

Item No.: 20

Date: 07 2025 OCT,

Date 9/23/2025

Vice Governor HON. LEONARDO M. JAVIER JR.
Presiding Officer, Sangguniang Panlalawigan
Province of Leyte

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: SEP 30 2025
John Vj

Dear Vice Governor Javier

In response to your Notice of Call for Accreditation, kindly be informed that Kawayanan Farmers Integrated Surplihood Association, with office address at Bar. Kawayanan, Calubian, Leyte, would like to seek accreditation by the Sangguniang bayan of Calubian, 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 [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2025 Minutes of the Annual Meeting;
6. CY 2025 Annual Accomplishment Report; and
7. CY 2025 Financial Statements

Thank you.

Sincerely,

Lucy B. Sanosa
LUCIE B. SANOSA

President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: Kawayanan Farmers Integrated Livelihood Association

Address: Brgy. Kawayanan, Calubian, Cebu

Contact No.: _____ Email address (optional): _____

Date Organized: April 27, 2013 Sector/s Represented: Farmer

Purposes/Objectives:

To SUSTAIN AND PROMOTE ON TURTLE MEATS

Services that the organization provides or can participate in:

CAPITANALING ON PAMUMALAN ON TURTLE SHIN BUSINESS

Registering Agency:

Date Registered: June 5, 2013

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD)
- 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): SB

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
<i>None</i>						

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.

Luchie B. Sañosa
LUCHE B. SAÑOSA
 President

Mirasol L. Beltran
MIRASOL L. BELTRAN
 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 (Annex D)
<input type="checkbox"/>	2	Duly accomplished Application Form for Accreditation (Annex C)
<input type="checkbox"/>	3	Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (Annex E)
<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 (Annex F)
ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR		
<input type="checkbox"/>	6	Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary (Annex G) 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 (Annex H)
<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 (Annex I)

*Kawayanan Farmers Integrated Livelihood Association
Brgy. Kawayanan, Calubian, Leyte*

BOARD RESOLUTION NO 2025-02

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

WHEREAS, on June 23, 2025, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the [Name of Organization] *Kawayanan Farmers Integrated Livelihood Association* a civil society organization duly registered with the [Securities and Exchange Commission/Cooperative Development Authority/Department of Labor and Employment/ Department of Human Settlements and Urban Development, formerly the Housing and Land Use Regulatory Board], and existing under Philippine laws;

WHEREAS, in the [NAME OF ORGANIZATION] *Kawayanan Farmers Integrated Livelihood Association* a Special Board Meeting held at [Full Office Address] *Brgy. Kawayanan, Cal. Leyte* on [MM/DD/YYYY] *9/23/2025*, 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 of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, 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, Atty. Ronnan Christian M. Reposar.

RESOLVED FURTHERMORE, that the following representative/s of the Organization is/are authorized and directed to take any action necessary to effectuate the foregoing resolution: [Name/s of representatives] *Fuchie B. Sanosa*.

ADOPTED unanimously by the Board of Trustees/Directors of the [Name of CSO] *KFILA* this [DD] *23* day of [MM YYYY] *9/2025* in the Municipality of Calubian, Leyte.

Name	Position	Signature
<i>Ma. Ligla B. Bondaop</i>	<i>Vice President</i>	<i>Shonday</i>
<i>Mirasol L. Beltian</i>	<i>Secretary</i>	<i>Beltran</i>
<i>Vivencia Dinarez</i>	<i>Member</i>	<i>Vivencia Dinarez</i>

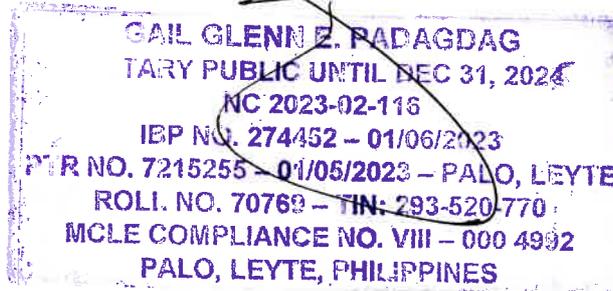
Annex E: Board Resolution - Intention for Accreditation

Luchip B. Sanosa
LUCHE B. SANOSA

President

SUBSCRIBED AND SWORN TO before me this 23 SEP 2025, 2025 in _____, Affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

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Book No: VII
Series of: 2025





Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
WESTERN LEYTE FIELD OFFICE
513 Valle St., Mejla Subdivision, Ormoc City
Tel 255-2436 Fax: 561:4518
Email add: dolero8-wlfo@yahoo.com
Tacloban City

**Registration Certificate No.
DOLE-WLFO-2013-WA-06-304**

KNOW ALL MEN BY THESE PRESENTS:

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

**KAWAYANAN FARMERS INTEGRATED
LIVELIHOOD ASSOCIATION
Brgy. Kawayanan, Calubian, 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.

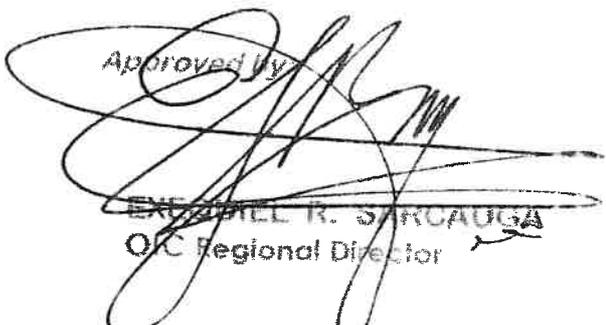
This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules and at all times shall be subject to compliance to said workers' association with all applicable laws and regulations relating to workers' association.

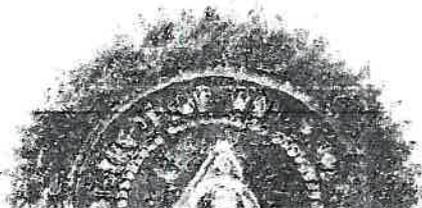
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines this 5th day of June 2013

Recommending Approval:


MARITES Z. VINAS
Head, Western Leyte Field Office

Approved by


EZEQUIEL R. SARCAUGA
OIC Regional Director



Annex F: List of Current Officers and Members

List of Current Officers of the [Name of CSO] Kanayanan Farmers Integrated Livelihood Assoc
 as of [Date] July 19, 2025

Name	Position
Luchie B. Sanosa	President
Lizel B. Bordaie	Vice President
Mirasol L. Beltran	Secretary
Elizabeth M. Monterolla	Treasurer
Lenza D. Saludar	Auditor
Marlyn D. Ortiz	Head, Health Committee
Frangeline S. Sanchez	Head, Education Committee
Elena B. Cabillan	Head, Environmental Committee
Maximo B. Ando	Head, Infrastructure and Safety Committee
Anamarel A. Amolo	Member

Rosita Balan
 Gemma Sandillo
 Candida Montemor
~~Megally~~ Bordaie
 Nika Aball
 Gregoria Bordaie
 Evangelina Sanchez
 Arnel Sanosa
 Juan Bordaie
 Febrisa Sanosa
 Felia Tudayan
 Egidio Olinario

REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF CALUBIAN
BRGY. KAWAYANAN

Minutes of monthly meeting held at Brgy. Kawayanan Calubian,
Leyte on March 22, 2025.

Call to order: The meeting was call to order at 9:00 A.M.
Prayer lead by: Candida M. Sañosa

Agenda:

Mrs. Elizabeth M. Monterolla discuss about sa pondo sa
KFILA ug ang tubo sa matag tuig.

Adjournment:

The meeting was adjourned at 12:00 P.M.

Prepared by:

M. Beltran
MIRASOL L. BELTRAN
!SECRETARY!

Approved by:

Luchie B. Sañosa
LUCHE B. SAÑOSA
!PRESIDENT!

Annex H: Annual Accomplishment Report

Kawayan Farmers Integrated Livelihood Association

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Monthly meeting	FS update	Every Month		-		
Assembly Meeting	FS & others	Once a year	-			
Lending	Source of Income	Anytime		-		
Membership Recruitment	Membership	Anytime		-		

*add rows as necessary

Prepared by:

MIRASOL L. BELTRAN
Secretary-General

Noted by:

Luchie B. Santos
LUCHE B. SANTOS
President

KAWAYANAN FARMERS INTEGRATED LIVELIHOOD ASSOCIATION

Brgy. Kawayanan, Calubian, Leyte
DOLE -WOLFO-2013-WA-06-304

STATEMENT OF FINANCIAL CONDITION

As of December 31, 2023

ASSETS

Current Assets:

Cash on Hand	68,810.00
Express Loan Receivables	148,320.00
Loan Loss Reserved	1,365.00
Total Assets	215,765.00

LIABILITIES, MEMBERS EQUITY AND RESERVES

Current Liabilities

CETF Due to Apex	5,090.20
Interest on share Capital Payable	49,883.96
Patronage Refund Payable	21,378.84
Savings	13,310.00
Total	89,663.00

Members' Equity

Share Capital	100,651.00
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Statutory Reserves

General Reserve Fund	10,180.40
Education and Training Fund	5,090.20
Optional Fund	7,126.28
Community Development Fund	3,054.12
Total	25,451.00

Total Liabilities, Members' Equity and Reserves

215,765.00

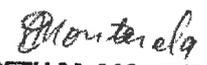
Prepared by:


REMAR L. BELTRAN
Bookkeeper

Audited by:


LENIZA D. SALUDAR
Auditor

Noted by:


ELIZABETH M. MONTEROLA
Treasurer

Approved:


LUCHIE B. SAÑOSA
President

KAWAYANAN FARMERS INTEGRATED LIVELIHOOD ASSOCIATION

Brgy. Kawayanan, Calubian, Leyte
DOLE -WOLFO-2013-WA-06-304

STATEMENT OF FINANCIAL OPERATION

As of December 31, 2023

Revenues:

Interest on Loan	36,022.00
Other Income (machine rental)	900.00
Total	36,922.00

Less Operating Expenses: 0.0

Net Income 36,922.00

Loan Loss Reserved 410.00

Net Income to Surplus 36,512.00

ALLOCATION OF NET SURPLUS

General Reserve Fund (10%)	3,651.20
CETF (Local) (5%)	1,825.60
CETF (Apex) (5%)	1,825.60
Optional Fund (7%)	2,555.84
Community Development Fund (3%)	1,095.36
Total	10,953.60

Balance Available 70% Distribution

Dividend Payable	17,890.88
Patronage Refund Payable	7,667.52
Total	25,558.40

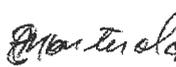
Prepared by:


REMAR L. BELTRAN
Bookkeeper

Audited by:


LENIZA D. SALUDAR
Auditor

Noted by:


ELIZABETH M. MONTEROLA
Treasurer

Approved:


LUCHIE B. SAÑOSA
President

KAWAYANAN FARMERS INTEGRATED LIVELIHOOD ASSOCIATION

Brgy. Kawayanan, Calubian, Leyte
DOLE -WOLFO-2013-WA-06-304

STATEMENT OF CASH FLOW

As of December 31, 2023

Beginning Balance	26,728.00
CBU Collection	31,350.00
Express Loan Amortization	12,000.00
Interest on Loan	36,022.00
Other Income (machine rental)	900.00
Savings	<u>13,310.00</u>
Total	120,310.00
Less Cash Out	
Express Loan Released	41,000.00
Withdraw	<u>10,500.00</u>
Total	51,500.00
Cash on Hand Ending Balance	68,810.00