



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
Multi-Purpose Hall, Brgy. Libas Leyte, Leyte
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Item No.: 04

Date: 02 2025 SEP

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: AUG 27 2025
By: Jenni Vi

August 15, 2025

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

Dear Vice Governor Javier,

In response to your Notice of Call for Accreditation, kindly be informed that **LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE**, with office address at **the Multi-Purpose Hall, Brgy. Libas Leyte, Leyte**, would like to seek accreditation by the Sangguniang Panlalawigan.

In support of this application, we are submitting herewith the following administrative requirements, to wit:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for representation in a local special body;
3. Certificate of Registration;
4. List of Current Officers;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you!

Sincerely,

GIOVANNI A. NEGAD
Chairman



APPLICATION FORM FOR ACCREDITATION

Name of Organization: LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE

Address: Multi-Purpose Hall, Brgy. Libas Leyte, Leyte

Contact No.: 0956-6410940

Email address (optional): libasagricoop2020@gmail.com

Date Organized: March 05, 2020

Sector/s Represented: Agriculture/Farmers

Purposes/Objectives:

1. Instill a sense of volunteerism and cooperation among members in pursuit of the Cooperative's mission and vision.
2. Reduce crop production costs and increase member profits through farm machinery, agricultural technology, and innovative approaches.
3. Venture into agribusiness to generate employment, boost income, and enhance Cooperative competitiveness.
4. Adopt sound and responsive financial management practices.
5. Implement social development programs for members and the broader community.
6. Promote gender equality and empower women.
7. Conduct continuous education for officers, members, and community stakeholders.
8. Advance environmental conservation and protection initiatives.
9. Operate and manage all business interests with efficiency and sustainability.
10. Establish responsive policies across all Cooperative operations and functions.
11. Cultivate partnerships with local governments, organizations, federations, and community groups.

Services that the organization provides or can participate in:

1. Farm Machinery Service
2. Communal Irrigation Service
3. Lending & Credit Services
4. Small-Scale Feed Production
5. Palay Dying Service
6. Rice Milling Service
7. Composting Facility
8. Farm School
9. Ube and Corn Production

Registering Agency:

Date Registered: March 05, 2020

- 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: March 30, 2020

- Commission on Population Development (POPCOM)
- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of 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)
- Others (specify): DA-RCEF RFO-8 No. 2020-421, CDA

Organizational Level:

- Barangay-level
- Chapter
- Affiliate of a larger organization: MAFC, TCCU, MCDG, CoopNATCCO, CLIMBS
- Others (specify): Municipal, Inter-municipal

Projects in the Municipality of Leyte

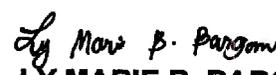
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2021	Rice+Duck converted into Pig Dispersal Project	P1 Million	DA-SAAD	Rice Farmers-Coop Members		On-going
2024	Malasakit sa Kooperatiba (Prod'n. Loans)	P50,000	Office of a Philippine Senator	Coop Members	Liquidated	

Depending on your organization's technical area of expertise and scope of activity, which Local Special Body are you most capable of being 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.


GIOVANNI A. NEGAD
Chairman


LY MARIE B. BARGAN
Secretary



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
Multi- Purpose Hall, brgy. Libas Leyte, Leyte
CDA Reg. No. 9520-108000000049955

BOARD RESOLUTION NO. 18
Series of 2025

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

WHEREAS, on June 23, 2025, the Department of the Interior and Local Government issued Memorandum Circular No. 2025-060, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE is a civil society organization duly registered with the Cooperative Development Authority, and existing under Philippine laws;

WHEREAS, in the LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE Monthly Board of Directors Meeting held at Multi-Purpose Hall, Bry. Libas Leyte, Leyte, on August 2025, attended by the following Board of Directors present, the foregoing 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, according to the procedures and guidelines outlined in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2025-060, 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 Board Member _____;

RESOLVED FURTHERMORE, that the following representatives of the Organization are authorized and directed to take any action necessary to effectuate the foregoing resolution:

GIOVANNI A. NEGAD - Chairman ROWENA B. BANDE - Vice Chairman

ADOPTED unanimously by the Board of Directors of the LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE, this 14th day of August, 2025, in brgy. Libas, Municipality of Leyte.

Name	Position
GIOVANNI A. NEGAD	Chairman
ROWENA B. BANDE	Vice Chairman
FRANK M. GRAY	Member
ERLYN B. GRANADOS	Member
ROSELYN D. TALACAY	Member

Signature

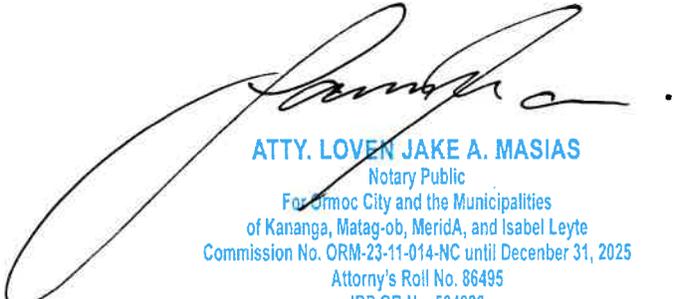


GIOVANNI A. NEGAD
Chairman

AUG 19 2025

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2025 in _____, Affiant exhibiting to me his/her _____ with valid Identification No. _____ issued on _____ at _____.

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Series of: 2025



ATTY. LOVEN JAKE A. MASIAS
Notary Public
For Ormoc City and the Municipalities
of Kananga, Matag-ob, Merida, and Isabel Leyte
Commission No. ORM-23-11-014-NC until December 31, 2025
Attorney's Roll No. 86495
IBP OR No. 504286
MCLE Compliance No. VII-0014010
PTR No. 8364542



Republic of the Philippines
OFFICE OF THE PRESIDENT

COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-1080000000049955

CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

This is to certify that

Libas Leyte, Leyte Agriculture Cooperative

Name of Coop

80202049955

CIN

with address at **Multipurpose Hall, Brgy. Libas, Leyte, Leyte**, has presented and filed with the Authority its Articles of Cooperation and By-laws duly signed and acknowledged for its organization in accordance with the provisions of Republic Act 9520. This certifies further that the said Articles of Cooperation and By-laws have complied with the provisions of the said Republic Act 9520 and its Implementing Rules and Regulations.

By virtue of the powers and duties vested upon me by law, the above named cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with Republic Act 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.

Given in Quezon City, Philippines, this 5th day of March, 2020.




ORLANDO R. RAVANERA, CSEE, CEO VI
Chairman 



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
Multi- Purpose Hall, Brgy. Libas Leyte, Leyte
CDA Reg. No. 9520-1080000000049955

List of Current Officers of
LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
As of December 31, 2024

NAME	POSITION
BOARD OF DIRECTORS	
GIOVANNI A. NEGAD	Chairman
ROWENA B. BANDE	Vice Chairman
FRANK M. GRAY	Member
ERLYN B. GRANADOS	Member
JULYBE C. CABALHIN	Member
LY MARIE B. BARGAN	Secretary
DIANA ROSE E. DEMILLO	Treasurer
ROSELYN D. TALACAY	Bookkeeper
EDUARDO M. DELANTAR	Manager
AUDIT COMMITTEE	
DIONESIO D. LLAMES	Chairman
DIOSDADO V. SURDANO	Vice Chairman
GINA C. RAYA	Member
ELECTION COMMITTEE	
NORMITA M. GRAY	Chairman
CHARITA S. DIMATANGGAL	Vice Chairman
DOLORES D. ILATAN	Member
EDUCATION & TRAINING COMMITTEE	
ROWENA B. BANDE	Chairman
CONRADA V. LLANETA	Vice Chairman
IMELDA O. ARCENAL	Member
CREDIT COMMITTEE	
JESSA C. SULLA	Chairman
MERLYN I. NIDERA	Vice Chairman
FATIMA M. GATO	Member
GAD COMMITTEE	
JULYBE C. CABALHIN	Chairman
ARELI M. BAYNO	Vice Chairman
WENEFREDO V. SURDANO	Member
ETHICS COMMITTEE	
PRISCILA M. DIOLA	Chairman
JAIME Y. RABUTIN	Vice Chairman
RENATO T. NARTIA	Member
MEDIATION & CONCILIATION COMMITTEE	
ANTONIO B. SAUDINO	Chairman
ERLINDA D. SABUYA	Vice Chairman
ISIDORO M. GONZAGA	Member

Certified Correct:

Ly Marie B. Borgan
LY MARIE B. BARGAN
Secretary

Noted:

Giovanni A. Negad
GIOVANNI A. NEGAD
Chairman



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE

Multi-Purpose Hall, Brgy. Libas Leyte, Leyte

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MINUTES OF ANNUAL REGULAR GENERAL ASSEMBLY MEETING

DATE: February 12, 2024

VENUE: Coop ShedHaus, Brgy. Libas Leyte, Leyte

PART I

A. REGISTRATION

The event commenced with the registration of regular members in good standing, along with the payment of their loans and monthly Capital Build-Up (CBU) contributions. A copy of the registered or participating members in the Regular Annual General Assembly is attached, which shall serve as the official record of attendance.

PART II

A. INVOCATION

Before the start of the meeting proper, an invocation was led by Board of Directors member Erlyn B. Granados.

B. NATIONAL ANTHEM

In honor of our beloved nation, the National Anthem was led by Cooperative member Prescila M. Diola.

C. CALL TO ORDER

The meeting was officially called to order by Chairman Giovanni A. Negad at exactly 8 a.m.

D. PROOF OF DUE NOTICE

The Secretary certified that all regular members were duly notified of the Annual General Assembly, as required by the cooperative's bylaws. Notices were disseminated through official channels—including bulletin board postings, printed circulars, and social media announcements—at least [insert number] days before the meeting. A copy of the notice and proof of posting is attached for reference.

E. ROLL CALL

Roll call was facilitated by Secretary Ly Marie Bargan using the list of regular members in good standing, with 35 members present out of 38.

F. WELCOME MESSAGE

The scheduled welcome message was omitted due to the absence of Barangay Chairman Roberto N. Llames, who was unable to attend the General Assembly as he had a prior official commitment. His absence was noted with understanding and appreciation for his ongoing support of the cooperative's initiatives. Despite this, the meeting proceeded with enthusiasm and active participation, reflecting the shared commitment of the members toward the cooperative's goals.

G. CONSIDERATION OF PREVIOUS MINUTES

The Chairman, Giovanni A. Negad, sought the pleasure of the body regarding the consideration of the previous minutes. Member Normita M. Gray moved to dispense with the reading of the minutes, which was seconded by Member Dolores D. Ilatan. Subsequently, Member Gray also moved for the adoption of the minutes, duly seconded by Member Eleuterio Obaob. With no objections raised to either motion, the Chairman declared both motions approved, dispensing with the reading and confirming the adoption of the previous minutes.



H. TREASURER'S REPORT

Treasurer Diana Rose E. Demillo presented her report through a PowerPoint presentation, which highlighted the collections from Capital Build-Up (CBU) contributions, loan payments, and the Communal Irrigation System, as well as revenues from the Farm Machinery Enterprise. The report also covered all expenditures for the year ending 2023. Clarifications raised during the presentation were addressed promptly and willingly by the Treasurer.

I. INSPIRATIONAL MESSAGE

An inspirational speech was delivered by the Honorable SB Member Ruel G. Batan, Chairman of the Committee on Agriculture and Fisheries. He instilled the principle of cooperativism, emphasizing its importance in building sustainable livelihoods and uplifting farming communities. Drawing from his own experiences, he illustrated how collective efforts among farmers have led to shared resources, better access to markets, and increased resilience against economic hardships—examples that highlight the power of economies of scale.

He urged members to remain proactive, participative, and visionary, stating that the strength of a cooperative lies not just in its leadership but in the unity and commitment of its members. He repeatedly reminded everyone of the motto: *"Do not ask what the Coop can do for you, ask what you can do for the Coop instead,"* encapsulating the ideals of a newly formed and striving organization.

Moreover, he encouraged members to embrace innovation, particularly in agri-technologies and value-added production, to remain competitive. He called on the youth to engage in cooperative activities, underscoring the importance of intergenerational continuity. Hon. Batan ended his message by highlighting that cooperativism is not merely an economic model but a shared journey—fueled by purpose, integrity, and service to the community.

J. PRESENTATION OF ANNUAL DEV'T. PLAN AND RATIFICATION OF ELECTION POLICY

The proposed Annual Development Plan was presented via PowerPoint by Coop Chairman Giovanni A. Negad, who thoroughly discussed each agenda item along with the corresponding budget allocations. The plan encompassed key initiatives across various operational domains, including:

- Enhancement of operations and maintenance of the existing Farm Machinery Enterprise
- Introduction of value-adding initiatives to improve productivity and cooperative income
- Establishment of a fair and equitable sharing scheme between the Cooperative and its machinery operators and crew
- Implementation of an effective collection policy for "Doblehan" operations related to land preparation
- Strategic steps to ensure the long-term sustainability of cooperative operations
- Procurement of an additional combined harvester and acquisition of post-harvest facilities to boost efficiency
- Identification and acquisition of a lot for future cooperative infrastructure
- Improvement of irrigation services of the Libas Communal Irrigation System (CIS)
- Installation of solar-powered irrigation in Sitio Sto. Niño of Brgy. Libas
- Expansion of irrigated areas within Brgy. Libas
- Formalization of lending operations under existing laws, rules, and regulations
- Compliance with the DOSRI policy and CISA law
- Launch of a Rice Field Mapping Project to enhance planning and production oversight

Clarifications were sought regarding the source of funds for the proposed community projects. The presenter explained that funding would be drawn from the Community Development Fund, one of the statutory funds of the Cooperative. He also clarified that the budget allocated for the "Benchmarking Activity" would cover fuel expenses only, while food and other personal requirements would be covered by the officers or members participating.

Additionally, the presenter provided a breakdown of anticipated fuel expenses for the free transport service of raw rice intended for milling, noting that costs would be based on prevailing fuel prices and round-trip fuel consumption estimates.



Following the successful presentation of the Annual Development Plan, Chairman Negad initiated the approval process through a simple vote by a show of hands. The proposal received no objections and was unanimously approved by the assembly.

The presenter then proceeded with the presentation of the Membership Policy and Credit Policy, which were subject to ratification. He emphasized some critical provisions of such policies, but there were no more arguments or disagreements.

The Membership Policy and Credit Policy presentation was met with full support and no dissenting reactions. Board of Directors Vice Chairman Rowena B. Bande formally moved for its approval, and the proposed policies were unanimously ratified. With no further issues raised, the presentation concluded satisfactorily.

K. UNFINISHED BUSINESS

No unfinished business was treated as there was none.

L. CLOSING REMARKS

Municipal Agriculturist Marcelino O. Combate delivered the closing remarks with a heartfelt reflection on the future of farming and food security. He candidly expressed concern over the diminishing interest in agriculture among the youth, attributing it in part to the distractions brought by modern technology and excessive smartphone usage. He emphasized that unless this trend is reversed, a shortage of farmers may soon become a pressing reality, with long-term implications for food production and rural economies.

To address this challenge, Mr. Combate highlighted the various programs and projects initiated by the Department of Agriculture and the Local Government Unit (LGU), all of which are designed to strengthen agricultural communities. He stressed that these initiatives—ranging from farm input support and technical training to financial assistance and mechanization—will be strategically channeled through accredited farmers' associations and cooperatives, ensuring that resources reach those most in need.

He also called for deeper engagement from all sectors, encouraging cooperative members and local leaders to serve as mentors, advocates, and role models for younger generations. He passionately appealed for a revitalization of agricultural pride and the promotion of farming as a dignified and sustainable livelihood.

Mr. Combate concluded his message with a powerful reminder: that the future of our food systems depends not only on government support but on the collective will of communities to nurture and protect the land. He urged everyone present to remain united, proactive, and visionary in the pursuit of cooperative growth—echoing the spirit of service, resilience, and shared responsibility that defines the cooperative movement.

PART III

A. ELECTION OF OFFICERS

The Election Committee officially assumed control of the proceedings and prepared all necessary materials and paraphernalia required to conduct the election.

At exactly 11:30 a.m., the election commenced, led by Prescila M. Diola, Chairman of the Election Committee (ELECom). She declared two (2) Board of Directors (BOD) slots vacant, thereby effectively concluding the term of Chairman Mylene M. Quinte. This was noted transparently, as her previous election was marked by one of the two lowest vote counts, necessitating the end of her term.

The Committee reiterated the procedures for conducting the election under the newly ratified Election Policy. Due to a vacancy within ELECom, Committee Chairman Diola requested assistance with tasks such as ballot distribution, vote tallying, and vote reading.



The floor was then opened for nominations for the vacant BOD positions. The nominees were:

- Erlyn B. Granados
- Julybe C. Cabalhin
- Eduardo M. Delantar
- Diosdado V. Surdano

Ballots were distributed, voting ensued, and votes were deposited in the ballot box. The counting process revealed a tie for the highest number of votes between Erlyn B. Granados and Julybe C. Cabalhin, who were thereby elected to the two available BOD slots.

The same election procedures were followed for the vacant positions in the Audit Committee and ELECom.

- For the **Audit Committee**, Dionesio D. Llamas and Diosdado V. Surdano were elected as Chairman and Vice-Chairman, respectively, while Gina C. Raya was elected as a member.
- For **ELECom**, Normita M. Gray and Charita S. Dimatanggal were elected as Chairman and Vice-Chairman, respectively, with Dolores D. Ilatan as a member.

The entire process was carried out in full adherence to the provisions of the newly ratified Election Policy, as outlined and ensured by ELECom Chairman Diola. The election proceedings concluded successfully and without incident.

B. OATH TAKING

The oath-taking ceremony for the newly elected officers was formally conducted, with Barangay Kagawad Joey Naagas officiating the proceedings. Each officer solemnly pledged to fulfill their duties with integrity and dedication under the Cooperative's principles and policies. Following the ceremony, the officers signed the official oath documents, which were duly filed for record and documentation purposes.

C. HIRING OF EXTERNAL AUDITOR

The body was informed of the necessity to engage the services of an independent external auditor to ensure the integrity, transparency, and accuracy of the Cooperative's financial records for the fiscal year. The proposal was presented for discussion, highlighting compliance with statutory requirements and the added benefit of third-party validation of the Cooperative's financial position.

After thorough deliberation, the assembly agreed to proceed with the hiring of an external auditing firm. The Board was authorized to oversee the selection process, ensuring that the firm to be hired is duly accredited and possesses relevant experience in auditing cooperative organizations. The motion to hire an external auditor was unanimously approved.

D. ADJOURNMENT

With all agenda items duly addressed, the Annual Regular General Assembly was formally adjourned by the Chairman at exactly 12:30 p.m.

Prepared by:

Ly Marie B. Borgan
LY MARIE B. BARGAN
Secretary Designate

Noted by:

Giovanni A. Negad
GIOVANNI A. NEGAD
Chairman



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
Multi-Purpose Hall, Brgy. Libas Leyte, Leyte

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ANNUAL REGULAR GENERAL ASSEMBLY MEETING

March 27, 2024

ATTENDANCE SHEET

No.	Name	Position	Signature
1.	Imelda R. Saliva	member	[Signature]
2.	Merlyn T. Nidena	member	[Signature]
3.	Erlinda D. Saboya	member	[Signature]
4.	Gina C. Panya	Aud. com.	[Signature]
5.	Roselyn D. Talacay	Bookkeeper	[Signature]
6.	MARY GRACE FRITA C. RUBAS	MEMBER	[Signature]
7.	Ly Marie B. Bongon	SECRETARY	[Signature]
8.	Diana Rose Demillo	Trea.	[Signature]
9.	Conrado Uancta	Member	[Signature]
10.	Charito Dimatanggal	member	[Signature]
11.	Delora A. Hatan		[Signature]
12.	Julube C. Cabalhin	BOD	[Signature]
13.	MOSADO V. SURDANO	MEMBER	[Signature]
14.	Pascifa M. Dula	member	[Signature]
15.	FATIMA S. GAT	Member	[Signature]
16.	Emelda O. Orignal	member	[Signature]
17.	Amelina Mondelan	member	[Signature]
18.	Eduardo M. Delantar	Member	[Signature]
19.	antonio B. Landyis	member	[Signature]
20.	MARIA P. PANOL	V-Chairman	[Signature]
21.	Norma M. [unclear]	member	[Signature]
22.	Stenefredo V. Surdano	Member	[Signature]
23.	Fernan Olan	Member	[Signature]
24.	Dante L. Sulla	Member	[Signature]
25.	Renalyn P. Barga	Member	[Signature]
26.	Rouel Velca	Member	[Signature]
27.	ROLDAN G. QUINTE	MEMBER	[Signature]
28.	Rina / [unclear]	member	[Signature]
29.	MARICEL D. [unclear]	Member	[Signature]
30.	Teclidad Sudario	MEMBER	[Signature]
31.	ELCOTERIO G. ABABE	MEMBER	[Signature]
32.	July Bayan	Member	[Signature]
33.	ERMO B. GRANADOS	BOD	[Signature]
34.	Isidoro Gonzaga	Member	[Signature]
35.	Joel Balute	Member	[Signature]
36.	FRANK GRAY II	BOD	[Signature]
37.	CRISTYLEN A. REWON	Member	[Signature]
38.	GIOVANNI A. NEGAD	CHAIRMAN	[Signature]



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
 Multi-Purpose Hall, Brgy. Libas Leyte, Leyte
 CDA Reg. No. 9520-1080000000049955

ANNUAL ACCOMPLISHMENT REPORT 2024

Name of Program/Project/Activity	Objectives	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Applied for Business Permit & other Licenses at LGU	To be compliant with local laws & be able to do business	1 day - January	Completed		P2,000.00	An annual compliance with the local tax code to acquire the authority to do business with non-members
Accepted additional qualified members	To ensure growth & expansion	Jan – Dec.		Ongoing	None	One of the purposes of the cooperative is inclusive & people-centered development
Sent 2 Operators to attend training on how to operate the new Combined Harvester	The training was necessary to orient the operators on the mechanisms of the new machine	October 24, 2025	Completed		P3,500.00	The training was indeed instrumental in the actual
Farm machinery shed house concrete flooring project	To provide a cleaner, efficient, and safe maintenance and other multi-purpose uses.	Nov. 20, 2024	Completed		P40,000.00	A shed is one of the requirements of the program as a counterpart of the Cooperative
Attended provincial distribution of machinery by PhilMECH in San Miguel, Leyte	To receive our 1 Unit Combined Harvester after a short ceremony.	Nov. 12, 2025	Completed		P1,200.00	This was the day set to release our second Combined Harvester. Our coop is one of the recipients of such a program
Conducted a Special General Assembly to approve several General Assembly Resolutions	To approve a resolution. Authorizing the application for membership to TCCU	May - 2025	Completed			Conducted during the monthly meeting, converted into a Special General Assembly to approve pressing issues needing resolution by the General Membership.
Conducted assessment on the status of the Irrigation Dam & distribution lines	To be able to maintain the structural integrity of the irrigation dam & be able to check the effectiveness of the system.	1 day - April	Completed		None	It is part of the management of the cooperative for maintenance purposes



25 coop members attended training on Farm Machinery Operations hosted by Pilipinas Shell Foundtion	To orient and familiarize members on farm machinery, its basic operations, and purposes	Nov. 26-27,2025	Completed			Our farm machinery was used to demonstrate the use or operations of such machinery. Attended by 25 cooperative members and members of two other Associations and Cooperatives.
Conducted Maintenance of irrigation canals & other waterways	To maintain a smooth flow of irrigation water to all service areas	2 days – June and Oct. 2024	Completed		P12,600.00	Clearing of the irrigation canal is done twice a year, before every crop starts
Constructed a concrete CR at the Shed House	For convenience, functionality, and comfort, as the Shed House is used for multiple purposes	June 2024	Functional		P38,000.00	Since the Shed House was used for many purposes, the CR was added. This CR is not yet tiled but already functional (with Septic Tank)
The Chairman signed the MOA for the new Combined Harvester from PhilMECH	To secure the ownership of 1 Unit Combined Harvester, a grant from PhilMECH	August 2024			P200.00	An MOA is signed first before the actual release of the unit. This was witnessed by the Vice Chairman and was done in Ormoc City
Established water connection to the Kitchen and CR at Shed House.	To provide convenient water outlets for sanitary purposes.	June. 2024	Completed		P1,500.00	It is important for maintenance work for the farm implements and other equipment
Hired the services of a CPA to make FS for the Cooperative for CY2020	According to the requirements of the By-laws	February 2024	Completed		P7,000.00	Only CPA's accredited by the CDA and BIR is allowed to do the accounting, especially to a small cooperative
Maintained the operation of the Farm Machinery Enterprise	To provide rice farmers with a mechanized & more efficient, and cost-saving system of farming	Feb. 2024		Ongoing		It is one of the objectives of the cooperative to provide a modern and innovative way of farming
Attended a 3-day PhilMECH seminar for Farm Machinery operators	To learn how to operate the Farm Machinery	Oct. 2024	Completed		P3,500.00	The training is not thorough and complete. The Coop needs RMO Training from TESDA
Conducted Annual General Assembly	To comply with the provisions of the By-Laws	March 4. 2024	Completed		P12,500.00	It is one of the most important activities of the cooperative that must be conducted yearly to be able to fulfill its mandate.



Meeting & Election of Officers						
Distributed Inbred rice seeds to qualified members	To be able to deliver basic services to our members	Nov. 03, 2024	Completed			It is a basic function of an agricultural cooperative to aid in the distribution of DA support or subsidy to rice farmers
Continued Implementation of Rice+Duck Project from DA-SAAD	To be able to venture into agribusiness that will generate income for the coop members.	Jan. 2024		Ongoing		DA-SAAD conducted a social preparation & technical seminar before the start of the pig dispersal. A temporary shed was installed before the delivery date
Established a temporary Pig House	To provide shelter for pigs to secure them from snakes, pests & rodents	3 days – June '24	Completed		P4,000.00	The Pig House cost was charged to the project. It is made of native materials through self-help & collaboration among members
Secured tenure of the Ube area through a Lease Agreement	To ensure a continued occupancy of the lot without interruption	March, 2024	Completed		P7,000.00	A 0.85 ha. of agricultural land leased for a year of use, renewable for P7,000 per year.
Submitted to CDA, a BOD approved BCP	To ensure the continuity of coop businesses after calamities	August 21, 2024	Completed		1,000.00	A certificate was issued to certify that the coop is compliant with the requirements of the CDA, adopting a working BCP.
Attended TOT conducted by EVSU Extension Office	To create and develop a pool of trainers coming from the TCCU	Sept. 20-23, '24	Completed		P3,000.00	The Tacloban City Cooperative Union of which our coop is a member, is establishing a pool of trainers coming from its member coops.
Officer attended the Policy Formulation training at TCCU	To continuously capacitate and educate officers and members	Aug. 21-22, 2024	Completed		P1,500.00	It is a basic program of the Cooperative to continuously attend seminars & trainings
Signing of MOA between our coop and TCCU	To comply with the requirements of RA 9520	August 22, 2025			-	A MOA is one of the documentary requirements to become a member of full pledge member of Tacloban City Cooperative Union.
Distributed 100 sacks of organic fertilizer to interested members	To help lower the cost of production & increase the income of members	December 2024	Completed		P7,000.00	Such fertilizer was a grant from Pilipinas Shell to individual members distributed by the coop.
Conducted "Benchmarking Activity" in 3 medium-sized coops in Ormoc City	To learn new ways	April 20, 2024	Completed		P1,500.00	Most if not all, expenses were shouldered by the members who went with the group. The trip served its purpose.



Attended the Orientation Zoom Seminar for the "Malasakit sa Kooperatiba" conducted by the CDA	To learn how to avail of the project, its requirements, and how to liquidate it.	June, 2024	Completed		None	Attended separately by 4 officers of the cooperative using Zoom Apps.
Conducted Gen'l. Membership monthly meetings & collection of dues	To update all members on the current issues of the Cooperative	Every 3 rd Thursday of the month	Completed		2,250.00	This monthly meeting is a way of collecting monthly dues & members are updated on all activities, programs & projects of the cooperative
Conducted BOD monthly meetings	To be able to provide timely and continuous policy direction to the Cooperative	Every 1 st Thursday of the month	Completed		10,000.00	As provided for in Article IV, Section 8 of the Cooperative By-laws
Witnessed the signing of the MOA between the LGU of Leyte, Leyte, and PSFI		March 20, 2024	Completed			It was attended by officers of six associations and cooperatives chosen as beneficiaries of the program from PSFI.
The Chairman attended the Executive & Sectoral Committee Meeting	To be updated on the issues and concerns in the agriculture sector.	June 6, 2025	Completed		None	Held at brgy. Calaguise Leyte, leyte and were attended by members of Provincial Agri-Fishery Council
Coop members attended a training conducted by Pilipinas Shell Foundation	Go back to traditions! and organic ways of farming.	June 20, 2024	Completed		Charged to PSFI	The training was held at the coop's shed house and were attended by 25 active members.
Attended the Municipal Development Council meeting held in Cagayan de Oro City	To comply with the obligations of an accredited CSO under RA 7160	August 6, 2025	Completed		Charged to MLGU	Collaboration with the local government is highly encouraged by the cooperative
Processed the liquidation of 'Malasakit sa Kooperatiba' grant of P50,000.00	For accountability and Transparency and avoid audit red flags.	October 30, 2024	Completed		P1,500.00	Compliance with legal and financial regulations.
Conducted a Christmas Party for all members.	To foster bonding, friendship & cooperation among members.	Dec. 19, 2024	Completed		P12,000.00	Such activity is allowed as long as agreed by the majority of members, especially on important dates of the Cooperative & Constructive
Conducted repair and maintenance of Farm machinery	To be able to maintain the units and ensure a sustainable operation	1 day - Dec. 06, 2024	Completed		P133,570.00	It is considered a top priority of the Management for the sustainability of the



						Farm Machinery operation. It is based on the needed repair and replacement of parts.
DTI conducted Business Planning for our coop held in Shed House	Particularly to determine the viability of the Rotary Composting Machine	June 2024	Completed		Charged to DTI	The proposed business enterprise requires a dry run to identify factors that may affect its viability
Conducted Feeding Activity in Brgy. Libas Elementary School	This is part of our Coop's concern for our Community	August 2024	Completed		P7,000.00	This activity charges its expenses to the Community Development Fund, which is a Statutory Fund of our cooperative
Renewed RCEF Accreditation	To be able to continuously receive grants from the RCEF	January 2024	Completed		P1,000.00	It's good for 3 years, renewable.
Settled tax obligations at BIR	To avail of tax incentives for cooperatives as provided by law	December 2024	Completed		P13,000.00	Penalties were settled and were cleared electronically as verified
Processed the titling of the purchased lot at BIR	To secure the real property purchased by the coop	November 2024		On-going	P8,000.00	Pending the submission of "Certificate of No Records" from the RTC of Naval for the BIR to issue E-CAR
Attended and participated in "Farmer's Day" at the LGU.	In celebration of the farmer's contribution to the local economy.	Nov. 28, 2024	Completed		P3,500.00	This is in connection with the Founding Anniversary of the Municipality of Leyte
Attended the "Farmer's Day in VSU, Baybay City	To witness the showcasing of innovation, learn, and witness the recognition of farmers who excel in their agri and fishery practices	April 24, 2024	Completed		P3,000.00	Interested coop members are encouraged to attend with free transportation and meal allowance. This is a yearly activity for the past 3 years.

Prepared by:

Ly Marie B. Borgan
LY MARIE B. BORGAN
 Secretary

Certified Correct:

Giovanni A. Negad
GIOVANNI A. NEGAD
 Chairman



LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE

Multi-Purpose Hall, Brgy. Libas Leyte, Leyte

CDA Reg. No. 9520-1080000000049955

FINACIAL STATEMENT FOR CY 2024

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1	P 50,000.00	Grant from CDA
Monthly Dues (CBU)	P 37,976.00	Inclusive of the year 2024
Income Generating Project 1	P 68,152.00	From Irrigation Maintenance Fees (2 Croppings)
Income Generating Project 3	P1,681,346.00	From Farm machinery Operations (Members & Non-members)
TOTAL	P1,837,474.00	
OUTFLOW (Express)		
PARTICULARS	AMOUNT	REMARKS
Project 1	P 36,194.35	For Irri. Maintenance, collector's share, Gate Keeper & Water tender Share
Project 2	P 47,226.00	Furnitures, Fixtures and Equipments
Machinery Repair and Maintenance, and other Expenses	P 968,080.00	, Oil & Lubricants & other Maintenance Expenses, Pin & Plow, Diesel & other Operational Expenses.
Incentives & Allowances	P 27,600.00	
Meeting Expenses	19,266.00	For Conduct of Annual General Membership Meeting
Office Supplies	P 7,339.70	Notebooks & Manila papers, Temporary Receipts & Other Office Supplies
Clothing & Uniform Expenses	P 11,907.00	
Coop Celebration Expenses	P 17,144.00	
Travel & Transportation	P 47,707.00	All Travels & Transportation
Trainings and Seminars	P 10,480.00	For Trainings and Seminars
Administrative and Personnel	P 47,927.55	BIR Transactions, Business Permit Fees & Charges, FS Preparation Charge, Travel Expenses, Etc.
Lot Acquisitions	P 32,756.69	Processing and additional/extention of lot purchased
Taxes, Fees & Charges	P 3,010.00	
Building Improvements	P 148,793.00	Conc. Floor, CR. Kitchen
TOTAL	P1,425,431.29	
TOTAL FUND BALANCE (Total Inflow-Total Outflow)	P412,042.71	

Prepared by:

DIANA ROSE E. DEMILLO
Treasurer

Ly Marie B. Borgan
LY MARIE B. BARGAN
Secretary

Noted by:

GIOVANNI A. NEGAD
Chairman

Rowena B. Bande
ROWENA B. BANDE
Vice Chairperson



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
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Office of the Sangguniang Bayan

THIS IS TO CERTIFY THAT, having satisfactorily complied with all the requirements and criteria for accreditation, pursuant to the Local Government Code and as promulgated in **DILG Memorandum Circular No. 2025-060** dated **June 23, 2025**, the

LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
BARANGAY LIBAS, LEYTE, LEYTE

an Organization duly registered/certified with the Cooperative Development Authority and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

In witness whereof, I have hereunto set my hand and caused the seal of the Office of the Sangguniang Bayan of Local Government Unit of Leyte to be affixed herein this **4th** day of **August 2025**, at **Leyte, Leyte, Philippines**.


ARNOLD JAMES M. YSIDORO
Municipal Vice Mayor
Presiding Officer of the Sanggunian



Republic of the Philippines
Province of Leyte



SANGGUNIANG PANLALAWIGAN

PURSUANT TO SP RESOLUTION NO. 2022-468, this

Certificate of Accreditation

is awarded to

LIBAS LEYTE, LEYTE AGRICULTURE COOPERATIVE
Brgy. Libas, Leyte, Leyte

for having satisfactorily complied with the requirements for accreditation as specified in the Local Government Code of 1991 and as promulgated in DILG Memorandum Circular No. 2022-083 dated June 15, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Sangguniang Panlalawigan, Province of Leyte, to be affixed herein this September 27, 2022, at the Leyte Provincial Government Complex, Palo, Leyte, Philippines.

ATTY. CARLO P. LORETO
5th District Board Member
Temporary Presiding Officer



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE

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Office of the Sangguniang Bayan



THIS IS TO CERTIFY THAT, having satisfactorily complied with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2022-083, dated June 15, 2022, the

LIBAS LEYTE, LEYTE AGRICULTURE
COOPERATIVE

an organization duly registered/certified with the COOPERATIVE DEVELOPMENT AUTHORITY and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

as per **SB Resolution No. 22-045**, dated August 30, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the municipality to be affixed here in the 31st day of August in the year of our Lord, 2022 at Leyte, Leyte, Philippines.


ARMANDO M. YSIDORO
Municipal Vice Mayor

"NOT VALID WITHOUT SEAL"