
Camp BGen Rafael T Crame, Quezon City



Certificate of Accreditation

Accreditation No. 2023-010

KNOW ALL MEN BY THESE PRESENTS:

C.I.A.-Citizen's Information and Assistance, Inc.

After having complied with the requirements for accreditation as stipulated in the PNP MC No. 2023-047 "Streamlining the Guidelines for Accreditation of Non-Government Organizations (NGOs), Amending for the Purpose of PNP MC 2018-030" dated July 21, 2023, the aforementioned organization is hereby ACCREDITED by the PNP to participate in its Police Community Affairs and Development Programs.

C.I.A.- Citizen's Information and Assistance, Inc. shall undertake a support role to the PNP in the implementation of its activities and projects relative to anti-criminality, anti-insurgency, anti-terrorism, anti-illegal drugs, anti-corruption, environmental protection, and disaster response.

This accreditation shall be valid from October 6, 2023, until October 5, 2025, and may be revoked anytime for a verified cause.

Given this 6th day of October 2023 at Camp BGen Rafael T Crame, Quezon City.

EDGAR ALAN O ORJUBO
Police Major General

The Director for Police Community Relations
Chairman, NHQ Accreditation Committee

**List of Current Provincial Officers of the C.I.A. - Citizen's Information and Assistance Inc.
as of October 1, 2024**

Name	Position
Teresita A. Conge	Provincial Director
Jojie S. Leuterio	Asst. Provincial Director for Administration
Bella Cajipe	Asst. Provincial Director for Operations
Yvette P. Selorio	Asst. Provincial Director for Education/Training
Annabelle Villones	Asst. Provincial Director for Finance, Ways & Means
Rafael Y. Alcober	Asst. Provincial Director for Sectoral
Jasmin Poblete	Asst. Provincial Director for Livelihood
Melvin D. Ordon	Asst. Provincial Director for Social Services
Ronald G. Basas	Asst. Provincial Director for Spirituality and Values
Curlita P. Astilla	Asst. Provincial Director for Ecumenical and Mystical
Ma. Rosemarie B. Cayunda	Asst. Provincial Director for Media and Public Relations
Vivian E. Ibanez	Asst. Provincial Director for Arts and Culture
Hilda Durante	Asst. Provincial Director for Health and Wellness
Jude Velasco	Asst. Provincial Director for External Affairs
Edita D. Eugenio	Asst. Provincial Director for Women's Affairs
Jean R. Mercado	Asst. Provincial Director for Professional Group
Liezel S. Velasco	Asst. Provincial Director for International and OFW
Maribel S. Singson	Asst. Provincial Director for I.T. and Social Media
Romulo Tabuclao	Asst. Provincial Director for Logistics
Perpetua D. Labong	Secretary
Maricel I. Pobadora	Assistant Secretary
Marlyn S. Dinawanao	Treasurer
Adelaida L. Kho	Auditor
Mary Jean Infante	I.T. and Data Manager I
Purissima Libut	Provincial Coordinator
Estalen A. Conge	Provincial Coordinator
Henry B. Florendo	Provincial Coordinator

**C.I.A. - CITIZEN'S INFORMATION AND ASSISTANCE, INC.
Leyte Provincial Chapter**

Activity: Annual Meeting

Participants: CIA Bayanihan Provincial Officers and members

Date and Time: September 1, 2024

Expectations for the Activity: To comply all the requirements of the DILG – LGU Civil Society Organization (CSO) Accreditation.

General Objective: To acquire CIA Bayanihan Provincial Office

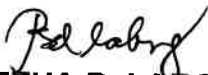
Specific Objectives:

- - To install Provincial Bayanihan Broadcast Media (BBM) station
- - To acquire Provincial CIA Bayanihan office complete with accessories.
- - To acquire Radio and Base for easy communication to Provincial CIA Bayanihan members.

Agenda:

1. Agenda 1 – To comply with the CSO requirements
2. Agenda 2 - To request CIA Bayanihan Provincial Office
3. Agenda 3 – To request CIA Bayanihan Provincial Transport Emergency Vehicle
4. Agenda 4 – To request VHF, UHF Radio and Base,

Prepared by:


PERPETUA D. LABONG
Secretary

Noted by:


TERESITA A. CONGE
Provincial Director



EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF THE C.I.A. - CITIZEN'S INFORMATION AND ASSISTANCE, INC, Leyte Provincial Chapter conducted on October 1, 2024 at Zone 6, Brgy 110, Utap, Tacloban City.

PRESENT: THIRTY – FIVE (35) MEMBERS
ABSENT : NONE

MINUTES

The meeting was called into order by the Provincial Director, TERESITA A. CONGE at 9:35am.

The roll call and reading of the MINUTES of the previous meeting was initiated and read by the Secretary.

AGENDA:

1. SELF-INTRODUCTION OF THE PROVINCIAL LEADERS AND CIA MEMBERS
2. ORIENTATION AND OATH-TAKING
3. STATUS OF MEMBERSHIP IN THE THREE (3) CITIES AND FORTY (40) MUNICIPALITIES IN THE PROVINCE OF LEYTE.
4. ACCREDITATION WITH THE DILG – LGU
5. CREATION OF THE BOARD OF TRUSTEES
6. OTHER MATTERS

DISCUSSIONS:

The Provincial Director relayed the information and instructions in the conduct of Orientation and Oath – Taking in coordination with Regional Director Russell D. Jumagdao with regards to ORIENTATION activities. Then the said Regional Director ask the Provincial Director on the status of membership in the Province of Leyte according to the three (3) cities and forty (40) municipalities.

Then the Regional Director emphasized the need for Accreditation with the DILG – LGU and the PNP Provincial Command since we are already Accredited with Police Community Affairs and Development Group (PCADG) and also the need to submit a Letter of Understanding (MOU) to the PNP Provincial command.

APD for Admin Jojie S. Leuterio suggested to create a Board of Trustees and it was carried by the group with the following officers:

CHAIRMAN	-	TERESITA A. CONGE
VICE – CHAIRMAN	-	JOJIE S. LEUTERIO
MEMBERS	-	JEAN R. MERCADO
		MARLYN S. DINAWANAO
		ADELAIDA L. KHO
		PERPETUA D. LABONG

Jean Mercado suggested that the conduct of the ORIENTATION of new members be made next meeting because of the lack of material time and further said that new members should have a cellphone in order to be updated with the membership and UNION BANK.

The Provincial Director discussed the membership fee of Php 550.00, and for other paraphernalia such as the uniforms, jacket, badge, caps, vest for riders, IDs and other accessories.

Jean Mercado reiterated the importance of the membership account. He also taught the group on how to ask for assistance especially those victims of natural calamities and accidents.

Jean Mercado further and strongly reiterated that new members should recruit another two (2) members within six (6) months as a minimum requirement to avail the financial assistance from the CIA Bayanihan further he said that expired IDs should be surrendered in order to be reactivated in the main office and that there is a payment of 100 pesos for the reactivation and advised the group that other concerns should be forwarded to the National headquarters.

OTHER MATTERS:

The group agreed to prepare for the 80th Anniversary of Leyte Gulf Landings on October 20, 2024 with the following activities.

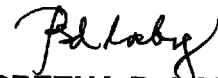
1. Courtesy call with the PNP in Palo Leyte
2. Submit Letter Request to the Provincial Governor of Leyte and to PNP Provincial command
3. Pintakasi in our CIA Bayanihan office in MacArthur Park
4. 4:00am – Formation at the MacArthur Park
5. Promote, maintain peace and order
6. Traffic assistance and crowd control

Since there were no other topics to discussed the meeting was adjourned at 2:00pm.

CERTIFICATION

I hereby certify to the correctness of the foregoing minutes of the meeting.

Prepared by:



PERPETUA D. LABONG
Secretary

Noted:


TERESITA A. CONGE
Provincial Director



What : CIA BAYANIHAN SPECIAL MEETING (Province of Leyte)

Who : CIA Bayanihan Provincial Officers and Members

When: October 1, 2024, Tuesday 8:30am – onwards

Where: Zone 6, Brgy 110, Utap, Tacloban City

ATTENDANCE

Name	Position	Contact #	Signature
1) <u>Junita A. Conge</u>	PD-LEYTE	09675634032	<u>Junita A. Conge</u>
2) <u>Adelaida L. Flo</u>	ROT	09755380254	<u>A Flo</u>
3) <u>MARLON S. DINAUANAN</u>	TREASURER	09058580699	<u>mgcinawan</u>
4) <u>Persefina A. Labry</u>	(TREASURER) SECRETARY	09773785688	<u>Persefina</u>
5) <u>JEAN R. MERCADO</u>	MEMBER	0977-140-4662	<u>JR</u>
6) <u>Conchita E. Fajina</u>	"		<u>Conchita</u>
7) <u>Blesilda S. Velasco</u>	ARD	09204225325	<u>Blesilda</u>
8) <u>Elena T. Regala</u>		09086174301	<u>Elena</u>
9) <u>Key HOMERELS</u>			<u>Key</u>
10) <u>EVANGELIN D. DE OSMO</u>	member	09062973360	<u>Evangelin</u>
11) <u>Salvador Mercader</u>	member	096482376250	<u>Salvador</u>
12) <u>Ronald G. Basas</u>	PROV. OFFICER	09759951314	<u>Ronald</u>
13) <u>Melanie M. Infante</u>	member	09534458195	<u>Melanie</u>
14) <u>Maricel I. Pobadora</u>	member	09758843839	<u>Maricel</u>
15) <u>Marylane M. Infante</u>	member	09051175437	<u>Infante</u>
16) <u>Edita D. Eugenio</u>	"	09096235775	<u>Eugenio</u>
17) <u>Margie B. Piamas</u>	"	69364372509	<u>Margie</u>
18) <u>EMILITO X. SABIDO</u>	"	0951036848	<u>Emilito</u>
19) <u>Imelida M. Cabangmay</u>	"	09270071682	<u>Imelida</u>
20) <u>Imelida A. Ripalola</u>	"	09659844474	<u>Ripalola</u>
21) <u>JOSEPHINE M. SITON</u>	"	09628438575	<u>Siton</u>
22) <u>Asmiga Poblete</u>	"	09169019325	<u>Asmiga</u>



What : CIA BAYANIHAN SPECIAL MEETING (Province of Leyte)
 Who : CIA Bayanihan Provincial Officers and Members
 When: October 1, 2024, Tuesday 8:30am – onwards
 Where: Zone 6, Brgy 110, Utap, Tacloban City

ATTENDANCE

	<u>Name</u>	<u>Position</u>	<u>Contact #</u>	<u>Signature</u>
23)	VIRGILIO C. GRANON		09452282987	
24)	LUDE VELASCO		09770915813	
25)	LIEZL VELASCO		09972063299	
26)	LEUTERIO, JOSE A P D - ADMIN		09752210930	
27)	SEDURANTE, REBECCA		09218514971	
28)	Sanonte Florita		09632441749	
29)				
30)				
31)				
32)				
33)				
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37)				
38)				
39)				
40)				
41)				
42)				
43)				
44)				

C.I.A. - Citizen's Information and Assistance Inc.

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Promote and maintain Peace and order, traffic assistance, and crowd control.	To promote and maintain peace and order within the municipality, traffic assistance and crowd control during the Caibiran, Biliran fiesta celebration.	1 day - 7/25/23	/		N/A	Accomplished
Promote and maintain Peace and order, traffic assistance, and crowd control.	To promote and maintain peace and order within the municipality, traffic assistance and crowd control during the Palo fiesta celebration.	1 day - 8/6/23	/		N/A	Accomplished
Courtesy Call with the Municipal Mayor and the PNP Chief in Carigara Leyte.	To promote courtesy with the Municipal Mayor of Carigara Leyte and collaboration to all LGUs.	1 day - 7/25/24	/		N/A	Accomplished
Promote and maintain Peace and order, traffic assistance, and crowd control.	Night Duty to promote and maintain peace and order and crowd control during the Carigara fiesta celebration.	1 day - 7/26/24	/		N/A	Accomplished
Orientation of CIA Bayanihan	Orientation of CIA Bayanihan in Capoocan Leyte.	1 day - 7/26/24	/		N/A	Accomplished
80 th Anniversary Leyte Gulf Landings - MacArthur Park	To promote and maintain peace and order, traffic assistance and crowd control within the area of responsibility,	1 day – 10/20/24				
Tree planting	To reforest eroded mountainsides and hills.	1 day -11/24/24		/	N/A	On process
Clean-up drive	To clean the streets of dirt, garbage, and waste materials.	1 day		/	-	On process

Annex H: Annual Accomplishment Report

Feeding Program	To alleviate malnutrition among children.	2 days			20,000.00	For Funding
Medical Mission	To diagnose client ailments and prescribe medicines referral for further examinations & treatment.	2 days			100,000.00	For Funding
Office Acquisition/supplies	To acquire CIA Bayanihan provincial office, and purchase supplies and equipment for office use.	30 days			200,000.00	For Funding

**add rows as necessary*

Prepared by:


PERPETUA D. LABONG
 Secretary

Noted by:


TERESITA A. CONGE
 Provincial Director

Projects Implemented in the [Province/City/Municipality] of [Name of LGU]

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	N/A	

Depending on your organization's technical area of expertise and scope of activity, which Local Special Body are you most capable to be a member of?

- Local Development Council
- Local Health Board
- Local School Board
- Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.

Teresita A. Conge
TERESITA A. CONGE
Provincial Director

Perpetua D. Labong
PERPETUA D. LABONG
Secretary

**C.I.A. - CITIZEN'S INFORMATION AND ASSISTANCE, INC.
FINANCIAL STATEMENT FOR CY 2023 - 2024**

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Cash Balance	5,000.00	Collection
TOTAL	5,000.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Tarpaulin	2,400.00	Fiesta Celebration Parade at Caibiran Biliran and Palo Leyte, Carigara and Capoocan Orientation
Gasoline	1,000.00	CIA Bayanihan Orientation Carigara and Capoocan Leyte
Meeting Expenses (food for lunch)	3,500.00	2023-2024 Regular, Special, Emergency meeting
Office Supplies	2,100.00	Cartridge Ink, bond paper, ballpen, etc.
Logistics / Transportation	4,500.00	Van for rent to Caibiran, Biliran, Courtesy call PNP, Mayor, and Vice Mayor
TOTAL	13,500.00	
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	-8,500.00	All expenses incurred are voluntary from the officers and members of CIA Bayanihan Leyte Provincial Chapter.

Noted by:

Teresita A. Conge
TERESITA A. CONGE
Provincial Director

Jojie S. Euterio
JOJIE S. EUTERIO
APD for Administration

Perpetua D. Labong
PERPETUA D. LABONG
Secretary

Marlyn S. Dinawanao
MARLYN S. DINAWANAO
Treasurer

Adelaida L. Kho
ADELAIDA L. KHO
Auditor