

Item No.:

48

Date: 12 2025 AUG

LETTER OF APPLICATION
AUGUST 06, 2025

Hon. Sandy Javier

Vice- Governor., Presiding Officer

Sangguniang Panlalawigan

Dear Vice- Governor Javier,



In Response to your notice of call for accreditation, kindly be informed that SIKAP UNIVERSAL FARMERS ASSOCIATION (SUFA) with Office address at BRGY. LIBTONG SAN MIGUEL, 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. Certified of registration issued by the DOLE of existing valid Certified of accreditation issued by the Sangguniang panlalawigan:
4. List of current officers
5. CY 2025 minutes of the annual meeting
6. CY 2025 Annual Accomplishment report: and
7. CY 2025 Financial Statement

Thank you.

Sincerely,


JUDITH O. BARBO
SIKAP President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: SIKAP UNIVERSAL FARMERS ASSOCIATION

Address: BRGY. LIBTONG, SAN MIGUEL, LEYTE

Contact No. 09636321948

Email Address _____

Date Organized: March 20, 2014

Sector/s Represented: _____

Purpose/ objective

- A. To establish an association that will promote mutual and protection to each member.
- B. To promote the moral social and economic will-being of all the member.
- C. To develop and effective cooperation and coordination among member on matters related to their farming enterprise.
- D. To engage in the production, procurement and marketing business and farm equipment machineries and agricultural inputs.
- E. To develop in each member expertise and technical skills for an effective innovative and sustainable way of rice, coconut and vegetable production **Services that the organization provide or can participative in:**

DepEd (Brigada Skwela)

Registering Agency:

Date Registered: April 10, 2014

- Department of Labor and Employment (**DOLE**)
- Sangguniang Panlalawigan
- Department Of Agriculture (**DA**)

Accrediting agency:

Date Accredit: APRIL 10 2014

- 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**)
- Other (Specify) Sangguniang Panlalawigan

Organizational Level:

Barangay Level

Project implemented in the _____ of _____

Year	Project	Cost	Financing source / schema	Beneficiaries	Status	
					Completed	Ongoing
2017	Hog Fathening	I.M	Province	17	Completed	
2021	Pre – Rence chicken		Province	14	Ongoing	



SIKAP UNIVERSAL FARMER ASSOCIATION

BRGY. LIBTONG SAN MIGUEL, LEYTE

TIN: 465-418-113

BOARD RESOLUTION NO. _

Whereas, section 108 of the local government code of 1991 (RA 7160) provides for the accreditation of civil society organizations.

Whereas, on July 25, 2025, the department of the interior and the local government issued memorandum circular no. 2022 on the guidelines on the accreditation of civil society organization and selection of representative to the local special bodies.

Whereas, the SIKAP UNIVERSAL FARMERS ASSOCIATION (SUFA) is a civil society organization duly registered with the department of labor and employment (DOLE) and existing under Philippines laws.



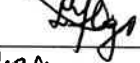
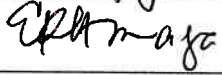
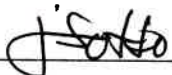
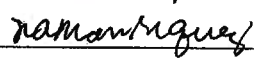



Whereas, in the SIKAP UNIVERSAL FARMERS ASSOCIATION (SUFA) special board meeting held at the Sikap Building at the Barangay Guinciaman, San Miguel, Leyte on July 31, 2025, attended by the following board of trustees present the following resolution was approved and adopted.

Resolved, as it hereby resolved to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan ng Palo Province of Leyte, Pursuant to the procedures and guidelines set forth in section 108 of the local government code of 1991 DILG memorandum circular 2022- and to apply for membership in local special body in the Municipality of San Miguel Leyte.

Resolved further, to forward copy of this resolution to the chair of the Sangguniang committee on accreditation, the Honorable Councilor

Resolved furthermore, that the following representative of the organization is/are authorized and directed to take any action necessary to effectuate the forgoing resolution.

Adopted, unanimously by the Board Of trustees / Director of the **SIKAP UNIVERSAL FARMERS ASSOCIATION - SUFA** the 31st day of July in the San Miguel Leyte.

Name	Position	Signature
Judith O. Barbo	President	
Ronald L. Jabonete	Vice- President	
Lydia B. Algo	Secretary	
Edna R. Amaga	Auditor	
Jenny O. Sotto	Treasurer	
Nenita A. Manriquez	Head, health Committee	
Leofoldo Lesigues	Head, Education Committee	
Ramil Amaga	Head, Infrastructure and safe Committee	
Bernabe M. Landrito	Head, Environmental Committee	

JUDITH O. BARBO
(Full name)

(Board chairperson or equivalent)

SUBSCRIBED AND SWORN TO before me this ___ day ___ 2025 In _____

Affiant Exhibiting to me his /her ___ with Valid Identification No. _____

Issued _____ at _____

Doc No: _____

Page No. _____

Book No. _____

Series No: _____

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAP
KAWANTRAN NG REVENUE INTERNAS
REVENUE REGION NO. 014
REVENUE DISTRICT NO. 88

BIR Form No. **2303**
Revised July 1997

OCN2K000008453

CERTIFICATE OF REGISTRATION

TIN 465-418-113-000	NAME SIKAP UNIVERSAL FARMERS ASSOCIATION	REGISTRATION DATE 03/06/2015
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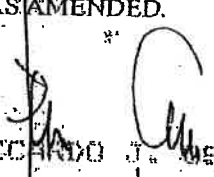
REGISTERED ADDRESS BROY LIBTONG SAN MIGUEL LEYTE 6548

REGISTERED ACTIVITY(IES) TAX TYPE INCOME TAX
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TRADE NAME SIKAP UNIVERSAL FARMERS ASSOCIATION	LINE OF BUSINESS / INDUSTRY 9199 ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C
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REMINDERS:

- ✓ The following has to be accomplished within 30 days from the date of registration:
 - a. Application for AUTHORITY TO PRINT Invoices/Receipts (BIR F-1906)
 - b. Registration of BOOKS OF ACCOUNTS
- ✓ File the required returns to conform with the above registered tax types, with or without business operation to avoid p generation of open cases, to wit:
 - Income Tax (Quarterly, Annual)
 - Withholding Tax (Monthly, Annual)
 - VAT (Monthly, Quarter Percentage Tax (Monthly)
 - Registration Fee (annual)
- ✓ For VAT taxpayers, mandatory submission of Quarterly SUMMARY LIST OF SALES & PURCHASES (SLSP)
- ✓ Surrender your CERTIFICATE OF REGISTRATION in case of transfer/cessation/ and other business registration updates form 1905 TO STOP GENERATION OF OPEN CASES

RDO DRY SEAL	<p>TAX LIABILITY SUBJECT TO CHANGE UPON SUBMISSION OF TAX EXEMPTION CERTIFICATE</p> <p>HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.</p> <p> RICARDO J. OSORIO REVENUE DISTRICT OFFICER (signature over printed name)</p>
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THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII
NORTHERN LEYTE FIELD OFFICE
Trece Martires St., Tacloban City

Registration Certificate No. R0800-NLFO-14-04-RWA-015

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of the Labor code, as amended, and its implementing rules

**SIKAP UNIVERSAL FARMERS
ASSOCIATION**

Barangay Libtong, San Miguel, 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 the right to represent them in accordance with its constitution and by-laws and for purposes not contrary to law.

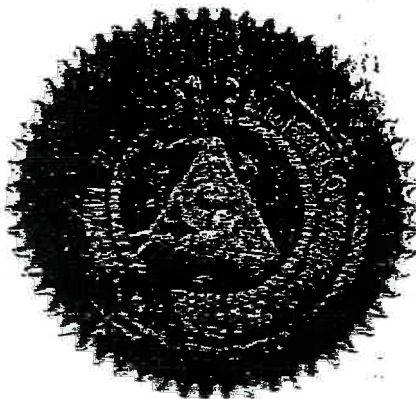
This certificate of registration shall subsist unless cancelled in the manner provided for the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

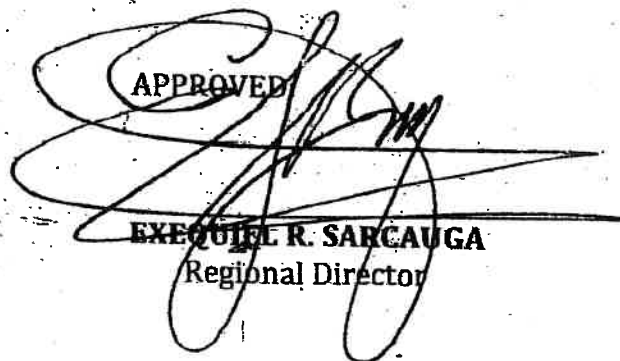
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines, this 04 day of April, 2014.

RECOMMENDING APPROVAL:


CYRIL L. TICA0

Assistant Regional Director
Head-Northern Leyte Field Office



APPROVED

EXEQUIEL R. SARCAUGA
Regional Director



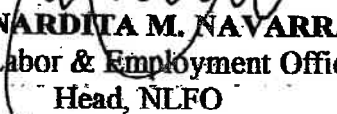
Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII

CERTIFICATION

THIS IS TO CERTIFY that **SIKAP UNIVERSAL FARMERS ASSOCIATION** of Brgy. Libtong, San Miguel, Leyte with Registration Certificate No. **RO800-NLFO-14-04-RWA-015** was registered with this Office on April 10, 2014 as Workers Association.

This further certifies that said Association is still active and duly recognized by this Office with the Officers and members appearing in the roster of Workers Association.

Given this 12th day of April 2016 at Tacloban City for whatever legal purpose it may serve.


BERNARDITA M. NAVARRA
Chief Labor & Employment Officer
Head, NLFO



List of current officers
SIKAP UNIVERSAL FARMERS ASSOCIATION

As July 31, 2025

Name	Position
1. Judith O. Barbo	President
2. Ronald L. Jabonete	Vice- President
3. Lydia B. Algo	Secretary
4. Edna R. Amaga	Auditor
5. Jenny O. Sotto	Treasurer
6. Nenita A. Manriquez	Head, health Committee
7. Leofoldo Lesigues	Head, Education Committee
8. Ramil Amaga	Head, Infrastructure and safe Committee
9. Bernabe M. Landrito	Head, Environmental Committee
10. Corazon P. Vinas	Member
11. Elezabeth C. Lacabe	Member
12. Berly P. Cibaga	Member
13. Jose V. Labaclado	Member
14. Silvino L. Brazil	Member
15. Milagros T. Arpon	Member
16. Lourdes V. Labaclado	Member
17. Natividad M. Obado	Member



SIKAP UNIVERSAL FARMER ASSOCIATION

BRGY. LIBTONG SAN MIGUEL, LEYTE

TIN: 465-418-113

ACTIVE MEMBERS

- Name**
1. Judith O. Barbo
 2. Ronald L. Jabonete
 3. Lydia B. Algo
 4. Edna R. Amaga
 5. Jenny O. Sotto
 6. Nenita A. Manriquez
 7. Leofoldo Lesigues
 8. Ramil Amaga
 9. Bernabe M. Landrito
 10. Corazon P. Vinas
 11. Elezabeth C. Lacabe
 12. Berly P. Cibaga
 13. Jose V. Labaclado
 14. Silvino L. Brazil
 15. Milagros T. Arpon
 16. Lourdes V. Labaclado
 17. Natividad M. Obado

This is certified that based on the records of SIKAP UNIVERSAL FARMERS ASSOCIATION the above-named members are Actively Taking Part in the affairs/ operation of the Association up to the present, July 31, 2025

LYDIA B. ALGO
Secretary

Approved By:

JUDITH O. BARBO
President



SIKAP UNIVERSAL FARMERS ASSOCIATION

Activity: Annual Assembly

Participants: SIKAP members

Date and time: JULY 31, 2025

Expectation for the activity:

General Objective:

Specific objective:

- Pag istoryahan an pag Garden
- Pag sarabutan an pag dugang han members han association
- Pagpili ha nig liliwan haan diri active na BOD or Officers

Agenda:

Agenda 1

Nagsiring Hi Ms. President Nga May Ada Naman Kita Halin Han Aton Garden, Amo Liwat An Ig Susuhol Ha Pag Dalos Ngan Pananom Han Aton Garden Tungud Kay Nariklamo An Mga Members Han Diri Na Hira Mailob Pag Dalos.

Agenda 2


Tungud Han Kamanduhab Han Province Nga Mag Dudugang Hin Members An Aton President In Nag Pasabot May Maruruyag Pag Api Hini Nga Asosasyon In Kakarawaton, Basi Kita Madugang- Dugangan.

Agenda 3

Ngan Nagdugag Pa Hi Ms. President Nga Kinahanglan Nga Mga BOD Nga Diri Active , Kinahanglan Na Liwanan Tungud Kay Harani Na An Aton Pag Renew Ha DOLE Han Aton Accreditation , Ini Ginaragbuyunan Liwat Han Mga Present Nga Member Ad Officers.


Meeting adjourned: 4:30 pm

Adjourned by:



Ronald L. Jabonete

Duly Seconded By All Members Present.

Attested by:


JUDITH O. BARBO
President

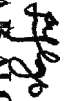
Prepared by:


Lydia B. Algo
Secretary



SIKAP UNIVERSAL FARMERS ASSOCIATION

Name of program / project/ activity	Objective	Duration/date	Status		Budget	Remarks
			Completed	Ongoing		
1. Hog fattening		July 21, 2017	✓		IM	Outbreak due from African swine fever virus (ASF virus)
2. free-range chicken	Produce eggs	July 9, 2021		✓	81 pcs. Chicken	Infected by Chicken anemia Virus
3. Gardening		November 13, 2021		✓	6pcs 4,090	Survived Total sales

Prepared by: 
LYDIA R. ALGO
 Secretary

Noted by: 
JUDITH O. BARBO
 President



SIKAP UNIVERSAL FARMERS ASSOCIATION
FINANCIAL STATEMENT FOR CY 2021


SOURCE	AMOUNT	REMARKS
Donor 1		Outbreak due from African swine fever virus (ASF virus)
Donor 2		Infected by Chicken anemia Virus
Monthly dues/ Membership Fees	3,800	
Income Generating Project 1	149,175	Due to ASF
Income Generating Project 2		
TOTAL	152,975	

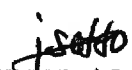
PARTICULARS	AMOUNT	REMARKS
Project 1	204,262	(55,087)
Project 2	28,000	
Meeting expenses	1,580	
Office supplies	580	
Logistics/ transformation	900	
Administration and personal		
Total	235,322	(82,347)

Noted by:


JUDITH O. BARBO
President


RONALD L. JABONETE
Vice - President


LYDIA B. ALGO
Secretary


JENNY D. SOTTO
Treasurer

EDNA R. AMAGA
Auditor