

Annex D : Letter of Application

Item No.: 02
Date: 26 2025 AUG

August 8, 2025

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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 12 2025
By: Jami W.

Dear Vice Governor Javier :

In response to your Notice of Call for Accreditation, kindly be informed that Natubgan Integrated Farmers Association (NIFA), with office address at Brgy. Natubgan, Kananga, Leyte, would like to seek accreditation by the Sangguniang Panlalawigan.

In support of this 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 DOLE or other existing valid Certificate of Accreditation issued by DOLE or Certification issued by NCIP.
4. List of Current Officers
5. CY 2024 Minutes / Certification of Annual Meeting
6. CY 2024 Annual Accomplishment Report
7. CY 2024 Financial Statement

Thank you,

Sincerely,


EDGARDO T. LAURENTE SR.
President

APPLICATION FORM FOR ACCREDITATION

Name of

Organization : Natubgan Integrated Farmers Association (NIFA)

Address : Brgy. Natubgan, Kananga, Leyte

Contact No. : 0915 830 6100

Date Organized : August 2011

Sector/s Represented : Brgy. Local Farmers

Purposes/Objectives :

- a.) To promote livelihood activities that will improve the economic and social well-being of the members and their families;
- b.) To provide continuous education of its members especially the necessary knowledge in farming techniques;
- c.) To provide and create close coordination with any local and national organization with similar activities and purpose.

Services that the organization provides or can participate in :

- a.) Involvement in barangay activities
- b.) Provides new techniques in farming and plant propagation to barangay folks

Registering Agency : Department of Labor and Employment

Date Registered : May 12, 2012

Accrediting Agency : Sangguniang Panlalawigan

Date Accredited : Dec. 15, 2022

Accrediting Agency : Sangguniang Bayan

Date Accredited : Oct.10, 2022

Organizational Level : Barangay - level

Projects Implemented in the Barangay :

Year	Project	Cost	Financing	Beneficiaries	Status	
			Source/Scheme		Completed	Ongoing
2024	Vegetable farming	₱2,000.00	Members contributions	Members	completed	

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

WE HEREBY CERTIFY to the correctness of the above information.


EDGARDO T. LAURENTE SR.
President


MARILOU E. PINOTE
Secretary

NIFA
NATUBGAN INTEGRATED FARMERS ASSOCIATION
Zone II Brgy. Natubgan, Kananga, Leyte

BOARD RESOLUTION No. 001
Series of 2025

WHEREAS, Section 108 of the Local Government Code of 1991 (RA 7160) provides for the accreditation of Civil Society Organization;

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

WHEREAS, the Natubgan Integrated Farmers Association (NIFA) is a civil society organization duly registered with the Department of Labor and Employment and existing under Philippines laws;

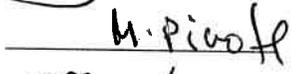
WHEREAS, in the Natubgan Integrated Farmers Association special Board meeting held at NIFA Demo Farm on July 30, 2025 attended by the following board of trustees present, the following resolution was approved and adopted;

RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited Civil Society Organization with the Sangguniang Panlalawigan, pursuant to the procedure and guidelines set forth in the ~~section 108~~ of the Local Government Code of 1991 and DILG Memorandum Circular 2022, and to apply for membership in a Local body in the Province Leyte Municipality of Kananga.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanngunian Committee on Accreditation, Hon. Leonardo M. Javier Jr.

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

ADOPTED unanimously by the Board of Trustees/Directors of the Natubgan Integrated Farmers Association this 30th of July 2025 in the province of Leyte, Municipality of Kananga.

Name	Position	Signature
FRANCISCO T. YCOY	Vice- Pres.	
MARILOU E. PINOTE	Secretary	
LEONARDO W. FORMENTERA	Treasurer	
ALLAN B. MEÑOZA	Auditor	

CAMELA M. LABAJO P.I.O
EUSEBIO R. DASIGAN P.I.O
AVELINO D. RABANES P.I.O

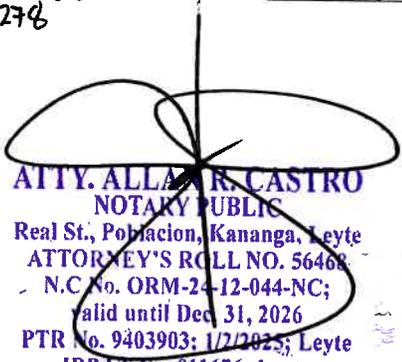
Cmlabajo
E Dasigan
avelino


EDGARDO T. LAURENTE SR.
Board Chairperson or equivalent

SUBSCRIBED AND SWORN TO before me this 12 AUG 2025 day of 2025 in Affiant
exhibiting to me his/her PHL with valid Identification No. 3052-4311-813 issued on 6-1-2021
At Kananga, Leyte. ID 9278

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ATTY. ALLAN R. CASTRO
NOTARY PUBLIC
Real St., Poblacion, Kananga, Leyte
ATTORNEY'S ROLL NO. 56468
N.C. No. ORM-24-12-044-NC;
Valid until Dec. 31, 2026
PTR No. 9403903; 1/7/2025; Leyte
IBP LI No. 011676; Leyte
TIN : 166-552-523



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
213 Valle St., Mejia Subdivision, Ormoc City
Tel: 255-2436 Fax: 561-4518
Email add: dolero8-wifo@yahoo.com
Tacloban City

**Registration Certificate No.
DOLE-WLFO-2011-RWA-12-127**

KNOW ALL MEN BY THESE PRESENTS:

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

**NATUBGAN-INTEGRATED FARMERS
ASSOCIATION (NIFA)**
Bgy. Natubgan, Kananga, Leyte

That this day been registered as and conferred with all the rights and privileges
of a legitimate workers' association established for the MUTUAL AID AND
PROTECTION of its members. It shall promote the moral, social and economic
well-being of its members and shall have 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 for by the Labor Code and its implementing rules and at all times shall
be subject to compliance to said workers' association with all applicable laws
and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of
Regional Office No. VIII, Tacloban City, Philippines this 27th day of
December 2011

Recommending Approval:


CYRIL L. TICAQ
Assistant Regional Director
Haco, Western Leyte Field Office

Approved by:


FORTER G. PUGHON
Regional Director

LIST OF CURRENT OFFICERS AND MEMBERS

NATUBGAN INTEGRATED FARMERS ASSOCIATION (NIFA)

Brgy. Natubgan, Kananga, Leyte

President	EDGARDO T. LAURENTE SR.
Vice-President	FRANCISCO T. YCOY
Secretary	MARILOU E. PINOTE
Treasurer	LEONARDO W. FORMENTERA
Auditor	ALLAN B. MEÑOZA
P.I.O.	EUSEBIO R. DASIGAN
P.I.O.	CAMELA M. LABAJO
P.I.O.	AVELINO D. RABANES

MEMBERS :

LEONARDO W. FORMENTERA
NENITA M. LIMGAS
ROSALINDA E. CLAROS
ROTELLO M. CLAROS
ALLAN B. MEÑOZA
DENNIES T. CAMPOS
FRANCISCO T. YCOY
GRIZELDA C. RABANES
CAMELA M. LABAJO
MARILOU SOLON
EDGARDO T. LAURENTE SR.
MA. GINA D. MEÑOZA
DAISY D. CEBRANO
AVELINO D. RABANES
RONICO D. GEMEDA

EUSEBIO R. DASIGAN
ILUMINADO C. GUILLERA
MARILOU E. PINOTE
LALANI C. TOÑACAO
MARINA P. ALONZO
AMELITA P. JORDAN
LEONAEDO C. PATALINGHUG
DIONESIO T. CAMPOS
ELIZABETH B. RITA
RICHARD AYADE
ARLINDA D. CATAAG
JOAN P. CASQUEJO
NORMA C. FORMENTERA
FELICISIMO R. DASIGAN JR.
TEOFILO ALONZO
WILFREDO TUAZON
LETECIA ABLEN

M. Pinote
MARILOU E. PINOTE
Secretary

Republic of the Philippines
Province of Leyte
Municipality of Kananga
Barangay Natubgan

Activity : NIFA ANNUAL MEETING
Date : December 20, 2024
Venue : NIFA DEMO FARM, Brgy. Natubgan, Kananga, Leyte
Time Started : 9:00 AM
Time Adjourned : 11:50 AM
Documented by : Marilou E. Pinote / NIFA Secretary
Attendance : See attached sheet with signatures

AGENDA :

1. Audit sa kita sa Utanon
2. Audit sa kita sa Kamatis
3. Other matters

PROCEEDINGS :

1. NIFA Association nagtigum aron sa pag Audit sa kita sa among asosasyon gikan sa Enero 1, 2024 hangtod sa Desyembre 20, 2024.
 - . Halin sa Utanon = Php 5,000.00
 - . Halin sa Kamatis = Php 3,000.00
 - Total Cash Flow = Php 8,000.00**

OTHER MATTERS :

- . Nagdaro para pugsan sa Mani
- . Nagdaro para pugsan sa Mais
- . Nagdaro para tamnan sa Balanghoy
- . Pintakase kada Martes ug Sabado
- . Monthly meeting kada primerong Biernes sa bulan sa alas 9:00 sa buntag.

ADJOURNMENT :

Adjournment was moved by Nenita Meñoza, Seconded by Corsiena Guillera.
Annual meeting adjourned at 11:50 in the morning.
I certify the correctness of the foregoing.

Attested By :


MARILOU E. PINOTE
NIFA Secretary

Approved By :


LEONARDO W. FORMENTERA
NIFA President

C E R T I F I C A T I O N

THIS IS TO CERTIFY that the annual membership meeting of Natubgan Integrated Farmers Association (NIFA) was conducted on December 20, 2024 at the NIFA Demo Farm situated at Zone II, Barangay Natubgan, Kananga, Leyte.

Said meeting was presided by the President Mr. Leonardo W. Formentera and was attended by its officers and majority of its membership.

Agenda of this meeting was the audit of the sales of different vegetables and tomatoes being produced and sold by the organization and the expenses incurred during the project implementation. Other matters was also discussed especially the land preparation for few proposed projects for 2025 specifically Peanut, Cassava and Corn planting.

Pintakase was adjusted, Tuesdays and Saturdays only for 2025 was repeatedly reminded to the members in order to maintain the Demo farm and to obtain higher yield in its proposed projects.

Monthly meeting was also deliberated that it should be done every first Friday of the month and should start at exactly 9:00 a.m. and should not go beyond 12:00 noon.

The meeting which was started at 9:00 a.m. was adjourned at 11:50 a.m.

This certification is true and correct and is issued for SP Accreditation requirement. Done this 7th day of August 2025 at Kananga, Leyte, Philippines

M. Pinote
MARILOU E. PINOTE

Secretary

Natubgan Integrated Farmers Association

NATUBGAN INTEGRATED FARMERS ASSOCIATION (NIFA)

Barangay Natubgan, Kananga, Leyte

ANNUAL ACCOMPLISHMENT REPORT CY 2024

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Production of different vegetables	For members consumption	January - June 2024	completed		None	Bayanihan
Production of String beans	To increase revenue	July - November 2024	Completed		₱500.00	Pintakase
Production of Eggplant	To increase revenue	July - November 2024	Completed		₱1,000.00	Pintakase
Production of Chili	To increase revenue	July - November 2024	Completed		₱500.00	Pintakase
Land preparation/Plowing/Cultivation	NIFA proposed projects for 2025	November - December 2024		Ongoing	₱3,500.00	NIFA Farm Tractor
Weekly Pintakase	Maintenance of NIFA farm	January - December 2024		Ongoing	None	Pintakase
	Maint.of NIFA farm perimeter	January - December 2024		Ongoing	None	Pintakase
	Maint.of Projects implemented	July - November 2024	Completed		None	Pintakase

M. Pinote
MARILOU E. PINOTE
 Secretary-General

Leonardo W. Formentera
LEONARDO W. FORMENTERA
 President

NATUBGAN INTEGRATED FARMERS ASSOCIATION (NIFA)

DOLE - WLFO 2011-RWA-12.127

FINANCIAL STATEMENT

CALENDAR YEAR 2024

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 2		
Monthly Dues / Membership Fees		
Income Generating Project 1	5,000.00	Vegetables
Income Generating Project 2	3,000.00	Tomatoes
TOTAL	8,000.00	

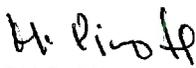
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses		
Office Supplies	Php 4,500.00	
Logistics / Transportation		
Administratives and Personnel		
TOTAL		
TOTAL Fund Balance (total inflow - total outflow)	Php 3,500.00	

Noted By :



LEONARDO W. FORMENTERA

President



MARILOU E. PINOTE

Secretary



ANTONIO P. SOLON
Auditor

GAUDENCIO H. AGCANG

Vice - President



MA. GINA D. MEÑOZA

Treasurer