

August 4, 2025

Item No.: 34

Date: 12 2025 AUG

Vice Governor Hon. LEONARDO M. JAVIER JR.
Presiding Office, Sangguniang Panlalawigan
Province of Leyte

**Sangguniang Panlalawigan
Province of Leyte
RECEIVED**

Date: AUG 08 2025
By: [Signature]

Dear Vice Governor Hon. Leonardo M. Javier Jr.


In response to your Notice of Call for Accreditation, kindly be informed that TABGAS WOMEN ASSOCIATION (TAWA), with office address at Brgy. Tabgas, Albuera, Leyte would like to seek Accreditation by the Sangguniang Bayan.

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
5. CY 2024 Minutes of Meeting of Annual General Assembly Meeting
6. CY 2024 Annual Accomplishment Report
7. CY 2024 Financial Statement

Thankyou ,

Sincerely ,


ALICE D. CASTAÑARES
President

Annex C. Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization : **TABGAS WOMEN ASSOCIATION**

Address : BRGY. TABGAS , ALBUERA, LEYTE

Contact No : 0953-463-3864

Email Address : emelynlorenzo4@gmail.com

Date Organized : March 13, 2014

Sector Represented : Women's

Purpose /Objectives :

To improved the lives of women by the advocating for their rights promoting gender equally , and empowering them in various aspects of life This involves providing women with the resources , skills , and support they need especially in livelihood .

To serve as a unified body representing the interest and welfare of its Women's - members.

Services that the organization provides or can participate in :

1. Provides assistance on women welfare
2. Financial Resources ;
 - Microfinance institutions and programs can provide loans and financial literacy training to support women's entrepreneurship and income-generating activities .
3. Agricultural and Technical Support
 - Coordinating with DA , LGUs , for training of Vegetable Production
 - Assisting in the instruction of new Farming techniques for Hog growing production.
 - Partnering with government for access for Hog growers & Planting techniques .
4. Training programs , access to financial resources , legal aid, and opportunities for leadership development and participation in decision -making processes.
5. Community Organizing and advocacy
 - Holding General Assembly Meetings to discuss issues , updates , and plans.
 - Representing farmer's concerns to government agencies or local officials
 - Coordinating disaster response or rehabilitation during floods or droughts.

Registering Agency : DOLE-WLFO-2014-WA-07-383

Date Registered : July 28, 2014

Republic of Philippines
Province of Leyte
Municipality of Albuera
Barangay Tabgas
-o0o-

OFFICE OF TAWA WOMEN'S ASSOCIATION

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE TAWA WOMEN'S ASSOCIATION OF BARANGAY TABGAS, ALBUERA, LEYTE HELD AT THE BARANGAY MULTI-PURPOSE COVERED COURT ON MAY 4, 2025

BOARD RESOLUTION NO. 2
Series of 2025

WHEREAS, Section 108 of the local Government Code of 1991 (RA7160) 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 Accreditations of Civil Society Organizations and Selection of Representatives to the Local Special Bodies ;

WHEREAS, the TABGAS WOMEN'S ASSOCIATION is a civil society organization duly registered with the Department of Labor and Employment (DOLE) under and existing under Philippine rules ;

WHEREAS, in the TABGAS WOMEN'S ASSOCIATION, Special Board Meeting held at Tabgas, Multi-Purpose Building Tabgas, Albuera, Leyte on May 4, 2025 attended by the Board of trustees present, the following resolutions 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 Municipality of Albuera ;

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor Manuel Espina Bantasan;

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, Alice D. Castañares (TAWA Women's Organization President);

ADOPTED unanimously by the Director of TABGAS WOMEN ASSOCIATION this day of May 4, 2025 in the Province of Leyte, Municipality of Albuera .

Prepared by:



MARIA EMELYN C. LORENZO
TAWA SECRETARY


ALICE D. CASTAÑARES
PRESIDENT


NORMA F. PAJARON
VICE-PRESIDENT


MARIFE Y. GARCIA
TREASURER


MARIETTA N. NARCISO
AUDITOR



MELINDA C. YGAÑA
PIO


EDELMA R. TANGARORANG
BOD

Annex E. BOARD Resolution – intention for Accreditation

SUBSCRIBED AND SWORN TO before this 07th day of AUGUST, 2025 in ALBUERA, LEYTE
affiant exhibiting to me his/her _____ with valid identification no. _____ issued on
_____ at _____.

Doc No: 101
Page NO : 021
Book No: 12201
Series of : 2025


ATTY. RENE ALLAN G. JERVOSO
NOTARY PUBLIC FOR BAYBAY CITY, MAHAPLAG
& ALBUERA, LEYTE
NC NO. S-23-01-01 UNTIL DECEMBER 31, 2025
PTR NO. PL 0297807 ALBUERA, LEYTE, 01-02-25
IBP NO. 494640 MANILA - 01-02-25
ROLL NO. 48353 TIN NO. 918-790-898
JERVOSO LAW OFFICE, ALBUERA, LEYTE
MCLE COMPLIANCE NO. VI-0011137



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
2nd floor, Pemia's Bldg., corner Rizal & San Nicolas Sts.
Ormoc City, Leyte
Tel. No: (053)255-2436 Fax No.: (053)561:4518
Email add: dolero8_wlfo@yahoo.com

Registration Certificate No.
DOLE-WLFO-2014-WA-07-383

KNOW ALL MEN BY THESE PRESENTS:

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

TABGAS WOMEN'S ASSOCIATION

Brgy. Tabgas, Albuera, Leyte

has this day been registered as and conferred with all the rights and privileges 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 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 for by the Labor Code and its implementing rules and at all times shall be subject to compliance to 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 Regional Office No. VIII, Tacloban City, Philippines this 29th day of July 2014.

Recommending Approval:


MARITES Z. VIÑAS
Chief LEO
Head, Western Leyte Field Office



Approved by:

EXPOLIEL R. SARCAUGA
OIC Regional Director

TABGAS WOMEN'S ASSOCIATION (TAWA)
Brgy Tabgas , Albuera, Leyte
DOLE-WLFO-2014-WA-07-383

LIST OF OFFICERS

NO.	NAME	DESIGNATION	ADDRESS
1.	ALICE D. CASTAÑARES	President	Tabgas, Albuera, Leyte
2.	NORMA F. PAJARON	Vice-President	Tabgas , Albuera, Leyte
3.	MARIA EMELYN C. LORENZO	Secretary	Tabgas , Albuera, Leyte
4.	MARIFE Y. GARCIA	Treasurer	Tabgas , Albuera, Leyte
5.	MARIETTA N. NARCISO	Auditor	Tabgas , Albuera, Leyte
6.	Elbeth R. Sabite	PIO	Tabgas , Albuera, Leyte
7.	Melinda C. Ygaña		Tabgas , Albuera, Leyte
8.	Marilou C. Alkuino		Tabgas , Albuera, Leyte
9.	Trinidad C. Colasito	Board of Director	Tabgas , Albuera, Leyte
10.	Edelma R. Tangarorang		Tabgas , Albuera, Leyte
11.	Sheryl Marapoc		Tabgas , Albuera, Leyte
12.	Evangelista C. Donaire		Tabgas , Albuera, Leyte
13.	Fredelio M. Cayanong	Adviser	Tabgas, Albuera, Leyte

Prepared by :


MARIA EMELYN C. LORENZO
TAWA Secretary

Attested :


ALICE D. CASTAÑARES
TAWA President

TABGAS WOMEN'S ASSOCIATION (TAWA)
Brgy Tabgas , Albueria, Leyte
DOLE-WLFO-2014-WA-07-383

MASTERLIST OF MEMBERS
As of August 1, 2025

NO.	NAME OF MEMBERS		
	Last Name	First Name	Middle Name
1	Alao	Erlinda	Lucero
2	Alkuino	Marilou	Cayanong
3	Andrade	Ma. Flor	Ygaña
4	Butac	Amelia	Estenso
5	Butac	Gregoria	Rojoca
6	Castañares	Alice	Donaire
7	Colasito	Trinidad	Cayanong
8	Dacal	Ricarda	Montajes
9	Dela Cruz	Menda	Mariaca
10	Donaire	Evangelista	Cayanong
11	Garcia	Marife	Ygaña
12	Lorenzo	Maria Emelyn	Caindoc
13	Lagado	Victoria	Ceniza
14	Magdadaro	Yvette	Ceniza
15	Marapoc	Sheryl	
16	Montera	Marilou	Ventula
17	Montera	Marifel	Ventula
18	Moron	Marilou	Ventula
19	Narciso	Marietta	Navarquez
20	Pajaron	Norma	Fortuna
21	Pepito	Agnes	Comeda
22	Sabite	Elbeth	Rom
23	Silvano	Lydia	Ygaña
24	Tangarorang	Edelma	Rojoca
25	Ygaña	Melinda	Castañares

Prepared by:


MARIA EMELYN C. LORENZO
TAWA Secretary

Noted By:


ALICE D. CASTAÑARES
TAWA President

TABGAS WOMEN'S ASSOCIATION (TAWA)
Brgy Tabgas , Albuera, Leyte
DOLE-WLFO-2014-WA-07-383

MINUTES OF THE ANNUAL GENERAL ASSEMBLY MEETING

Date : June 8, 2025

Time : 9:00 Am

Venue : Tabgas Multi-Purpose Covered Court (Tabgas, Albuera, Leyte)

Presiding Officer : Alice D. Castañares (Association President)

I. Call to Order

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

II. Roll Call /Determination of Quorum

A total of 25 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 approval unanimously by the body.

IV. Agenda Items Discussed

1. Updating the Association Officers but the members refuse for new election of Officer's for the TAWA Organization.
2. Update for the Microfinance project & Hog growers Project
3. New Schedule of Monthly Meeting
4. Treasurer's Report/ Financial Report
5. 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 record and report any discrepancies to the secretary .

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.

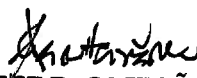
VI. Adjournment

There being no further matters to discuss, the meeting was adjourned at 1:45 Am

Prepared by :


MARIA EMELYN C. LORENZO
TAWA Secretary

Attested by :


ALICE D. CASTAÑARES
TAWA President

Accrediting Agency : LGU ALBUERA

Date Registered : July 13, 2014

Organizational Level :

Barangay Level

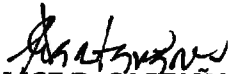
Projects Implemented in the Barangay of Tabgas , Albuera, Leyte

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	On-Going
2015	Hog Raising	700,000.00	Balay Mindanaw (NGO)	15		x
2015	Seed Fund	200,000.00	Balay Mindanaw (NGO)	20		x
2015	Meatshop	350,000.00	Philsen (Actionaid)		Closed	

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


ALICE D. CASTAÑARES
President


MARIA EMELYN C. LORENZO
Secretary

TABGAS WOMEN'S ASSOCIATION (TAWA)
Brgy. Tabgas , Albuera, Leyte

CBU
STATEMENT OF ACCOUNT

TAWA Capital – Build up (CBU) /Cash on Hand 2024	- P 17,434.50
Total Loan of 24 TAWA Members	<u>12,000.00</u>
	P 5,434.50

2024 Total CBU	P 600.00		
2024 Total Interest	720.00		
2024 Total Collectibles	<u>12,000.00</u>		<u>13,320.00</u>
Cash Collected			18,754.50
Collectibles 24 members x 500		less	<u>12,000.00</u>
Total Cash on Hand			<u>6,754.00</u>

SEED FUND
STATEMENT OF ACCOUNT


06-20-2022	CASH ON HAND -----	P 60,000.00	
06-30-2022	Loan released to the 7 members	P 42,000.00	
	Expenses :		
	Electricity Bill - Meat Shop -----	2,000.00	
	Electricity Bill - Meat Shop -----	1,300.00	
	BIR Remittance - Meat Shop -----	500.00	
	One member borrowed for Emergency Purposes	3,700.00	
07-31-2022	Total Expenses -----	49,500.00	P 49,500.00
08-02-2022	CASH ON HAND -----		10,500.00
07-15-2023	Interest from 2022 to 2023 -----		1,800.00
	Payment from the 6 members from 2023 to 2023		<u>12,500.00</u>
01-15-2024	CASH ON HAND -----		24,800.00
	Expenses :		
07-05-2025	Traveling Expenses and Notarial Fees -----	3,200.00	3,200.00
07-06-2025	Total Cash on Hand -----		<u>P 21,600.00</u>

TABGAS WOMEN'S ASSOCIATION (TAWA)
Brgy. Tabgas , Albuera, Leyte


HOG RAISING/GROWERS
STATEMENT OF ACCOUNT

6-20-2022	----	CASH ON HAND	-----		P 660,000.00
7 - 20-2022	-	Buy 24 heads piglets	4,500.00 each	-	P 153,000.00
		50 Bags Big Starter	2,040.00 each	-	P 102,000.00
		102 Bags Big Grower	2,000.00 each	-	<u>P 204,000.00</u>
		Total			<u>P 459,000.00</u>
12-1-2024	-	Less the Total due to Mortality /Death of Pigs		-	<u>P 117,000.00</u>
		Total Cash On Hand		-	<u>P 84,000.00</u>

Prepared by:


MARIFE Y. GARCIA
TAWA Treasurer

Approved by :


ALICE D. CASTAÑARES
TAWA President