

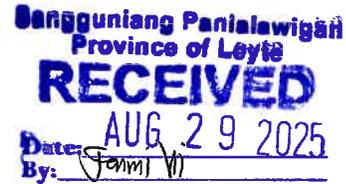
Item No.: 19

Date: 02 2025 SEP

**HINUBIGON FARMERS' ASSOCIATION**  
Sitio Hinubigon, Barangay San Isidro, Baybay City, Leyte

August 19, 2025

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



Dear **Vice Governor Javier, Jr:**

In response to your Notice of Call for Accreditation, kindly be informed that HINUBIGON FARMERS' ASSOCIATION, with office address at Sitio Hinubigon, Barangay San Isidro, Baybay City, 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 DOLE;
4. List of Current Officers and Members;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,

  
**ESNERIA M. PANTOLLANO**  
President

**APPLICATION FORM FOR ACCREDITATION**

**Name of Organization:** HINUBIGON FARMERS' ASSOCIATION

**Address:** Sitio Hinubigon, Barangay San Isidro, Baybay City, Leyte

**Contact No.:** 09394076169

**Date Organized:** August 11, 2023

**Sector/s Represented:** Farmers

**Purposes/Objectives:**

1. To establish an 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 the 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 farming; and
5. To work with non-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. Cash Loan for Members
2. Farm Machinery Rental (2 units Hand Tractor)

**Registering Agency:**

**Date Registered:** October 17, 2023

- 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
2023 up to present	Cash loan	P20,000.00	Member' CBU	Members	On-going	
2023 up to present	Farm Machinery Rental		2 Units Grant from LGU-Baybay	Members and Non-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.

  
**ESNERIA M. PANTOLLANO**  
 President

  
**MAYLENE D. GONZAGA**  
 Secretary

**HINUBIGON FARMERS' ASSOCIATION**  
Sitio Hinubigon, Barangay San Isidro, Baybay City, Leyte

**RESOLUTION NO. 02**  
Series of 2025

**A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLALAWIGAN OF LEYTE TO ACCREDIT THE HINUBIGON FARMERS' ASSOCIATION**

**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 Hinubigon Farmers' Association is a civil society organization duly registered with the Department of Labor and Employment (DOLE), and existing under Philippine laws;

**WHEREAS**, the Hinubigon Farmers' Association Officers' Meeting held at the Barangay Hall of Barangay San Isidro on August 8, 2025, the following resolution was approved and adopted:

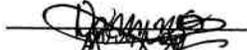
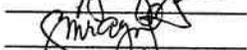
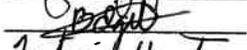
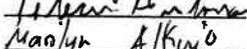
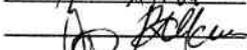
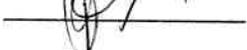
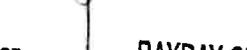
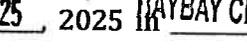
**RESOLVED, AS IT IS HEREBY RESOLVED**, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular No. 2025-060, 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 Sangguniang 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
ESNERIA M. PANTOLLANO	President	

**ADOPTED** unanimously by the Officers of the Hinubigon Farmers' Association this 8<sup>th</sup> day of August, 2025 in the City of Baybay.

NAME	POSITION	SIGNATURE
DOMINIGO V. CATAMBIS	Vice-President	
MAYLENE D. GONZAGA	Secretary	
MERLY P. RAGANIT	Treasurer	
BELINDA D. GIL	Auditor	
LETECIA O. ANTONIO MARILYN	P.I.O.	
MA. C. ALKUINO	P.I.O.	
RAMONEL T. ALKUINO	Bookkeeper	
ROSITO A. DIAZ	Business Manager	

SUBSCRIBED AND SWORN TO before me this 26 day of AUG 2025, 2025 in BAYBAY CITY, LEYTE  
Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc No: 16  
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Book No: XXIV  
Series of: 2025

  
Notary Public  
**ATTY. VIVIAN C. MARIO-VIDALLON**  
Notary Public  
Roll No. 62930

NC No. B-23-12-06 until December 31, 2025  
PTR No. BC 0326352, 1/2/25, Baybay City, Leyte  
IBP No. 495374, 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-F1  
Revision No. 00  
Date Issued: 11 July 2018

Registration Certificate No.  
ROS-WLFO-2023-10-WA-2024

**KNOW ALL MEN BY THESE PRESENTS:**

# HINUBIGON FARMERS' ASSOCIATION

Sitio Hinubigon, Brgy. San Isidro, 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.*

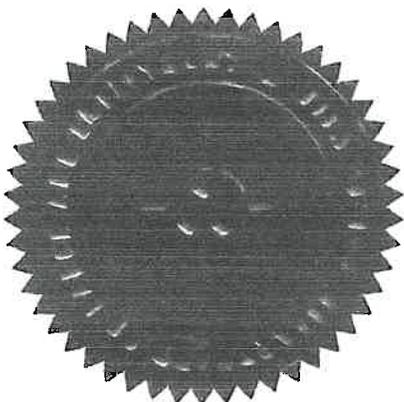
*IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Philippines this 17<sup>th</sup> day of October 2023.*

**By authority of the Regional Director:**

**HENRY JOHN S. JALBUENA**  
Regional Director

Approved by:

  
**EDGAR B. TAGUYAN**  
CHIEF LEO, Head WLFO



Batitanan St., Stio Kalipay, Brgy. Cogon  
Ormoc City, Leyte  
Tel No 520-5965  
dolero8\_wlfo@yahoo.com



List of Current Officers and Members of the  
**HINUBIGON FARMERS' ASSOCIATION**  
*as of December 31, 2024*

NAME	POSITION
1. Esneria M.Pantollano	President
2. Domingo Catambis	Vice – President
3. Maylen Gonzaga	Secretary
4. Merly P. Raganit	Treasurer
5. Belinda D. Gil	Auditor
6. Letecia Antonio	P.I.O.
7. Marilyn Maria Alkuino	P.I.O.
8. Rosito Diaz	Business Manager
9. Ramonel Alkuino	Bookkeeper
10. Virginia Omega	Member
11. Juanita Olazo	Member
12. Evelyn N. Pantollano	Member
13. Roberto Pantollano	Member
14. Helen C. Alkuino	Member
15. Derlina G. Omega	Member
16. Lorna Catambis	Member
17. Reynaldo Pantollano	Member
18. Arturo Gonzaga	Member
19. Anita M. Dapiton	Member
20. Manuel Pantollano	Member
21. Alma Patan-oa	Member
22. Narciso Pantollano	Member
23. Celerino Pantollano	Member
24. Carmela Avelino	Member
25. Evangeline Dapiton	Member
26. Dionisia Pilapil	Member
27. Loreta P. Galvez	Member
28. Alvino G. Ababat	Member
29. Emeliano Septimo	Member
30. Belen G. Pantollano	Member
31. Nenito G. Ababat	Member
32. Gevalda M. Goliat	Member
33. Nedevinia B. Goliat	Member
34. Dionesia B. Gonzaga	Member
35. Belen Perez	Member
36. Edwin Antonio	Member
37. Dario Bandalan	Member
38. Dennis Goliat	Member
39. Rosela B. Diaz	Member
40. Cesar Alkuino	Member
41. Eric Sumalinog	Member
42. Sotico M. Dapiton	Member
43. Cresente Honorio	Member
44. Serlyn N. Pantollano	Member

45. Jannette H. Diaz	Member
46. Cristino B. Goliat	Member
47. Armando Pilapil	Member
48. Felipe B. Goliat	Member
49. Racel H. Goliat	Member
50. Domingo M. Goliat	Member
51. Danilo Goliat	Member
52. Felix A. Hoyumpa	Member
53. Glenn Pantollano	Member
54. Raymund Rebuyas	Member
55. Absalon Dapiton	Member
56. Jenelyn Genita	Member
57. Michelle Tulang	Member
58. Diosito Diaz	Member
59. Alecia Vega	Member
60. Marilou A. Borneo	Member
61. Leonardo Vega	Member
62. Maria Diaz	Member
63. Florante Goliat	Member
64. Renita Sameliano	Member
65. Eduardo Antonio	Member
66. Herson Alkuino	Member
67. Ediosa Rebuyas	Member
68. Emeliana C. Tabudlong	Member
69. Mary Ann De-Asis	Member
70. Elezer Managbanag	Member

**HINUBIGON FARMERS' ASSOCIATION**  
Sitio Hinubigon, Barangay San Isidro, Baybay City, Leyte

**MINUTES OF THE GENERAL ANNUAL ASSEMBLY MEETING OF HINUBIGON FARMERS' ASSOCIATION ON JANUARY 10, 2025 HELD AT BARANGAY BANAHAO COVERED COURT AT 2:00 O'CLOCK IN THE AFTERNOON**

**AGENDA:**

1. Treasurer's Report
2. Accreditation of the Association to LGU
3. Association Building
4. Tractor Update
5. Election of Officers
6. Other Matters

**PROCEEDINGS:**

The meeting was called to order by the Presiding Officer Ms. Esneria M. Pantollano at 2:00 o'clock in the afternoon. It started with a prayer led by Ms. Helen C. Alkuino followed by the singing of the Philippine National Anthem conducted by Ms. Carmela Avelino. A roll call was done by the secretary and it was quorum.

**Order of Business:**

- A. Approval of the agenda  
Mr. Domingo V. Catambis moved for the approval of the agenda duly seconded by Ms. Belinda D. Gil
- B. Reading, correction and approval of the previous minutes  
There was no correction of the previous minutes. Ms. Derlina G. Omega moved for the approval seconded by Ms. Lorna A. Catambis.
- C. Matters arising from the Previous Minutes  
None

**AGENDA:**

1. Treasurer Report

The treasurer reported the financial statement as of December 31, 2024.

<b>INFLOW (Income)</b>	<b>AMOUNT</b>
CBU	P32,500.00
Membership Fee	3,300.00
Monthly Due	8,010.00
Tractor Income Rental	18,638.00
Loan Interest Collected	1,300.00
Loan Principal Collected	3,200.00
Penalty	10,700.00
<b>TOTAL</b>	<b>P77,648.00</b>

<b>OUTFLOW (Expenses)</b>	<b>AMOUNT</b>
Transportation and Travel Allowance	P5,833.00
Tractor Repair	26,189.00
Loan Release	6,000.00
Gasoline	2,062.00
Blessing Tractor	300.00
Capital Rice Business	10,000.00
Xerox	1,569.00
Notary	500.00
Building Materials (for bangko)	1,193.00
Office Supply	545.00
<b>TOTAL</b>	<b>P54,191.00</b>
<b>TOTAL FUND BALANCE</b>	<b><u>P23,457.00</u></b>

2. Accreditation of the Association to LGU

The President, Ms. Esneria M. Pantollano informed the body that after the local election the association will process their LGU accreditation in order for the Hinubigon Farmers' Association to be acknowledged by the City. Officers will be incharge in preparing the accreditation documents.

3. Association Building

It was agreed by the body to postpone the construction of the association building due to some personal reasons of the land owner.

4. Tractor Update

The President informed the body that the care takers of the tractors are Mr. Domingo Catambis and Mr. Ramonel Alkuino. Members who want to rent the tractors are advised to approach the said officer's in-charge.

5. Election of Officers

Since it has already been 2 years since the last election, and as stated in the constitution and by-laws there is already a need to elect new sets of officers. The following are the new officers of the Hinubigon Farmers' Association:

ESNERIA M. PANTOLLANO	President
DOMINIGO V. CATAMBIS	Vice-President
MAYLENE D. GONZAGA	Secretary
MERLY P. RAGANIT	Treasurer
BELINDA D. GIL	Auditor
LETECIA O. ANTONIO	P.I.O.
MARILYN MA. C. ALKUINO	P.I.O.
ROSITO A. DIAZ	Manager
RAMONEL T. ALKUINO	Bookkeeper

6. Other Matters

A. As agreed members who haven't paid the capital build-up and membership fee are automatically removed from the association

ADJOURNMENT

There being no other matters to be discussed, Ms. Alma A. Patan-ao moved for adjournment seconded by Mr. Ramonel T. Alkuino. The meeting was adjourned at exactly 3:00 o'clock in the afternoon.

I HEREBY CERTIFY to the correctness of the foregoing minutes.

  
**MAYLENE D. GONZAGA**  
Secretary

Attested by:

  
**ESNERIA M. PANTOLLANO**  
President

**HINUBIGON FARMERS' ASSOCIATION**  
 Sitio Hinubigon, Barangay San Isidro, Baybay City, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Cash Loan for memers	To provide farmers with the financial resources needed for agricultural operations	2023 up to present		✓	P20,000.00	As agreed by the officers and members CBU and Membership Fees collected was released to the members as loan with a 10 percent interest per month to be paid within 5 months.
Farm Machinery Rental	To allow farmers to access farm equipment with low rental rates	2023 up to present		✓		Tractor Rental is 230 per hour. Diesel is shouldered by the Association

Prepared by:

  
**MAYLENE D. GONZAGA**  
 Secretary

Noted by:

  
**ESNERIA M. PANTOLLANO**  
 President

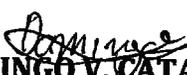
## HINUBIGON FARMERS' ASSOCIATION

Cash flow as of December 31, 2024

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
CBU	P32,500.00	<i>P500 per member</i>
Membership Fee	3,300.00	<i>P50 per member</i>
Monthly Due	8,010.00	<i>P10 per member</i>
Tractor Income Rental	18,638.00	<i>P230 per hour</i>
Loan Interest Collected	1,300.00	<i>10% per month</i>
Loan Principal Collected	3,200.00	
Penalty	10,700.00	<i>P100 per absent</i>
<b>TOTAL</b>	<b>P77,648.00</b>	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Transportation and Travel Allowance	P5,833.00	
Tractor Repair	26,189.00	
Loan Release	6,000.00	
Gasoline	2,062.00	
Blessing Tractor	300.00	
Capital Rice Business	10,000.00	
Xerox	1,569.00	
Notary	500.00	
Building Materials (for bangko)	1,193.00	
Office Supply	545.00	
<b>TOTAL</b>	<b>P54,191.00</b>	
<b>TOTAL FUND BALANCE</b> Total Inflow - Total Outflow	<b>P23,457.00</b>	

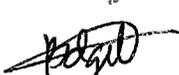
Noted by:

  
**ESNERIA M. PANTOLLANO**  
 President

  
**DOMINGO V. CATAMBIS**  
 Vice President

  
**MAYLENE D. GONZAGA**  
 Secretary

  
**MERLY P. RAGANIT**  
 Treasurer

  
**BELINDA D. GIL**  
 Auditor