

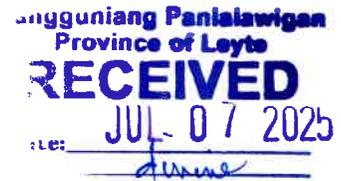


Republic of the Philippines
Region VIII-Eastern Visayas
SONS AND DAUGHTERS ENCOUNTER (SADE) LEYTE INC.
Leyte Academic Center, 2nd floor, Palo, Leyte

Item No.: 16

Date: 22 2025 .MM

July 7, 2025



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

Dear Vice Governor,

In response to your Notice of Call for Accreditation, kindly be informed that SADE Leyte Inc. with office address at 2nd floor, Leyte Academic Center, Pawing, Palo, 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 Security and Exchange Commission;
4. List of Current Officers;
5. CY 2024 Minutes of Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,


GRAYDELLE JANZY S. CAHAYAG
President, SADE Leyte Inc.

APPLICATION FROM FOR ACCREDITATION

Name of Organization: SONS AND DAUGHTERS ENCOUNTER (SADE) LEYTE INC.

Address: 2ND FLOOR, LEYTE ACADEMIC CENTER, PAWING, PALO, LEYTE

Contact Number: 09461990200

Email Address: sadeleyteinc@gmail.com

Date Organized: JULY 27, 2008

Sector/s Represented: YOUTH DEVELOPMENT

Purposes/Objectives:

SADE Leyte Inc. is a youth-serving organization fostering a supportive and empowering environment for the youth of Leyte, aiming to create lasting positive impacts on their lives and communities. Empowerment is at the core of our mission. SADE Leyte strives to equip the youth of Leyte with the tools, knowledge, and confidence necessary to take initiative, lead with integrity, and make meaningful contributions to their communities. Our efforts are focused on helping young people realize their full potential and become proactive agents of change. Founded in 2008, SADE Leyte has been a program focuses on the values formation of the young individuals in Leyte, through having to develop a positive family relationship that greatly affects their overall well-being and success, and strengthening their deep connection to Our Almighty. With the high records of mental health illnesses and suicide cases, SADE Leyte also focuses on providing a safe space for the youth of Leyte wherein they can share their problems and burdens in their lives. Moreover, SADE Leyte is dedicated to enhancing the holistic development of our members by nurturing their moral values, social skills, youth empowerment sustainability, and spiritual health. By fostering an environment that supports these aspects of personal development, we aim to build well-rounded individuals who are prepared to contribute positively to society.

Services that the organization provides or can participate in:

SADE Leyte Inc. provides values formation trainings for the youth in the Province of Leyte. This Youth Encounter Formation Training (YEFT) is one of the programs of the PLGU-Leyte through Gov. Carlos Jericho L. Petilla, wherein it aims to empower the young people of Leyte, provide a safe space for them, and equip them with knowledge and skills for them to be proactive agents of change.

Registering Agency:

Date Registered: **NOVEMBER 8, 2024**

- 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 in 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 Highway (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 Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Others (specify): _____

Organizational Level:

- Barangay Level
- Chapter
- Affiliate of a larger organization (identify organization): _____
- Others (specify): PROVINCIAL

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

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2019	OUTREACH PROGRAM	P 15,000	PRIVATE INDIVIDUALS	35 CHILDREN OF BRGY. LANAWAN, MACARTHUR, LEYTE	✓	
2021	OUTREACH PROGRAM	P 25,000	MEMBERS OF THE ORGANIZATION	60 INDIVIDUALS OF BRGY. BUNGA, BAYBAY CITY, LEYTE	✓	
2023	OUTREACH PROGRAM	P 25,000	BOLDR PH INC.	30 CHILDREN OF BRGY. BOCAWON, LA PAZ, LEYTE	✓	



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
2nd Floor, National Economic Development Authority
Regional Office VIII Building, Government Center,
Candahug, Palo, Leyte



COMPANY REG. NO.: 2024110176385-01

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

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

SADE Leyte Inc.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation 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 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 2nd Floor, National Economic Development Authority Regional Office VIII Building, Government Center, Candahug, Palo, Leyte, Philippines, this day of 08 November Two Thousand Twenty Four.

DESIREE P. CUENCO
Officer-in-Charge

For SEC use only
\$949 (PSIC as reserved)
Non-stock Corporation
Corporation with less than 5 Incorporators

*This is a computer generated certificate,
signature is not required.*

DOCUMENTARY STAMP TAX PAID

COVER SHEET

COMPANY REGISTRATION AND MONITORING DEPARTMENT

Nature of Application

SEC Registration Number

REGISTRATION - ESPARC

COMPANY NAME

SADE Leyte Inc.

Principal Office (No./Street/Barangay/City/Town/Province)

2ND FLOOR LEYTE ACADEMIC CENTER PAWING , PALO, LEYTE, REGION VIII (EASTERN VISAYAS), 6501

COMPANY INFORMATION

Industry Code

Industry Description

S949

Activities of other membership organizations

Company's Email

Company's Telephone Number/s

Company's Mobile Number

sadeleyteinc@gmail.com

+639461990200

CONTACT PERSON INFORMATION

Name of Contact

Email Address

Telephone Number/s

Mobile Number/s

GRAYDELLE JANZY SILVANO CAHAYAG

graydellejanzy.sc19@gmail.com

+639461990200

To be accomplished by CRMD Personnel

Assigned

Date

Signature

Document I.D.

Received by Corporate Filing and Records Division:

Forwarded to:

- Corporate and Partnership Registration
- Green Lane Unit
- Financial Analysis and Audit Division
- Licensing Unit



SECURITIES AND EXCHANGE COMMISSION

Registration Application Form Summary - SEC - ESPARC

REFERENCE NUMBER :		SEC240813-ZXG1QP3IXXUYDO	
DATE SUBMITTED :		2024-08-13 22:03:33	
PROCESSING OFFICE :		Tacloban Extension Office	
APPLICANT/REPRESENTATIVE CONTACT DETAILS			
Name:	GRAYDELLE JANZY SILVANO CAHAYAG	Email:	graydellejanzy.sc19@gmail.com
Mobile:	+639461990200	Phone:	
COMPANY DETAILS			
Company Name:	SADE Leyte Inc.		
Company Name Acronym Meaning:	Sons and Daughters Encounter Leyte		
Type:	Non-stock Corporation	Sub-Type:	Corporation with less than 5 Incorporators
Classification:	ALL FILIPINO	Sub-Class:	Non Stock/Non Profit
Industry:	OTHER SERVICE ACTIVITIES		
Sub-Industry:	Activities of other membership organizations		
Purpose:	<ol style="list-style-type: none"> 1. To create lasting positive impacts on their lives and communities since it was founded last July 27, 2008. 2. To equip the youth of Leyte with the tools, knowledge, and confidence necessary to take initiative, lead with integrity, and make meaningful contributions to their communities. 3. To focus on helping young people realize their full potential and become proactive agents of change. 4. To focus on the values formation of the young individuals in Leyte, developing a positive family relationship that greatly affects their overall well-being and success, and strengthening their deep connection to Our Almighty. 5. To focus on providing a safe space for Leyte's youth and sharing the problems and burdens in their lives amidst the high rates of mental health cases in the province. 6. To enhance the holistic development of our members by nurturing their moral values, social skills, youth empowerment sustainability, and spiritual health. 7. To foster an environment that supports personal development. 8. To build well-rounded individuals who are prepared to contribute positively to society. 		
Fiscal Year:	January 1 - December 31		
Terms of existence:	50		
PRINCIPAL OFFICE ADDRESS			
Lot/Block/Phase/ House No.:	N.A.	Unit/Room/Floor/ Building#:	2ND FLOOR
Subdivision/ Village/Zone:	N.A.	Building Name:	LEYTE ACADEMIC CENTER
Street Name:	N.A.		
Zip Code:	6501	Barangay:	Pawing
Town/District:	N.A.	City/Municipality:	PALO

Province:	LEYTE	Region:	REGION VIII (EASTERN VISAYAS)		
TOTAL CONTRIBUTION	P 1,500.00				
OFFICERS					
Annual/Regular Meetings Date:	4th Saturday of July				
Treasurer:	YIFTAH TUANG RAGA				
Treasurer's Nationality:	Philippine, Filipino				
Treasurer's TIN/Passport:	359-380-496-000				
Treasurer's Address:	SAN FRANCISCO POBLACION DISTRICT VII , BURAUEN, LEYTE, REGION VIII (EASTERN VISAYAS), 6516				
Name	I	M	Nationality	TIN	Address
GRAYDELLE JANZY SILVANO CAHAYAG	Y	Y	Philippine, Filipino	655-856-455-000	YOUNGFIELD STREET ZONE 5 San Roque , TOLOSA, LEYTE, REGION VIII (EASTERN VISAYAS), 6503
ANDRES REY LERIOS CAGARA	Y	Y	Philippine, Filipino	425-139-217-000	Dumalag (Pusod) , BURAUEN, LEYTE, REGION VIII (EASTERN VISAYAS), 6516
PAMELA JEAN CRISOLOGO ALTICEN	Y	Y	Philippine, Filipino	605-646-348-000	Canhandugan , JARO, LEYTE, REGION VIII (EASTERN VISAYAS), 6527
YIFTAH TUANG RAGA	Y	Y	Philippine, Filipino	359-380-496-000	SAN FRANCISCO Poblacion District VII , BURAUEN, LEYTE, REGION VIII (EASTERN VISAYAS), 6516
	4	4			



Articles of Incorporation
of
SADE Leyte Inc.

KNOW ALL MEN BY THESE PRESENTS:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a non-stock corporation under the laws of the Republic of the Philippines.

AND WE HEREBY CERTIFY:

First: That the name of said corporation shall be

SADE Leyte Inc.

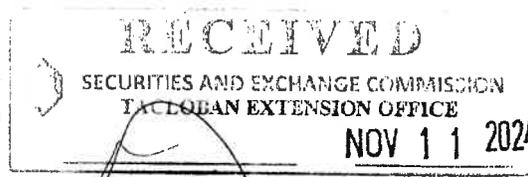
Second: That the purpose or purposes for which such corporation is incorporated are:

1. To create lasting positive impacts on their lives and communities since it was founded last July 27, 2008.
2. To equip the youth of Leyte with the tools, knowledge, and confidence necessary to take initiative, lead with integrity, and make meaningful contributions to their communities.
3. To focus on helping young people realize their full potential and become proactive agents of change.
4. To focus on the values formation of the young individuals in Leyte, developing a positive family relationship that greatly affects their overall well-being and success, and strengthening their deep connection to Our Almighty.
5. To focus on providing a safe space for Leyte's youth and sharing the problems and burdens in their lives amidst the high rates of mental health cases in the province.
6. To enhance the holistic development of our members by nurturing their moral values, social skills, youth empowerment sustainability, and spiritual health.
7. To foster an environment that supports personal development.
8. To build well-rounded individuals who are prepared to contribute positively to society.

Provided that the corporation shall not solicit, accept or take



System generated by the
SEC-ESPARC



investments/placements from the public neither shall it issue investment contracts.

Third: That the principal office of the corporation is located in **2ND FLOOR LEYTE ACADEMIC CENTER PAWING , PALO, LEYTE, REGION VIII (EASTERN VISAYAS), 6501;**

Fourth: That the corporation shall have a term of existence of **fifty (50)** years from the date of issuance of the certificate of incorporation;

Fifth: That the names, nationalities and residences of the incorporators are as follows:

Name	Nationality	Residence
GRAYDELLE JANZY SILVANO CAHAYAG	Philippine, Filipino	YOUNGFIELD STREET ZONE 5 San Roque , TOLOSA, LEYTE, REGION VIII (EASTERN VISAYAS), 6503
ANDRES REY LERIOS CAGARA	Philippine, Filipino	Dumalag (Pusod) , BURAUEN, LEYTE, REGION VIII (EASTERN VISAYAS), 6516
PAMELA JEAN CRISOLOGO ALTICEN	Philippine, Filipino	Canhandugan , JARO, LEYTE, REGION VIII (EASTERN VISAYAS), 6527
YIFTAH TUANG RAGA	Philippine, Filipino	SAN FRANCISCO Poblacion District VII , BURAUEN, LEYTE, REGION VIII (EASTERN VISAYAS), 6516

Sixth: That the number of trustees of the corporation shall be four (4); and the names, nationalities and residences of the first trustees of the corporation are as follows:

Name	Nationality	Residence
GRAYDELLE JANZY SILVANO CAHAYAG	Philippine, Filipino	YOUNGFIELD STREET ZONE 5 San Roque , TOLOSA, LEYTE, REGION VIII (EASTERN VISAYAS), 6503
ANDRES REY LERIOS CAGARA	Philippine, Filipino	Dumalag (Pusod) , BURAUEN, LEYTE, REGION VIII (EASTERN VISAYAS), 6516
PAMELA JEAN CRISOLOGO ALTICEN	Philippine, Filipino	Canhandugan , JARO, LEYTE, REGION VIII (EASTERN VISAYAS), 6527



YIFTAH TUANG RAGA Philippine, Filipino

SAN FRANCISCO Poblacion
District VII, BURAUEN, LEYTE,
REGION VIII (EASTERN
VISAYAS), 6516

Seventh: That the total contribution of the corporations is One Thousand Five Hundred Pesos (P1,500).

Eighth: That YIFTAH TUANG RAGA has been elected by the members as Treasurer of the corporation to act as such until his successor is duly elected and qualified in accordance with the by-laws, and that as such Treasurer, he has been authorized to receive for and in the name and for the benefit of the corporation, all contributions or donations paid or given by the members.

Ninth: That no part of its income is distributable as dividends to its members, trustees or officers subject to the provisions of the Corporation Code of the Philippines on dissolution. Provided, that any profit obtained by the association as an incident to its operation shall, whenever necessary or proper shall be used for the furtherance of the purposes enumerated in Article II, subject to the provision of Title XI of the Corporation Code of the Philippines.

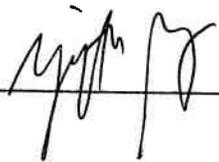
Tenth: That the incorporators undertake to change the name of the corporation, as herein provided or as amended thereafter, immediately upon receipt of notice from the Commission that another corporation, partnership or person has acquired a prior right to the use of such name, that the name has been declared not distinguishable from a name already registered or reserved for the use of another corporation, or that it is contrary to law, public morals, customs or public policy.

Sons and Daughters Encounter Leyte

IN WITNESS WHEREOF, we have hereunto signed this Articles of Incorporation, this _____ day of Oct 03 2024 in the City/Municipality of TACLOBAN CITY Province of _____, Republic of the Philippines.

Name	TIN	Signature
GRAYDELLE JANZY SILVANO CAHAYAG	655-856-455-000	
ANDRES REY LERIOS CAGARA	425-139-217-000	
PAMELA JEAN CRISOLOGO ALTICEN	605-646-348-000	
YIFTAH TUANG RAGA	359-380-496-000	



YIFTAH TUANG RAGA Treasurer	359-380-496-000	
--------------------------------	-----------------	---

SUBSCRIBED AND SWORN to before me this OCT 03 2024 in Tacloban City, above named affiant personally appeared before me who showed me his _____ as competent evidence of identity, that he/she is the same person who executed the foregoing instrument and acknowledged that the same is his/her free act and deed.

DUP NO. 492
 PAGE NO. 100
 BOOK NO. XXXV
 SERIES OF 2024

ATTY. KENNETH SPICE MEDALLA DE VEYRA
 Notary Public for Tacloban City, Leyte
 NC No. 2024-01-13 until December 31, 2025
 Roll of Attorneys No. 67265
 IBP Lifetime No. 01-607, 08-07, Leyte Chapter
 PTR No. 8481/20-07-13-14, Tacloban City
 MCLE Compliance No. 0022-16 until 04-14-25
 AVILA, DE VEYRA, PROINRO Law/Notary Office
 C. ... and Juan Luna Streets, Brgy. 30, Tacloban ...



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
TACLOBAN CITY
S.S)

BEFORE ME, a Notary Public, for and in TACLOBAN CITY, Philippines, this
03 day of OCT 2024, personally appeared the following persons:

Name	TIN/Passport No.	Date and Place Issued
GRAYDELLE JANZY SILVANO CAHAYAG	655-856-455-000	
ANDRES REY LERIOS CAGARA	425-139-217-000	
PAMELA JEAN CRISOLOGO ALTICEN	605-646-348-000	
YIFTAH TUANG RAGA	359-380-496-000	
YIFTAH TUANG RAGA <i>Treasurer</i>	359-380-496-000	

known to me and to me known to be the same persons who executed the foregoing Articles of Incorporation constituting of ___ pages, including this page where the acknowledgement is written, and they acknowledged to me that the same is their free act and voluntary deed.

WITNESS MY HAND AND SEAL on the day first above-written.

Doc. No. 492 ;
Page No. 100 ;
Book No. XXXIV ;
Series Of 9224 .

NOTARY PUBLIC
ATTY. KENNETH SPICE MEDALLA DE VEYRA
Notary Public for Tacloban City, Leyte
NC No. 2024-01-13 until December 31, 2025
Roll of Attorneys No. 67385
IBP Lifetime No. 017610, 04-07-17, Leyte Chapter
PTR No. 8481620, 01-03-24, Tacloban City
MCLE Compliance No. VI-0022416 until 04-14-25
AVILA, DE VERA & CASINO Law & Notarial Office
C. and Juan Luna Streets, Brgy. 30, Tacloban





BY-LAWS
OF
SADE Leyte Inc.

I. THE TIME, PLACE AND MANNER OF CALLING AND CONDUCTING REGULAR OR SPECIAL MEETINGS OF THE DIRECTORS OR TRUSTEES.

- a) Regular meetings of the board of directors or trustees or trustees of the corporation shall be held monthly unless the by-laws provide otherwise.
- b) Special meetings of the board of directors or trustees may be held at any time upon the call of the president or as provided in the by-laws.
- c) Meetings of directors or trustees of corporations may be held anywhere in or outside of the Philippines, unless the by-laws provide otherwise. Notice of regular or special meetings stating the date, time and place of the meeting must be sent to every director or trustee at least two (2) days prior to the scheduled meeting, unless a longer time is provided in the by-laws. A director or trustee may waive this requirement, either expressly or impliedly.
- d) Directors or trustees who cannot physically attend or vote at board meetings can participate and vote through remote communication such as videoconferencing, teleconferencing, or other alternative modes of communication that allow them reasonable opportunities to participate. Directors or trustees cannot attend or vote by proxy at board meetings.

II. THE TIME AND MANNER OF CALLING AND CONDUCTING REGULAR OR SPECIAL MEETINGS OF THE STOCKHOLDERS OR MEMBERS.

- a) Regular or annual meetings of stockholders or members shall be held annually on **4th Saturday of July**.
- b) Written notice of regular meetings shall be sent to all stockholders of record or members at least twenty-one (21) days prior to the meeting, unless a different period is required in the by-laws, law, or regulation: Provided, further, That written notice of regular meetings may be sent to all stockholders of record or members through electronic mail or such other manner as the Commission shall allow under its guidelines.
- c) Special meetings of Stockholders or members shall be held at any time deemed necessary or as provided in the by-laws: Provided, however, That at least one (1) week written notice shall be sent to all Stockholders or members, unless a different period is provided in the by-laws, law or regulation.
- d) Written notice of special meetings shall be sent to all stockholders or



members at least one week prior to the meeting.

e) Stockholders or members' meetings, whether regular or special, shall be held in the city or municipality where the principal office of the corporation is located, Provided, That any city or municipality in Metro Manila, Metro Cebu, Metro Davao, and other Metropolitan areas shall, for purposes of this section, be considered a city or municipality.

III. THE REQUIRED QUORUM IN MEETINGS OF STOCKHOLDERS OR MEMBERS

The required quorum in meetings of Stockholders or members shall consist of the stockholder/s representing a majority of the outstanding capital stock or a majority of the members in the case of non-stock corporations.

IV. THE FORM FOR PROXIES OF STOCKHOLDERS OR MEMBERS AND THE MANNER OF VOTING THEM

Stockholders or members may vote in person or by proxy in all meetings of Stockholders or members. Proxies shall be in writing, signed and filed, by the stockholder or member, in any form authorized in the by-laws and received by the corporate secretary within a reasonable time before the scheduled meeting. Unless otherwise provided in the proxy form, it shall be valid only for the meeting for which it is intended. No proxy shall be valid and effective for a period longer than five (5) years at any one time.

V. THE QUALIFICATIONS, DUTIES, TERM AND COMPENSATION OF DIRECTORS OR TRUSTEES

a) A person shall be disqualified from being a director, trustee or officer of any corporation if, within five (5) years prior to the election or appointment as such, the person was:

(a) Convicted by final judgment:

(1) Of an offense punishable by imprisonment for a period exceeding six (6) years;

(2) For violating this Code; and

(3) For violating Republic Act No. 8799, otherwise known as "The Securities Regulation Code";

(b) Found administratively liable for any offense involving fraudulent acts; and

(c) By a foreign court or equivalent foreign regulatory authority for acts, violations or misconduct similar to those enumerated in paragraphs (a) and (b) above.

Directors shall be elected for a term of one (1) year from among the holders of



stocks registered in the corporation's books, while trustees shall be elected for a term not exceeding three (3) years from among the members of the corporation. Each director and trustee shall hold office until the successor is elected and qualified. A director who ceases to own at least one (1) share of stock or a trustee who ceases to be a member of the corporation shall cease to be such.

b) The corporate powers of the corporation shall be exercised, all business conducted and all property of the corporation be controlled and held by the board of directors or trustees to be elected from among the holders of stocks, who shall hold office for one (1) year and until their successors are elected and qualified.

c) The directors or trustees shall not receive any compensation, as such directors or trustees, except for reasonable per diems. Any compensation may be granted to directors or trustees by the vote of the stockholders representing at least a majority of the outstanding capital stock or by majority of the members at a regular or special meeting, In no case shall the total yearly compensation of directors, as such directors, exceed ten (10%) percent of the net income before income tax of the corporation during the preceding year.

VI. THE MANNER OF ELECTION OR APPOINTMENT, QUALIFICATION AND THE TERM OF OFFICE OF ALL OFFICERS OTHER THAN DIRECTORS OR TRUSTEES

Immediately after their election, the directors or trustees of a corporation must formally organize by the election of a **PRESIDENT**, who shall be a director or member, a **TREASURER** who must be a resident, a **SECRETARY** who shall be a citizen and resident of the Philippines, and such other officers as may be provided in the by-laws. Two (2) or more positions may be held concurrently by the same officer, however no one shall act as **PRESIDENT** and **SECRETARY** or as **PRESIDENT** and **TREASURER** at the same time. The officers of the corporation shall hold office for one (1) year and until the successors are elected and qualified. The officers shall manage the corporation and perform such duties as may be provided in the bylaws and/or as resolved by the board of directors or trustees.

VII. FISCAL YEAR

The fiscal year of the corporation shall begin on **January 1** and shall end **December 31** of each year.

VIII. SEAL

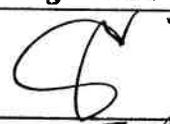
The corporate seal shall be determined by the Board of directors or trustees.

IX. MISCELLANEOUS PROVISIONS:

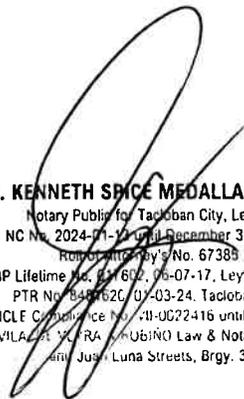
Matters not covered by the provisions of these by-laws shall be governed by the provisions of the Revised Corporation Code of the Philippines.



IN WITNESS WHEREOF, we, the undersigned incorporators present at said meeting and voting thereat in favor of the adoption of said by-laws, have hereunto subscribed our names this OCT 03 2024, 2024 in the City/Municipality of TACLOBAN CITY, Province of _____, Republic of the Philippines.

Name	TIN	Signature
GRAYDELLE JANZY SILVANO CAHAYAG	655-856-455-000	
ANDRES REY LERIOS CAGARA	425-139-217-000	
PAMELA JEAN CRISOLOGO ALTICEN	605-646-348-000	
YIFTAH TUANG RAGA	359-380-496-000	

SUBSCRIBED AND SWORN to before me this OCT 03 2024 in Tacloban City, above-named affiant personally appeared before me, who showed me his _____ as competent evidence of identity, that he/she is the same person who executed the foregoing instrument and acknowledged that the same is his/her free act and deed.


ATTY. KENNETH SPICE MEDALLA DE VEYRA
 Notary Public for Tacloban City, Leyte
 NC No. 2024-01-12 until December 31, 2025
 Republic of the Philippines No. 6738B
 IBP Lifetime No. 01-602, 06-07-17, Leyte Chapter
 PTR No. 8451620, 07-03-24, Tacloban City
 MCLE Compliance No. 11-0022416 until 04-14-25
 AVILA, K. Y. RA. & UBINO Law & Notarial Office
 C/O. Atty. Jose Luna Streets, Brgy. 30, Tacloban City

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CERTIFICATE OF AUTHENTICATION

ANNEX "A

We, **GRAYDELLE JANZY SILVANO CAHAYAG, Filipino, ANDRES REY LERIOS CAGARA, Filipino, PAMELA JEAN CRISOLOGO ALTICEN, Filipino, YIFTAH TUANG RAGA, Filipino**, of legal age, and with office address at **2ND FLOOR LEYTE ACADEMIC CENTER PAWING , PALO, LEYTE, REGION VIII (EASTERN VISAYAS), 6501**, hereby certify that:

1. We are the incorporator/s and the duly appointed representative/s of **SADE Leyte Inc.**, which is currently in the process of securing business registration;
2. We have read and understood the registration system's terms of use and privacy policy;
3. In pursuance of the application for corporate registration of **SADE Leyte Inc.**, and after verification with all of the incorporator/s, the complete, true, and correct information has been ascertained and personally encoded by an authorized representative of the corporation through the registration system;
4. The fully-accomplished physical copies of the incorporation documents submitted in support of the application for registration have been reviewed by all incorporator/s and we confirm that the information indicated therein is complete, true, and correct, and that the same accurately reflects and matches the data already provided through the registration system;
5. As part of our **compliance on Memorandum Circular No. 28, series of 2020**, we have provided the **principal and alternate email address** as well as the **principal and alternate contact numbers** in the registration system. Moreover, we have reviewed the encoded data and confirm that the information indicated therein is complete, true, and correct;
6. The documents submitted will be subjected to a post-registration evaluation to determine compliance with the applicable laws, rules, and regulations;
7. Any defect in the Articles of Incorporation and/or Bylaws, as well as other incorporation document/s, shall constitute a valid ground for the revocation of the registration and cancellation of the certificate thus issued; Provided, however, that if the defect may be cured by a Petition for Correction, or an application for amendment, of the Articles of Incorporation and/or Bylaws, **SADE Leyte Inc.** will file the necessary remedial measure within ninety (90) days from receipt of notice of the defect;
8. Notice/s of proceedings relating to the registration of this company may be sent to the incorporators electronically through the following e-mail address :
sadeleyteinc@gmail.com
sadeleyte807@gmail.com
9. We are fully aware that the formation of a corporation through fraud, as well as



assisting directly or indirectly thereto, is punishable under Section 164 of the Revised Corporation Code, and that the willful certification of a report required under the Revised Corporation Code, knowing that the same contains incomplete, inaccurate, false, or misleading information or statements, is likewise punishable under Section 162 of the Revised Corporation Code; and

10. All of the incorporator/s whose name/s appear/s below executed the attached Articles of Incorporation, and other incorporation documents of **SADE Leyte Inc.** and that the same are our free and voluntary act and deed.


GRAYDELLE JANZY SILVANO CAHAYAG ANDRES REY LERIOS CAGARA

(Name and signature)

TIN: 655-856-455-000

Date: October 01, 2024


(Name and signature)

TIN: 425-139-217-000

Date: October 01, 2024


PAMELA JEAN CRISOLOGO ALTICEN

(Name and signature)

TIN: 605-646-348-000

Date: October 01, 2024


YIFTAH TUANG RAGA

(Name and signature)

TIN: 359-380-496-000

Date: October 01, 2024





SADE Leyte Inc.
2nd Floor, Leyte Academic Center, Pawing, Palo, Leyte
Province of Leyte

BOARD RESOLUTION NO. 02
Series of 2024

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

WHEREAS, on June 15, 2022, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083, on the Guidelines on the Accreditation of the Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the SADE Leyte Inc., is a civil society organization duly registered with the Securities and Exchange Commission, and existing under Philippine laws;

WHEREAS, in the SADE Leyte Inc. Special Board Meeting held via Google Meet on July 23, 2024, attended by the following Board of Trustees present, the following resolution was approved and adopted:

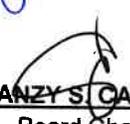
RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan, pursuant to the procedures and guidelines set forth in the Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and to apply 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 Committee on Accreditation, the Honorable Vice Governor Leonardo Javier.

RESOLVED FURTHERMORE, that the following representative/s of the organization are authorized and directed to take any action necessary to effectuate the foregoing resolution:

GRAYDELLE JANZY S. CAHAYAG	President
ANDRES REY L. CAGARA	Vice President
PAMELA JEAN C. ALTICEN	Secretary
YIFTAH T. RAGA	Finance Officer

ADOPTED unanimously by the Board of Trustees of SADE Leyte Inc., this 23rd day of July 2024, in the Province of Leyte.

Name	Position	Signature
<u>GRAYDELLE JANZY S. CAHAYAG</u>	<u>President</u>	
<u>ANDRES REY L. CAGARA</u>	<u>Vice President</u>	
<u>PAMELA JEAN C. ALTICEN</u>	<u>Secretary</u>	
<u>YIFTAH T. RAGA</u>	<u>Finance Officer</u>	
		 <u>GRAYDELLE JANZY S. CAHAYAG</u> Board Chairperson

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: _____



List of Current Officers of the SADE Leyte Inc.
as of June 23, 2025

Name	Position
Graydelle Janzy S. Cahayag	President
Andres Rey Cagara	Vice President
Pamela Jean C. Alticen	Secretary
Mahallalel Arpon	Deputy Secretary
Ed Alfred Poncil	Deputy Secretary
Yiftah Raga	Finance Officer
Ellokhem Torion	Deputy Finance Officer
Jan Teddy Corañes	Public Information and Relations Officer
Eric Sotto	Social Media Manager
John Michael S. Leona	Board of Director
Nicole S. Pedrera	Board of Director
Joe Gene D. Dumangas	Board of Director
Jericho P. Sacris	Board of Director
Venusto Cyrus Elardo III	Board of Director



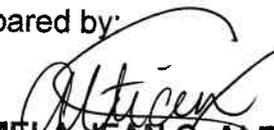
Republic of the Philippines
 Region VIII-Eastern Visayas
SONS AND DAUGHTERS ENCOUNTER (SADE) LEYTE INC.
 Leyte Academic Center, 2nd floor, Palo, Leyte

SADE Leyte Inc.

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
OUTREACH PROGRAM IN BRGY. LANAWAN, MACARTHUR, LEYTE	To help our brothers and sisters through in-kind donations.	2019	✓		15,000 php.	CONDUCTED
OUTREACH PROGRAM IN BRGY. BUNGA, BAYBAY, LEYTE	To help our brothers and sisters through in-kind donations.	2021	✓		25,000 php	CONDUCTED
OUTREACH PROGRAM IN BRGY. BOCAWON, LA PAZ, LEYTE	To help our brothers and sisters through in-kind donations.	2023	✓		25,000 php.	CONDUCTED

Note: All programs conducted were in partnership with different organizations and agencies to support the funding.

Prepared by:


PAMELA JEAN C. ALTICEN
 Secretary, SADE Leyte Inc.

Noted by:


GRAYDELLE JANZY S. CAHAYAG
 President, SADE Leyte Inc.



Republic of the Philippines
Region VIII-Eastern Visayas
SONS AND DAUGHTERS ENCOUNTER (SADE) LEYTE INC.
Leyte Academic Center, 2nd floor, Palo, Leyte

SADE Leyte Inc.

Activity: SADE Leyte Inc. Executive Meeting

Participants: Graydelle Janzy S. Cahayag- President, Andrey Cagara- Vice President, Pamela Jean C. Alticen- Secretary, Yiftah Raga- Finance Officer, Eric Sotto- Social Media Manager, Nicole S. Pedrera- BOD/AC, Joe Gene Dumangas – BOD/AC

Date and Time: July 23, 2024 at 8:20pm

Expectations for the Activity: To accomplish the to-do list of the organization before the end of 2024.

General Objective: To accomplish all the necessary registration and accreditation of the SADE Leyte Inc.

Specific Objectives:

- To be a SEC and BIR Registered organization.
- To secure accreditation from the Sangguniang Panlalawigan and Sangguniang Bayan.
- To have an official receipt for financial transactions of the organization.

Agenda:

1. Agenda 1 – SADE Leyte Inc. Registration and Accreditation

The officers agreed during the latest convention that the SADE Leyte Inc. will have its own entity and will not be under the Provincial Population Office.

Whereas, the SADE Leyte Inc. Executive officers are on the process for the registration of the organization and for accreditation.

Whereas, the organization has already been registered to the Security and Exchange Commission (SEC).

It is agreed by the officers and BOD's that after the registration to the SEC the registration to the Bureau of Internal Revenue (BIR) and the accreditation to both Sangguniang Panlalawigan Leyte and Sangguniang Bayan Palo and Burauen.

Whereas, the official receipts from all the different offices are handles by the treasurer and are agreed by all the executive officers.

2. Agenda 2 – Other Matters

It has been agreed that this agenda will be discussed at the group chat and the date and time will be announce at the same group chat also.

The meeting is adjourned at 9:15 P.M.

Prepared by:


PAMELA JEAN C. ALTICEN
Secretary, SADE Leyte Inc.

Noted by:


GRAYDELLE JANZY S. CAHAYAG
President, SADE Leyte Inc.



Republic of the Philippines
 Region VIII-Eastern Visayas
SONS AND DAUGHTERS ENCOUNTER (SADE) LEYTE INC.
 Leyte Academic Center, 2nd floor, Palo, Leyte

SADE Leyte Inc.
FINANCIAL STATEMENT FOR CY 2024

SOURCE	AMOUNT	REMARKS
Donor 1	0	
Donor 2	0	
Monthly Dues/Membership Fees	6,000	
Income Generating Project 1	0	
Income Generating Project 2	0	
TOTAL	6,000	

PARTICULARS	AMOUNT	REMARKS
Project 1	0	
Project 2	0	
Meeting Expenses	0	
Office Supplies	0	
Logistics/Transportation	0	
Administrative and Personnel	0	
TOTAL		

Prepared by:


YIFTAH T. RAGA
 Treasurer, SADE Leyte Inc.

Noted by:


GRAYDELLE JANZY S. CAHAYAG
 President, SADE Leyte Inc.