

Annex D: Letter of Application

Item No.: 30  
Date: 09 2025 SEP

August 28, 2025

Vice Governor Leonardo M. Javier Jr.  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: SEP 03 2025  
By: [Signature]

Dear Vice Governor Javier:

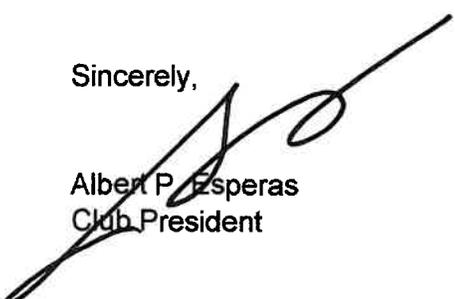
In response to your Notice of Call for Accreditation, kindly be informed that Kiwanis Club of Sulhog Tacloban, with office address at Villa Rita Subdivision, Manlurip, San Jose, Tacloban City, would like to seek accreditation by the Sangguniang Panlalawigan..

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 Security and Exchange Commission.;
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,

  
Albert P. Esperas  
Club President

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: Kiwanis Club of Sulhog Tacloban

Address: Blk 1 Lot 11 Villa Rita Subd. Manlurip, Barangay 84, San Jose Tacloban City

Contact No.: (63) 921-6088888 Email address (optional): albertesperas@gmail.com

Date Organized: August 08, 2018 Sector/s Represented: \_\_\_\_\_

Purposes/Objectives: The Primary pupose of this club is to improve the quality of life for children and families worldwide by adhering to the objectives of Kiwanis International.

Services that the organization provides or can participate in: Community Service

Registering Agency: \_\_\_\_\_ Date Registered: January 16, 2020

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

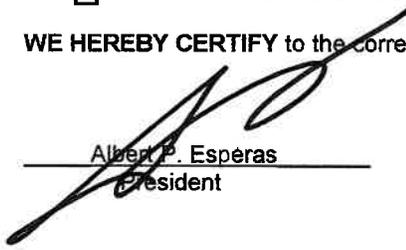
**Projects Implemented in the Province of Leyte**

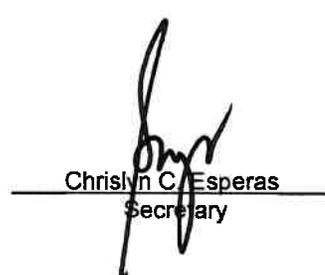
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2024	Feeding Program	10,000	Members Contribution	Alang alang, Leyte	√	
2024	Distribution of School Supplies	25,000	Members Contribution	Alang alang Leyte	√	
2024	Project Angel	5,000		Burauen, Leyte	√	
2024	Christmas Party	25,000	Donations (Goods)10,000 Members contribution 15,000	Tanauan, Leyte	√	
2023	Distribution of School Supplies, Feeding Activity	30,000	Members Contribution and contribution from other Organizations	Tabango, Leyte	√	
2023	Coastal Clean Up	10,000	Members Contribution	Tanauan, Leyte Tabango, Leyte	√	

**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.

  
 \_\_\_\_\_  
 Albert P. Esperas  
 President

  
 \_\_\_\_\_  
 Christlyn C. Esperas  
 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 checked="" type="checkbox"/>	1 Letter of Application
<input checked="" type="checkbox"/>	2 Duly accomplished Application Form for Accreditation
<input checked="" type="checkbox"/>	3 Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
<input checked="" type="checkbox"/>	4 Certificate of Registration or existing valid Certificate of Accreditation from Security and Exchange Commission.
<input checked="" type="checkbox"/>	5 List of current Officers
<b>ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR</b>	
<input checked="" 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 checked="" type="checkbox"/>	7 Annual Accomplishment Report for the immediately preceding year
<input checked="" 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



**Kiwanis Club of Sulhog Tacloban  
Tacloban City**

**BOARD RESOLUTION NO 25-02**

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

**WHEREAS**, on \_\_\_\_, 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 Kiwanis Club of Sulhog Tacloban is a civil society organization duly registered with the Securities and Exchange Commission, and existing under Philippine laws;

**WHEREAS**, in the Kiwanis Club of Sulhog Tacloban Special Board Meeting held at Budget Hotel Restaurant on July 18, 2025, 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, 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 Board Member Ronnan Christian M. Reposar .

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

Albert P. Esperas

Chrislyn C. Esperas

Francisco P. Barredo

Janice P. Asis

**ADOPTED** unanimously by the Board of Trustees of the Kiwanis Club of Sulhog Tacloban this 25<sup>th</sup> day of August 2025 in the City of Tacloban.

Name	Position	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

*\*add rows as necessary*

Annex E: Board Resolution - Intention for Accreditation



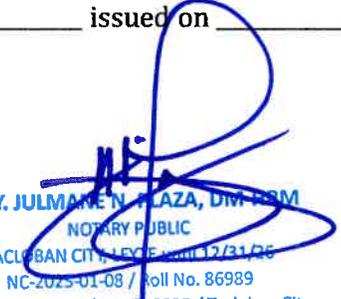
Paul Michael G. Acop

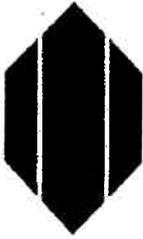
Board Chairperson

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of AUG 31 2025 in \_\_\_\_\_, Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_

Doc No: 513  
Page No: 104  
Book No: II  
Series of: 2025



  
ATTY. JULMANE N. PLAZA, DM-PSM  
NOTARY PUBLIC  
TACLOBAN CITY, LEYTE, until 12/31/25  
NC-2025-01-08 / Roll No. 86989  
PTR No. 8651272 / Jan. 3, 2025 / Tacloban City  
IBP No. 501644 / Jan. 7, 2025  
MCLE No. VIII - 0022125 valid until 1/14/2028  
09177050034; plaza.julmane.jd@gmail.com



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
PICC Secretariat Bldg., PICC Complex  
Pasay City, Metro Manila

COMPANY REG NO. CN202000774

**CERTIFICATE OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

**Kiwanis Club of Sulhog Tacloban City Incorporated**

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation and By Laws in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), and copies of said Articles and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without a prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/ financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/ membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate **DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this Certificate.

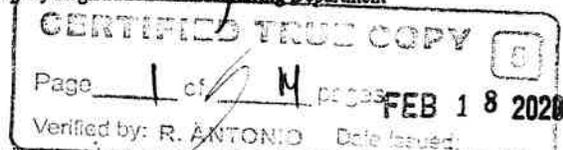
IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at PICC Secretariat Bldg., PICC Complex Pasay City, Metro Manila, Philippines, this day of 16, January, Twenty Twenty.



For SEC use only  
S94590(PSIC as reserved)

DOCUMENTARY STAMP TAX PAID

**GERARDO F. DEL ROSARIO**  
Director  
Company Registration and Monitoring Department





**KIWANIS CLUB OF SULHOG TACLOBAN**  
**Club ID : K19633**  
**Division 1B**  
**Southern Philippine District**



**LIST OF OFFICERS**

*KY 2024- 2025*

<b>President</b>	<b>:</b>	<b>Albert P. Esperas</b>
<b>Vice President</b>	<b>:</b>	<b>Jhowien R. Palma</b>
<b>President Elect</b>	<b>:</b>	<b>Letecia Maceda</b>
<b>Secretary</b>	<b>:</b>	<b>Chrislyn C. Esperas</b>
<b>Assistant Secretary</b>	<b>:</b>	<b>Janice P. Asis</b>
<b>Treasurer</b>	<b>:</b>	<b>Francisco P. Barredo</b>
<b>Auditor</b>	<b>:</b>	<b>Marcelina C. Espos</b>
<b>Financial Review Committee</b>	<b>:</b>	<b>Thelma Quijano</b>
<b>Fundraising Committee</b>	<b>:</b>	<b>Elwil Duan</b>
<b>Program Committee</b>	<b>:</b>	<b>Katrina Duan</b>
<b>Membership Committee</b>	<b>:</b>	<b>Jessa Judilla</b>
<b>Service Leadership Program Committee</b>	<b>:</b>	<b>Hartzel Lancanan</b>
<b>Young Children Priority One</b>	<b>:</b>	<b>Edgamer Zamora</b>
<b>Board of Trustee</b>	<b>:</b>	<b>Paul Michael G. Acop</b>
	<b>:</b>	<b>Letecia R. Maceda</b>

**KIWANIS CLUB OF SULHOG TACLOBAN**

**Activity:** Regular Monthly Meeting

**Participants:**

1. Albert Esperas
2. Chrislyn Esperas
3. Janice Asis
4. Francisco Barredo
5. Hartzel Lancanan
6. Lina Espos
7. Letecia Maceda
8. Jessa Judilla
9. Paul Acop
10. Edgamer Zamora

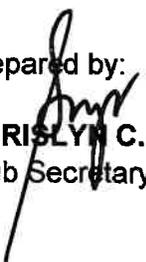
**Date and Time:** July 18, 2025 / 6pm

**Expectations for the Activity:** Discuss agenda agreed upon and other issues and concerns

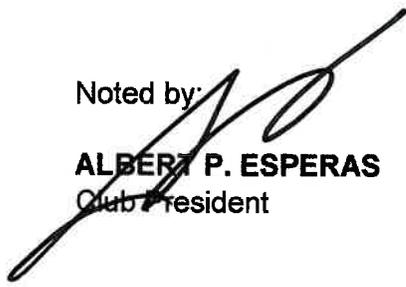
**Agenda:**

1. Agenda 1 – DISCON 2025
  - Attendance in the Kiwanis DISCON on Sept. 6-8, 2025 at Davao City, majority of the present members signify their attendance on the said activity
2. Agenda 2 – Accreditation of the club to city and province
  - All members agreed to apply for accreditation in the city and province
  - Board resolution was likewise signed during the meeting
3. Agenda 3 – Coastal Clean Up Activity
  - The members agreed to have a Coastal Clean-up Activity in San Isidro Leyte on Sept. 2025
4. Agenda 4 – Tree Planting Activity
  - The members agreed to have a Tree Planting Activity for August 2025 in Lawaan Eastern Samar

Prepared by:

  
**CHRISLYN C. ESPERAS**  
Club Secretary

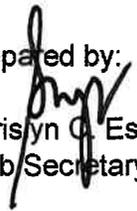
Noted by:

  
**ALBERT P. ESPERAS**  
Club President

Annex H: Annual Accomplishment Report

**Kiwanis Club of Sulhog Tacloban**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Tree Planting Activity	Environmental Conservation	February 25, 2024	√		5,000	
Turn-over of Solar Lights	To provide illumination in a sustainable and cost effective way	February 25, 2024	√		25,000	
Distribution of Food Packs	To reduce malnutrition and hunger	February 25, 2024	√		10,000	
Mental Health Awareness	To reduce Stigma increase knowledge and understanding of mental health issues	March 22, 2024	√		15,000	
Clean up drive	Improve public health and Environment safety by removing trash and debries	April 28 , 2024	√		5,000	
Project Angel Tree	Prevent and Eliminate child Labor by addressing its underlying causes and fulfilling the immediate needs of child laborers and their family.	May 1, 2024	√		5,000	
Project Kwaderno and Feeding Activity	Provide school supplies to less fortunate children.	August 2, 2025	√		20,000	
Feeding Activity and Games	To reduce malnutrition and hunger	September 8, 2024	√		10,000	
Childrens Christmas party	To Celebrate Christmas party with the less fortunate children.	December 8, 2024	√		25,000	

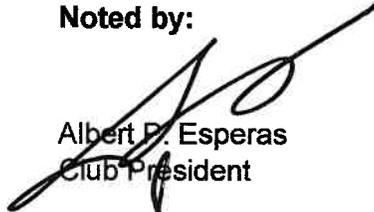
Prepared by:  
  
 Chrislyn C. Esperas  
 Club Secretary

Noted by:  
  
 Albert P. Esperas  
 Club President

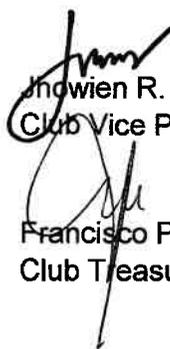
**KIWANIS CLUB OF SULHOG TACLOBAN  
FINANCIAL STATEMENT FOR CY 2024**

<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Donor 1	<b>30,000</b>	
Donor 2	<b>20,000</b>	
Monthly Dues / Membership Fees	<b>90,000</b>	
Income Generating Project 1		
Income Generating Project 2		
<b>TOTAL</b>	<b>140,000</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Activities	<b>120,000</b>	
Meeting Expenses		
Office Supplies	<b>1,000</b>	
Logistics / Transportation		
Administrative and Personnel	<b>0</b>	
<b>TOTAL</b>		
<b>TOTAL FUND BALANCE (Total Inflow – Total Outflow)</b>	<b>19,000</b>	

Noted by:



Albert P. Esperas  
Club President



Indwien R. Palma  
Club Vice President



Chrislyn C. Esperas  
Club Secretary



Francisco P. Barredo  
Club Treasurer



Marcelina C. Espos  
Club Auditor

83222 0000 0000 0000

BY -LAWS

OF



Kiwanis Club of Sulhog Tacloban City Incorporated

I. THE TIME, PLACE AND MANNER OF CALLING AND CONDUCTING REGULAR OR SPECIAL MEETINGS OF THE TRUSTEES.

- a) Regular meetings of the board of trustees of the corporation shall be held monthly.
- b) Special meetings of the board of trustees may be held at any time upon the call of the president.
- c) Meetings of trustees may be held anywhere in or outside of the Philippines, unless the by-laws provide otherwise. Notice of regular or special meetings stating the date, time and place of the meeting must be sent to every trustee at least one (1) day prior to the scheduled meeting, unless otherwise provided by the by-laws. A trustee may waive this requirement, either expressly or impliedly.

II. THE TIME AND MANNER OF CALLING AND CONDUCTING REGULAR OR SPECIAL MEETINGS OF THE MEMBERS.

- a) Regular or annual meetings of members shall be held annually on May 15.
- b) Written notice of regular meetings shall be sent to all members of record at least two (2) weeks prior to the meeting, unless a different period is required by the by-laws.
- c) Special meetings of members shall be held at any time deemed necessary or as provided in the by-laws.
- d) Written notice of special meetings shall be sent to all members at least one week prior to the meeting unless a different period is required by the by-laws.
- e) Members' meetings, whether regular or special, shall be held in the city or municipality where the principal office of the corporation is located, and if practicable in the principal office of the corporation. Metro Manila shall, for the purpose of this provision, be considered city or municipality.

III. THE REQUIRED QUORUM IN MEETINGS OF MEMBERS

- a) The required quorum in meetings of members shall consist of the member/s representing a majority of the entire membership.

IV. THE FORM FOR PROXIES OF MEMBERS AND THE MANNER OF VOTING THEM

- a) Members may vote in person or by proxy in all meetings of members. Proxies shall be in writing, signed by the member and filed before the scheduled meeting with the corporate secretary. Unless otherwise provided in the proxy, it shall be valid only for the meeting for which it is intended. No proxy shall be valid and effective for a period longer than five (5) years at any one time.

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*[Handwritten signatures and stamps]*

Page 4 of 11 pages FEB 18 2020

Verified by: R. ANTONIO Date Issued:

V. THE QUALIFICATIONS, DUTIES, TERM AND COMPENSATION OF TRUSTEES

- a) No person convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) years, or a violation of this Code, committed within five (5) years prior to the date of his election shall qualify as a trustee. No person shall be elected as a trustee unless he is a member of the corporation. A majority of the trustees must be residents of the Philippines.
- b) The corporate powers of the corporation shall be exercised, all business conducted and all property of the corporation be controlled and held by the board of trustees to be elected from among the members, who shall hold office for one (1) year and until their successors are elected and qualified.
- c) The trustees shall not receive any compensation, as such trustees, except for reasonable per diems. Any compensation may be granted to trustees by the vote of the members representing at least a majority of the membership at a regular or special members' meeting. In no case shall the total yearly compensation of trustees, as such trustees, exceed ten (10%) percent of the net income before income tax of the corporation during the preceding year.

VI. THE MANNER OF ELECTION OR APPOINTMENT, QUALIFICATION AND THE TERM OF OFFICE OF ALL OFFICERS OTHER THAN TRUSTEES

- a) Immediately after their election, the trustees of a corporation must formally organize by the election of a PRESIDENT, who shall be a trustee, a TREASURER who may or may not be a trustee, a SECRETARY who shall be a resident and citizen of the Philippines, and such other officers as may be provided in the by-laws. Two (2) or more positions may be held concurrently by the same officer, however no one shall act as PRESIDENT and SECRETARY or as PRESIDENT and TREASURER at the same time. The officers of the corporation shall hold office for one (1) year and until the successors are elected and qualified. The officers of the corporation shall perform functions as required by existing laws, rules and regulations.

VII. FISCAL YEAR

- a) The fiscal year of the corporation shall begin on October 1 and shall end on September 30 of each year.

VIII. SEAL

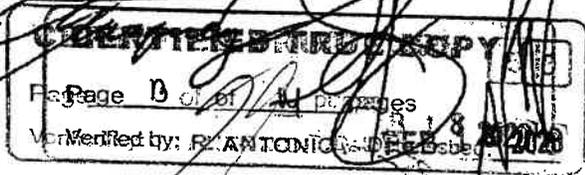
- a) The corporate seal shall be determined by the Board of Trustees.

IX. MISCELLANEOUS PROVISIONS:

- a) Matters not covered by the provisions of these by-laws shall be governed by the provisions of the Corporation Code of the Philippines.

IN WITNESS WHEREOF, we, the undersigned incorporators and/or stockholders present at said meeting and voting thereat in favor of the adoption of said by-laws, have hereunto subscribed our names this 11<sup>th</sup> day of NOVEMBER at MANILA CITY

*[Handwritten signatures of incorporators and stockholders]*



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Republic of the Philippines

**SECURITIES and EXCHANGE COMMISSION**

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I hereby certify that (a) this is a true copy of the document stored in the SEC i-View facility to which proper security measures were employed to ensure the integrity of the recording of FOURTEEN [14] pages and (b) the SEC i-View Facility was operating in a manner that did not affect the integrity of the electronic document.

*KINAMIS CLUB OF SULTAN TALLOREAN CITY INCORPORATED*

Verified by: RENIER S.J. ANTONIO Fees Php 400 paid under  
O.P. No.: 1891498 Date: FEB 18 2020

**BASIS: ELECTRONIC RECORDS FROM CD**

*Romeo B. Camano*

**ROMEO B. CAMANO**  
SEC Administrative Officer IV  
Electronic Records Management Division  
Information and Communication Technology Department

