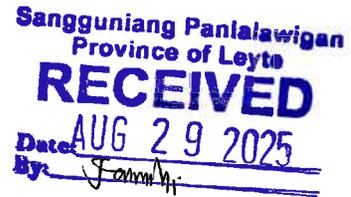


Item No.: 24  
Date: 02 2025 SEP

**SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**  
Barangay Hipusngo, Baybay City, Leyte

July 31, 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 **SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.** with office address at Barangay Hipusngo, Baybay City, Leyte would like to seek re-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 SEC;
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,

  
**NUMERIANO M. DELA CRUZ**  
President

## APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.

**Address:** Barangay Hipusngo, Baybay City, Leyte

**Contact No.:** 09513701930

**Date Organized:** December 15, 2017

**Sector/s Represented:** Farmers

### Purposes/Objectives:

1. To initially serve as a basic foundation in strengthening agrarian reform and cooperative development programs of the government.

### Services that the organization provides or can participate in:

1. Communal Irrigation System [CIS] for rice farmers for the nine [9] target barangays

### Registering Agency:

**Date Registered:** February 19, 2018

- 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:** October 27, 2022

- 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): LGU-Baybay, PLGU-Leyte

**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
2014	Irrigation System		LGU-Baybay City	Rice farmers from 9 barangays namely San Juan, Banahao, Kabalasan, Gaas, Hipusngo, Palhi, Mahayahay, Biasong, Bidlinan		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.

  
NUMERIANO M. DELA CRUZ  
President

  
LOLITA M. PAUTAN  
Secretary

**SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**

Barangay Hipusngo, Baybay City, Leyte

**RESOLUTION NO. 02**

Series of 2025

**A RESOLUTION RESPECTFULLY REQUESTING THE SANGGUNIANG PANLALAWIGAN OF LEYTE TO REACCREDIT THE SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**

**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;

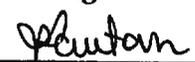
**WHEREAS**, the San Juan River Spring Irrigators Association, Inc. is a civil society organization duly registered with the Securities and Exchange Commission (SEC), and existing under Philippine laws;

**WHEREAS**, the San Juan River Spring Irrigators Association, Inc. Officers' Meeting held at the Barangay Hall of Barangay Kabalasan on July 25, 2025, the following resolution was approved and adopted:

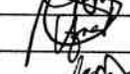
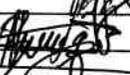
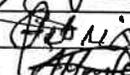
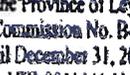
**RESOLVED, AS IT IS HEREBY RESOLVED**, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular No. 2025-060,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

**ADOPTED** unanimously by the Officers of the San Juan River Spring Irrigators Association, Inc. this 25<sup>th</sup> day of July, 2025 in the City of Baybay.

NAME	POSITION	SIGNATURE
NUMERIANO M. DELA CRUZ	President	<u></u>
ELVIRA M. SAMANTE	Vice-President	<u></u>
AVELINA P. LABOR	Treasurer	<u></u>
GINA Z. BAAY	Auditor	<u></u>
MARGARITO B. BAHALA	B.O.T.	<u></u>
ROGELIO M. MILAN	B.O.T.	<u></u>
ANTONIO M. FEBRIA	B.O.T.	<u></u>
ANTOLIN C. MANLA	B.O.T.	<u></u>

SUBSCRIBED AND SWORN TO before me this 04 day of AUG 2025 in \_\_\_\_\_, Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_

**ATTY. EDEN R. CHAVEZ-BUTAVAN**  
 Notary Public for the Province of Leyte, City of Baybay  
 Notarial Commission No. B-23-12-07  
 Until December 31, 2025  
 MCLE Compliance No. VII-001144- Valid until April 14, 2028  
 PTR No. B-23-12-07-2025  
 IBP O.R. No. 492541-01/02/25  
 TIN No. 207-628-029  
 Attorney's Roll No. 42341  
 R. Magnessay Avenue, Baybay City, Leyte

Doc No: 252  
 Page No: 57  
 Book No: LXA  
 Series of: 78



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
PICC Secretariat Bldg., PICC Complex  
Pasay City, Metro Manila

COMPANY REG NO. CN201801048

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

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

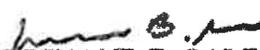
**SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation and By Laws in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg. 68), and copies of said Articles and By Laws are hereto attached.

This certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership Certificate issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate. Failure to submit annual Financial Statements and General Information Sheets within two (2) years from date of incorporation shall be construed that the corporation has not been formally organized and has not commenced the transaction of its business, thus be subject of Suspension Order

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at PICC Secretariat Bldg., PICC Complex Pasay City, Metro Manila, Philippines, this day of 14, February, Twenty Eighteen.

  
FERDINAND B. SALES

Director

Company Registration and Monitoring Department

List of Current Officers and Members of the  
**SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**

*as of December 31, 2024*

Name	Position
Numeriano M. Dela Cruz	President
Elvira M. Samante	Vice - President
Lolita M. Pautan	Secretary
Avelina P. Labor	Treasurer
Gina Z. Baay	Auditor
Margarito B. Bahala	B.O.T,
Rogelio M. Milan	B.O.T,
Antonio M. Febria	B.O.T,
Antolin C. Manla	B.O.T,
<b>Barangay Kabalasan</b>	
Wilma V. Sanchez	Member
Edgardo Sanchez	Member
Mercedita Inot	Member
Allan Vitualla	Member
Hernanie Managbanag	Member
Ricardo Oracion, Jr.	Member
Lino Codillo	Member
Angelo Algodon	Member
Marilou Payac	Member
Felipe Donayre	Member
Hermogenas Jurado	Member
Edgardo Sanchez	Member
Jessie Salas	Member
Bienvenido Nayga	Member
Marilou Garces	Member
Teresita Concillo	Member
Wilfredo Prieto, Jr.	Member
Benjamin Varron	Member
Florencio Samante	Member
Nelson Prado	Member
Alberto Prado	Member
Candelario Apipi, Jr.	Member
Edwin Loren	Member
Benjamin Martinito	Member
Maximo Cultura	Member
Rogelio Bravo	Member
Ricardo Brado	Member
Ricardo Bravo	Member
Milagros Morquianos	Member
Minang Meredores	Member
Bernando Prado	Member
Noel Prado	Member
Noel Algodon	Member
Roberto Prado	Member
Bengiee Prado [NM]	Member
Josefina Salas [NM]	Member
Bienvenido Algodon [NM]	Member

Jonathan Zamora	Member
Edelberto Mantua [NM]	Member
Avelina Labor	Member
<b>Barangay San Juan</b>	
Jose Balbarino	Member
Linda Gutas	Member
Resting Balbarino	Member
Junior Ibañez	Member
Antolin C. Manla	Member
Bartolome Ngojo	Member
Jaime Tuting	Member
Nilo Flores	Member
<b>Barangay Banahao</b>	
Ricky Isid	Member
Andres G. Perrero	Member
Mario A. Luchavez	Member
Avelino Luchavez	Member
Antolin C. Manla	Member
Antonio M, Febria	Member
Alma Biñega	Member
Antonio Isid	Member
Rosalina Martinez	Member
Leonardo Isid	Member
Armando Angeles	Member
Antonio Salapi	Member
Dino Empredo	Member
Junrey Febria	Member
Roque Cainhog	Member
Nestor Tanaid	Member
<b>Barangay Hipusngo</b>	
Ma. Marlene Amancio	Member
Florante B. Atem	Member
Margarito Bahala	Member
Jorge P. Balbero	Member
Ronelio R. Baste	Member
Joselito Batulan	Member
Miguel M. Cuasito	Member
Marcial Dupal	Member
Esperanza Segundino	Member
Alfredo Gitgitin	Member
Jaime N. Gitgitin	Member
Alejandro M. Gitgitin	Member
Ramel R. Gonzaga	Member
Antonio M. Granada	Member
Sopalino A. Gitgitin	Member
Jose Carlos Jadina	Member
Vilma P. Montajes	Member
Genita A. Montajes	Member
Anselma Montalban	Member
Rodulfo Montalban	Member
Ricalito Morquianos	Member
Vergilio Nayre	Member

Gregorio Nayre	Member
Ricardo B. Oracion	Member
Antonio Oredian, Sr.	Member
Dindo M. Parugao	Member
Lolita M. Pautan	Member
Wilfredo M. Relente	Member
Noel Restor	Member
Grace Belmores	Member
Lemuel Galvez	Member
Ramil Gonzaga	Member
Maximo Marquez	Member
Antonio Granada, Sr.	Member
Marilou J. Galas	Member
Camilo A. Lopez	Member
Jadina C. Marino	Member
Reza Q. Ibañez	Member
Edgardo R. Varron	Member
<b>Barangay Palhi</b>	
Rosita C. Albarico	Member
Anita B. Albarico	Member
Flaviano E. Bolastig	Member
Romelo C. Banayag	Member
Normalito Barcos	Member
Wilma E. Bandalan	Member
Feliciano Buragay	Member
Nemecio C. Ceabu	Member
Jenilyn Casil	Member
Fulgencio Casil	Member
Cristina Casil	Member
Florintina Ciabu	Member
Antalid Dupal	Member
Bernabe M. Dela Cruz	Member
Felix Isidro Dela Cruz	Member
Rosita Dumaging	Member
Teodoro Dumaging	Member
Conception O. Dela Cruz	Member
Numberiano M. Dela Cruz	Member
Previtiva M. Dela Cruz	Member
Juanita S. Dupal	Member
Romeo U. Escasinas	Member
Anita Dumaging	Member
Alex L. Liaz	Member
Crisanto O. Dela Cruz	Member
Emelisa T. Marta	Member
Anacorita Managbanag	Member
Estrepania Opiala	Member
Macario Ormega	Member
Albina I. Pertimos	Member
Jimmy M. Pernites	Member
Allan M. Pinote	Member
Dominador C. Prieto	Member
Mema M. Silongan	Member

Renato B. Varron	Member
Lucia C. Varron	Member
<b>Barangay Gaas</b>	
Elisa Aguilar	Member
Jolio Algodon	Member
Maximo T. Altivo	Member
Simplico S. Angoring	Member
Wilson S. Angoring	Member
Gina F. Añoonuevo	Member
Marita P. Barit	Member
Conception T. Baranda	Member
Parterno A. Beler	Member
Manual G. Basete	Member
Nelsa A. Balberon	Member
Bonifacio O. Basete	Member
Fernando A. Bentulan	Member
Eva Cajerro	Member
Filipino P. Calebod	Member
Carlos M. Calungsod	Member
Maximo B. Comacho	Member
Alvin G. Colcol	Member
Julieta P. Dayo	Member
Felipe N. Donayre	Member
Nelson N. Endrina	Member
Domingo Donayre	Member
Remegio Espanto	Member
Lucina D. Espanto	Member
Luciano Espanto, Jr.	Member
Virgina C. Espanto	Member
Lydia Fernandez	Member
Manuel G. Garido	Member
Arthur Gonzaga	Member
Nelo P. Donayre	Member
Bonifacia B. Gonzaga	Member
Frufría S. Gonzaga	Member
Ricardo M. Granada	Member
Esterlina P. Hinandoy	Member
Fercelita O. Hinandoy	Member
Paterna M. Ibañez	Member
Luiz L. Ibañez	Member
Bernabe S. Ibañez	Member
Lolita I. Infiesto	Member
Michael Lipomano	Member
Pastor Lipomano	Member
Florentino Mahipos	Member
Melicio Mahipos	Member
Winifredo Mahipos	Member
Editha Managbanag	Member
Elmer B. Managbanag	Member
Eufrocio Mata	Member
Felicita F. Matugas	Member
Florencio Mejia	Member

Natividad V. Medina	Member
Mario Montajes	Member
Pacita T. Montajes	Member
Teodoro Montajes	Member
Tita N. Montajes	Member
Romeo Morales, Jr.	Member
Bethsaida T. Oracion	Member
Fernando Oracion	Member
Ma. Donata I. Oracion	Member
Rosa Gemma Oracion	Member
Rodrigo G. Payac	Member
Maribel D. Peña	Member
Rogelio V. Morales	Member
Leticia C. Pilapil	Member
Jose Sabondo	Member
Gregorio Sacro	Member
Macario Sacro Jr.	Member
Reynaldo Sacro	Member
Crisostomo R. Salvador	Member
Leonora R. Sanchez	Member
Imocencia Tabudlong	Member
Rosita L. Tabudlong	Member
Avelino Torsino	Member
Filomino Valeroso	Member
Ely G. Varron	Member
Felynor G. Varron	Member
Alicia Dapiton	Member
Benjamin J. Itable	Member
Marcelo B. Mareo	Member
Leonila V. Batalon	Member
Flotida V. Lastimado	Member
Ederlina D. Bayo	Member
Elena O. Donaire	Member

**SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**

Barangay Hipusngo, Baybay City, Leyte

MINUTES OF THE GENERAL ANNUAL ASSEMBLY MEETING OF THE SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC. ON JUNE 19, 2025 HELD AT THE ASSOCIATION OFFICE , BARANGAY KABALASAN AT 9:30 IN THE MORNING

**AGENDA:**

1. Pintakasi Schedule
2. Sectoral Meeting
3. SEC Registration and BIR Update
4. Financial Update

**PROCEEDINGS:**

The meeting was called to order by the President Mr. Numeriano M. Dela Cruz at 9:30 in the morning. It started with a prayer led by Ms. Marilou Payac followed by the singing of the Philippine National Anthem led by Ms. Marilou Garces. A roll call was done by the secretary, so there was quorum.

**Order of Business:**

- A. Approval of the agenda  
Mr. Noel Prado moved for the approval of the agenda duly seconded by Ms. Linda Gutas.
- B. Reading, correction and approval of the previous minutes  
There was no correction of the previous minutes. Mr. Leonardo Isid moved for the approval seconded by Mr. Margarito B. Bahala.
- C. Matters arising from the Previous Minutes  
None

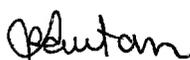
**AGENDA:**

1. Pintakasi Schedule  
It was agreed that the next pintakasi schedule of the association will be on June 23, 2025 to start at Barangay Juan to Sitio Kametre. Assembly area will be at Antolin's payag.
2. Sectoral Meeting  
It was agreed that after the pintakasi, a sectoral meeting will be conducted on June 23, 2025. Farmer beneficiaries of the irrigation are encouraged to join the association.
3. SEC Registration and BIR Update  
The president informed the body, especially the officers regarding the submission of the annual reports in SEC and BIR.
4. Financial Update  
The treasurer reported that the total cash on hand of the association as of December 31, 2024 is P1,300.00 and the total cash in bank is P27,675.97.

**ADJOURNMENT**

There being no other matters to be discussed, Mr. Gina Z. Baay moved for adjournment seconded by Mr. Elvira M. Samante. The meeting was adjourned at 11:00 in the afternoon.

I HEREBY CERTIFY to the correctness of the foregoing minutes.

  
LOLITA M. PAUTAN  
Secretary

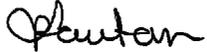
Attested by:

  
NUMERIANO M. DELA CRUZ  
President

SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.  
Barangay Hipusngo, Baybay City, Leyte

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Construction of Protection Works of Existing Lined Canal at Brgy. San Juan, Baybay City, Leyte	To provide irrigation to 9 barangays included in the project	2019 - up to present		✓	NIA Fund	On-going construction
Canal Clearing [Pintakasi]	To provide clean water ways	2019 - up to present		✓	Association Fund	Monthly activity
CSO Day and CSO Meeting	To build collaboration and exchange of information and ideas between different CSOs in the City	2024	✓			Actively participated the said activities

Prepared by:

  
**LOLITA M. PAUTAN**  
Secretary

Noted by:

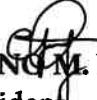
  
**NUMERIANO M. DELA CRUZ**  
President

**SAN JUAN RIVER SPRING IRRIGATORS ASSOCIATION, INC.**

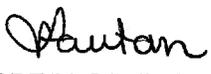
**CASH FLOW AS OF DECEMBER 31, 2024**

<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Cash, Beginning	P7,000.00	
<b>TOTAL</b>	<b>P7,000.00</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Labor Expenses	P4,200.00	
Travel and Transportation	1300.00	
BIR	100.00	
Notarial Fee	100.00	
<b>TOTAL</b>	<b>P5,100.00</b>	
<b>TOTAL FUND BALANCE</b> Total Inflow - Total Outflow)	<b><u>P1,300.00</u></b>	
Cash in Bank	<b>P27,675.97</b>	<b>OCCCI Baybay City Branch</b>

Noted by:

  
**NUMERIANO M. DELA CRUZ**  
 President

  
**ELVIRA M. SAMANTE**  
 Vice President

  
**LOLITA M. PAUTAN**  
 Secretary

  
**AVELINA P. LABOR**  
 Treasurer

  
**GINA Z. BAMY**  
 Auditor