

[Date] JUL 25 2025

Vice Governor Sandy M. Javier JR.
Presiding Officer, Sangguniang [Panlalawigan]

RECEIVED
DATE JUL 25 2025 BY Vilma

Province of Leyte

Dear Vice Governor Sandy M. Javier JR.

In response to your Notice of Call for Accreditation, kindly be informed that [Name of CSO], with office address at [office address], would like to seek accreditation by the sangguniang [panlalawigan/panlungsod/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, 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 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,

Teofista V. Buiza

[Name of Head of the Organization]

[Position]

APPLICATION FORM FOR ACCREDITATION

Name of Organization: ALOPO - Alang Alang, Leyte OFW Beneficiaries

Address: Paterno St. Brgy. Milagrosa, Alang Alang, Leyte

Contact No.: 09628427257

Email address (optional): leopistaquiza27@gmail.com

Date Organized: 3-10-2015

Sector/s Represented:

Purposes/Objectives:

For Live li'hood

Services that the organization provides or can participate in:

Food processing, atsara making

Registering Agency:

Date Registered: Oct 25, 2016

- 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: July 24, 2017

- Commission on Population and Development (POPCOM)

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- 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): PCA

Organizational Level:

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): _____
- Others (specify): _____

Projects Implemented in the [Province/City/Municipality] of [Name of LGU]

| Year | Project | Cost | Financing Source/Scheme | Beneficiaries | Status | |
|-------|-----------------|---------|-------------------------|---------------|-----------|-----------|
| | | | | | Completed | Ongoing |
| 1-202 | Groceries | | | | | |
| | whole sale | 280,000 | OWWA | Separate | | |
| | Retail | | | Shed | | Completed |
| | Food Processing | | | | | |
| | Asaba marking | | | | | |

[CSO LOGO]

Name of the Organization
Address

BOARD RESOLUTION NO 5

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

WHEREAS, on [Date], the Department of the Interior and Local Government issued Memorandum Circular No. 2022-__, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the [Name of Organization] is a civil society organization duly registered with the [Securities and Exchange Commission/Cooperative Development Authority/Department of Labor and Employment/ Department of Human Settlements and Urban Development, formerly the Housing and Land Use Regulatory Board], and existing under Philippine laws;

WHEREAS, in the [NAME OF ORGANIZATION] Special Board Meeting held at [Full Office Address] on [MM/DD/YYYY], 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/Panlungsod/Bayan], 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 [Province/City/Municipality] of [Name of LGU]

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor [Name]

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: [Name/s of representatives].

ADOPTED unanimously by the Board of Trustees/Directors of the [Name of CSO] this [DD] day of [MM YYYY] in the [Province/City/Municipality] of [Name of LGU]

| Name | Position | Signature |
|---|---------------------|---|
| <u>Teofista V. Quiza</u> | <u>President</u> |  |
| <u>Evangelina J. Alolar</u> | <u>V. President</u> |  |
| <u>Arnelina P. Salceda</u> <small>*add rows as necessary</small> | <u>Secretary</u> | <u>Arnelina P. Salceda</u> |

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Annex E. Board Resolution - Intention for Accreditation

[Handwritten Signature]

[FULLNAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this 21 day of JUL 2025 in ALANGALANG, LEYTE
Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____
at _____

Doc No: 401
Page No: 73
Book No: XL
Series of: 2025



ATTY. KENNETH SPICE MEDALLA DE VEYRA
Notary Public for Tacloban City, Leyte
NC No. 2024-01-13 until December 31, 2025
Roll of Attorneys No. 67385
IBP lifetime No. 017992-00-17-17; Leyte Chapter
PTR No. 9574659, 01-07-2025; Alangalang, Leyte
MCLE Compliance No. VII-0022416 until 04-14-25
AVILA, DE VERA & ROBINO Law & Notarial Office
Cor. P. Burgos and Juan Luna Streets, Brgy. 30, Tacloban City



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Northern Leyte Field Office
Trece Martires St., Tacloban City

**Registration Certificate No.
RO8-NLFO-2017-01-WA-1196**

KNOW ALL MEN BY THESE PRESENTS:

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

**ALANG-ALANG, LEYTE OFW & BENEFICIARIES ENTREPRENEUR
ORGANIZATION (ALOBO)**

Brgy. Milagrosa, Alang-alang, 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.

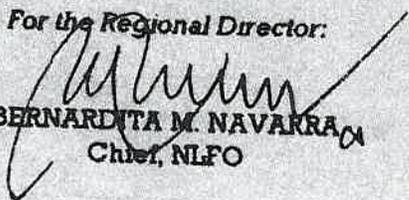
This certificate of registration shall subsist unless cancelled in the manner provided by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of the DOLE Regional Office No. VIII, Tacloban City, Philippines, this 24th day of January 2017.

APPROVED BY:

ELIAS A. CAYANONG, CESO III
Regional Director

For the Regional Director:


BERNARDITA M. NAVARRA
Chief, NLFO



NOT VALID WITHOUT IT

Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO]

as of [Date]

| Name | Position |
|--------------------------|---|
| Teofila Velazde Guiza | President |
| Evangeline Jordan Alolar | Vice President |
| Arelina B. Salceda | Secretary |
| Leonila M. Macasusi | Treasurer |
| Josephine F. Baldesco | Auditor |
| Melchre M. Balonardo | Head, Health Committee |
| Emelda Gaspar | Head, Education Committee |
| Thelma U. Macasusi | Head, Environmental Committee |
| Editha P. Ayo | Head, Infrastructure and Safety Committee |
| Adelaida Trezo | Member |

*add rows as necessary

Members:

- 1) Raul Varona
- 2) Editha Ayo
- 3) Thelma V. Pulga
- 4) Adelita S. Baldesco
- 5) Marianita S. Susaya
- 6) Elisa C. Gallardo
- 7) Estela V. Baldesco
- 8) Thelma U. Macasusi
- 9) Evelyn T. Ayo
- 10) Evelyn T. Mostaza
- 11) Dennis V. Guiza
- 12) Matilyn E. Robacio
- 13) Reyhanzil B. Salceda
- 14) Vivian L. Inocardo

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Annex G: Minutes of Annual Meetings

[Name of Organization]

Activity:

Participants:

Date and Time:

Expectations for the Activity:

General Objective:

Specific Objectives:

- -
- -
- -

Agenda:

1. Agenda 1

[Notes, Agreements, Discussions, etc.] - For making Atsara

2. Agenda 2

[Notes, Agreements, Discussions, etc.] Tupad

3. Agenda 3

[Notes, Agreements, Discussions, etc.] Assembly meeting

4. Agenda 4

[Notes, Agreements, Discussions, etc.] General Assembly

Prepared by:

Noted by:

[Name]

Secretary-General

[Name of Head of CSO]

[Position/Designation]

[Name of Organization]

| Name of Program/Project/Activity | Objective/s | Duration/Date | Status | | Budget | Remarks |
|-----------------------------------|-------------|---------------|-----------|---------|---------|-----------|
| | | | Completed | Ongoing | | |
| Food Processing making Afogara | | | ✓ | | 280,000 | completed |
| Grceries | | | | | | |
| wholesale & Retail | | | | | | completed |
| | | | | | | |
| | | | | | | |

*add rows as necessary

Prepared by:

[Name]
Secretary-General

Noted by:

[Name of Head of CSO]
[Position/Designation]

[NAME OF ORGANIZATION]
FINANCIAL STATEMENT FOR CY 2021

| SOURCE | AMOUNT | REMARKS |
|--------------------------------|--------------|---------|
| Donor 1 | OWWA 115,000 | |
| Donor 2 | OWWA 165,000 | |
| Monthly Dues / Membership Fees | | |
| Income Generating Project 1 | 10.00 | |
| Income Generating Project 2 | 35,000 | |
| TOTAL | 18,000 | |
| | 58,000 | |

| PARTICULARS | AMOUNT | REMARKS |
|------------------------------|--------|---------|
| Project 1 | | |
| Project 2 | | |
| Meeting Expenses | | |
| Office Supplies | | |
| Logistics / Transportation | | |
| Administrative and Personnel | | |
| TOTAL | | |

Noted by:

Teofista V. Quiiza
[Name]
[President]

Evangelina J. Alobar
[Name]
[Vice President]

Avelina P. Salceda
[Name]
[Secretary-General]

Leonila M. Macasusi
[Name]
[Treasurer]

Josephine P. Baldesco
[Name]
[Auditor]