

Annex D: Letter of Application

Item No.: 21

Date 9/15/2025

Date: 07 2025 OCT

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

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: SEP 30 2025  
By: [Signature]

Dear Vice Governor Javier

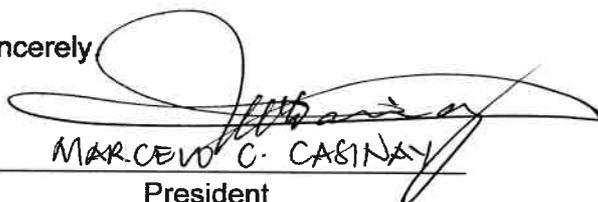
In response to your Notice of Call for Accreditation, kindly be informed that Calubian Agri-Products Producer Association, with office address at Brgy. Tagharigue, Calubian, Leyte, would like to seek accreditation by the Sangguniang bayan of Calubian, Leyte.

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 2024 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely

  
MARCEVO C. CASINAY  
President

## 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 (Annex D)
<input checked="" type="checkbox"/>	2 Duly accomplished Application Form for Accreditation (Annex C)
<input checked="" type="checkbox"/>	3 Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (Annex E)
<input checked="" 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 checked="" type="checkbox"/>	5 List of current Officers (Annex F)
<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 (Annex G) 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 (Annex H)
<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 (Annex I)

**APPLICATION FORM FOR ACCREDITATION**

Name of Organization: Calubian Agri-Products Producer Association  
Address: Brgy. Tagharigue Calubian Leyte  
Contact No.: 09815529910 Email address (optional): \_\_\_\_\_  
Date Organized: January 26, 2009 Sector/s Represented: \_\_\_\_\_

**Purposes/Objectives:**  
To establish an association that will promote mutual aid and protection to its members  
To promote the moral, social + economic well-being of all members  
To develop a sustainable livelihood thru the conduct of activities w/ aim of uplifting the economic condition of the members

**Services that the organization provides or can participate in:**  
Lending w/ in the members only  
Vermi-Composting

**Registering Agency:** \_\_\_\_\_ **Date Registered:** January 26, 2009

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

**Organizational Level:**

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): \_\_\_\_\_
- Others (specify): \_\_\_\_\_

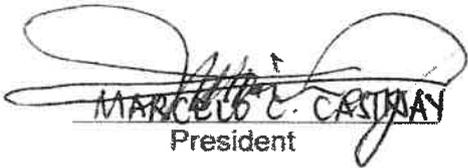
**Projects Implemented in the [Province/City/Municipality] of [Name of LGU]**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2015	Vermi-composting		DAR	members + non member		/
2009	Veg. production		CAPPA	members		/

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.

  
 MARCELO C. CASTAÑAY  
 President

  
 LORETA E. TALLE  
 Secretary

Calubian Agri-Products Producer Association  
Brgy Tagharigue Calubian Leyte

**BOARD RESOLUTION NO 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] Calubian Agri-Products Producer Assn is 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;

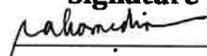
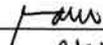
**WHEREAS**, in the [NAME OF ORGANIZATION] Calubian Agri-Products Producer Assn Special Board Meeting held at [Full Office Address] Brgy Tagharigue Calubian Leyte on [MM/DD/YYYY] July 15, 2025, attended by the following Board of Trustees present, the following resolution was approved and adopted:

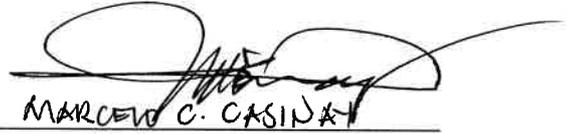
**RESOLVED, AS IT IS HEREBY RESOLVED**, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan of Leyte, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and 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] Rosemarie A. Homedia.

**ADOPTED** unanimously by the Board of Trustees/Directors of the [Name of CSO] Calubian Agri-Products Producer Assn this [DD] 15th day of [MM YYYY] July 2025 in the Municipality of Calubian, Leyte.

Name	Position	Signature
<u>Rosemarie A. Homedia</u>	<u>Assn. Manager</u>	<u></u>
<u>Wilma M. Dilto</u>	<u>Treasurer</u>	<u></u>
<u>Loreta E. Talte</u>	<u>Secretary</u>	<u></u>

  
MARCEVO C. CASINAT

President

SUBSCRIBED AND SWORN TO before me this SEP 29 2025, 2025 in \_\_\_\_\_, Affiant exhibiting to me his/her \_\_\_\_\_ with valid identification no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc No: 8092  
Page No: 984  
Book No: XX  
Series of 2025

  
**JAY L. VAGEDOR**  
Notary Public in and for the  
Municipalities of Calubian and  
San Isidro, Leyte Until 31 Dec. 2028  
Brgy. Cabalquinto, Calubian, Leyte  
ROL No. 75526  
IBP No. 517204-01/17/25  
Leyte Chapter  
PTR No. 0456994-01/17/25  
MCLE: VII-0011086-1/22/22



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

**Registration Certificate No.  
DOLE-WLFO-2009-RWA-01-053**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**CALUBIAN AGRI - PRODUCTS  
PRODUCER ASSOCIATION**

**Brgy. Tagharigue, 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 26<sup>th</sup> day of

January 2009

*Recommending Approval:*

  
**CYRIL L. TICAQ**  
Assistant Regional Director  
Head, Western Leyte Field Office

*Approved by:*  
  
**FORTER G. PUGUON**  
Regional Director

Annex F: List of Current Officers and Members

List of Current Officers and Members of the Calubian Agri-Products Producer Association  
as of March 9, 2025

Name	Position
Marcelo C. Casinay	President
Norberto C. Dillo	Vice President
Loreta E. Talle	Secretary
Wilma M. Dillo	Treasurer
Jaide C. Mondes	Book Keeper
Rosa M. Dela Cruz	Auditor
Geneve B. Rico	P.I.O
Rosemarie A. Homedia	Business Manager
Antonio S. Aranzado Jr.	SGT.at Arms
Gemma T. Agarao	Head, Education Committee
Sesinia D. Lucero	Head, Election Committee
Acabado, Norma S.	Member
Baquir, Salvacion L.	Member
Baquir, Queen V.	Member
Capi, Villaflor R.	Member
Capin, Leonora T	Member
Capucao, Marina B.	Member
Dapitan, Mildred A	Member
Dela Cruz, Rosa M.	Member
Dublin Rosemarie R.	Member
Baronda, Jessica B.	Member
Fillar, Manilyn D.	Member
Garciano, Loreta H.	Member
Gulfo, Flora S.	Member
Luzarino Merlinda Y.	Member
Malinao, Jessa May H.	Member
Mondes, Jaide D.	Member
Panugan, Marcelina U.	Member
Homredia, Mary Joy A.	Member
Panugan, Reicel T.	Member
Rosite, Benilda C.	Member
Sidaya, Aida B.	Member
Subito, Rosalinda D.	Member
Talle, Loreta E.	Member
Tanzo, Uldarica Y.	Member
Caucy Gemma T.	Member
Alumbo, Luzviminda T.	Member
Aranzado, Mateo S.	Member
Aranzado, Luciano S.	Member
Baco, Carlito A.	Member
Bagnet Pedro V.	Member
Capin, Ponciano D.	Member
Baquir, Edwin L.	Member
Casinay, Marcelo J. Jr.	Member
Dillo, Ronald M.	Member
Dillo, Jhunbert M.	Member
Geronda, Joseph R.	Member

Annex F: List of Current Officers and Members

Geronda, Julito B.	Member
Mandawe, Renante	Member
Regis, Jeffrey	Member
Remorta, Joel	Member
Rico, Ronnie	Member
Rico, Teodolfo A. Sr.	Member
Rico, Teodolfo D. Jr.	Member
Salut, Leofoldo A. Jr.	Member
Rojas, Marianito Y.	Member
Sevellino, Maximellano M.	Member
Baronda, Jose Q. Sr.	Member
Baronda, Jose L. Jr.	Member
Baronda, Jory L.	Member
Umpad, Joel	Member
Cochesa, Romeo	Member

Calubian Agri-Products Producer Association  
Brgy. Tagharigue, Calubian, Leyte

**Activity:** GENERAL ASSEMBLY

**Date and Time:** 03-09-24, 9:30 AM

**Opening Prayer:** Rosemarie A. Homedia

Gihisgutan sa chairman ang mahitungod sa patakaran sa association nga kinahanglan ang tanang member mutungha kong unsay gikasabotan nga oras para sa binuwan nga meeting. Gipasabot usab nga nay tractor nga umaabot, pagasabutan usab kon unsay pama-agi sap ag operate nga paglambo niini. Gisugyot usab nga sa kada bulan nga meeting nay agenda pagahisgutan alang sa kalambuan sa assosasyon. Nag present ang Business manager sa Financial statement. Ang General Assembly Meeting Natapos sa oras nga Alas 10:45 AM.

Prepared by:

  
LORETA E. TALLE  
Secretary

Noted by:

  
MARCELO C. CASINAY  
President

Annex H: Annual Accomplishment Report

Calubian Agri-Products Producers Associations

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Renewal of Business Permit			/		6,658	
Loan Released				//	328,500	
CBU Collection				//	54,365.90	
Vegetable Production				//	8,000	
Vermi Composting				//	32,400	
Tree Planting			/			
Recruit of new Member				/		
General assembly			/			

*\*add rows as necessary*

Prepared by:

*Loreta*  
LORETA E. TALLE  
 Secretary

Noted by:

  
MARCELO C. CASINAY  
 President

# CALUBIAN AGRI-PRODUCTS PRODUCERS ASSOCIATION

Brgy. Tagharigue, Calubian, Leyte

DOLE -WLFO-2009-RWA-01-053

## STATEMENT OF FINANCIAL CONDITION

As of December 31, 2024

### ASSETS

#### Current Assets:

Cash on Hand	260,724.13
Cash in Bank	37,215.40
Cash in Clad	7,500.00
Fixed Asset	60,000.00
Regular Loan Receivables	516,195.22
Emergency Loan Released	148,352.20
Disop Loan Receivables	43,010.00
Loan Loss Reserved	40,283.50
Total Loan Receivables	667,273.92

#### Total Assets:

1,032,713.45

### LIABILITIES MEMBERS EQUITY AND RESERVES

#### Current Liabilities:

DOLE Assistance	35,212.00
Coop Payable	4,220.12
CETF Due to Apex	32,275.42
Revolving Fund	850.00
Savings	3,640.20
Interest on Share Capital	41,728.20
Patronage Refund Payable	17,883.51

#### Total

135,809.45

#### Members Equity

Share Capital	772,927.01
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772,927.01

#### Statutory Reserves:

General Reserves Fund	64,550.79
Education and Training Fund	28,175.40
Optional Fund	31,250.80

#### Total

123,976.99

#### Total Liabilities Members Equity and Reserves

1,032,713.45

Prepared by:

*Jaide Mondes*  
**JAIDE C. MONDES**  
Bokkeeper

Corrected by:

Attested by:

*Marcelo C. Casinay*  
**MARCELO C. CASINAY**  
President

*Wilma M. Billo*  
**WILMA M. BILLO**  
Treasurer

BUREAU OF  
INTERNAL REVENUE

**RECEIVED**  
MAR 2025

RCO ANA MARIE E. CECIO  
RCO CODE: 005028

# CALUBIAN AGRI-PRODUCTS PRODUCERS ASSOCIATION

Brgy. Tagharigue, Calubian, Leyte  
DOLE -WLFO-2009-RWA-01-053

## STATEMENT OF CASH FLOW

As of December 31, 2024

### Collection/Income

Beginning Balance	164,717.38
CBU Collection	54,365.90
Service Fee	8,430.00
Collection Fee	4,215.00
Penalty	924.28
Regular LA	265,091.57
Regular IL	88,111.17
Emergency LA	110,197.80
Emergency IL	18,714.60
Disop LA	500.00
Disop IL	184.50
Savings	3,744.00
Vermi Income	32,400.00
<b>Total</b>	<b>751,596.20</b>

### Less Cash Out:

Regular Loan Released	328,500.00
Emergency Loan Released	91,000.00
Vermi Expenses	13,390.00
Office Supplies	1,694.00
Light & Power	741.96
Miscellaneous Expense Business Permit)	6,658.00
Tax Lot	103.00
Misc. Expenses	30,916.00
Building Repair	6,720.00
General Assembly Expense	3,402.00
Savings Withdrawal	2,000.00
ISC	4,022.98
PR	1,724.13
<b>Total</b>	<b>490,872.07</b>

**Cash on Hand Ending Balance**

**260,724.13**

# CALUBIAN AGRI-PRODUCTS PRODUCERS ASSOCIATION

Brgy. Tagharigue, Calubian, Leyte

DOLE -WLFO-2009-RWA-01-053

## STATEMENT OF FINANCIAL OPERATION

As of December 31, 2024

### Revenues:

Service Fee	8,430.00
Collection Fee	4,215.00
Penalty	924.28
Regular IL	88,111.17
Emergency IL	18,714.60
Disop IL	184.50
Vermi Income	32,400.00
<b>Total</b>	<b>152,979.55</b>

### Less Operating Expenses:

Vermi Expenses	13,390.00
Office Supplies	1,694.00
Light & Power	741.96
Business Permit Expense	6,658.00
Building Repair	6,720.00
Tax Lot	103.00
Miscellaneous Expense	30,916.00
General Assembly Expense	3,402.00
<b>Total</b>	<b>63,624.96</b>

**Income** **89,354.59**

**Loan Loss Reserve** **4,195.00**

**Net Income to Surplus** **85,159.59**

## NET INCOME TO SURPLUS

General Reserve Fund	8,515.96
CETF due to Apex	4,257.98
CETF due to Local	4,257.98
Optional Fund	8,515.96
<b>Total</b>	<b>25,547.88</b>

**Balance Available 70% Distribution** **59,611.71**

70% Dividend Payable	
30% Patronage Refund Payable	
<b>Total</b>	

