

Item No.: 35
Date: 05 2025 AUG

**Albuera Compact High-Valued Vegetables and
Fruitcrops Producers Association (ALCOHVVFPA)
Brgy. Tabgas Albuera Leyte
-o0o-**

July 05, 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 Compact High-Valued Vegetable & Fruitcrops Producers Association (ALCOHVVFPA) 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. 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, CDA, DOLE, DHSUD/HLURB] or a 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.

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.

For your information, perusal, and ready reference.

Thank you very much, and more power!

Very respectfully yours.


ASTERIA MARITAC. VILLAR
ALCOHVVFPA President

**Albuera Compact High-Valued Vegetables and
Fruitcrops Producers Association (ALCOHVVFPA)
Brgy. Tabgas Albuera Leyte**

Except from the minutes of the General Assembly Meeting held on January 2024-2025 at Barangay Tabgas, Albuera Leyte.

The meeting was called to order and started at 1:00 pm. Ms. Asteria Marita C. Villar, the president presiding the meeting. After the registration attendance appeared there were 33 attendances. Opening program was started with a prayer, led by Elenita Ygaña, followed by the Pambansang Awit led by farmer Jovelyn B. Villar.

Welcome message was given by the Barangay Captain of the said barangay. He discussed about the most important one the objectives of the group & mission and visions several opinions and suggestion to election of new officers this year 2024-2025.

Finally, election has been explained through secret ballot with the assistance the Technical Staff from the office of the Provincial Agriculture, discussed the qualification on membership of the association the responsibilities, functions, duties of the members / officers. After the orientation given, finally election was planned to be conducted.

It was unanimously agreed that the members of the Board of Directors shall be composed of (5) namely, the President, the Vice President, and the three (3) other members.

The auditor shall be directly elected by the members, secretary, and the treasurer and PIO's Business Manager shall be appointed by the Board, as this position need, people who have special skills and qualifications.

Election was then conducted through secret ballot. The following were elected appointed by a majority vote of the members, respectively.

Elected:

Chairperson/President	—	Asteria Marita C. Villar
Vice-Chairperson	—	Samson L. Cariño
BOD	—	Randy Villar Jose Cariño Alain Anunciado
Secretary	—	Maripol P. Anunciado
Treasurer	—	Lydia Y. Silvano

Appointed:

Auditor	—	Mary Rose Ygaña
PIO	—	Ana Dadis Jenelyn E. Misperos Benvenida Raga
Book Keeper	—	Cecelia A. Villar
Business Manager	—	Junrey Legaspi
Assistant Manager	—	Elenita G. Ygaña

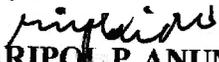
In the ensuing activity, the chair was handed down the presiding officer, the newly elected President Mrs. Asteria Marita C. Villar to preside over the meeting. On motion of the Vice President Mr. Samson L. Cariño and seconded BOD Member Mr. Jose L. Cariño requested to continue the constitution and By-laws of the association. After the deliberation some comments/amendments of the by-laws the presented to the General Assembly, and finally ratification/adoption of the constitution and By-laws of the association has been approved.

The motion to adjourn the meeting Ms. Ana J. Dadis seconded by Samson Cariño the meeting adjourned 4:55 PM.

Attested by:


ASTERIA MARITA C. VILAR
President

Certified by:


MARIPOL P. ANUNCIADO
Secretary

APPLICATION FORM FOR ACCREDITATION OF NGOs/Pos/PS (Section 108, P.A No. 7160)

Name of NGOs/Pos/PS:		ALBUERA COMPACT HIGH-VALUED VEGETABLES & FRUITCROPS PRODUCERS ASSOCIATION	
Acronym:	ALCOHVVFPFA	Address:	Tabgas, Albuera, Leyte
Contact Number:	0993-566-8535	E-mail:	
Date Organized:	August 07, 2014	Date Registered:	December 14, 2014
Registering Agency:	DOLE	Frequency of Meeting:	<input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Others (specify): _____
Organizational Level:	<input checked="" type="checkbox"/> Community-Based	Sector Representative:	<input type="checkbox"/> Management Organization
	<input type="checkbox"/> Chapter		<input type="checkbox"/> Business
	<input type="checkbox"/> Affiliate/Member of a larger NGOs/Po		<input type="checkbox"/> People's Organization
	<input type="checkbox"/> Others (specify): _____		<input checked="" type="checkbox"/> Non-Government Organization
			<input type="checkbox"/> Cooperatives
			<input type="checkbox"/> Socio-Civic/Religious
			<input type="checkbox"/> Others (specify): _____
Linkages:	<input type="checkbox"/> City _____	<input checked="" type="checkbox"/> Province _____	
	<input type="checkbox"/> National _____	<input type="checkbox"/> International _____	
Number of Members:	30	Number of Staff:	11

Purposes/Objective (Please use Annex C")

Implemented and on-going Programs, Projects, and Activities (PPA) in the last 12 months

Name of PPA	Cost	Beneficiaries/Area	Status
High Valued Vegetable Crops		Farmers 1.5 hec.	On-going
Fattening		Farmers 2,000 sqr. mtrs.	On-going
Breeder 27	945,000.00	Farmers 2,000 sqr. mtrs.	Terminated Remarks: Animals died in October 2024 Cause: African Swine Fever (ASF)
Boar 2	70,000.00	Farmers 2,000 sqr. mtrs.	Terminated Remarks: Animals died in October 2024 Cause: African Swine Fever (ASF)

Please use another sheet if necessary:

Project Financing/Sources/Schemas: DA Province

Services NGOs/PO/PS provide/ can participate: _____

Name of Officers/ Board of Directors (Please refer to Attachment)

List of Members within the Local Government Unit (Please refer to Attachment)

WE HEREBY to the correctness of the above information.


ASTERIA MARITA C. VILLAR
 President/Chairperson


MARIPOL P. ANUNCIADO
 Secretary

**Albuera Compact High-Valued Vegetables and
Fruitercrops Producers Association (ALCOHVVFPA)
Brgy. Tabgas Albuera Leyte
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Excerpts from the Minutes of the ALCOHVVFPA Monthly Meeting held on July 05, 2025 at Barangay Tabgas, Albuera, Leyte.

PRESENT:

Asteria Marita C. Villar	-	Chairperson/President
Samson L. Cariño	-	Vice-Chairperson
Maripol P. Anunciado	-	Secretary
Lydia Y. Silvano	-	Treasurer
Mary Rose Ygaña	-	Auditor

OTHER PRESENT:

25 Active Members

ABSENT:

5 inactive Members

**BOARD RESOLUTION NO. 02
Series of 2025**

A RESOLUTION MANIFESTING THE INTENTION OF THE ALBUERA COMPACT HIGH-VALUED VEGETABLE AND FRUITCROPS PRODUCERS ASSOCIATION (ALCOHVVFPA) TO APPLY FOR ACCREDITATION FOR MEMBERSHIP IN THE PROVINCIAL DEVELOPMENT COUNCIL (PDC) OF THE PROVINCE OF LEYTE, AND DESIGNATING MRS. ASTERIA MARITA C. VILLAR AND MR. SAMSON L. CARIÑO AS THE OFFICIAL PERMANENT AND ALTERNATE REPRESENTATIVES, RESPECTIVELY, OF THE SUBJECT ORGANIZATION TO THE SAID PROVINCIAL DEVELOPMENT COUNCIL.

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, "*hopes to complete the initial process of empowering our people through direct participation in the affairs of government by allowing them the widest possible space to decide, initiate and innovate;*"

WHEREAS Section 34 of the said law specifically enjoins local government units (LGUS) to "*promote the establishment and operation of People's and Non-Government Organizations (PCNGO) to become active partners in the pursuit of local autonomy.*"

WHEREAS, to effectively carry out the essence of the above-quoted Section, Rule XIII, Articles 62-70 of the LGC Implementing Rules and Regulations (IRR) clearly define the ambit of influence wherein POs and NGOs can operate and cooperate with the local government unit concerned;

WHEREAS, there is much to gain and more to achieve when POs and NGOs are rightly represented in such Provincial Development Council (PDC);

WHEREAS, the Albuera Compact High-Valued Vegetable & Fruitercrops Producers Association (ALCOHVVFPA) is a bona fide association with a defined membership and structured operations in the province, duly registered with the Department of Labor and Employment (DOLE) under Registration Certificate No. DOLE-WLFO-2014-WA-1-475, and conferred with all the rights and privileges of a legitimate workers' association. It has also been granted accreditation this August by the Sangguniang Bayan of Albuera, Leyte.

WHEREFORE, on motion of Mrs, Lydia Y, Silvan0, duly seconded by all members present, be it

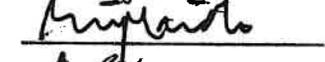
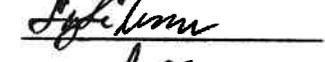
RESOLVED, AS IT HEREBY RESOLVED, to manifest Albuera Compact High-Valued Vegetable & Fruiterops Producers Association's (ALCOHVVFPA's) intention to apply for accreditation for membership in the Local Special Bodies of Albuera, Leyte.

RESOLVED FURTHER to designate ALCOHVVFPA President, Asteria Marita C. Villarag the official representative of the subject organization to the said Local Special Bodies.

RESOLVED FINALLY, to furnish copies of this Resolution to all persons and agencies concerned.

PASSED AND APPROVED this 5th day of July 2025 during monthly meeting of Albuera Compact Albuera, Leyte. High-Valued Vegetable & Fruitcrops Producers Association (ALCOHVVFPA) held at Barangay Tabgas,

I HEREBY CERTIFY to the correctness of the foregoing resolution.

Name	Position	Signature
Asteria Marita C. Villar	Chairperson/President	
Samson L. Cariño	Vice-Chairperson	
Maripol P. Anunciado	Secretary	
Lydia Y. Silvano	Treasurer	
Mary Rose Ygaña	Auditor	

SUBSCRIBE AND SWORN TO before me this 11th day of JULY 2025 in ALBUERA, LEYTE affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

DCC NO. 466
PAGE NO. 079
BOOK NO. 620
SERIAL NO. 2025


ATTY. RENE ALLAN G. JERVOSO
NOTARY PUBLIC FOR BAYBAY CITY, MAHAPLAG & ALBUERA, LEYTE
NC NO. B-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. 918-700-898
JERVOSO LAW OFFICE, ALBUERA, LEYTE
MCLE COMPLIANCE NO. VI-0011137



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
2/F, Pemla's Bldg., cor. Rizal & San Nicolas Sts., Ormoc City
Email add: dolero8_wifo@yahoo.com
Tel. No: (053)255-2436

Registration Certificate No.
DOLE-WLFO-2014-WA-11-475

KNOW ALL MEN BY THESE PRESENTS:

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

**ALBUERA COMPACT HIGH VALUED
VEGETABLES & FRUITCROPS
PRODUCERS ASSOCIATION**

Brgy. Tabgas, Albueria, 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 11th day of December 2014.

Recommending Approval:


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

Approved by:


ELIAS A. CATANONG, CESO III
Regional Director





Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF ALBUERA

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 06/15/2022, the

Albuera Compact High Valued Vegetables and Fruit crops
Producers Association

Tabgas, Albuera, Leyte

an organization duly registered/certified with the **Department of Labor and Employment** 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 **Municipality of Albuera, Leyte** to be affixed herein this 30th day of **August 2022**, at **Albuera, Leyte, Philippines**.


IMELDA A. FADUL
Presiding Officer of the Sanggunian



Republic of the Philippines
Province of Leyte



SANGGUNIANG PANLALAWIGAN

PURSUANT TO SP RESOLUTION NO. 2022-441, this

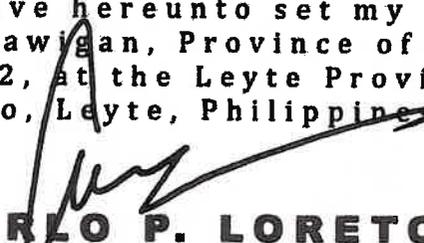
Certificate of Accreditation

is awarded to

**ALBUERA COMPACT HIGH-VALUED VEGETABLE AND FRUIT
CROPS PRODUCERS ASSOCIATION (ALCOHVVFPA)**
Brgy. Tabgas, Albueria, 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 2, 2022, at the Leyte Provincial Government Complex, Palo, Leyte, Philippines.


ATTY. CARLO P. LORETO
5th District Board Member
Temporary Presiding Officer

**Albuera Compact High-Valued Vegetables and
Fruitcrops Producers Association (ALCOHVVFP)**
Brgy. Tabgas Albuera Leyte
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Name of Officers, Members, and Recent Accomplishments

1. LIST OF OFFICERS:

Name	Position
ASTERIA MARITA C. VILLAR	PRESIDENT
SAMSON L. CARIÑO	VICE PRESIDENT
RANDY C. VILLAR	BOARD OF DIRECTORS
JOSE L. CARIÑO	BOARD OF DIRECTORS
ALAIN ANUNCIADO	BOARD OF DIRECTORS
MARY ROSE G. YGAÑA	AUDITOR
MARIPOL P. ANUNCIADO	SECRETARY
LYDIA Y. SILVANO	TREASURER
ANA J. DADIS	PIO
JENELYN R. MISPEOS	PIO
BENVENIDA L. RAGA	PIO
CECILIA A. VILLAR	BOOKKEEPER
JUNREY LEGASPI	BUSINESS MANAGER
ELENITA G. YGAÑA	ASSISTANT MANAGER

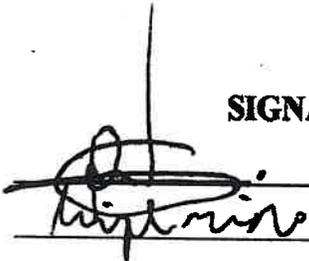
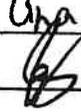
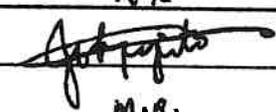
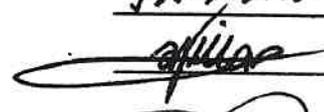
2. LIST OF MEMBERS: (Please use a separate sheet if necessary.)

JENNY S. BOHOLST	BRYAN S. MISPEROS	PABLO M. SILVANO
CARLOS L. CARIÑO	ROLAND C. NATIVIDAD	ROMAR C. VILLAR
ELSA L. CARIÑO	JOHN PAUL A. PEPITO	MELINDA C. YGAÑA
NORLAN B. CAYANONG	MARIO L. RAGA	NIÑO J. CARIÑO
ALMA R. MANIDLANGAN	LEONARIO RAGA JR.	
HENRY P. MANIDLANGAN	JEAH ROVERA	

**Allura Compact High - Valued Vegetable and
Fruitcrops Producers Association (ALCOHVVFA)
Brgy. Tabgas Albucera Leyte**

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List of Members

NAME	SIGNATURE
1. Anunciado, Alain	
2. Anunciado, Maripol P.	
3. Boholst, Jenny S.	
4. Cariño, Carlos L.	C. Cariño
5. Cariño, Elsa L.	E.C.
6. Cariño, Jose L.	J. Cariño
7. Cariño, Nifio J.	Nifio Judilla
8. Cariño, Samson L.	S. Cariño
9. Cayanong, Norlan B.	N.C.
10. Dadis, Ana J.	Ana Dadis
11. Legazpi, Junrey	
12. Manidlangan, Alma R.	Alma Manidlangan
13. Manidlangan, Henry P.	H.P.M.
14. Misperos, Bryan	B. Misperos
15. Misperos, Jenelyn	Jenelyn Misperos
16. Natividad, Roland C.	R.N.
17. Pepito, John Paul A.	
18. Raga, Mario L.	M.R.
19. Raga, Leonario Jr.	L.R.
20. Raga, Buenvenida L.	Buenvenida Raga
21. Rovera, Jeha	Jeha
22. Silvano, Lydia Y.	Ly Silvano
23. Silvano, Pablo M.	P. Silvano
24. Villar, Asteria Marita C.	
25. Villar, Cecelia A.	
26. Villar, Randy C.	
27. Villar, Romar C.	
28. Ygaña, Mary Rose G.	
29. Ygaña, Elenita G.	E. Ygaña
30. Ygaña, Melinda C.	M. Ygaña
<u>Maripol P. Anunciado</u> Secretary	<u>Asteria Marita C. Villar</u> President

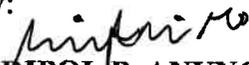
**Albuera Compact High – Valued Vegetable & Fruit Crops Producers Association
(ALCOHVVFPFA)
Brgy. Tabgas Albuera Leyte**

ANNUAL ACCOMPLISHMENT REPORT

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
WATER SYSTEM		February 2017	✓		DA Province	
BREEDER BUILDING		January 2018	✓		Association	
VERMI CULTURE		September 2019		✓	Association	
FISH POND		November 2019		✓	DA Province/Association	
CULTIVATOR		May 2019	✓		DA Province	
SHEDDER MACHINE		March 2020	✓		DA Province	
FORROWING BUILDING		July 2021	✓		DA Province	
STORAGE BUILDING		March 2022	✓		DA Province/Association	
FUNCTION HALL		October 2023	✓		Association	
FATTENING BUILDING		October 2024		✓	DA Province/Association	

*add rows as necessary

Prepared by:


MARIPOL P. ANUNCIADO
Secretary – General

Noted by:


ASTERIA MARITA C. VILLAR
ALCOHVVFPFA PRESIDENT

Albuera Compact High-Value Vegetables & Fruit Crops Producers Association (ALCOHVVFPA)

**FINANCIAL STATEMENT
C.Y. 2024**

Cash Receipt

Cash in Bank	-	32,151.38
Vegetable Sales	-	267,353.62
Monthly Dew	-	9,500.00
CBU	-	25,000.00
Gross Sales of Piglets	-	945,000.00
Vermi Cast	-	12,000.00
2 Boar	-	15,000.00
3 Breeder	-	36,000.00
		<hr/>
		₱ 1,342,005.00

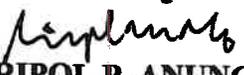
Cash Disbursement

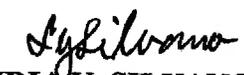
Electric Bills from Jan.-Dec. 2024	-	18,925.55
Feed and Medicines	-	474,720.00
Members Share	-	460,564.00
Transportation	-	10,730.00
Office Supplies	-	1,500.00
Meeting Expenses	-	7,000.00
Miscellaneous	-	4,755.00
Labor and Materials for Fattening Building	-	187,465.50
10 th year anniversary expenses	-	45,678.75
		<hr/>
	₱ 1,211,338.8	- 1,211,338.8
Net		<hr/>
		₱ 130,666.2

NOTED:


ASTERIA MARITA C. VILLAR
President


SAMSON L. CARIÑO
Vice-President


MARIPOL P. ANUNCIADO
Secretary


LYDIA Y. SILVANO
Treasurer


MARY ROSE YGAÑA
Auditor

**CONSTITUTION AND BY-LAWS OF THE ALBUERA COMPACT HIGH VALUED VEGETABLES
AND FRUITCROPS PRODUCERS ASSOCIATION (ALCOVVEFPA)**
Brgy. Tabgas, Albuera, Leyte

PREMEABLE

We, the association of the **ALBUERA COMPACT HIGH VALUED VEGETABLE AND FRUITCROPS PRODUCERS ASSOCIATION (ALCOVVEFPA)** of Brgy. Tabgas, Albuera, Leyte, in order to improve our standard of living, and enhance the general welfare of the members of the **ALBUERA COMPACT HIGH VALUED VEGETABLE AND FRUITCROPS PRODUCERS' ASSOCIATION (ALCOVVEFPA)** organized ourselves into an association, do hereby promulgate this Constitution and By-Laws (CBL)

ARTICLE I

NAME AND ADDRESS OF THE ASSOCIATION:

Section 1.

The name of the association shall be:

ALBUERA COMPACT HIGH VALUED VEGETABLE AND FRUITCROPS PRODUCERS' ASSOCIATION (ALCOVVEFPA).

Section 2.

The address of the association shall be at:

Brgy. Tabgas, Albuera, Leyte

ARTICLE II

Section 1.

OBJECTIVES AND PURPOSES:

The objectives and purposes of this association are as follows:

1. To establish an association that will promote mutual aid and protection to its members;
2. To promote moral, social and economic well-being of all the members;
3. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members;
4. To provide the members knowledge and skills and equip themselves for an effective and innovative way, to engage and to integrate organic product on procurement and marketing and on business both local and foreign.
5. To work with non government and government organizations or entities in the promotion and development of the association and in carrying out government policies.
6. To engage rural development and planning activities or institutional development of farmer based association, livelihood promotions, marketing development and rural resource management.
7. To establish linkage with government, private, NGOs and other organizations that could provide assistance to the promotions and welfare of the association.
8. To develop knowledge and skills necessary for the effective and harmonious discussion of issues concerning its operations and gain good sights in finding alternative solutions of any problems and conduct continuing education among members.
9. To engage in production of organic vegetable and fruitcrops for the welfare of the members.

ARTICLE III

Section 1.

MEMBERSHIP- That membership of this association shall be open to all persons who are of legal age, with the capacity to contract or heads of the family and are:

1. Shall be open to any person who is of legal age;
2. Actually engaged in farming operations;
3. Residing and/or working in the area of operation;
4. Willing to abide the Constitution and By-Laws of the Association;
5. Pledge to undertake the responsibilities of a member.

Section 2.

APPLICATION OF MEMBERSHIP:

1. The application for membership shall be made in writing and shall be presented to the officers for action. The application shall be accompanied by a membership fee of One Hundred pesos only (100.00). Herein after prescribed by the board of directors and which membership fee only shall be returned in time of rejection.

Section 3.

Membership in Association, once acquired, shall be permanent and may be lost on the following grounds:

1. Membership in subversive organizations or one who profess subversive ideas;
2. Habitual absences without being excused;
3. Persons who have been convicted of a crime involving moral turpitude;
4. Failure to comply with the existing rules, policies and regulations of the association as set forth in its Constitution and By-Laws or any violations of the provisions thereof;

ARTICLE IV

RIGHTS, DUTIES AND RESPONSIBILITIES OF MEMBERS

Section 1.

RIGHTS OF MEMBERS- Every member have the following rights:

1. Participate in the deliberation during membership meetings;

2. Avail himself herself of the services of the association without discrimination/conditions and requirement thereof.
3. Inspect and examine the books of accounts, the minute's book and other records of association during office hours and to exercise other rights and privileges of membership:
4. To exercise the right to vote on all matters relating to the affairs of the association:
5. To be eligible to any elective or appointive officer of the association; and
6. To avail of all facilities/services of the association.

Section2. DUTIES AND RESPONSIBILITIES OF MEMBERS:

1. To obey and comply with the Constitution and By-Laws of the association: and such rules and regulations that it maybe promulgate from time to time:
2. To attend all meetings, conferences and seminars that maybe called by the Board of Directors, the members of the association, and or by any government or non-government agencies;
3. To contribute personal services to the association in the construction and maintenance projects when so required in accordance with the decision of the board of general membership;
4. To assist in every way possible in advancing the objectives of the association.

ARTICLE V

TERMINATION, WITHDRAWAL AND EXPULSION OF MEMBERS

Section 1. TERMINATION OF MEMBERSHIP – Membership in the association maybe terminated either OF MEMBERS by withdrawal or expulsion.

Section2. WITHDRAWAL - Any member desiring to terminate his/her membership by withdrawal shall submit a written application to the officers. However, no member shall be allowed to withdraw or terminate his/her membership during any period in which he she has pending obligation with the association;

Section3. EXPULSION - A member maybe terminated by the officers for any of the following causes:

1. When a member has not patronized the services of the association for unreasonable period of time as maybe fixed by the officers;
2. When a member has continuously failed to complete his/her obligations.
3. When a member has acted in violation of the by-laws.

**ARTICLE VI
GOVERNMENT**

Section1. THE GENERAL ASSEMBLY- The General Assembly of the association shall be composed of members entitled to vote duly assembled and constituting a quorum. The General assembly shall be the highest policy-law-making body of the association, exercise such powers as stated in the Constitution and By-Laws of the association.

Section 2. POWERS AND LIMITATION OF THE GENERAL ASSEMBLY - The General Assembly has the following power:

1. To elect and remove officers for cause;
2. To hear and pass upon the reports of the officers.
3. To determine and approved the amendments to the Constitution and By-Laws:
4. To take final decisions regarding any drastic change in financial policies subject to legal restrictions:
5. To approved the development plans of the associations:
6. To exercise all powers expressly provided by law and by-laws.

Section3. ANNUAL GENERAL ASSEMBLY - The Annual General Assembly should be held on the **every 1st Thursday of January in its year**, at the principal office of the association or at any place within its area of operation and at such time as the officers may designate.

Section4. SPECIAL GENERAL ASSEMBLY - Special General Assembly maybe called at anytime by a majority vote of the officers to consider urgent matters requiring immediate membership decision. A Special General Assembly shall be called by the officers within thirty (30) days from receipt of a written request.

Section5. NOTICE OF GENERAL ASSEMBLY- Written notice of all meetings shall be served by the Secretary, through and urgent, upon each member or thru information board at least one (1) week prior to the general assembly.

Section6. FISCAL YEAR - The Fiscal Year of the association **1st DAY OF MARCH AND ENDS ON THE LAST DAY OF MARCH TO THE FOLLOWING YEAR.**

Section7. AGENDA - As par as practicable, the order of business at each annual meeting shall be:

1. Roll Call
2. Proof of due notice
3. Consideration of the minutes of the last general meeting
4. Consideration of the consolidated report of officers, board of directors and committees including statements of financial condition and operation
5. Unfinished business
6. Election of officers and committee members
7. New business; and
8. Adjournment;

Section8. QUORUM AT THE MEMBERSHIP ASSEMBLY - At the Annual or Special General Assembly, fifty (50%) plus one (1) of the total members entitled to vote shall constitute a quorum.

Section9. MANNER OF VOTING - Members entitled to vote shall be qualified to vote and participate in the general assembly of the association. No member shall be entitled to vote more than one (1) regardless of the share owned No proxy voting shall be allowed, and likewise he she is not allowed to participate in the deliberation and discussion on issues concerning the affairs of the association. 2.) Election and removal of officers shall be in any manner that will truly and reflect the decision of the membership.

Section 10. OFFICERS AND MEMBERS - The business of the association shall be administrated by the Business Manager or the Assistant Business Manager. The officers shall monitor the mandate reports

regularly. Officers is consisting of the following: the President, V-President, Secretary, Treasurer, PIO, Bookkeeper and the Auditor

Section11. QUALIFICATION AND DISQUALIFICATION OF OFFICERS - All members entitled to vote, who have time and willingness to serve are qualified to be voted as officers, except those under any of the following circumstances which disqualify them to be voted upon the position officers or to continue as such:

- a) Holding any elective position in the government except that of barangay officials:
- b) Having conflicting interest with the business of the association:
- c) Having absent for three consecutive officer's meeting without being excused;
- d) Being full time employee of the association:
- e) Having been convicted of any crime involving moral turpitude, gross negligence for misconduct in the performance of his/her duties if found culpable on any administrative case involving such offence,
- f) Facing as respondent for defending on administrative proceedings or civil criminal such involving financial and/or property accountability, and
- g) Having been disqualified pursuant to disqualification prescribed by law.

Section12. ELECTION OF OFFICERS - the annual general assembly. The Board of Directors immediately after election shall meet and The officers shall be elected by secret ballot by the members, and elect from among themselves. the President, V-President, and the Board of Directors, and shall be hold office for a term of one (1) year unless earlier remove for cause, or have resigned or become incapacitated due to illness or death, and until the successors has been elected qualified and have discharged the duties of the office, provided that during the election at the first annual general assembly, after registration, one half 12) plus one (1) officer obtaining the highest number of voted shall serve one (1) year. Thereafter, all shall served for a term of one (1) year, provided, that no officers shall serve for more than one (1) on consecutive terms.

Section13. QUORUM OF OFFICERS MEETING - One half (1/2) plus one (1) of the total officers shall constitute a quorum. A majority vote of the quorum duly assembled in meeting shall be valid.

Section14. Whenever a vacancy occurs by a reason of death, incapacity, removal or resignation, the remaining officers constituting a quorum shall fill the vacancy. If the officer does not constitute a quorum the vacancy shall be filled by the general assembly in a regular or special meeting called for the purpose the successors named in either of the two instances shall serve for the unexpired portion of the term.

Section15. REMOVAL OF OFFICERS AND COMMITTEE MEMBERS - Any elected officers or Committee members maybe removed from the office by a vote of two thirds (2/3) of the members entitled to vote, present and constituting a quorum at the annual or special general assembly called for the purpose after having given the opportunity to be heard at the assembly.

Section16. POWERS AND DUTIES OF THE OFFICERS - The officers as a body have general supervision and control of the affairs of the association. It shall prescribed policies consistent with law, these by-laws and the resolutions of the general assembly for the management of its business and guidance of its members and employees

Section17. DUTIES AND RESPONSIBILITIES OF OFFICERS CHAIRMAN/PRESIDENT -

CHAIRMAN PRESIDENT:

The Chairman/President shall be elected by and from the members of the board and shall and shall have the following powers and duties.

1. To express general supervision and direction of the affairs of the association, and to see to it that the instruction from the board are properly carried out:
2. Preside over all meetings of the association and of the officers meeting,
3. Sign all communications/documents, resolving funds, certificates, contracts, and such other of the association which the officers authorize or direct him to sign, and paper
4. To prepare in consultation with the appropriate officers and committees, a yearly program or activities and to submit an annual meeting. reports and memoranda as the latter may request from time to time,
5. Perform such other duties as the officers may prescribe.

VICE - CHAIRMAN/PRESIDENT -

In the absence of disability of the Chairman/President, the Vice-Chairman/ President shall perform the duties of the Chairman President, provided, however, that in the case of death, resignation or removal of the Chairman/President the officers may decide to elect his successor.

BOARD OF DIRECTORS-(BOD)

1. To have general supervision and control of the affairs and properties of the association;
2. To elect/remove or appoint the officers of the association
3. To make reasonable rules, regulations, and policies consistent with the law, this by laws for the management of the affairs of the association and for the guidance of the officers, employees, and members of the association:
4. To authorize and officer at the association to enter into any contract, negotiations or agreement with any person, firm or entity which it may considered necessary for the best interest of the association.
5. To create and define the composition, functions, and duration of special committees, whenever necessary; and
6. To decide on matter of fees, and other dues as provided for in these by-laws and likewise, to submit an annual financial statement of the association to the members.

1. Take custody of all monies, securities and papers of the association;
2. Keep a complete record of its cash transactions for the establishments of proof his/her cash position at any time and date;
3. Pay upon the recommendation of the business manager or as authorized by the officers, all money transactions and certified to the correctness of the cash position of the association in and financial statements and reports submitted to the officers and the general assembly,
4. Turn over all monies, securities, papers and other properties belonging to the association that he/she may have in his/her position upon election of his/her successor;
5. Perform the duties of the Secretary in the latter absence or inability to perform his/her duties.

SECRETARY - Shall have the following duties:

1. Keep a complete list of all members and maintain correct records of all meetings of the officers and the general assembly,
2. Give notices to all meetings called;
3. Keep and maintain in the record book and serve as custodian of the seal of the association;
4. Turn over his/her successor all books and other properties in his/her possession belonging to the association; and
5. Perform the duties of the Treasurer in case of the latter's absence or inability to perform his/her duties.

AUDITOR - Conduct audit on income and expenses and inventory of properties of the association.

PIO - Shall be the one who will monitor issues and concern regarding the flow of the association and publicize meetings and other activities.

BUSINESS MANAGER/ASSISTANT BUSINESS MANAGER - Shall manage or runs the business of the association. He/she shall render periodic statements and report in the form and in the manner prescribed by the officers, and preserve the books, documents, correspondents, and records of whatever kind pertaining to the operation, which may come into his/her possession.

ARTICLE VII CAPITAL STRUCTURE

Section 1. Source of Funds:

- a) Share Capital/CBU (P100.00)
- b) Contributions / Fines
- c) Donations/Grants/Aids
- d) Fund Raising
- e) Membership Fee (P50.00)
- f) Loans and Capital borrowings,

ARTICLE VIII OPERATIONS

Section 1. The association shall be operating an integrated organic vegetables and other product for production and marketing both local and foreign and other related needs of its members and the community in bulk from the best sources possible through an association purchasing system to achieve economy and efficiency and shall make these goods available regularly at the right quality and quantity at reasonable price.

Section 2. All members shall execute a marketing and/or service agreement from the association.

ARTICLE IX AMENDMENTS

Section 1. This Constitutions and By-Laws maybe amended, altered, or repealed in whole or in part, or a new Constitution and By-Laws (CBL) may be adopted at any regular or special meetings of the General Assembly called for the association

ARTICLE X EFFECTIVITY

Section 1. This Constitution and By-Laws (CBL) shall take effect immediately upon the ratification/adoption by majority vote of all the members of the association.

ADOPTED AND RATIFIED this 7th day of August 2014, Brgy. Tabgas, Albuera, Leyte, with the list of members together with their signatures, who ratified the same as appearing attached hereto;

Attended by:

Certified Correct by:

ASTERIA MARITA C. VILLAR
Community Tax #: 02764893
Issued on: 07-11-2025
Issued at: Albuera, Leyte

MARIPOL P. ANUNCIADO
Community Tax #: 02764892
Issued on: 07-11-2025
Issued at: Albuera, Leyte

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF ALBUERA)s.s.
PROVINCE OF LEYTE)

SWORN STATEMENT

I, **ASTERIA MARITA CARIÑO VILLAR**, of legal age, widow, Filipino Citizen, a resident of Barangay Tabgas, Albuer, Leyte, Region 8, Philippines, after being duly sworn to under oath and in accordance with law, do hereby depose and state:

1. That I am the *PRESIDENT* of **ALCOHVVFA "ALBUERA COMPACT HIGH VALUED VEGETABLES and PRODUCERS ASSOCIATION"** with business and postal address at Brgy. Tabgas, Albuer, Leyte, Reg. VIII, Phils.;
2. That the said **ALCOHVVFA "ALBUERA COMPACT HIGH VALUED VEGETABLES and PRODUCERS ASSOCIATION"** is an applicant for accreditation of the said association with the Local Government Unit of the Province of Leyte.
3. That one of the requirements for the approval of the said accreditation is an Original Sworn Statement that **ALCOHVVFA "ALBUERA COMPACT HIGH VALUED VEGETABLES and PRODUCERS ASSOCIATION"** is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in a local special body.
4. That I can attest to the fact that the **ALCOHVVFA "ALBUERA COMPACT HIGH VALUED VEGETABLES and PRODUCERS ASSOCIATION"** is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in local special body.
5. That I executed this **SWORN STATEMENT** in order to establish the fact that the **ALCOHVVFA "ALBUERA COMPACT HIGH VALUED VEGETABLES and PRODUCERS ASSOCIATION"** is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in a local special body.

AFFIANT FATHER FURTHER SAYETH NAUGHT

IN WITNESS WHEREOF, I hereunto affix my signature this 11th day of July, 2025, at Albuer, Leyte, Philippines.


ASTERIA MARITA C. VILLAR
AFFIANT

SUBSCRIBED AND SWORN to before me, a notary public, this 11th day of July, 2025, at Albuer, Leyte, affiant personally appeared and presented to me respective identification, and she is known to me to be the person who executed the foregoing instrument.

DOC. NO. 466
PAGE NO. 094
BOOK NO LXXV
SERIES OF 2025

ATTY. RENE ALLAN G. JERVOSO
NOTARY PUBLIC FOR BAYBAY CITY, MAHAPLAG, & ALBUERA, LEYTE
NC NO. B-25-03-07 VALID UNTIL DECEMBER 31, 2026
UPTOWN PLAZA COMPLEX, MAGSAYSAY AVE., BAYBAY CITY, LEYTE
IBP NO. 417012/MANILA/01/02/2025
PTR NO. 0297807/01/02/2025/ALBUERA, LEYTE
TIN 918-790-898/ROLL NO. 48353
MCLE COMPLIANCE NO. VII-0027377