

Annex D: Letter of Application

Item No.: 28  
Date: 12 2025 AUG

July 31, 2025

**Vice Governor Leonardo “Sandy” Morales Javier Jr.**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte  
Capitol Grounds, Tacloban City, Leyte

**Sangguniang Panlalawigan**  
**Province of Leyte**  
**RECEIVED**  
Date: AUG 07 2025  
By: [Signature]

Dear **Vice Governor Leonardo “Sandy” Morales Javier Jr.**,

In response to your Notice of Call for Accreditation, please be informed that the Federation of Junior Marketing Association, with its office address at Eastern Visayas State University – Main Campus, Tacloban City, would like to seek accreditation from 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, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
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,

  
**KRISTINE JADE L. CADAVIS**  
Federation of Junior Marketing Association President

## Annex C: Application Form for Accreditation and Checklist of Requirements

### APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** Federation of Junior Marketing Association

**Address:** Eastern Visayas State University – Main Campus, Tacloban City

**Contact No.:** 09204147961 **Email address (optional):** \_\_\_\_\_

**Date Organized:** June 2008 **Sector/s Represented:** Higher Education & Youth

**Purposes/Objectives:** The organization aims to promote academic excellence and professional growth among marketing students, foster value-driven leadership and ethical practices, and enhance community engagement through meaningful service.

**Services that the organization provides or can participate in:** The FJMA organization can provide or can participate in activities that promote academic excellence, ethical leadership programs, community service, and marketing events to promote excellence and engagement.

**Registering Agency:** \_\_\_\_\_ **Date Registered:** \_\_\_\_\_

- 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:** 2024

- 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 Agriculture (DA)
- 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): SUC Eastern Visayas State University

**Organizational Level:**

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): Philippine Junior Marketing Association  
Others (specify): \_\_\_\_\_

**Projects Implemented in the Tacloban City, Leyte of City Government of Tacloban**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2024	<b>PAWsitivity: Maligayang PAWsko (a Christmas Special Gift Giving Activity of FJMA)</b>	Php9,033.00	Sponsorships	Tacloban Animal Shelter and Rescue at Brgy. Suhi, Tacloban City.	/	

**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.

  
**KRISTINE JADE L. CADAVIS**  
 President

  
**ROMMEL C. LAPINIG**  
 Secretary

**TO THE APPLICANT**

Kindly go through a self-assessment of the following requirements for your application. Please do not submit the Application Form without performing the said self-assessment.

<input type="checkbox"/>	1 Letter of Application
<input type="checkbox"/>	2 Duly accomplished Application Form for Accreditation
<input type="checkbox"/>	3 Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
<input type="checkbox"/>	4 Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
<input type="checkbox"/>	5 List of current Officers
<b>ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR</b>	
<input type="checkbox"/>	6 Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>7</b> Annual Accomplishment Report for the immediately preceding year   |
| <input type="checkbox"/> | <b>8</b> Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds |



**Federation of Junior Marketing Association**

**Eastern Visayas State University – Main Campus, Tacloban City**

**BOARD RESOLUTION NO \_\_\_\_\_**

**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;

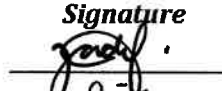
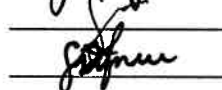
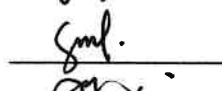
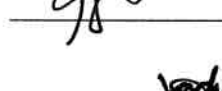

**WHEREAS**, the Federation of Junior Marketing Association is a civil society organization duly registered with the SUC Eastern Visayas State University, and existing under Philippine laws;


**WHEREAS**, in the Federation of Junior Marketing Association Special Board Meeting held at Eastern Visayas State University – Main Campus, Tacloban City on 07/28/2025, 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 an 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 2025-060, and to apply for membership in a local special body in the Tacloban City, Leyte of City Government of Tacloban

**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: Kristine Jade L. Cadavis, Emmanuel F. Mabaquiao, Gian Kent C. Rosanes, Rommel C. Lapinig, and Leo O. Ocasla Jr.

**ADOPTED** unanimously by the Board of Trustees/Directors of the Federation of Junior Marketing Association this 30th day of July 2025 in Tacloban City, Leyte, City Government of Tacloban


<i>Name</i>	<i>Position</i>	<i>Signature</i>
Kristine Jade L. Cadavis	President	
Gian Kent C. Rosanes	VP for External Affairs	
Rommel C. Lapinig	Executive Secretary General	
Angelica R. Taborada	Chairman for Finance	
Leo O. Ocasla Jr.	Chairman of the Board of Directors	

  
**Kristine Jade L. Cadavis**  
President

Annex E: Board Resolution - Intention for Accreditation

SUBSCRIBED AND SWORN TO before me this AUG 01 2025 day of \_\_\_\_\_, 2025 in TC, Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc No: 321  
Page No: 65  
Book No: 482  
Series of 2025

  
ATTY. EDWIN Y. CHUA  
Notary Public  
Until Dec. 31, 2026  
Appointment No. NC-2026-02-122  
PTR No. 8648668  
Roll No. 38362  
IDP License No. 01269  
Treceban City



PRESENTS THIS

# CERTIFICATE OF RECOGNITION

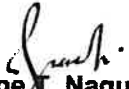
TO

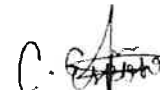
## Federation of Junior Marketing Association

for successfully completing the Membership Application Process for the Academic Year 2024 - 2025. This certifies that the aforementioned organization from **Eastern Visayas State University - Main Campus** is now officially recognized as a legitimate member of the National Federation on its 38th term.

Given this 1st day of March in the year of 2025 during the

### 38th General Assembly: IN-SYNC, Powering Retention Edge

  
**Irene T. Naquila**  
*Vice President for Memberships*  
Philippine Junior Marketing Association

  
**Charlotte Danielle S. Esposito**  
*Vice President for Chapters*  
Philippine Junior Marketing Association

  
**Andrea Nicole N. Bagtas**  
*Federation President*  
Philippine Junior Marketing Association

  
**Ms. Leah Marie Ayeng, CPM**  
*Director for Youth and Academe*  
Philippine Marketing Association

Annex F: List of Current Officers and Members

List of Current Officers of the Federation of Junior Marketing Association  
as of July 25, 2025

<b>Name</b>	<b>Position</b>
Kristine Jade L. Cadavis	<i>President</i>
Art Maurick B. Melgar	<i>Immediate Past President</i>
Emmanuel F. Mabaquiao	<i>VP for Internal Affairs</i>
Gian Kent C. Rosanes	<i>VP for External Affairs</i>
Rommel C. Lapinig	<i>Executive Secretary General</i>
Xan Verl Cj Masbang	<i>Assistant Secretary</i>
Angelica R. Taborada	<i>Chairman for Finance</i>
Mariella Mae S. Babagay	<i>Chairman for Audit</i>
Pearl Antonette M. Obillo	<i>Chairman for Communication</i>
Marc Dave T. Rosales	<i>Chairman for Business Development</i>
Riniel Paul L. Baoy	<i>Chairman for Ways and Means</i>
Ma. Esperanza Ala	<i>Chairman for Membership</i>
Aj Gabriel M. Villamor	<i>Chairman for Logistics</i>
Riniel Paul L. Baoy	<i>Creative Director</i>
Britney O. Sumacot	<i>Events Director</i>
Clynt Gian B. Solis	<i>Board of Director</i>
Althea Mae N. Abdon	<i>Senator</i>
Leo O. Ocasla Jr.	<i>Senator</i>
Elmarie B. Bersamin	<i>Senator</i>
Maria Gleceria E. Erat	<i>Associate Member</i>
Angel C. Balano	<i>Associate Member</i>
Sunshine T. Awa	<i>Associate Member</i>
Joshua J. Gariando	<i>Associate Member</i>
Sherry Joy L. Batan	<i>Associate Member</i>
Mariz De Lara	<i>Associate Member</i>
Ma. Lourdes A. Castardo	<i>Associate Member</i>
Krissel Anne M. Camposano	<i>Associate Member</i>

*\*add rows as necessary*

**Federation of Junior Marketing Association – EVSU Main Campus**

**Activity:** Annual Meeting for General FJMA Election for A.Y. 2025-2026.

**Participants:** All FJMA Officers, Committees, and Class Officers (1<sup>st</sup> Year – 3<sup>rd</sup> Year)

**Date and Time:** May 30, 2025 (1:00 – 3:30 PM)

**Expectations for the Activity:** To vote for new set of FJMA Officers and discuss future plans for the organization for A.Y. 2025-2026.

**General Objective:** To elect a new set of FJMA officers for Academic Year 2025–2026.

**Specific Objectives:**

- To introduce the candidates and share their platforms.
- To ensure a smooth and fair election process.
- To gather suggestions and ideas for FJMA's future plans and activities.

**Agenda:**

1. Brief Discussion about the Election Details.

- Mr. Art Maurick Melgar, the FJMA President, gave a short overview of the general election process to ensure all participants clearly understood the guidelines.
- Current (incumbent) FJMA officers also shared key information about their respective positions to give candidates and future officers a better understanding of their responsibilities.

2. Nomination and Voting of New Set of FJMA Officers (A.Y. 2025-2026)

- Nominations were officially opened for the different elected positions. Nominees took the stage to introduce themselves and share their platforms, hoping to gain the trust and support of the participants.
- The official results of the election for the new FJMA Officers are as follows:

**President:** Kristine Jade L. Cadavis

**Immediate Past President:** Art Maurick B. Melgar

**VP for Internal Affairs:** Emmanuel F. Mabaquiao

**VP for External Affairs:** Gian Kent C. Rosanes

**Executive Secretary General:** Rommel C. Lapinig

**Assistant Secretary General:** Xan Verl Cj Masbang

**Chairman for Finance:** Angelica R. Taborada

**Chairman for Audit:** Mariella Mae S. Babagay

**Chairman for Communication:** Pearl Antonette M. Obillo

**Chairman for Ways and Means:** Rosette Claire Sabido

**Chairman for Business Development:** Marc Dave T. Rosales

**Chairman for Membership:** Ma Esperanza Ala

**Chairman for Logistics:** Aj Gabriel M. Villamor

3. Other Matters

- *Renewal of the Organization*

- The organization's renewal is scheduled for August. Officers were reminded that the **Constitution and By-Laws** must be updated beforehand.

Annex G: Minutes of Annual Meetings

- It was advised to inquire with the **Student Affairs and Services Office (SASO)** for any updated requirements for organization renewal.
- *Advisership*
  - After voting, it was announced that **Dr. Felix Dexter O. Barrion** and **Ma'am Ronna Michelle G. Edrozowill** serve as the new advisers for FJMA A.Y. 2025–2026.
- *Courtesy Call*
  - A courtesy visit will be arranged with:
    - Dr. Rose Anna L. Refuerzo – *Dean*, College of Business and Entrepreneurship
    - Prof. Giselle Janna Joyce C. Moricilla, MM – *Marketing Department Head*
    - The newly elected advisers – Dr. Barrion and Ma'am Edrozo
- *Upcoming Plans and Preparations.*
  - The new officers agreed to prioritize the **organization renewal and revision of the Constitution and By-Laws** during the summer.
  - They also shared initial activity ideas for the next academic year. The **finalization of the Calendar of Activities** will be accomplished within the summer term.

Prepared by:

  
**ROMMEL C. LAPINIG**  
Secretary-General

Noted by:

  
**KRISTINE JADE L. CADAUIS**  
President

**FEDERATION OF JUNIOR MARKETING ASSOCIATION (FJMA) EVSU Main Campus**  
**[Name of Organization]**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
EVSU Charter Days Celebration	<ul style="list-style-type: none"> <li>- Encourage student participation in campus life through organization engagement.</li> <li>- Strengthen the visibility and fundraising efforts of student orgs.</li> </ul>	August 19-28, 2024	/		Php 12,105.00	The organizational fair brought energy and inclusivity to the campus. Students enjoyed exploring booths while orgs strengthened their presence.
COBE Days Celebration 2024 <i>(in collaboration with the organizations under the College of Business and Entrepreneurship)</i>	<ul style="list-style-type: none"> <li>- Foster unity and friendship among COBE students.</li> <li>- Celebrate student talents through collaborative events.</li> </ul>	August 26-29, 2024	/		Php 3,500.60	A successful celebration of talent and unity across COBE departments. Students in the college had fun while growing their confidence.
Teachers Day Celebration <i>(university-wide)</i>	<ul style="list-style-type: none"> <li>- Show gratitude to faculty for their dedication and support.</li> <li>- Represent FJMA in campus-wide appreciation initiatives.</li> </ul>	October 11, 2024	/		Php 1,461.00	A touching tribute to our beloved teachers. FJMA's participation showed heartfelt appreciation and organizational presence.
EVSU Intramurals	<ul style="list-style-type: none"> <li>- Encourage students to join athletic and</li> </ul>	October 21-25 2024	/		Php 985.00	A lively and engaging week of friendly competition. FJMA's booth was a highlight and helped energize the


Annex H: Annual Accomplishment Report

	<p>cultural competitions.</p> <ul style="list-style-type: none"> <li>- Promote sportsmanship and unity within the campus.</li> </ul>					crowd.
Mind Matters: A Webinar for Mental Health Awareness	<ul style="list-style-type: none"> <li>- Raise awareness on the importance of mental well-being.</li> <li>- Equip students with practical coping strategies for stress.</li> </ul>	October 22, 2024	/		Php 1,000.00	A meaningful and eye-opening discussion on mental health. The speaker (mental health advocate) inspired students to care for themselves and others.
Himangraw 2024: FJMA General Assembly and Orientation	<ul style="list-style-type: none"> <li>- Orient members on university policies and FJMA's goals.</li> <li>- Inspire self-growth through leadership and innovation talks.</li> </ul>	October 30, 2024	/		Php 1,464.00	A motivating start to the academic year for FJMA members. The keynote message lit a spark and inspired the audience.
FJMA Leadership Training and Seminar	<ul style="list-style-type: none"> <li>- Strengthen leadership and communication skills of officers.</li> <li>- Foster collaboration through guided training and mentorship.</li> </ul>	December 9, 2024	/		Php 2,292.00	A confidence-building seminar that empowered FJMA leaders. Everyone walked away with sharper skills and renewed drive.
PAWsitivity: Maligayang PAWsko (a Christmas Special Gift Giving Activity of FJMA)	<ul style="list-style-type: none"> <li>- Extend compassion through donations to rescued</li> </ul>	December 21, 2024	/		Php 9,033.00	A heartwarming outreach that spread love to our furry friends at Tacloban Animal Shelter and Rescue at Brgy. Suhi, Tacloban City. The holiday spirit

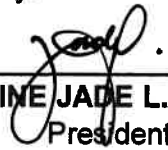
Annex H: Annual Accomplishment Report

	animals. - Promote animal welfare awareness and community care.					came alive through generosity and teamwork of the organization.
--	--	--	--	--	--	---

Prepared by:

  
\_\_\_\_\_  
**ROMMEL C. LAPINIG**  
Secretary-General

Noted by:

  
\_\_\_\_\_  
**KRISTINE JADE L. CADAVIS**  
President

**FEDERATION OF JUNIOR MARKETING ASSOCIATION**  
**FINANCIAL STATEMENT FOR CY 2024**  
**FIRST SEMESTER**


<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Outstanding Balance	4,525	Remaining balance from last A.Y.
Donations	7,200	From sponsors and donors for Project 11: <i>Pawsitivity: Maligayang Pawsko</i>
Membership Fees	32,200	Collected from members during enrollment
Other Collection from the Generating Project	17,314	Income From Fundraisers and FJMA Booths
<b>TOTAL</b>	<b>₱ 61,239</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Organization Renewal	352	Annual university renewal
Project 1: EVSU CHARTER DAYS	12,105	Booth, Material, and participation expenses
Project 2: COBE DAYS	3,500.60	Materials and snacks for participants and judges
Project 3: Suicide Awareness Webinar	2,500	Speaker honorarium
Project 4: Monthly Clean-up Drive	300	Tarpaulin
Project 5: Teacher's Day	1,461	Tokens
Project 6: EVSU Intramurals	985	Materials, snacks, and Booth rental
Project 7: Mind Matters Webinar	1,000	Speaker honorarium
Project 8: Himangraw 2024	1,464	Activity materials and snacks for judges
Project 9: English month participation	176	Snacks for FJMA participants
Project 10: FJMA Leadership Training and Seminar	2,292	Activity materials and snacks
Project 11: Pawsitivity: Maligayang Pawsko	9,033	Dog food, Pet essentials, Noche Buena package, and snacks

Annex I: Annual Financial Statement

Police Clearance	150	For renewal
Office Supplies	14,540	Printer, Bondpaper, inks, and other essentials
<b>TOTAL</b>	<b>₱ 49,858.60</b>	
<b>TOTAL FUND BALANCE</b> (Total Inflow – Total Outflow)	<b>₱11,380.40</b>	

Noted by:

  
**KRISTINE JADE L. CADAVIS**  
2025 FJMA President

  
**GIAN KENT C. ROSANES**  
2025 Vice President for External Affairs

  
**ROMMEL C. LAPINIG**  
2025 FJMA Executive Secretary-General

  
**ANGELICA TABORADA**  
2025 FJMA Chairman for Finance

  
**MARIELLA MAE S. BABAGAY**  
2025 FJMA Chairman for Audit