

August 11 2025

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

Dear **Vice Governor Javier**:

In response to your Notice of Call for Accreditation, kindly be informed that Capilihan Agrarian Reform Cooperative Reform (CARCo), would like to seek accreditation by the Sanggunian Bayan. *- San Miguel, Leyte*

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 Cooperative Development Authority (CDA)
4. List of Current Officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,

*RLabaclado*  
Remegia D. Labaclado  
Chairwoman

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCO)

Address: BRGY. CAPILIHAN WITH OFFICE ADDRESS AT 188 PAYATAS ST. BRGY CANAP SAN MIGUEL LEYTE

Contact No.: 09940714323

Email address (optional): capilihanarco@gmail.com

Date Organized: January 27 2023

Sector/s Represented: FCA's

Purposes/Objectives: \_\_\_\_\_

Services that the organization provides or can participate in: \_\_\_\_\_

Registering Agency:

Date Registered: Jan 27, 2023

- 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: January 27 2023

- 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): Neighboring Municipalities

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

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2025	NATIVE CHICKEN	150,000.00	ATI	51	COMPLETED	

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.

*RRL Labaclado*  
Remegia Diloy Labaclado  
 President

*Rm Reboso*  
Rosemary M. Reboso  
 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 (Cooperative Development Authority-CDA)
<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



**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)**  
**Brgy. Capilihan with Office Address at Brgy. Canap San Miguel Leyte**

**BOARD RESOLUTION NO 5**

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

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

**WHEREAS**, the Capilihan Agrarian Reform Cooperative (CARCo) is a civil society organization duly registered with the Cooperative Development Authority (CDA), and existing under Philippine laws;

**WHEREAS**, in the Capilihan Agrarian Reform Cooperative (CARCo) Special Board Meeting held at 188 Payatas St. Brgy. Canap San Miguel Leyte on August 09 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 Bayan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-\_\_, and to apply for membership in a local special body in the Province of Leyte, Municipality of San Miguel

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation,

**RESOLVED FURTHERMORE**, that the following representatives of the Organization are authorized and directed to take any action necessary to effectuate the foregoing resolution: Remegia D. Labaclado/Arnel S. Cuayzon

**ADOPTED** unanimously by the Board of Trustees/Directors of the Capilihan Agrarian Reform Cooperative (CARCo) this 09<sup>th</sup> day of August 2025 in the Province of Leyte, Municipality of San Miguel.

<b>Name</b>	<b>Position</b>	<b>Signature</b>
<u>Remegia D. Labaclado</u>	<u>Chairwoman</u>	<u><i>R. Labaclado</i></u>
<u>Salvacion S. Abadines</u>	<u>Vice Chairwoman</u>	<u><i>S. Abadines</i></u>
<u>Joelybel A. Pamonag</u>	<u>Board of Director</u>	<u><i>J. Pamonag</i></u>
<u>Pacencia Sister</u>	<u>Board of Director</u>	<u><i>Pacencia M. Sister</i></u>
<u>Corazon Cuenza</u>	<u>Board of Director</u>	<u><i>C. Cuenza</i></u>
<u>Arnel S. Cuayzon</u>	<u>General Manager</u>	<u><i>A. Cuayzon</i></u>
<u>Rosemary M. Rebozo</u>	<u>Secretary</u>	<u><i>Rm Rebozo</i></u>
<u>Donita Rose R. Bantula</u>	<u>Treasurer</u>	<u><i>D. Bantula</i></u>
<u>Janet G. Secoya</u>	<u>Auditor</u>	<u><i>J. Secoya</i></u>
<u>Crisanta Balais</u>	<u>Election Comm.</u>	<u><i>C. Balais</i></u>
<u>Cristina Labaclado</u>	<u>Collection Officer</u>	<u><i>C. Labaclado</i></u>
<u>Shieva Secoya</u>	<u>Book Keeper</u>	<u><i>S. Secoya</i></u>

Annex E: Board Resolution - Intention for Accreditation

*RRLabaclobo*  
Rémezia D. Labaclobo  
Chairwoman

SUBSCRIBED AND SWORN TO before me this 12 SEP 2025, 2025 in ALANGALANG, LEYTE, Affiant exhibiting to me his/her Senior Citizen with valid identification no. 5108 issued on October 22 2019 at San Miguel Leyte.

Doc No: 43  
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Book No: XU  
Series of: Nov



*[Signature]*  
ATTY. KENNETH SPICE MEDALLA DE VEYRA  
Notary Public for Tacloban City, Leyte  
NC No. 0024-01-17 until December 31, 2025  
Jal of Bar. Reg. No. 67385  
IBP Lifetime No. 102, 06/07-17; Leyte Chapter  
PTR No. 9574692, CI: 02-2025; Alangalang, Leyte  
MCLE Compliance No. VIII-1040140, until 04-14-2028  
AVILA, DE VEYRA & HUBINO Law & Notarial Office  
Cor. P. Burgos and Juan Luna Streets, Brgy. 30, Tacloban City



Republic of the Philippines  
COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-100800033852

## CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME,

This is to certify that

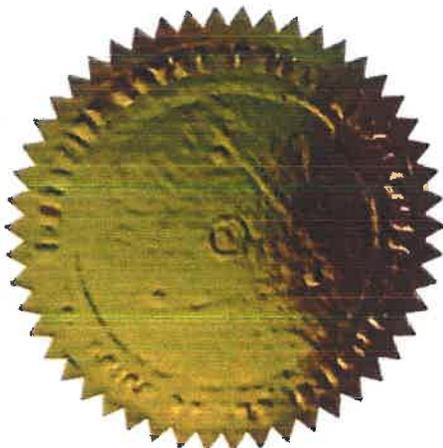
### Capilihan Agrarian Reform Cooperative (CARCo)

Name of Cooperative

with address at **Capilihan, San Miguel, Leyte, Region VIII (Eastern Visayas)**, has presented and filed with the Authority its Articles of Cooperation and By-laws duly signed and acknowledged for its organization in accordance with the provisions of Republic Act 9520. This certifies further that the said Articles of Cooperation and By-laws have complied with the provisions of the said Republic Act 9520 and its Implementing Rules and Regulations.

By virtue of the powers and duties vested upon me by law, the above named cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with Republic Act 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.

Given in Quezon City, Philippines, this 27th day of January, 2023.



JOSEPH B. ENCABO

Chairman



Digitally  
signed by  
Jomales Venus  
Alquinto

Annex F: List of Current Officers and Members

List of Current Officers of the Capilihan Agrarian Reform Cooperative (CARCo)

*as of August 2025*

<b>Name</b>	<b>Position</b>
Remegia D. Labaclado	President
Salvacion S. Abadines	Vice President
Rosemary M. Reboso	Secretary
Donita Rose R. Bantula	Treasurer
Janet G. Secoya	Auditor
Pacencia Sister	Head, Health Committee
Salvacion S. Abadines	Head, Education Committee
Corazon Cuenza	Head, Environmental Committee
Joelybel A. Pamonag	Head, Infrastructure and Safety Committee
Arnel S. Cuayzon	General Manager
Shieva Secoya	Book Keeper
Crisanta Balais	Comm. On Election
Cristina Labaclado	Collection Officer

LIST OF FARMER  
MEMBERS OF

Capilihan Agrarian Reform  
Cooperative (CARCo)

No.	Name	Address	Birthdate	IA/4Ps/ARBO/IP/COOP/ COUNCIL/ORG Member	Tenurial Status	Rice /Corn/ Cassava/ High- value Area	RSBSA No.
			(mm/dd/yyyy)				
1	Abadines, Atflano Enoviso	Brgy. Libtong/ Capilhan	02/12/1956	ARBO /COOP	Owner	Rice /Corn /HVC	08-37-43-009-000256
2	Abadines, Salvacion Sabiano	Brgy. Libtong/ Capilhan	11/28/1956	ARBO	Owner	Rice /Corn /HVC	08-37-43-009-000017
3	Albesa, Nilda Tingzon	Brgy. Santol San Miguel	05/20/1957	COOP	Owner	Rice/Coconut	0837-43-022-000156
4	Alcala, Monica Costelo	Brgy. Patong San Miguel	08/01/1963	ARBO	Tenant	HVC/Rice/Coconut	08-37-43-010-000140
5	Arbas, Wilfredo Zabala	Brgy. Cayare San Miguel	12/23/1954	COOP	Owner	Rce/HVC	08-37-43-023-000428
6	Baciera, Gregorio	Brgy. Cayare San Miguel	09/13/1953	COOP	Owner	Rce/HVC	08-37-43-023-000165
7	Bacteria, Helen	Brgy. Cayare San Miguel		COOP	Owner	Rce/HVC	08-37-43-023-000125
8	Bacoto, Gemma Lacabe	Brgy. Cayare San Miguel	10/18/1975	ARBO	Owner	Rce/HVC	08-37-43-023-000162
9	Balais, Crisanta	Brgy. Patong San Miguel	11/05/1976	COOP	Owner	HVC/Rice/Coconut	08-37-43-010-000134
10	Baldos, Arnel Cajudo	Brgy. Cayare San Miguel	10/23/1975	COOP	Owner	Rce/HVC	08-037-043-023-0004
11	Bantula, Donita Rose	Brgy. Patong San Miguel	01/16/2000	COOP	Owner	HVC/Rice/Coconut	08-037-43-018-000003
12	Bertis, Myrna Conos	Brgy. Capilhan San Miguel		COOP	Tenant	Rce/HVC	08-37-43-006-0000091
13	Bokingkito, Nemesi Bustamante	Brgy. Capilhan San Miguel	07/09/1973	COOP	Owner	Rice	08-37-43-006-000016
14	Bulabon, Jhonny Javierto	Brgy. Capilhan San Miguel	02/25/1960	COOP	Owner	Rice	08-37-43-006-000003
15	Cagoyong, Resurreccion Diloy	Brgy. Canap San Miguel	01/16/1953	COOP	Owner	Rce/HVC	08-37-43-005-000078
16	Cantla, Eddie Sinto	Brgy. Capilhan San Miguel	01/02/1958	COOP	Owner	Rice	08-37-43-006-000128
17	Canonigo, Rosalyn Malinao	Brgy. Capilhan San Miguel	12/22/1995	COOP	Owner	Rice/HVC	08-37-43-006-000133
18	Cuayzon, Arnel	Brgy. Lukay Alangalang	04/16/1984	COOP	owner	Rice/HVC/Coconut	08-37-02-020-000242
19	Dacallos, Gargonio Aruta	Brgy. Canap San Miguel	05/10/1962	COOP	Owner	Rce/HVC	08-37-43-005-000077
20	Enoveso, Rose Ann Dante	Brgy. Capilhan San Miguel	03/10/1994	COOP	Owner	Rce/HVC	08-37-43-006-000123
21	Gozo, Dave Laurente	Brgy. Capilhan San Miguel		COOP	Owner	Rce/HVC	08-37-43-004-000502
22	Labaclado, Cristina Salto	Brgy. Canap/ Capilhan	09/24/1980	COOP	Saop	Rce/HVC	08-37-43-018-000104
23	Labaclado, Edgardo Peñaranda	Brgy. Canap/ Capilhan	11/15/1958	COOP	Owner	Rce/HVC	08-37-43-005-000075
24	Labaclado, Rachele Diloy	Brgy. Canap/ Capilhan	04/16/1982	COOP	Owner	Rce/HVC	08-37-43-005-000025
25	Labaclado, Remegia Diloy	Brgy. Canap/ Capilhan	09/11/1959	ARBO/COOP	Owner	Rce/HVC	08-37-43-003-000042
26	Labaclado, Rhajan Diloy	Brgy. Canap/ Capilhan	04/12/1984	COOP	Owner	Rce/HVC	08-37-43-010-000131
27	Labaclado, Richie Diloy	Brgy. Canap/ Capilhan	02/11/1993	COOP	Owner	Rce/HVC	08-37-43-005-000076
28	Labaclado, Rustum Diloy	Brgy. Canap/ Capilhan	04/30/1980	COOP	Owner	Rce/HVC	08-37-43-010-000132
29	Labesig, Alfredo Arpon	Brgy. Cayare San Miguel	05/07/1955	COOP	Owner	Rce/HVC	08-37-43-023-000138
30	Pagatpat, Leonora	Brgy. Patong San Miguel	09/01/1973	COOP	Owner	Rce/HVC	08-37-43-010-000133
31	Pamonag, Joelybel Asistido	Brgy. Capilhan San Miguel	09/21/1986	COOP	Owner	Rce/HVC	08-037-43-006-000005
32	Panao, Romy	Brgy. Burseth Alangalang	03/14/1963	COOP	Owner	Rce/HVC	08-37-43-006-000008
33	Pradel, Edgar Ocat	Brgy. Capilhan San Miguel	09/01/1974	COOP	Owner	Rce/HVC	08-37-43-006-000129
34	Pradel, Erwin Salimbagat	Brgy. Capilhan San Miguel	01/27/1995	COOP	Owner	Rce/HVC	08-37-43-006-000004
35	Reboso, Myrna	Brgy. Patong San Miguel	01/07/1968	COOP	Owner	HVC/Rice/Coconut	08-37-43-010-000130
36	Reboso, Rosemary Valleramos	Brgy. Patong San Miguel	07/25/1979	COOP	Owner	HVC/Rice/Coconut	08-37-43-010-000138
37	Salentes, Leonora Cirrera	Brgy. Cayare San Miguel	06/28/1971	COOP	Owner	Rce/HVC	08-37-43-023-000163
38	Salimbagat, Edem Garson	Brgy. Capilhan San Miguel	12/24/1964	COOP	Owner	Rce/HVC	08-37-43-006-000054
39	Salto, Lolita	Brgy. Burseth Alangalang	10/14/1949	COOP	Owner	HVC/Rice/Coconut	08-37-43-010-000137
40	Secoya, Janeth	Brgy. Patong San Miguel	12/22/1994	COOP	Owner	HVC/Rice/Coconut	08-037-43-018-000002
42	Sister, Danilo Valleramos	Brgy. Santa Rosa Barugo	11/12/1973	COOP	Owner	HVC/Rice/Coconut	08-37-43-010-000136
43	Sister, Pacencia	Brgy. Santa Rosa Barugo	01/24/1953	COOP	Owner	HVC/Rice/Coconut	08-37-43-010-000139
44	Tecson, Daves Pradel	Brgy. Capilhan San Miguel	12/16/2000	COOP	Owner	Rce/HVC	08-37-43-006-000117
45	Tecson, Rosalie Pradel	Brgy. Capilhan San Miguel	09/01/1975	COOP	Owner	Rce/HVC	08-37-43-006-000127
46	Tingzon, Erwin	Brgy. Santol San Miguel	11/23/1983	COOP	Owner	Rce/HVC	08-37-43-022-000183



**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)  
188 PAYATAS ST. BRGY. CANAP SAN MIGUEL, LEYTE**

Activity: Annual Meeting

Participants: All Members

Date and Time: March 04 2025

Expectations for the Activity: Enable to Approve All On-going Resolutions

General Objectives: Updates on Status of the Association

Specific Objectives: Renewal of Accreditations

Agenda 1:

\*Replacement of Officers by Appointment

-Secretary Helen B. AStilla, BOD's Gorgonio Dacallos, Rosalie Tecson

-Weekly Liquidation and Monthly Report

Agenda 2:

\*Improvement of Facilities

-Due to light materials used on the construction of Farmers Quarter, a part of it were damage and Needs replacement for safety and security of the members.

Agenda 3:

\*Renewal of CSO Accreditation to Sangguniang Bayan and Sangguniang Panlalawigan.

-The President and General Manager are assigned on the Renewal of Accreditations and Permits assisted by the Cooperative Secretary Rosemary M. Reboso.

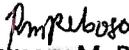
Agenda 4:

\*Preparation for the Livestock Production.

Agenda 5:

\*Request for a KADIWA Store.

Prepared By:

  
Rosemary M. Reboso  
Secretary

Noted By:

  
Remegia D. Labaclado  
Chairwoman

Annex H: Annual Accomplishment Report



**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)**  
**188 PAYATAS ST. BRGY. CANAP SAN MIGUEL, LEYTE**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
KADIWA TRADING CENTER	TO HELP THE FARMERS AND ASSOCIATIONS IN MARKETING OF AGRICULTURAL PRODUCTS IN ALANGALANG AND NEIGHBORING TOWNS.	AS SOON AS THE BUDGET ARRIVE		WITH REQUEST LETTER	1,100,000.00	DA RFO8
HAULING VEHICLE	TO HELP THE FARMERS ON TRANSPORTATION OF GOODS FROM FARM TO KADIWA CENTER.	AS SOON AS THE BUDGET ARRIVE		WITH REQUEST LETTER	1,400,000.00	DA RFO8
EGG LAYER POULTRY PRODUCTION	TO HELP THE MEMBERS ADDITIONAL INCOME THRU A LIVELIHOOD PROJECT.	AS SOON AS THE BUDGET ARRIVE		WITH REQUEST LETTER	5M	DA RFO8 OPA-PVET LEYTE

*\*add rows as necessary*

Prepared by:

*Arnel S. Cuayzon*  
 General Manager

Noted by:

*Remegia D. Labaclado*  
 Remegia D. Labaclado  
 Chairwoman

Annex I: Annual Financial Statement



**CAPILIHAN AGRARIAN REFORM COOPERATIVE (CARCo)  
188 PAYATAS ST. BRGY. CANAP SAN MIGUEL, LEYTE  
FINANCIAL STATEMENT FOR CY 2024**

<b>INFLOW (Income)</b>		
<b>SOURCE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
Monthly Dues / Membership Fees	4,000.00	
Income Generating Project 1 (TUBA)	221,000.00	
Income Generating Project 2 (VEGETABLES)	27,000.00	
Income Generating Project 1 (Machinery)	21,000.00	
<b>TOTAL</b>	<b>273,000.00</b>	
<b>OUTFLOW (Expenses)</b>		
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>REMARKS</b>
PROJECT 1 – Storage Facilities (GAP)	32,000.00	GAP Certification Compliance
PROJECT 2 – Wash and Sorting Area (GAP)	24,000.00	GAP Certification Compliance
PROJECT 3 – Comfort Room (GAP)	27,000.00	GAP Certification Compliance
PROJECT 4 – Composting Facilities	13,000.00	
CONSTRUCTION LABOR EXPENSE	57,500.00	GAP Certification Compliance
MEETING AND TRAVEL EXPENSES	23,000.00	
OFFICE SUPPLIES	4,500.00	
VEGETABLE PRODUCTION EXPENSE	27,000.00	
LOGISTICS AND TRANSPORTATION	23,000.00	Hauling for Construction Materials Transport of Vegetables to Market
ELECTRICAL AND MISCELLANEOUS	16,000.00	
ADMINISTRATIVE AND PERSONNEL	5,000.00	
<b>TOTAL</b>	<b>252,000.00</b>	

**Noted by:**  
*R. Labaclado*  
REMEGIA D. LABACLADO  
[President]

*S. Abadines*  
SALYACION S. ABADINES  
[Vice President]

*R. Rebozo*  
ROSEMARY M. REBOSO  
Secretary

*D. Bantula*  
DONITA ROSE R. BANTULA  
[Treasurer]

*J. Secoya*  
JANET G. SECOYA  
[Auditor]