

Annex D: Letter of Application

Item No.: 29
Date: 12 2025 AUG

July 25, 2025

Vice-Governor LEONARDO M. JAVIER, JR.
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: AUG 05 2025
By: [Signature]

Dear Vice-Governor Javier:

In response to your Notice of Call for Accreditation, kindly be informed that **Kabataan San Sidlangan, Inc.**, with office address at **303 San Miguel St. Brgy. Poblacion Tolosa, 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 **Securities and Exchange Commission** or existing valid Certificate of Accreditation issued by the **Province of Leyte, Province of Southern Leyte, City of Tacloban, Municipality of Tolosa, and Municipality of Abuyog** 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,


LEO CHRISTIAN V. LAUZON
President

APPLICATION FORM FOR ACCREDITATION

Name of Organization : Kabataan San Sidlangan, Inc.
Address : 303 San Miguel St. Brgy. Poblacion Tolosa, Leyte 6503
Contact No. : 0915-421-1989
Email address (optional) : uswagsiniranganbisayas@gmail.com
Date Organized : January 1, 2016
Sector/s Represented : Children, Youth, Women, and People of Diverse SOGIE

Purposes/Objectives:

1. To mobilize young people to be active and participative in the development of Eastern Visayas;
2. To secure a generation of young people free from gender-based violence, HIV/AIDS, poverty, and rare diseases through Peer Education;
3. To protect the tangible and intangible culture and heritage of Eastern Visayas through a youth-centered conservation and preservation;
4. To safeguard the environment from its destruction so that future generations can have a better life; and
5. To contribute to the achievement of the Philippines commitment of the United Nations Sustainable Development Goals by the year 2030.

Services that the organization provides or can participate in:

1. Provision of Technical Assistance in the crafting of Local Youth Development Plan and Annual Youth Investment Plan of the Province of Leyte
2. Provision of Technical Assistance in the crafting of the three-year Gender and Development Agenda and Annual GAD Plan and Budget of the Province of Leyte
3. Conduct of trainings that will strengthen Life Skills of young people in the Province of Leyte
4. Conduct of trainings on heritage mapping in the Province of Leyte using the Philippine Heritage Map powered by Arches, Getty Institute, and Grupo Kalinangan
5. Strengthen the advocacy and intervention in addressing Teenage Pregnancy, HIV and AIDS, and Health and Nutrition in the Province of Leyte

Registering Agency:

Date Registered: October 3, 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: _____

- 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): **Regional**

Projects Implemented in the Province of Leyte

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2024	Gender and Development	P30,000	Charge against the GAD funds of partner organizations	Women, children, youth, and people of diverse SOGIE of Leyte	Completed	
2024	Media and Information Literacy	P20,000	Grant from Break the Fake Movement and US Embassy Manila	Youth of Leyte	Completed	

2024	Media and Information Literacy	P50,000	Grant from UNFPA Philippines and Global Affairs Canada	Youth of Leyte	Completed
2024	Mental Health and Psychosocial Services	P10,000	Funds of the organization	Children and youth of Leyte	Completed
2024	Mentoring and Capability Building of Members	P10,000	Funds of the organization	Members of Kabataan San Sidlangan, Inc.	Completed
2024	OSEC/CSEC Prevention	P20,000	Grant from Break the Fake Movement, US Embassy Manila, UNFPA Philippines, and Global Affairs Canada	Children and youth of Leyte	Completed

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.


LEO CHRISTIAN V. LAUZON
President


DAPHNE A. ALERA
Secretary



KABATAAN SAN SIDLANGAN, INC.

Registered and Accredited:

Proud Member and Partner:



**Kabataan San Sidlangan, Inc.
Tolosa, Leyte**

BOARD RESOLUTION NO 005

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 **Kabataan San Sidlangan, Inc.** is a civil society organization duly registered with the **Securities and Exchange Commission**, and existing under Philippine laws;

WHEREAS, in the **Kabataan San Sidlangan, Inc.** Special Board Meeting held at **303 San Miguel St. Brgy. Poblacion Tolosa, Leyte** on **07/10/2025**, 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 Province of Leyte

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Board Member **Ronnan Christian Reposar**.

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: **Leo Christian V. Lauzon, Mary Juliet Karen B. Villareal, and Daphne A. Alera**.

ADOPTED unanimously by the Board of Trustees/Directors of the **Kabataan San Sidlangan, Inc.** this **10th** day of **July, 2025** in the **Province of Leyte**

Name	Position	Signature
<u>LEO CHRISTIAN V. LAUZON</u>	<u>PRESIDENT</u>	
<u>KAREN B. TERADO</u>	<u>VICE-PRESIDENT</u>	
<u>DAPHNE A. ALERA</u>	<u>SECRETARY</u>	

Annex E: Board Resolution - Intention for Accreditation

MARY JULIET KAREN B. VILLAREAL

TREASURER

LILIAN H. SALAZAR

AUDITOR

**add rows as necessary*

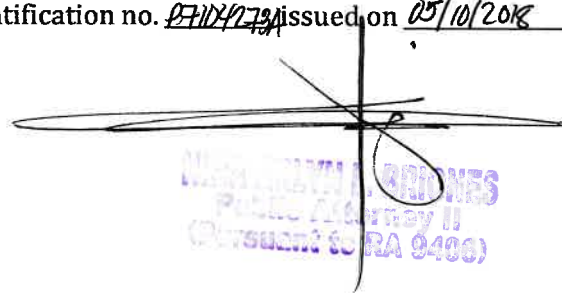


LEO CHRISTIAN V. LAUZON

President

SUBSCRIBED AND SWORN TO before me this ^{04 AUG 2025} ___ day of ____, 2025 in ____, Affiant exhibiting to me his/her PASSPORT with valid identification no. P7104791 issued on 05/10/2018 at IFATACUSAN.

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MARIA ANTONIA ARDONES
Public Notary II
(Pursuant to RA 9406)

Annex F: List of Current Officers and Members

List of Current Officers of the **Kabataan San Sidlangan, Inc.**

as of June 27, 2025

Name	Position
Leo Christian V. Lauzon	President
Karen B. Terado	Vice President
Daphne A. Alera	Secretary
Mary Juliet Karen B. Villareal	Treasurer
Lilian H. Salazar	Auditor
Leo Christian V. Lauzon	Head, Health Committee
Daphne A. Alera	Head, Education Committee
Mary Juliet Karen B. Villareal	Head, Environmental Committee
Leo Christian V. Lauzon	Head, Infrastructure and Safety Committee
Justin S. Abaigar	Member
Daphne A. Alera	Member
Julius Bernal	Member
Shaira Marie V. Boco	Member
Sherisse Marie V. Boco	Member
Brad Steven V. Bolivar	Member
Sharibelle Claire V. Bolivar	Member
Melboy R. Bulan	Member
Lilian Kate T. Corpin	Member
Chrisly O. De Asis	Member
Jericq V. Dela Rea	Member
Ma. Julia V. Dela Rea	Member
Toni Marie V. Enola	Member
Edward Ambross M. Lauzon	Member
Elaine Angela M. Lauzon	Member
Elisha Arianne M. Lauzon	Member
Emman Aristotle M. Lauzon	Member
Haydee Michelle S. Lauzon	Member
Leo Christian V. Lauzon	Member
Leo Dominique V. Lauzon	Member
Angelo R. Lumbre	Member
Andrea Faye S. Mendoza	Member
Elthea S. Mendoza	Member
Ruth S. Mendoza	Member
Jincent O. Mercado	Member
Lilian H. Salazar	Member
Jean P. Samson	Member
Francis Miguel T. Villacortes	Member
Kevin Dale T. Villacortes	Member
Pamela Beth T. Villacortes	Member
Mary Juliet Karen B. Villareal	Member

**add rows as necessary*

Annex G: Minutes of Annual Meetings

Kabataan San Sidlangan, Inc.

(Excerpts taken from the Minutes of Annual Board of Trustees Meeting)

Activity : Annual Board of Trustees Meeting
Participants : Members of the Board of Trustees
Date and Time : June 27, 2025 at 1 o'clock in the afternoon
Expectations for the Activity: To continue to provide direction to the organization.

General Objective : To be able to conduct the Annual Board of Trustees Meeting.

Specific Objectives :

- To be able to monitor and evaluate the organizational performance for 2024.
- To be able to identify organizational challenges and corresponding solutions.
- To be able to approve programs and funding mechanisms for FY 2025-26.

Agenda:

1. Agenda 1: Approval of Annual Accomplishment Report

The Secretary-General presented the Annual Accomplishment Report for FY 2024-2025. Members of the Board of Trustees noted that majority of the programs, projects, and activities for FY 2021-2022 are still being carried out via online platform although there is a steady increase of hybrid and limited face-to-face activities. This is due to the COVID-19 Pandemic and strict adherence to health protocols to eliminate any possible risk of transmitting the COVID-19 virus and create a super-spreader event.

The Board passed a resolution commending two of the organization's members who were able to achieve a significant milestone as youth leaders:

1. Leo Christian V. Lauzon, Regional Development Council VIII Co-Chairperson and JCI Philippines Certified Trainer
2. Melboy R. Bulan, Champion of the 4th University of Cebu-Konrad Adenauer Stiftung International Environmental Law Moot Court

After a thorough discussion and being satisfied with the responses coming from program implementers, the Members of the Board of Trustees unanimously approved the Annual Accomplishment Report for FY 2024.

2. Agenda 2: Approval of Annual Financial Report

The Treasurer presented the Annual Financial Report for FY 2024. It has been noted by the Members of the Board of Trustees that funding for majority of the programs, projects, and activities for FY 2024 is sourced from small grants and funding from partner organizations. This is due to the Post COVID-19 Pandemic and the ramifications brought about by the defunding of USAID. It has also been decided during the previous Annual Board of Trustees Meeting to continue to suspend the mandatory collection of membership fees and remain the collection on voluntary basis. Post COVID-19 recovery has affected the majority of the members that crippled their financial capability to pay their yearly and monthly dues.

After a thorough discussion and being satisfied with the responses coming from program implementers, the Members of the Board of Trustees unanimously approved the Annual Financial Report for FY 2024.

3. Agenda 3: Re-Accreditation to LGU Local Special Bodies

The Board of Trustees of Kabataan San Sidlangan, Inc. agreed that it will be seeking re-accreditation to relevant Local Special Bodies (LSBs) of the Provincial/Local Government Units (LGUs) of Leyte; Samar; Southern Leyte, Tacloban City, Abuyog pursuant to DILG Memorandum Circular No. 2025-060 and related issuances on civil society participation.

KSS nominated Leo Christian V. Lauzon, Daphne A. Alera, Mary Juliet Karen B. Villareal, and Chrisly O. De Asis as official representatives and alternates to sit in each LSB, with the responsibility of participating actively and submitting regular feedback to the organization and the concerned LGU office.

4. Agenda 4: Re-Accreditation to Regional Development Council VIII

Kabataan San Sidlangan (KSS), a youth-serving, SEC-registered non-government organization operating in Eastern Visayas, has actively participated in development planning, monitoring, and advocacy across various thematic areas including adolescent health, peacebuilding, disaster resilience, and inclusive governance. The organization was previously accredited by the Regional Development Council VIII and is now applying for re-accreditation for the 2025–2028 RDC term in compliance with NEDA guidelines and RDC VIII Secretariat requirements.

KSS reiterated its commitment to uphold participatory, inclusive, and evidence-informed engagement in RDC processes, including planning, budgeting, monitoring, and policy formulation.

Prepared by:



DAPHNE A. ALERA
Secretary-General

Noted by:



LEO CHRISTIAN V. LAUZON
President

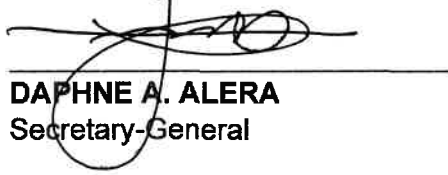
Annex H: Annual Accomplishment Report

Kabataan San Sidlangan, Inc.

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Gender and Development	Gender equality, women empowerment, and social inclusion	2024	Completed		P30,000	Activities/Trainings include Gender Sensitivity; Gender Analysis; Gender Equality and Social Inclusion; and Sexual Orientation, Gender Identity, Expression, and Sexual Characteristics
Media and Information Literacy	Media and Information Literacy	2024	Completed		P70,000	Media and Information Literacy utilizing Tech4Ed Hub
Mental Health and Psychosocial Services	Mental health and well-being	2024	Completed		P10,000	Online training with limited face-to-face interaction
Mentoring and Capability Building of Members	Capability building	2024	Completed		P10,000	This is to enhance the capability of members to access development opportunities.
OSEC/CSEC Prevention	Child protection	2024	Completed		P20,000	This is in response to increase online exploitation of children and youth.
Disaster Risk Reduction and Management	Capability building	2024	Completed		P10,000	Disaster preparedness

**add rows as necessary*

Prepared by:



DAPHNE A. ALERA
Secretary-General

Noted by:




LEO CHRISTIAN V. LAUZON
President

KABATAAN SAN SIDLANGAN, INC.
FINANCIAL STATEMENT FOR CY 2024

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1	30,000.00	
Donor 2	30,000.00	
Donor 3	60,000.00	
Monthly Dues / Membership Fees	0.00	
Income Generating Project 1	10,000.00	
Income Generating Project 2	10,000.00	
TOTAL	140,000.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1	30,000.00	
Project 2	20,000.00	
Project 3	50,000.00	
Project 4	10,000.00	
Project 5	10,000.00	
Project 6	10,000.00	
Meeting Expenses	0.00	Charged to each projects
Office Supplies	0.00	Charged to each projects
Logistics / Transportation	0.00	Charged to each projects
Administrative and Personnel	0.00	Charged to each projects
TOTAL	130,000.00	
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	10,000.00	

Noted by:


LEO CHRISTIAN V. LAUZON
 President


KAREN B. TERADO
 Vice President


DAPHNE A. ALERA
 Secretary-General


MARY JULIET KAREN B. VILLAREAL
 Treasurer


LILIAN H. SALAZAR
 Auditor



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
CEBU EXTENSION OFFICE
Cebu City

COMPANY REG NO. CN201845008

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

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

Kabataan San Sidlangan, 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 issue, sell or offer for sale securities to the public, such as but not limited to shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by the Securities and Exchange Commission; nor 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/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a 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 Cebu City, Philippines, this day of 3rd, October, Twenty Eighteen.


LORNA N. TICK-CUBERO
Officer-in-Charge
SEC CEBU OFFICE



Republic of the Philippines
Province of Leyte



SANGGUNIANG PANLALAWIGAN

PURSUANT TO SP RESOLUTION NO. 2022-460, this

Certificate of Accreditation

is awarded to

KABATAAN SAN SIDLANGAN, INC.
Tolosa, Leyte

for having satisfactorily complied with the requirements for accreditation as specified in the Local Government Code of 1991 and as promulgated in DILG Memorandum Circular No. 2022-083 dated June 15, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Sangguniang Panlalawigan, Province of Leyte, to be affixed herein this September 13, 2022, at the Leyte Provincial Government Complex, Pal, Leyte, Philippines.


HON. MICHAEL L. CARI

5th District Board Member
Temporary Presiding Officer



Republic of the Philippines
PROVINCE OF SOUTHERN LEYTE

THIS IS TO CERTIFY THAT, having satisfactorily complied with all the requirements and criteria for accreditation, pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2022-083 dated June 15, 2022, the

KABATAAN SAN SIDLANGAN, INC.
BRGY. GAKAT LIBAGON, SOUTHERN LEYTE

an organization duly registered/certified with the Securities and Exchange Commission (SEC) and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

In witness whereof, I have hereunto set my hand and caused the seal of the Province of Southern Leyte to be affixed herein this 19th day of September 2022, at the Sangguniang Panlalawigan Conference Hall, Legislative Building, Asuncion, Maasin City, Southern Leyte, Philippines.

ROSA EMILIA G. MERCADO
Presiding Officer of the Sanggunian



Republic of the Philippines
CITY OF TACLOBAN

THIS IS TO CERTIFY THAT, having satisfactorily complied with all the requirements and criteria for accreditation, pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2022-83 dated June 15, 2022, the

Kabataan San Sidlangan, Inc.

Block 19 Lot 11 Phase 2, Waling-Waling St., V&G Subdivision, Brgy. 109, Tacloban City

an organization duly registered/ certified with the SEC and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

In witness whereof, we have hereunto set our hand and caused the seal of the City of Tacloban to be affixed herein this 17th day of November 2022, at Tacloban City, Leyte, Philippines.

HON. EDSON R. MALAKI

Chairperson, Committee on People
Empowerment and Participation

HON. EDWIN Y. CHUA

City Vice Mayor &
Presiding Officer