

Item No.: 15
Date: 02 2025 SEP

MONTERICO UPLAND FARMER'S ASSOCIATION

Barangay Monterico, Baybay City, Leyte

August 8, 2025

Vice Governor Leonardo M. Javier, Jr.
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte

**Sangguniang Panlalawigan
Province of Leyte
RECEIVED**

Date: AUG 29 2025
By: [Signature]

Dear **Vice Governor Javier, Jr.**,

In response to your Notice of Call for Association, kindly be informed that MONTERICO UPLAND FARMER'S ASSOCIATION with office address at Barangay Monterico, Baybay City, Leyte would like to seek accreditation by the Sangguniang Panlalawigan of Leyte.

In support of the 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 DOLE;
4. List of Current Officer and Member;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2024 annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,



REYNALDO ERAS

President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: MONTERICO UPLAND FARMERS ASSOCIATION

Address: Barangay Monterico, Baybay City, Leyte

Email Address: mufa02262020@gmail.com

Date Organized: August 28, 2019

Sector/s Represented: Beneficiaries of victims during insurgency (Barangay Monterico)

Purposes/Objectives:

1. To establish and association that will promote mutual assistance and protection to its members;
2. To promote the moral, social and economic well-being of all the members;
3. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members;
4. To provide the members knowledge and skills and equip themselves an effective and innovative way of rice farming
5. To work with non-government and government organizations and government institution or entities in the promotion and development of the association and in carrying out government policies.

Services that the organization provides or can participate in:

1. Equipment for rent (Tractor, thresher, grasscutter, welding machine)
2. Rice Mill
3. Corn Sheller
4. Harvester

Registering Agency:

Date Registered: December 6, 2019

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

Accrediting Agency (if any):

Date Accredited: None

- Commission on Population and Development (POPCOM)
- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)

- Department of Social Welfare and Development (DSWD)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- National Commission for Culture and the Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): _____

Organizational Level:

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

Projects Implemented in the City of Baybay:

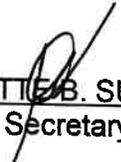
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2020	Hand tractor and thresher	100,000.00	DOLE	MUFA Members	On-going	

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

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

WE HEREBY CERTIFY to the correctness of the above information.


REYNALDO ERAS
 President


BERNADETTE B. SUMAYLO
 Secretary

MONTERICO UPLAND FARMERS' ASSOCIATION
Barangay Monterico, Baybay City, Leyte

RESOLUTION NO. 01
Series of 2025

A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF LEYTE TO ACCREDIT THE MONTERICO UPLAND FARMERS' ASSOCIATION (MUFA)

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 Monterico Upland Farmers' Association is a civil society organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

WHEREAS, the Monterico Upland Farmers' Association Meeting held at Barangay Monterico Gymnasium on February 10, 2025, the following resolution was approved and adopted:

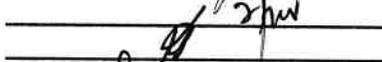
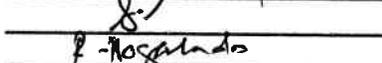
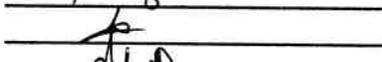
RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan, Province of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2025-060, 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 Chairman of the Sanggunian Committee on Accreditation, the Honorable Board Member Ronnan Christian M. Reposar.

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

Name	Position	Signature
REYNALDO ERAS	President	

ADOPTED unanimously by the Officers of the Monterico Upland Farmers' Association this 12th day of July, 2025 in the City of Baybay.

Name	Position	Signature
REYNALDO ERAS	President	
ALFREDO VERICIO	Vice-President	
BERNADETTE B. SUMAYLO	Secretary	
GINA T. DANIELES	Treasurer	
RONELO NOGALADA	Auditor	
JIMMY N. PASOHIL JR.	P.I.O.	
LUCIA E. ARCES	Business Manager.	
JESSICA N. PASOHIL	Bookkeeper	

SUBSCRIBED AND SWORN TO before me this 29 day of AUG 2025, 2025 in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at BAYBAY CITY, LEYTE.

Doc No: 31
Page No: 07
Book No: XXXIV
Series of: 2025

Notary Public

ATTY. VIVIAN E. ENARIO-VIDALLON
Notary Public
Roll No. 62930
NC No. 3-23-12-06 until December 31, 2025
PTR No. BC 0326352, 1/2/25, Baybay City, Leyte
ISP No. 45574, 1/2/25, Leyte
MCLE Compliance No. VIII-0014132



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII
WESTERN LEYTE FIELD OFFICE
Ormoc City

DOLERO8-ORD-
Revision No.
Date Issued: 11 July 20

Registration Certificate No.
R08-WLFO-2019-12-WA-1003

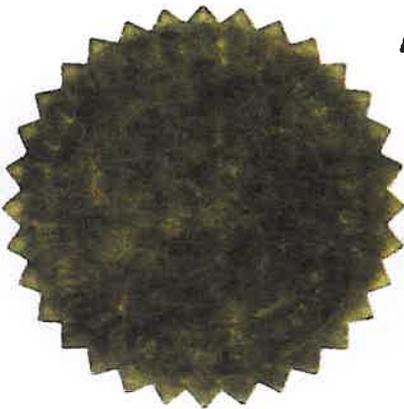
KNOW ALL MEN BY THESE PRESENTS

**MONTERICO UPLAND
FARMERS' ASSOCIATION**
Barangay Monterico, Baybay City

By virtue of the provisions of the Labor Code, as amended, and its implementing rules Has 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 the right to represent them in accordance with its constitution and by-laws and for purposes not contrary to law.

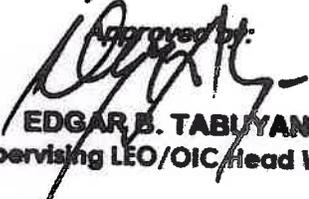
This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Philippines this 6th day of December 2019.



By authority of the Regional Director:

YAHYA A. CENTI
Regional Director

Approved by:

EDGAR B. TABUYAN
Supervising LEO/OIC/Head WLFO

Not Valid W/Out Seal

Ballinan St., Sida Kalipay, Brgy. Cagpa, Ormoc City
Tel No 561-4518
dolero8_wlfo@dole.gov.ph



MONTERICO UPLAND FARMER'S ASSOCIATION (MUFA)

LIST OF UPDATED OFFICERS AND MEMBERS

As of December 31, 2024

NAME	POSITION	ADDRESS
1. REYNALDO ERAS	PRESIDENT	MONTERICO, BAYBAY CITY, LEYTE
2. ALFREDO VERICIO	VICE PRESIDENT	MONTERICO, BAYBAY CITY, LEYTE
3. GINA T. DANIELES	TREASURER	MONTERICO, BAYBAY CITY, LEYTE
4. BERNADETTE B.SUMAYLO	SECRETARY	MONTERICO, BAYBAY CITY, LEYTE
5. RONELO NOGALADA	AUDITOR	MONTERICO, BAYBAY CITY, LEYTE
6. JIMMY N.PASOHIL JR.	P.I.O.	MONTERICO, BAYBAY CITY, LEYTE
7. LUCIA E. ARCES	MANAGER	MONTERICO, BAYBAY CITY, LEYTE
8. JESSICA N. PASOHIL	BOOK KEEPER	MONTERICO, BAYBAY CITY, LEYTE
9. DANILO PANTOLLAGA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
10. JERRY BOY A. TRONUUYBA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
11. LUCIO ALVIOLA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
12. AMBROSIO JOE TANAID	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
13. DOMINGO ERAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
14. RODRIGO TRONUUYBA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
15. CRISTOBAL MABULAY	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
16. ROLANDO ALBARICO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE

17. LUCIANO MABULAY	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
18. LUNCIO ALCASODA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
19. REDO R. CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
20. EDGARDO DUMAGUING	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
21. CONRADO DUMAGUING	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
22. MARCIANO AYAG JR.	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
23. SANDER C. RAPAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
24. MARTINO D. ARONG	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
25. PETER GUCELA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
26. DOMINGO TERUNUEVA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
27. EDISON A. TRONUUYBA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
28. MARCIANO AYAG SR.	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
29. Welfredo CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
30. ROBEL T. ERAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
31. NINA A. TRONUUYBA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
32. ROSALINDA ALVIOLA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
33. ROSE MARIE MORILLA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
34. YOLANDA LOREJAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
35. LILIBETH CUBIO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
36. PAMPILA BOLASTID	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
37. MARIA TUDAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
38. MARCELINA A. TRONUUYBA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
39. PABLITA VERICIO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
40. NENITA ERAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE

41. VERGENIA MABULAY	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
42. ANSELMA PANTOLLAGA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
43. CRISTIN TANAID	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
44. ALLONA CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
45. CANDELARIA NOGALADA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
46. RUBY ROSE ESPEJO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
47. MARVIE LOREJAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
48. MARICON LOREJAS	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
49. JONA MANLA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
50. MARITÈS DUMAGUING	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
51. ROSALIE CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
52. ROSALITA CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
53. ELIZA ABENOJA	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
54. JEMMA PASOHIL	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
55. MADELYN CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
56. REGINE IMPUESTO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
57. MARINA CATIBO	MEMBER	MONTERICO, BAYBAY CITY, LEYTE
58. HELEN PARAGUYA	MEMBER	MONTERICO, BAYBAY, CITY LEYTE

PREPARED BY: BERNADETTE B. SUMANLO

SECRETARY

CERTIFIED CORRECT BY: REYNALDO ERAS

PRESIDENT

26. Rolando Albarico
27. Ruby Rose Espejo
28. Rosalie Catibo
29. Jemma Pasohil
30. Helen Paraguya

The half of the members of the association were present at the meeting. Hence, the meeting is in quorum.

Order of the Business:

A. Approval of the Agenda

Mr. Alfredo Vericio moved for the approval of the agenda and was duly seconded by Mrs. Bernadette B. Sumaylo.

B. Reading, Corrections, and Approval of the Previous Minutes.

There were no corrections to the previous minutes. Mr. Jimmy N. Pasohil Jr. moved for the approval and was seconded by Mrs. Jessica N. Pasohil.

Agenda:

1. Schedule of Upcoming Tagbo

All members of the association are warmly encouraged to actively participate in the upcoming *Tagbo* activity as scheduled. This initiative aims not only to help maintain the cleanliness and orderliness of our area but also to prepare the site for the construction of the water tank which is an important step toward improving our community facilities.

This motion has been duly seconded by Mr. Edgardo Dumaguing.

2. Imposition of Penalties Upon Members

Mrs. Gina Danieleles proposed that the association implement an agreement imposing penalties on members who are unable to attend the scheduled *Tagbo* activity. To ensure fairness, she also suggested that members be allowed to send a representative in their place should they be unavailable. The suggestion was duly seconded by Mr. Ronelo Nogalada, signifying shared support for encouraging greater commitment to the association's collective efforts.

26. Rolando Albarico
27. Ruby Rose Espejo
28. Rosalie Catibo
29. Jemma Pasohil
30. Helen Paraguya

The half of the members of the association were present at the meeting. Hence, the meeting is in quorum.

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Mr. Alfredo Vericio moved for the approval of the agenda and was duly seconded by Mrs. Bernadette B. Sumaylo.

B. Reading, Corrections, and Approval of the Previous Minutes.

There were no corrections to the previous minutes. Mr. Jimmy N. Pasohil Jr. moved for the approval and was seconded by Mrs. Jessica N. Pasohil.

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Adjournment:

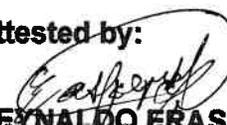
No other matters were discussed. Mrs. Jessica N. Pasohil moved for the adjournment and seconded by Mrs. Lucia E. Arces. The meeting was adjourned at 4:30 o'clock in the afternoon.

I hereby certify to the correctness of the foregoing minutes.

Prepared by:


BERNADETTE B. SUMAYLO
Secretary

Attested by:


REYNALDO ERAS
President

Annex H. Annual Accomplishment Report

MONTERICO UPLAND FARMER'S ASSOCIATION

Barangay Monterico, Baybay City, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budgets	Remarks
			Completed	Ongoing		
Conduct Tagbo to the MUFA Association together with the member	Strengthen unity and promote a sense of responsibility among members by engaging in a collective activity focused on community upkeep and preparation.	April 4, 2025		/	P150.00	MUFA Officers
Assist all member to the rice mill building	To support members in accessing and utilizing the rice mill facilities efficiently, thereby enhancing productivity and promoting cooperative effort.	March 10, 2025		/	P200.00	MUFA Officers
Conduct monthly meeting to MUFA Association	To provide a regular platform for discussing concerns, sharing updates, and making collective decisions for the betterment of the association.	February 10, 2025	/		N/A	MUFA Officers

Prepared by:


BERNADETTE B. SUMAYLO
 Secretary

Noted by:


REYNALDO ERAS
 President

Annex I. Annual Financial Statement

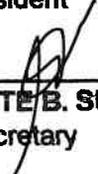
**MONTERICO UPLAND FARMER'S ASSOCIATION
FINANCIAL STATEMENT FOR CY 2024**

INFLOW (Cash Receipts)		
SOURCE	AMOUNT	REMARKS
Rental Fees	8,065.00	
TOTAL	P8,065.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Diesel and Lubricants	P 1600.00	
Supplies Expenses	250.00	
TOTAL	P 1850.00	
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	P 6,215.00	00

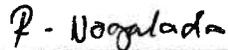
Noted by:



REYNALDO ERAS
President



BERNADETTE B. SUMAYLO
Secretary



RONELO NOGALADA
Auditor



ALFREDO VERICIO
Vice President



GINA T. DANIELES
Treasurer

REPUBLIC OF THE PHILIPPINES
 KAGAWALAN NG MANDALAPI
 KAWANHAN NG MANDALAPI
 REVENUE DIVISION NO. 088
 REVENUE DISTRICT NO.

2RC0001753223

BIR
 Form No. **2303**
 Revised July 1997

OCN _____

CERTIFICATE OF REGISTRATION

TIN: 764-046-990-000
 NAME: MONTERICO UPLAND FARMERS' ASSOCIATION
 REGISTRATION DATE: 02/26/2020
 BARANGAY MONTERICO
 REGISTERED ADDRESS: BAYBAY CITY LEYTE 6521

REGISTERED ACTIVITY (IES)

INCOME TAX

TRADE NAME

LINE OF BUSINESS / INDUSTRY

MONTERICO UPLAND FARMER'S ASSOCIATION

9199 ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C

TAXPAYER TYPE: ASSOCIATION NONVAT
 COR ISSUED: 02/26/2020

INCOME TAX			
SINGLE PROPRIETOR		CORP./PART./ASSO.	
1701Q	DUE DATE	1702Q	DUE DATE
1st Quarter	May 15	1st Quarter	60 days after end of the taxable Qtr.
2nd Quarter	Aug. 15	2nd Quarter	
3rd Quarter	Nov. 15	3rd Quarter	
Annual (1701)	April 15	Annual (1702)	15th day of the 4th month after end of year

REMINDER: FILING OF REQUIRED RETURN/S WITH OR WITHOUT OPERATION TO CONFORM WITH THE ABOVE TAX TYPE TO AVOID PENALTIES.

WITHHOLDING TAX EXPANDED			
0619E		1601EQ	
JAN., FEB.	Every 10th day after end of the month	MAR. 31 ST QTR.	APR. 30
APR., MAY		JUN. 2 ND QTR.	JULY 30
JULY, AUG.	Every 10th day after end of the month	SEPT. 3 RD QTR.	OCT. 30
OCT., NOV.		DEC. 4 TH QTR.	JAN. 30
1604E - Annual Information Return Every MARCH 1 of the following year			

REGISTRATION OF BOOKS OF ACCOUNTS
 → Before the deadline for filing of the first quarterly income return or the annual income tax return whichever comes earlier.

ANNUAL REGISTRATION FEE
 On or before January 31 using BIR Form 0905

VALUE ADDED TAX			
2550M		2550Q/SLSP	
JAN., FEB.	Every 20th day after end of the month	MAR. 1 ST QTR.	APRIL 25
APR., MAY		JUN. 2 ND QTR.	JULY 25
JULY, AUG.	Every 20th day after end of the month	SEPT. 3 RD QTR.	OCTOBER 25
OCT., NOV.		DEC. 4 TH QTR.	JANUARY 25

PERCENTAGE TAX
 2551Q - Every 25th day of the month following the close of each quarter

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

MA. TERESA NOEMI A. PIZON

WITHHOLDING TAX ON PENSION
 1601C - 10th day of the following month

[Handwritten Signature]
 MA. TERESA NOEMI A. PIZON