

Annex D: Letter of Application

July 28, 2025

**VICE GOVERNOR LEONARDO M. JAVIER JR.**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte

Dear Vice Governor Javier Jr.,

In response to your Notice of Call for Accreditation, kindly be informed that the Sitio Binanig Farmers Association, with office address at Sitio Binanig, Brgy Gibacungan, Tabango, 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. Certificate of Registration issued by the Department of Labor and Employment (DOLE)
4. List of Current Officers;
5. CY 2025 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,

  
**JOSEFINO LOTERTE JR**  
**Sitio Binanig Farmers Association**  
**President**

Item No.: 29  
Date: 09 2025 SEP

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**

Date: SEP 03 2025  
By: [Signature]

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION



Name of Organization: SITIO BINANIG FARMERS ASSOCIATION  
Address: SITIO BINANIG, BRGY GIBACUNGAN, TABANGO, LEYTE  
Contact No.: 09173146891 Email address (optional): barredofrancisco0916@yahoo.com

Date Organized : November 13, 2019 Sector/s Represented: AGRICULTURE

Purposes/Objectives: 1) promote mutual aid and protection to its members; 2) promote moral, social and economic well-being of all members; 3) develop a sustainable livelihood thru the conduct of activities with the aim of uplifting the economic condition of the members; 4) provide the members with knowledge and skills and equip themselves with an effective and innovative technology to integrated agri-based products and livelihood

Services that the organization provides or can participate in: 1) work with government and non government organizations or entities in the promotion and development of the association ; 2) to support the government in its programs related to economic recovery; 3) to provide financial assistance to its members in the form of credit .

Registering Agency: Date Registered: November 13, 2019

- 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: \_\_\_\_\_

- 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 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): \_\_\_\_\_

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
2024	Gardening	20,000.00	Internal funds	members		On going
2025	Tilapia growing	150,000.00	Sld dswd	members		On going
2023	layering	1,000,000.00	dswd	members		On going

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

- Local Development Council
- Local Health Board
- Local School Board-
- Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.

  
 JOSEFINO LOTERTE  
 President

  
 RYAN O. INOT  
 Secretary

**TO THE APPLICANT**

Kindly go through a self-assessment of the following requirements for your application. Please do not submit the Application Form without performing the said self-assessment.

<input type="checkbox"/>	1	Letter of Application
<input type="checkbox"/>	2	Duly accomplished Application Form for Accreditation
<input type="checkbox"/>	3	Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
<input type="checkbox"/>	4	Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
<input type="checkbox"/>	5	List of current Officers
<b>ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR</b>		
<input type="checkbox"/>	6	Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
<input type="checkbox"/>	7	Annual Accomplishment Report for the immediately preceding year
<input type="checkbox"/>	8	Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds

**SITIO BINANIG FARMERS ASSOCIATION**  
**Sitio Binanig, Brgy. Gibacungan, Tabango, Leyte**

**BOARD RESOLUTION NO 010-025**

**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 **Sitio Binanig Farmers Association** is a civil society organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

**WHEREAS**, in the **Sitio Binanig Farmers Association** Special General Membership Meeting held at SBFA Center, **Sitio Binanig, Brgy Gibacungan, Tabango, Leyte** July 27, 2025, attended by the majority of the general membership 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, 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 of Leyte.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the **Honorable Councilor Atty. Ronnan Christian Reposar**

**RESOLVED FURTHERMORE**, that the following representatives of the Organization are authorized and directed to take any action necessary to effectuate the foregoing resolution:

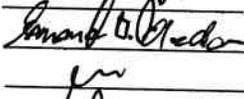
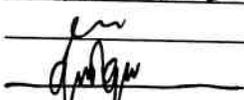
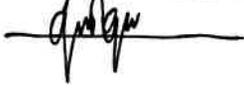
Josefino Loterte

Ryan Inot

Babylin Marientes

Annex E: Board Resolution - Intention for Accreditation

**ADOPTED** unanimously by the Board of Directors of Sitio Binanig Farmers Association this \_\_\_\_\_ in the Municipality of Tabango, Province of Leyte.

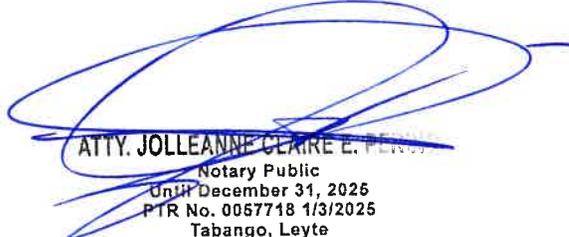
Name	Position	Signature
Diomedes P Impas	Board of Trustee	
Emma Oledan	Board of Trustee	
Vicky Catienza	Board of Trustee	
Jessa Paldas	Board of Trustee	
Nothing follows		

  
**Josefino Loterte**  
President-SBFA

**AUG 27 2025**

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_, 2025 in \_\_\_\_\_, Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at MUNICIPALITY OF TABANGO.

Doc No: 424  
Page No: 1st  
Book No: VI  
Series of: 2024

  
ATTY. JOLLEANNE CLAIRE E. PERALTA  
Notary Public  
Until December 31, 2025  
PTR No. 0057718 1/3/2025  
Tabango, Leyte  
Roll No. 76783  
IBP OR No. 495192 1/2/2025  
Leyte Chapter  
MCLE Compliance No. VIII-000911  
Until 4/14/2028  
NC No. R-PAL-23-12-010  
Br. 17, RTC, Palompon, Leyte



Registration Certificate No.  
R08-WLFO-2019-11-WA-1593

KNOW ALL MEN BY THESE PRESENTS

# SITIO BINANIG FARMERS' ASSOCIATION

Brgy. Gibacungan, Tabango, Leyte

By virtue of the provisions of the Labor Code, as amended, and its implementing rules 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 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 DOLE Regional Office No. VIII, Tacloban City, Philippines this 13<sup>th</sup> day of November 2019.

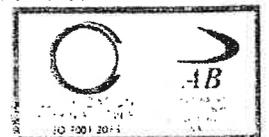


By authority of the Regional Director:

YAHYA A. CENTI  
Regional Director

Approved by:  
  
EDGAR B. TABUYAN  
Supervising LEO/OIC Head WLFO

Not valid w/out Seal





Republic of the Philippines  
Province of Leyte



**SANGGUNIANG PANLALAWIGAN**

Pursuant to SP Resolution No. 2020-742, this

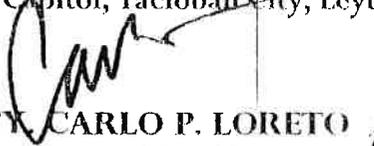
*Certificate of Accreditation*

is awarded to

**SITIO BINANIG FARMERS ASSOCIATION (SBFA)  
TABANGO, 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 No. 2019-72 dated May 22, 2019.

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 30th day of October in the year of our Lord, 2020 at the Provincial Capitol, Tacloban City, Leyte, Philippines.

  
ATTY. CARLO P. LORETO  
Vice Governor and Presiding Officer

Annex F: List of Current Officers and Members  
SITIO BINANIG FARMERS ASSOCIATION  
As of July 31, 2025

<u>Name</u>	<u>Position</u>
Josefino O Loterte	President
Richard Gumba	Vice President
Ryan O Inot	Secretary
Babylin O Marientes	Treasurer
Francisco P Barredo	Audited
Arniel P. Marientes	Public Info Officer
Arvin P. Nacua	Public Infor Officer
Rogelio Salino Jr	Board of Trustee
Diomedes P. Impas	Board of Trustee
Emma Olidan	Board of Trustee
Vicky Catienza	Board of Trustee
Jessa Paldas	Board of Trustee
Joan Loterte	Member
Anacorita Arribe	Member
Delia Loterte	Member
Jimuel Marientes	Member
Armando Perdigan	Member
Jesus L Perdigan	Member
Mariel O Loterte	Member
Jayson Ostria	Member
Teresita Ostria	Member
Analiza Salino	Member
Nina Troyo	Member
Clemencia P. Nacua	Member
Anastacio Nacua	Member

Prepared by:

  
Ryan O Inot  
Secretary

Noted by

  
Josefino O Loterte  
President

MAY 2025

IN OUT

NAME OF ASSOCIATION: SITIO BINANIG FARMERS ASSOCIATION (SBFA)  
ADDRESS: SITIO BINANIG GIBACUNGAN TABANGO LEYTE

TIME: 10:38 AM / 01:25  
DATE: MAY 4, 2025

\* SPEAKER OF THE MEETING: FRANCISCO BARREDO (ADVISER)  
\* SECRETARY REPORT: RYAN INOT  
\* TREASURER REPORT: BABYLIN MARIENTES

AGENDA  
"TREASURER REPORT"

- \* Cash Balance sa February (8,977)
- \* Expenses -(13,018) Buwan sa March
- \* Expenses sa Simbahan -(41,564)
- \* Expenses sa April -(14,193)
- \* Ang nahabilin sa Buwan sa April -(25,390)
- \* Ang nahabilin sa Buwan sa March - (~~7,420~~ 7,420)

"ABOUT EGG'S"

- \* Daghan damage ang bunay to ka tray
  - \* sa quality waray minus
  - \* 3rd to 4th week for quality
  - \* NEW PRICE
- |               |               |
|---------------|---------------|
|               | → to JOSEFINO |
| Small - 220   | Small - 205   |
| MEDIUM - 225  | MEDIUM - 220  |
| LARGE - 245   | LARGE - 230   |
| X-LARGE - 265 | X-LARGE - 250 |
| JUMBO - 275   | JUMBO - 260   |

"ABOUT SA KAHAY"

- \* Ang pagbayad sa Association, kada bolpet kun kan Francisco Barredo tag 5 Ang Bolpet.
- \* Hakot sa Kahay, ang suhol tag (3) ang bolpet, waray bagis, waray sakup kaon ug waray snacks

"ABOUT CENTER"  
Meetinganan

- \* Ang pagpanday sa center tag 200 ang panday (x50) ang bagis sakup kaon.
- \* Ang labor sa panday 150 ang suhol (x25) ang bagis, sakup kaon.  
↳ FELICISIMO GUMBA  
↳ MAGNO DIGAMON
- \* Tag 10 ang lata sa baras
- \* Paghimo sa hallow block 200 ang sako walay bagis.

"ECO REMANIPULAN"

→ May plano pag palit ug Yuta para sa member sa Association.

- \* Ang pag harvest sa mga utanon, ang na assign  
↳ Magno Digamon } usa lang ang bagis  
↳ Arvin Nacua }

# "ATTENDANCE OF THE MEETING"

MAY 2025

## PRESENT

JESUS PERDIGAN  
JOSEFINO LOTERTE  
RYAN INOT  
BABYLIN MARIENES  
ARMANDO PERDIGAN  
FRANCISCO BARREDO  
ANACORITA ARRIBE  
TERESITA OSTRIA  
JIMUEL MARIENES  
NIÑA TROYO  
VICKY CATTENEA  
JHONREY DIGAMON  
EMMA OLIDAN  
MAGNO DIGAMON  
DELIA LOTERTE  
CLEMENCIA NACUA  
ANASTACIO NACUA  
~~MARIEL LOTERTE~~  
JOAN LOTERTE  
RICHARD GUMBA  
ANALIZA SAUNO  
ROGELIO SAUNO JR.  
FELECISIMO GUMBA  
ARVIN NACUA

## ABSENT

- MARIEL LOTERTE
- JAYSON OSTRIA
- DIOMEDES IMPAS
- VIRGINIA IMPAS

uation:

\* (X5) ang pagtubong sa fishpond na assign (JESUS PERDIGAN)

\* Kun diri gani maka attend sa meeting sa Association, dapat mag chat sa GC para makasabot ang tanan kun ano man ang problema o kakabisihan, or importante.

\* Ang pag spray sa garden ang na assign Arvin Nacua

LD OFFICER'S

- RESIDENT: JESUS PERDIGAN
- VICE PRESIDENT: ANACORITA ARRIPE
- SECRETARY: RYAN INOT
- TREASURER: BARYUN MARIENTES
- AUDITOR: FRANCISCO BARREDO
- I.O : 1. SHERWIN MARIENTES  
2.
- BUSINESS MANAGER: ROGELIO SALINO JR.
- O.D : DIOMEDES IMPAS  
ANALIZA SALINO  
JOSEFINO LOTERTE

MEMBER'S

- JOAN LOTERTE
- RICHARD GUMBA
- DELIA LOTERTE
- JAYSON OSTRIA
- MARIEL LOTERTE
- ARMANDO PERDIGAN
- JHONREY DIGAMON
- MAGNO DIGAMON
- JIMUEL MARIENTES
- TERESITA OSTRIA
- NIÑA TROYO
- ARVIN NACUA
- CLEMENCIA NACUA
- ANASTACIO NACUA
- EMMA OLIDAN
- ARNIEL MARIENTES
- VICKY CATIENZA
- JESSA PALDAS

Prepared by: RYAN O. INOT  
SECRETARY SIGNATURE

J Perdigon  
JESUS PERDIGAN  
PRESIDENT SIGNATURE

JULY 2025

Name of Association: Sitio Binanig Farmers Association (SBFA)  
Address: Sitio Binanig Gibacungan Tabango Leyte

IN | OUT  
Time: 9:45 AM | 11:38 AM  
Date: July 27, 2025

- \* Speaker of the meeting - FRANCISCO BARREDO (ADVISER)
- \* Secretary Report - RYAN D. INOT
- \* Treasurer Report - BABYLIN MARIENTES

## AGENDA

### "UBE PRODUCTION PLAN"

- \* Tawagan ang supplier, magpa schedule nga mag training sa pag-tanum ug ube.
- \* Gikacabutan (Harvest to Pay)

### "FISH POND PREPARATION PLAN"

- \* Kuhaan ug asula, limpyuhan ang palibot, ug patubigan, preparation kay para madeliveran ug fingerlings sa tilapia.
- \* Magpadeliver ug feeds sa tilapia.

### "COMMONAL GARDEN"

- \* Magpalit ug garden hose.
- \* Magpalit ug seeds
- \* Mag seed soawing
- \* Mag kural
- \* Mag Plastic Mulch Installation

### "POULTRY LAYER"

- \* Magpadeliver ug tubong leobags
- \* Dapat hakot dayun, ibutang sa bodiga

## NEW OFFICER'S :

PRESIDENT : JOSEFINO LOTERTE  
 ICE PRESIDENT : RICHARD GUMBA  
 SECRETARY : RYAN INOT  
 TREASURER : BABYLIN MARIENTES  
 AUDITOR : FRANCISCO BARREDO  
 P. I. O :  
 1. ARNIEL MARIENTES  
 2. ARVIN NACUA  
 BUSINESS MANAGER : ROGELIO SALINO JR.  
 3. O. D :  
 1. DIOMEDES IMPAS  
 2. EMMA OLIDAN  
 3. VICKY CATIENZA  
 4. JESSA PALDAS

## MEMBER'S

- JOAN LOTERTE
- ANACORITA ARRIPE
- DELIA LOTERTE
- JIMUEL MARIENTES
- ARMANDO PERDIGAN
- JESUS PERDIGAN
- JHON REY DIGAMON
- MARIEL LOTERTE
- JAYSON OSTRIA
- TERESITA OSTRIA
- ANALIZA SALINO
- NINA TROYO
- CLEMENCIA NACUA
- ANASTACIO NACUA
- FELECISIMO GUMBA

# "ATTENDANCE OF THE MEETING"

JULY 2025

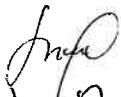
## PRESENT

JESUS PERDIGAN  
JOSEFINO LOTERTE  
RYAN INOT  
BABYLIN MARIENTES  
DELIA LOTERTE  
VICKY CATIENZA  
JESSA PALDAS  
JAYSON OSTRIA  
ARNIEL MARIENTES  
MARIEL LOTERTE  
ARMANDO PERDIGAN  
TERERITA OSTRIA  
ANACORITA ARRIBE  
NINA TROYO  
ANASTACIO NACUA  
ARVIN NACUA  
RICHARD GUMBA  
FRANCISCO BARRERO  
EMMA OLIDAN  
DIOMEDES IMPAS  
ROGELIO SALINO JR.  
ANALIZA SALINO

## ABSENT

- JIMUEL MARIENTES
- J HONREY DIGAMON
- FELECISIMO GUMBA

Prepared by:

  
RYAN O. INOT

SIGNATURE

  
JOSEFINO LOTERTE

President Signature

Annex H: Annual Accomplishment Report

SITIO BINANIG FARMERS ASSOCIATION

Name of Program/Project/Activity	Objectives	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
planted 1,200 sqm vacant lot with various varieties of vegetables	to have a source of income for the association members	March 02 to April 10, 2024	done		10,000.00	on going
accepted project from BFAR for tilapia growing	to have an addtl source of income for the members	June 18 to present	done		na	on going
attended orientation on vegetable growing conducted by Province of leyte	be able to learn new techniques in vegetable growing	June 8, 2025	done		5,000.00	successful

Prepared By:

Ryan O. Inot  
Secretary

Noted By:

Josefino O Loterte  
President

Sitio Binanig Farmers Association (SBFA)  
Financial Statement

For the month of January-2024 to December-2024

₱ 1,973,427.00.00

Income: Layers

Expenses:

Netteter

120,000.00

Labor-eggs

97,220.00

Feeds

308,700.00

Labor-Feeds

10,800.00

Midicine

12,600.00

Input-Polltry

81,707.00

Office Supplies

12,000.00

Travel-Expenses:

24,000.00

Materials-polltry

200,000.00

Labor-Materials

50,000.00

₱ 917,027.00

NET Income:

₱ 1,056,400.00.00

Prepared by:

~~Maniendes~~  
Babylin O. Maniendes  
Association Treasurer

Approved by:

J. Perdigan  
JESUS L. PERDIGAN  
Association President

SITIO BINAVIG FARMER ASSOCIATION (SBFA)  
Financial Statement

For the month of January - 2015 to July - 2015

Income: Layers ₱1,029,816.00

Expenses:

Feeds	823,200.00
labor - Feeds	25,200.00
Medicine	22,600.00
vet kit	84,000.00
labor - eggs	10,000.00
materials / chapel	63,579.00

₱1,088,579.00

NET Income:

₱111,237.00

prepared by:  
Rabylin O. Mariender  
Association Treasurer

Approved by:

J. P. Pando  
Jesus L. Pando  
Association President