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Item No.: 27

Date: 12 2025 AUG

JULY 31, 2025

VICE GOVERNOR HON. LEONARDO M. JAVIER JR.

Presiding Officer, Sangguniang Panlalawigan

Province of Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 07 2023
By: [Signature]

Dear Vice Governor Hon. Leonardo M. Javier

In response to your notice of call for Accreditation, kindly be informed that Manloy Small Coconut Farmers Association with Office Address at Brgy. Manloy, Carigara, 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 DOLE;
4. List of Current Officers;
5. Minutes of the Annual Meeting;
6. Annual Accomplishment Report; and
7. Financial Statements

Thank you.

Sincerely,
[Signature]

CARMEN G. NEDIC

President of MSCFA

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: MAPLOY small coconut Farmers Association

Address: Bagy, Manloy Carigra Sayte

Contact No.: 09325564967/09076086273 Email address (optional): commmedicss@gmail.com

Date Organized: 2015

Sector/s Represented: Carimen G. Medic

Purposes/Objectives:

To Apply for Re-accreditation

Services that the organization provides or can participate in:

Trainings, Kadiwa, Gardening

Registering Agency:

Date Registered: 2014

- 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: 2014

- Commission on Population and Development (POPCOM)

- 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 [Province/City/Municipality] of Cangara Leyte

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2023	Grant	50,000	DA ANAD	28 members	/	
2024	Grant	298,000	DOLE	28 Members		

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.

Carmie
CARMEN G. MEDIC
 President

Jocelyn H. Narbonita
Jocelyn H. Narbonita
 Secretary

**Manloy Small Coconut Farmers Association
Brgy. Manloy, Carigara, Leyte**

BOARD RESOLUTION NO. 1

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

WHEREAS, on July 25, 2025, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-_____, on the Guidelines on the Accreditation of Civil Society Organization and Selection of Representative to the Local Special Bodies;

WHEREAS, the Manloy Small Coconut Farmers Association is a civil society organization duly registered with the Department of Labor and Employment and existing under Philippine laws;

WHEREAS, in the Manloy Small Coconut Farmers Association Special Board Meeting held at Brgy. Manloy, Carigara, Leyte on July 31, 2025, attended by the following Board of Trustees present, the following resolution was approved and adopted;

RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be re-accredited civil society organization with the Sangguniang Panlalawigan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-_____, and to apply for membership in a local special body in the Municipality of Carigara, Leyte;

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

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

ADOPTED unanimously by the Board of Trustees of the Manloy Small Coconut Farmers Association this 20th day of July 2025 in the Municipality of Carigara, Leyte.

Name	Position	Signature
<u>Carmen G. Nedic</u>	<u>President</u>	<u><i>CNedic</i></u>
<u>Romualdo M. Macalalag</u>	<u>Vice President</u>	<u>_____</u>
<u>Jocelyn M. Narbonita</u>	<u>Secretary</u>	<u><i>JNarbonita</i></u>
<u>Rosalinda P. Macalalag</u>	<u>Treasurer</u>	<u><i>RMacalalag</i></u>
<u>Marilyn P. San Pedro</u>	<u>Auditor</u>	<u><i>MSanPedro</i></u>
<u>Tarcelita Samoranos</u>	<u>B.O.D.</u>	<u><i>TSamoranos</i></u>
<u>Rosalie Madarang</u>	<u>B.O.D.</u>	<u><i>RMadarang</i></u>
<u>Teresita Dollete</u>	<u>B.O.D.</u>	<u><i>Tedollete</i></u>
<u>Maria Elvira Reyes</u>	<u>B.O.D.</u>	<u><i>MEReyes</i></u>
<u>Evangelina Baculanta</u>	<u>B.O.D.</u>	<u><i>EBaculanta</i></u>
<u>Virginia Macalalag</u>	<u>B.O.D.</u>	<u><i>VMacalalag</i></u>



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII

**Registration Certificate No.
RO8-NLFO-2016-05-WA-941**

KNOW ALL MEN BY THESE PRESENTS:

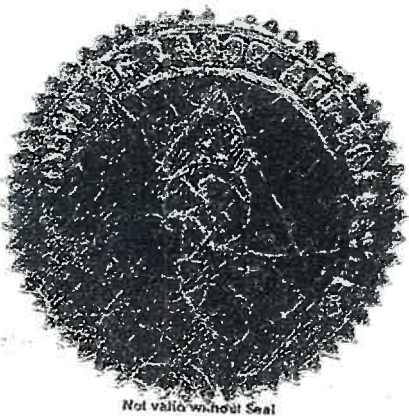
By virtue of the provisions of the Labor Code, as amended and its implementing rules

MANLOY SMALL COCONUT FARMERS ASSOCIATION
Brgy. Manloy, Carigara, Leyte

Has this day been registered as and conferred with all the rights and privilege 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.

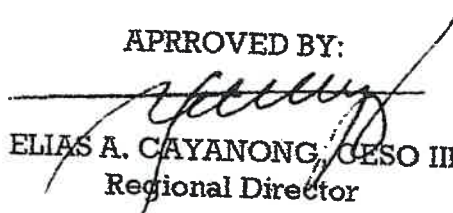
This certificate of registration shall subsist unless cancelled in the manner provided by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of the DOLE Regional Office No. VIII, Tacloban City, Philippines, this 6th day of May 2016.

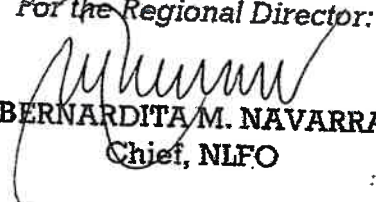


Not valid without Seal

APPROVED BY:


ELIAS A. CAYANONG, CESO III
Regional Director

For the Regional Director:


BERNARDITA M. NAVARRA
Chief, NLFO

Trece Martires St. Brgy. Libertad, Tacloban City
Tel Nos. 832-0698 / 832-0697 / 832-0433
Fax (053) 832-0697 / 832-0698
<http://ro8.dole.gov.ph/>



Annex E: Board Resolution - Intention for Accreditation

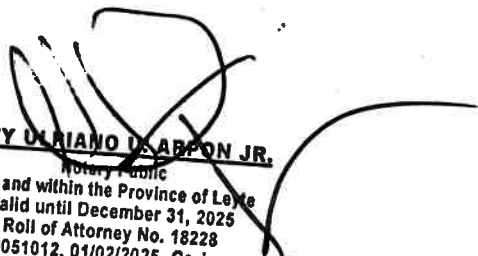
Chudic
CARMED G. NEDIC

[FULL NAME]

[Board Chairperson or Equivalent]

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

Doc No: 098
Page No: 2
Book No: 59
Series of: 762


ATTY. ULRIANO USABON JR.
Notary Public
For and within the Province of Leyte
Valid until December 31, 2025
Roll of Attorney No. 18228
PTR No. 0051012. 01/02/2025 - Carigara, Leyte
IBP No. 325792. 12/07/2023 - IBP Leyte Chapter
MCLE Compliance No. VIII - 0000085, valid until 04/14/2028
Notarial Commission No. R-CAR-2025-003-NC
Joseon de Mata St., Brgy. Baybay, Carigara, Leyte



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 8
Kanhuraw Hill, Tacloban City

DA-CSO ACRN No. R8-2022-006

This

**CERTIFICATE OF ACCREDITATION
REGIONAL LEVEL**

is issued to the

MANLOY SMALL COCONUT FARMERS ASSOCIATION

with address in

Manloy, Carigara, Leyte

for having satisfactorily complied with the requirements for accreditation as a legitimate Civil Society Organization (CSO) to be engaged by the Department of Agriculture (DA) as partner CSO in the implementation of agriculture and fishery programs, projects and activities pursuant to **DA Administrative Order No. 13, Series of 2020** as amended by **Administrative Order No. 19, Series of 2020** and **Administrative Order No. 13, Series of 2021**.

This Certificate of Accreditation shall be valid for three (3) years from the date of issuance, unless suspended or revoked prior to its expiration through a written notice issued by the DA.

Issued on the 30th day of May 2022 in DA-RFO 8, Kanhuraw Hill, Tacloban City

ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director

ANY ERASURES OR ALTERATION HEREON NULLIFIES THIS CERTIFICATION
NOT VALID WITHOUT THE DEPARTMENT OF AGRICULTURE DRY SEAL



(For verification of this Accreditation Certificate, you may contact the Department of Agriculture- Regional Field Office 8, Kanhuraw Hill, Tacloban City)



List of Current Officers of the Manloy Small Ccoconut Farmers Association

As of July 31, 2025

Name	Position
CARMEN G. NEDIC	President
ROMUALDO N. MACALALAG	Vice President
JOCELYN U. NARBONITA	Secretary
ROSALINDA P. MACALALAG	Treasurer
MARILYN P. SAN PEDRO	Auditor
MARIA ELVIRA M. REYES	Board of Director
TARCELITA P. SAMORANOS	Board of Director
VIRGINIA N. MACALALAG	Board of Director
TERESITA V. DOLLETE	Board of Director
ROSALIE D. MADARANG	Board of Director
EVANGELINA T. BACULANTA	Board of Director

Members:

AGAPITA NIEGAS
 ROSEBEL NEDIC
 CLARITA D. PANIM
 MYLA S. MACALALAG
 WENCESLAO O. NICANOR
 CREZALDY R. GELIZON
 WILFREDO J. MACALALAG
 CAROLINA B. FERNANDEZ
 CATALINO D. SABAY
 ROBERTO D. MISON
 ALEX A. ARPON
 NORMA C. PANIM
 DIOSDADO P. SAN PEDRO
 ROMEO N. CONDALOR
 BENVINIDO B. MACALALAG
 CALIXTO R. MACALALAG
 ALICE M. MACALALAG

Minutes of Manloy Small Coconut FA
Brgy. Manloy, Carigara, Leyte


Minutes on July 19 2025 we have called a meeting to the officers and members that we have called for re-accreditation for Sangguniang Bayan.


And then collection on monthly dues every month, we collect on members a 20 pesos monthly and also we collect the interest and for payment.

And we discuss also that 15/30 of the month. We always join the Kadiwa in Carigara, the meeting finish at 12:00 noon.

PRESENT:

Carmen G. Nedic
Romualdo N. Macalalag
Jocelyn M. Narbonita
Rosalinda P. Macalalag
Marilyn P. San Pedro
Maria Elvira M. Reyes
Rosalie D. Macalalag
Teresita V. Dollete
Tarcelita P. Samoranos
Evangelina T. Baculanta
Virginia M. Macalalag

Prepared By: 
Jocelyn M. Macalalag
MSCFA Secretary

Noted by: 
Carmen G. Nedic
MSCFA President

Minutes of Manloy Small Coconut FA
Brgy. Manloy, Carigara, Leyte

On July 10, 2024 we have a monthly meeting in our office/meeting center at 9 o'clock in the morning.

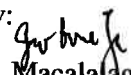
The members and officers agreed to have a pintakase for planting corn and Forest for Feeding of the Cattle.


And then we have a collection for monthly dues and interest.

At 11:30 in the morning is the finish of our meeting.

PRESENT:

Carmen G. Nedic
Romualdo N. Macalalag
Jocelyn M. Narbonita
Rosalinda P. Macalalag
Marilyn P. San Pedro
Maria Elvira M. Reyes
Rosalie D. Macalalag
Teresita V. Dollete
Tarcelita P. Samoranos
Evangelina T. Baculanta
Virginia M. Macalalag

Prepared By: 
Jocelyn M. Macalalag
MSCFA Secretary

Noted by: 
Carmen G. Nedic
MSCFA President

Minutes of Manloy Small Coconut FA
Brgy. Manloy, Carigara, Leyte

On January 1, 2024 we held a meeting for our members and officers, to collect the monthly dues, and the interest and all members agreed.

That we have a Pintakase for our garden, and plant the seedling coming from DA MAD. And the meeting finished at 12:00 noon.

PRESENT:

Carmen G. Nedic
Romualdo N. Macalalag
Jocelyn M. Narbonita
Rosalinda P. Macalalag
Marilyn P. San Pedro
Maria Elvira M. Reyes
Rosalie D. Macalalag
Teresita V. Dollete
Tarcelita P. Samoranos
Evangelina T. Baculanta
Virginia M. Macalalag

Prepared By:

Jocelyn M. Macalalag
Jocelyn M. Macalalag

MSCFA Secretary

Noted by:

Carmen G. Nedic
Carmen G. Nedic

MSCFA President

Annual Accomplishments Report
 Manlog Small Coconut FA
 [Name of Organization]
 Brgy. manlog Carigara Leyte

Name of Program/Project/Activity	Objectives	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Financial Grant	Sales of rice	July 2024		/	DOLE	
Kadiwa Grant	Sales of veg.	Dec. 2023	✓		DA AMAD	
Gardening	sales to Kadiwa	15/30 of Jan month		/		

*add rows as necessary

Prepared by: Jocelyn M. Narbonita
 [Name]
 Secretary-General

Noted by: CARMEN G. MEDIC
 [Name of Head of CSO]
 [Position/Designation]
 President

**Manloy Small Coconut FA
Brgy. Manloy Carigara, Leyte**

FINANCIAL STATEMENT

Grant / Source	Amount	Remarks
DOLE	298,000	Sales of Rice/Feeds
Kadiwa Trade Capital	50,000	Sales for Kadiwa
Monthly Dues	3,510.00	
 Interest Income		
From loan	10,900.00	
Insurance	<u>10,000.00</u>	
Total	P 372,410.00	
 Expenses		
Wages	7,125.00	
Supplies Materials	7,523.00	
Meeting & Seminar	5,700.00	
Light	300.00	
Travel & Transportation	7,439.00	
Taxes & Changes	8,998.00	
Loan Losses	6,000.00	
Insurance Expenses	650.00	
Members Sharable	20,100.00	
Support Services	4,629.00	
Other Expenses	12,400.00	
Losses from Sales	<u>16,525.00</u>	
Total	P 97,389.00	
 Cash on Hand		
Deposit	32,000.00	
 Collectable		
	242,611.00	

As of July 2025

Noted By:

C. Nedic

CARMEN G. NEDIC
MSCFA PRESIDENT

ROMUALDO M. MACALALAG
MSCFA VICE PRESIDENT

Joelyn M. Narbonita
JOCELYN M. NARBONITA
MSCFA SECRETARY

Rosalinda P. Macalalag
ROSALINDA P. MACALALAG
MSCFA TREASURER

Marilyn P. San Pedro
MARILYN P. SAN PEDRO
MSCFA AUDITOR

Ulpiano U. Arpon Jr.

ATTY ULPIANO U. ARPON JR.

Notary Public
For and within the Province of Leyte
Valid until December 31, 2025
Roll of Attorney No.-18228
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MCLE Compliance No.VIII - 0000085, valid until 04/14/2028
Notarial Commission No. R-CAR-2025-003-NC
Joson de Mata St., Brgy. Baybay, Carigara, Leyte

SUBSCRIBE AND SWORN
to before me this _____
at Carigara, Leyte, Philippines.