



Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Albuera Tabgas Farmer Irrigations' Association, Inc.  
Brgy. Tabgas Albuera Leyte

Item No.: 33  
Date: 12 2025 AUG

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: AUG 08 2025  
By: J. P. ...

July 10, 2025

**HON. LEONARDO "SANDY" JAVIER JR.**  
Vice-Governor  
Province of Leyte

Dear Vice-Governor Javier,

Good day...

The undersigned would like to respectfully inform your good office that our organization, the Albuera Tabgas Farmer Irrigations' Association, Inc. of Brgy. Tabgas, Albuera, Leyte, intends to seek accreditation from the Sangguniang Panlalawigan of the Province of Leyte this August.

In support of this application for accreditation, we are submitting herewith the following administrative requirements, to wit:

1. Duly accomplished Application Form for Accreditation;
2. Duly Approved Board Resolution signifying the intent to seek accreditation for the purpose of representation in the local special body
3. Certificate of Registration issued by the SEC
4. List of Current Officers
5. CY 2024 Minutes of the Annual Meeting
6. CY 2024 Annual Accomplishment Report
7. CY 2024 Financial Statements.

We sincerely hope that your kind and esteemed office will find everything in order and give due course to our organization's application for accreditation.

Thank you very much, and more power!

Very respectfully yours.

  
**DIOSCORO P. CAINDOC**  
*President*

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

### APPLICATION FORM FOR ACCREDITATION

**Name of Organization:** ALBUERA TABGAS FARMER IRRIGATORS' ASSOCIATION, INC.  
**Address:** BRGY. TABGAS, ALBUERA, LEYTE.  
**Contact No.:** 0906-818-0277  
**Email address:** [villafanecharmen@gmail.com](mailto:villafanecharmen@gmail.com)  
**Date Organized:** January 10, 2019  
**Sectors Represented:** Rice Farmers  
**Purposes/Objectives:**

To promote sustainable and efficient use of irrigation water for agricultural production among its members.

To improve agricultural productivity and income of its members through shared resources, knowledge, and support.

To serve as a unified body representing the interests and welfare of its farmer-members.

Services that the organization provides or can participate in:

1. Operation and Maintenance of Irrigation Systems
  - Managing the scheduling and distribution of irrigation water.
  - Conducting regular inspection, cleaning, and minor repairs of canals, dikes, gates, and other structures.
  - Assisting the NIA during system maintenance or rehabilitation.
2. Water Management Services
  - Implementing equitable water allocation among members.
  - Monitoring and preventing illegal or excessive water usage.
  - Participating in Water Distribution Planning and Water Delivery Schedules with NIA.
3. Collection and Management of Association Service Charges (ASC)
  - Collecting fees from members per hectare or cropping season.
  - Managing funds for operation, maintenance, and administrative expenses.
4. Agricultural and Technical Support
  - Coordinating with DA, LGUs, or NIA for training on rice production, pest control, climate-smart agriculture, etc.
  - Assisting in the introduction of new farming technologies and practices.
  - Partnering with government for access to certified seeds, fertilizers, or machinery.
5. Infrastructure Improvement Projects
  - Participating in project planning, implementation, and monitoring for irrigation upgrades or new structures.
  - Requesting support or equipment from NIA (e.g., desilting machine, solar pump).
6. Community Organizing and Advocacy
  - Holding General Assembly Meetings to discuss issues, updates, and plans.
  - Representing farmers' concerns to government agencies or local officials.
  - Coordinating disaster response or rehabilitation during floods or droughts.

**Registering Agency:** Security and Exchange Commission (SEC)

**Date Registered:** July 18, 2019

Accrediting Agency: Department of Agriculture

Date Registered: July 18, 2019

Organizational Level:

Barangay level

NIA / DAR/ DA-LGU

**Projects Implemented in the Municipality of Albuera Leyte**


Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	On-going
2020	Dam Repair	8 Million	NDDRMF	Irrigators Association	/	
2022	Canal Extension/Protection Works	15 Million	CIS-Repair	Irrigators Association	/	

Depending on your organization technical area of expertise and scope of activity, which local Special Body are you most capable to be a member of?

- Local Development Council

WE HEREBY CERTIFY to the correctness of the above information.

  
**DIOSCORO P. CAINDOC**  
President

  
**JOSEPHINE P. CAINDOC**  
Secretary



**SAN PEDRO TABGAS CIS**  
**ALBUERA TABGAS FARMER IRRIGATORS ASSOCIATION, INC.**  
 Brgy. Tabgas, Albueria, Leyte  
 SEC REG. NO.: CN201910254  
 TIN: 010363-594-000

**Board Resolution No. 1**  
**SERIES OF 2025**

**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 ALBUERA TABGAS FARMERS IRRIGATORS' ASSOCIATION INC. is a civil society organization duly registered with the Securities and Exchange Commission (SEC) under and existing under Philippine Laws;

**WHEREAS**, in ALBUERA TABGAS FARMERS IRRIGATORS ASSOCIATION INC., the Special Board Meeting held at IA Office Brgy. Tabgas, Albueria, Leyte, on August 1, 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 Bayan 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 local special body in the municipality of LGU.


**RESOLVED FURTHER**, to accord a copy of this RESOLUTION on the Chair of Sangguniang Committee on Accreditation, the Honorable Romeo M. Junco.

**ADOPTED** unanimously by the Director of ALBUERA TABGAS FARMERS IRRIGATORS' ASSOCIATION INC. this day August 2025 in the Province of Leyte, Municipality of Albueria.

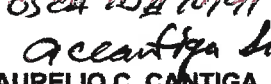
  
**DIOSCORO A. CAINDOC**  
 IA PRESIDENT

  
**EDELMA R. TANGARORANG**  
 VICE-PRESIDENT

  
**NORMA P. PAJARON**  
 TREASURER

  
**ANTONINA A. WUNDER**  
 AUDITOR

  
**JOSEPHINE P. CAINDOC**  
 SECRETARY

  
**AURELIO C. CANTIGA**  
 BOT

  
**EDITHA P. ABAJON**  
 BOT

  
**ROMEO C. CENIZA**  
 BOT


  
**ELISEO G. PAJARON**  
 BOT

**AUG. 06 2025**

**SUBSCRIBE AND SWORN** to before me this \_\_\_ day of August 2025 in Albueria, Leyte. Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_

Doc. No. 2A  
 Page No. 10  
 Book No. 12  
 Series of 12A



  
**ALEAH RAFAEL G. BATAAN-TOLIBAO**  
 Notary Public for the City of Ormoc, Municipalities of Kananga, Matag-ob, Merida and Inabuh, Leyte  
 Notarial Commission No. OFM-24-11-017-NC  
 Notarial Commission to expire on 12/31/2026  
 2nd Floor, P. 2311 Bldg., South Gate St., Ormoc City  
 Tel. No. (085) 829-8347  
 Roll No. 02858  
 IBP No. 487408 - Leyte Chapter, 12/26/2024  
 PTR No. 8342338, Ormoc City, 01/03/2025  
 MCLE Compliance No. VII-000552, Until 09/14/2028  
 TIN: 409-028-725




SAN PEDRO TABGAS CIS  
ALBUERA TABGAS FARMER IRRIGATORS ASSOCIATION, INC.  
Brgy. Tabgas, Albuera, Leyte  
SEC REG. NO.: CN201910254  
TIN: 010-363-594-000

## LIST OF OFFICERS

As of July 31, 2025

NO.	NAME	DESIGNATION	ADDRESS
1	DIOSCORO P. CAINDOC	President	San Pedro, Albuera, Leyte
2	EDELMA R. TANGARORANG	Vice-President	Tabgas, Albuera, Leyte
3	JOSEPHINE P. CAINDOC	Secretary	Tabgas, Albuera, Leyte
4	NORMA F. PAJARON	Treasurer	Tabgas, Albuera, Leyte
5	ANTONINA A. WUNDER	Auditor	Tabgas, Albuera, Leyte
6	EDITHA P. ABAJON	Board of Trustee	Tabgas, Albuera, Leyte
7	ROMEO C. CENIZA	Board of Trustee	Tabgas, Albuera, Leyte
8	AURELIO C. CANTIGA	Board of Trustee	Tabgas, Albuera, Leyte
9	ELESIO G. PAJARON	Board of Trustee	Tabgas, Albuera, Leyte

Prepared by:

  
**JOSEPHINE P. CAINDOC**  
Secretary

Noted by:

  
**DIOSCORO P. CAINDOC**  
President



San Pedro Tabgas Communal Irrigation System  
**ALBUERA TABGAS FARMER IRRIGATORS' ASSOCIATION, INC.**  
 SEC Registration No. CN201910254  
 TIN NO.: 010-363-594-000  
 Brgy. Tabgas, Albueria, Leyte

**MEMBERS MASTERLIST**

As of July 31, 2025

NO.	NAME OF MEMBERS			FARM AREA (Ha)
	LAST NAME	FIRST NAME	MIDDLE NAME	
1	ALAO	JOSEFINA	MAGDASAL	1.0500
2	ANTIGUA	PEDRO	DAWAL	0.4000
3	ANTIGUA	WENIFREDA	FORTUNA	2.8000
4	ANTIGUA	ERNESTO	CARIÑO	0.1100
5	ANTIGUA	NESTOR	GREGORIO	0.4000
6	ANTIGUA	AMBROSIO	CENEZA	0.1100
7	ATON	CORAZON	CENEZA	0.0800
8	BANDOJA	HERMOGENA	NUÑEZ	0.4800
9	BUTAC	REMEDIOS	ROJOCA	0.2500
10	CABESAS	LUCRESIO	CASTAÑARES	0.8600
11	CAINDOC	AURELIA	NUÑEZ	1.1000
12	CAINDOC	JOSEPHINE	PEPITO	0.2500
13	CAINDOC	COLUMBA	CASERO	0.3200
14	CAINDOC	DIOSCORO	PIRANTE	1.1300
15	CALABIA	ALBERTO	MOTALBAN	0.8400
16	CANTIGA	ADRIAN	ANTIGUA	1.1900
17	CANTIGA	AURELIO	CASTAÑARES sr.	0.5400
18	CANTIGA	ANTONIO	CASTAÑARES	0.1100
19	CASAS	DUQUE	RAYMONDO	1.6100
20	CASERO	ROSALIA	MARAPOC	0.2300
21	CASERO	ROMEL	PEPITO	0.2200
22	CASERO	ANECITA	ANTIGUA	0.6700
23	CASTANARES	ANTONIO	CENIZA	0.1100
24	CASTAÑARES	PRUDENCIA	ENDOS	0.4800
25	CAYANONG	FREDILLO	MANATAD	2.0000
26	CAYANONG	VIATOR	LUBERIO	0.4300
27	CAYANONG	IRENE	ALGO	0.0400
28	CENIZA	NESTOR	FLORES	0.1000
29	CENIZA	ISABELITA	PEPITO	0.1200
30	CENIZA	CHOLINA	NERI	0.9600
31	CENIZA	ROMEO	CALBONERO	1.7500
32	CENIZA	ANTIOCO	CAYANONG	0.0500

NO.	NAME OF MEMBERS			FARM AREA (Ha)
	LAST NAME	FIRST NAME	MIDDLE NAME	
33	CENIZA	DELIA	GOCELA	0.0900
34	CENIZA	ALEJANDRO	FLORES	0.1200
35	CUYOS	MARISSA	FABON	0.1100
36	DE LEON	VICTORIA	JABON	0.5200
37	DIGMAN	EDGARDO	TOYONG	1.0000
38	ESING	ERLINDA	CANTIGA	0.0700
39	FERNANDEZ	LICINIA	CENIZA	1.0000
40	FLORES	CARLOS	BARTE	0.8600
41	JABON	AQUILINO	VENTULA	0.4900
42	JABON	REYNALDO	CAINDOC	0.1700
43	LAGADO	VICTORIA	CENIZA	0.6700
44	LUMAPAS	URSOLITA	LUBERIO	0.3600
45	MARIACA	BENIDO	DALANON sr.	0.1700
46	MARIACA	NOEL	BERDEJO	0.1400
47	MENESES	NOEL	GOSGOLAN	0.9700
48	MONTAJES	FLORENCIA	CENEZA	0.1200
49	MONTALBAN	CLEMENTE	RICA jr.	1.2200
50	NUDALO	ROGER	ARGANZA	0.4100
51	NUDALO	SUSAN	CASTAÑARES	0.3500
52	PAJARON	NORMA	FORTUNA	0.6000
53	PEPITO	ANGELO	PATOS	0.7300
54	PEPITO	EUGENIA	GONZAGA	0.2100
55	PORAZO	ANGELINE	LAURON	2.8000
56	SALILI	ROVITO	CASANE jr.	0.2400
57	TANGARORANG	EDELMA	ROJOCA	0.2900
58	TOBIANO	CATALINA	CABAHUG	0.5300
59	VENTULA	ALFREDO	LORETO	0.8700
60	WUNDER	ANTONINA	AMORES	2.0000
61	CANTIGA	LEVY	DAGOHOY	1.0000
62	CAYANONG	SERAPIO	CASERO	0.7500
63	ALAO	ARTEMIO	MONTALBAN	0.5000

Prepared by:

*Josephine P. Caindoc*  
**JOSEPHINE P. CAINDOC**  
 Secretary

Noted by:

*Dioscoro P. Caindoc*  
**DIOSCORO P. CAINDOC**  
 President



**SAN PEDRO TABGAS CIS**  
**ALBUERA TABGAS FARMER IRRIGATORS ASSOCIATION, INC.**  
Brgy. Tabgas, Albuera, Leyte  
SEC REG. NO.: CN201910254  
TIN: 010-363-594-000

**MINUTES OF THE ANNUAL GENERAL ASSEMBLY MEETING**

**Date:** May 28, 2025

**Time:** 9:00 AM

**Venue:** IA Office, Tabgas, Albuera, Leyte

**Presiding Officer:** [Insert Name, e.g., Mr. Juan Dela Cruz, Association President]

**I. Call to Order**

The meeting was called to order at 9:00 AM by the Presiding Officer, who welcomed all the attendees and emphasized the importance of the annual general assembly.

**II. Roll Call / Determination of Quorum**

A total of [insert number] members attended the meeting. A quorum was declared present, allowing the meeting to proceed with official business.

**III. Approval of Previous Minutes**

The minutes of the previous meeting were reviewed and approved unanimously by the body.

**IV. Agenda Items Discussed**

**1. Association Service Charge (ASC) Collection**

The body agreed that the Association Service Charge will be collected at **₱800 per hectare per cropping**.

Additionally, the **Annual Dues** will be collected at **₱60 per cropping**. Members were reminded of their obligation to comply with these payments to support the association's operational and maintenance needs.

**2. Treasurer's Report / Financial Report**

The Treasurer presented the financial standing of the association. Below is the summary:

- **Beginning Balance for 2025: ₱57,119.00**
- **Total Cash Received: ₱218,401.00**
- **Total Cash Disbursed: ₱253,658.00**

The report was reviewed, clarified, and approved by the general membership.

**3. Canal Clearing Schedule**

It was agreed that canal clearing will be conducted **every 45 days**, totaling **6 times per year**.

**Canal desilting will be done every June and December to maintain water flow and minimize damage during heavy rains:**

**4. Back Accounts of Members**

Members with unpaid balances were identified. The general assembly agreed that **all back accounts must be settled before December 2025**, or corresponding sanctions will be applied in accordance with the association's policies.

**5. Water Rotation Schedule**

The group resolved to **return to the previous water rotation schedule**, starting with **Sector 1, followed by Sectors 2, 3, 4, and 5.**

The interval per sector will be **every 2 days and 2 nights** to ensure equitable water distribution.

**6. Updating of Master List**

The master list of members was updated to reflect changes, including the removal of **deceased members**. Members were advised to verify their records and report any discrepancies to the secretary.

**7. Operation and Maintenance Policy**

The association reiterated the importance of each member's participation in O&M activities. Designated O&M personnel will monitor compliance, and penalties may be imposed for failure to cooperate.

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**V. Other Matters**

- The possibility of requesting support from government agencies for technical training was raised and will be explored by the officers.
- The body expressed the need for proper documentation and transparency in future operations.

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**VI. Adjournment**

There being no further matters to discuss, the meeting was adjourned at 1:30 pm.

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**Prepared by:**

  
**JOSEPHINE P. CAINDOC**

Secretary, Albuera-Tabgas Farmer Irrigators Association

**Attested by:**

  
**DIOSCORO P. CAINDOC**

President, Albuera-Tabgas Farmer Irrigators Association



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

COMPANY REG NO. CN201910254

**CERTIFICATE OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

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

**ALBUERA TABGAS FARMER 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 Revised Corporation Code of the Philippines (Republic Act No. 11232), 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 to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without a 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.

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 19, July, Twenty Nineteen.



For SEC use only  
\$5400 (ISC is reserved)

DOCUMENTARY STAMP TAX PAID

GERARDO T. DEL ROSARIO  
Director  
Company Registration and Monitoring Department



**SAN PEDRO TABGAS CIS**  
**ALBUERA TABGAS FARMER IRRIGATORS ASSOCIATION, INC.**

Brgy. Tabgas, Albuera, Leyte  
SEC REG. NO.: CN201910254  
TIN: 010-363-594-000

**ANNUAL ACCOMPLISHMENT REPORT**  
**CY 2025**

No.	Project Title	Total Cost (P)	Beneficiaries	Status
1	Construction of Office Building	210,000.00	Farmer-members	Completed
2	Purchase of Office Lot (200 sqm)	150,000.00	Farmer-members	Fully Paid
3	Purchase of Office Supplies and Utilities	105,000.00	Farmer-members / IA Office	Completed
	- Printer	10,000.00		
	- Office Materials	25,000.00		
	- Tables and Chairs	50,000.00		
	- Electricity	20,000.00		
4	Construction of Control Gate on the Main Canal	30,000.00	Farmer-members	Completed

Prepared by:

*Josephine P. Caindoc*  
**JOSEPHINE P. CAINDOC**  
Secretary

Noted by:

*Dioscoro P. Caindoc*  
**DIOSCORO P. CAINDOC**  
President



SAN PEDRO TABGAS CIS  
**ALBUERA TABGAS FARMER IRRIGATORS ASSOCIATION, INC.**

Brgy. Tabgas, Albuera, Leyte  
SEC REG. NO.: CN201910254  
TIN: 010-363-594-000

**CASH STATEMENT**  
As of January - December 2024

**CASH RECEIPTS:**

Association Service Charge	P	62,260.00	
Annual Dues		6,000.00	
Operation Incentive		9,000.00	
Maintenance Incentive		11,459.20	
Equity		124,740.00	
Machinery Rental		2,000.00	
Fines		600.00	
Membership Fee		200.00	
Bank Interest		2,142.72	
<b>TOTAL CASH RECEIPTS</b>			<b>218,401.92</b>

**CASH DISBURSEMENTS:**

General Assembly Meetings	P	5,390.00	
Bookkeeping Fee		400.00	
Office Repair Expenses		154,545.00	
BIR/SEC		6,244.00	
Canal Clearing Expenses		18,977.00	
Canal Repair Expenses		6,993.00	
Meetings and Seminars		18,090.50	
Transportation Allowance Expenses		8,575.00	
Donation Expenses		2,500.00	
Officers' Honorarium		19,800.00	
Office Bills		123.58	
Office Supplies Expenses		7,068.00	
Water Tender honorarium		4,400.00	
Machinery Maintenance		252.46	
Legal Documents Expenses		300.00	
<b>TOTAL CASH DISBURSED</b>	P		<b>253,658.54</b>

**CASH BALANCE:**

P **-35,256.62**

**Recapitulation:**

Total Cash Received:	P	218,401.92	
Total Cash Disbursed:		253,658.54	
Cash Balance:	-	35,256.62	
Add: Beginning Balance:		57,119.39	
<b>Total Cash Balance:</b>	P		<b>21,862.77</b>

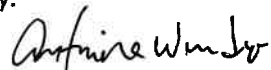
**Composition of Cash Balance:**

Cash on Hand:			
Petty Cash:	P		
Undeposited Collection:		2,864.80	
Cash in Bank:			
CBU and PTF Bankbook	P	10,571.86	
Machinery Bankbook		-	
General Fund Bankbook		8,466.11	
<b>Total Cash in Bank</b>		19,037.97	
<b>TOTAL CASH BALANCE</b>	P		<b>21,902.77</b>

Prepared by:

  
**NORMA F. BAJARÓN**  
IA Treasurer

Audited by:

  
**ANTONINA A. WUNDER**  
IA Auditor

Approved by:

  
**DIOSCORO P. CAINDOC**  
IA President