

Item No.: 04

Date: 05 2025 NOV

[Date] JULY 17, 2025

Vice Mayor HON. ANNA LOVE V. LAURENTE
Presiding Officer, Sangguniang Bayan]
Municipality of Calubian
Province of Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: OCT 28 2025
By: [Signature]

Dear Vice Mayor HON. ANNA LOVE V. LAURENTE,

In response to your Notice of Call for Accreditation, kindly be informed that CALUBIAN ASSOCIATION FOR RURAL ENTREPRENEUR, with office address at VILLANUEVA, 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,

[Signature]
ROSALYN D. CANTINO
President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: CALUBIAN ASSOCIATION FOR RURAL ENTREPRENEUR

Address: VILLANUEVA, CALUBIAN, LETE

Contact No.: 09069638050 Email address (optional): _____

Date Organized: May 26, 2005 Sector/s Represented: _____

Purposes/Objectives:
To promote the moral, social and economics wellbeing of all members. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members; To provide the members with knowledge and skills and equip themselves for an effective livelihood enterprise.

Services that the organization provides or can participate in:
LENDING

Registering Agency: _____ Date Registered: June 28, 2018

- 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: JUNE 28, 2013

- 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): _____

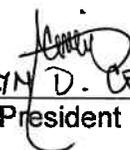
Projects Implemented in the [Province/City/Municipality] of [Name of LGU]

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
	NONE					

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.


ROSALYN D. CENTINO
 President


ESTRELIA B. YUZON
 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 (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 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 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)

CALUBIAN ASSOCIATION FOR RURAL ENTREPRENEUR
BAYAN-VILLANUEVA, CALUBIAN, LEYTE

BOARD RESOLUTION NO 2025-001

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

WHEREAS, on [Date] 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 ASSOCIATION FOR RURAL ENTREPRENEUR 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 ASSOCIATION FOR RURAL ENTREPRENEUR Special Board Meeting held at [Full Office Address] VILLANUEVA, CALUBIAN, LEYTE on [MM/DD/YYYY] JULY 17, 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 of Calubian, 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/City/Municipality] of [Name of LGU] Calubian, Leyte.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor ESTER P. LUBIANO.

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] JENELYN P. TAPAYA.

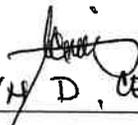
ADOPTED unanimously by the Board of Trustees/Directors of the [Name of CSO] CARE this [DD] 17 day of [MM YYYY] July 2025 in the Municipality of Calubian, Leyte.

Name
<u>RICARDO R. MAPULA</u>
<u>ROWENA M. LAURENTE</u>
<u>ESTELIA D. YUZON</u>

Position
<u>VICE- PRESIDENT</u>
<u>TREASURER</u>
<u>SECRETARY</u>

Signature
<u>[Signature]</u>
<u>[Signature]</u>
<u>[Signature]</u>

Annex E: Board Resolution - Intention for Accreditation


ROSALYN D. CENTIDO

President

SUBSCRIBED AND SWORN TO before me this 28 JUL 2025 day of TACLOBAN CITY, 2025, Affiant exhibiting to me his/her _____ with valid identification no. 11923-9625-378-6821 issued on 09-05-2021 at _____.

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Book No: VII
Series of: 2025


GAIL GLENN E. PARAGDAG
NOTARY PUBLIC UNTIL DEC 31, 2024
NC 2023-02-116
IBP NO. 274452 - 01/06/2023
PTR NO. 7215255 - 01/05/2023 - PALO, LEYTE
ROLL NO. 70769 - TIN: 293-520-770
MCLE COMPLIANCE NO. VIII - 000 4972
PALO, LEYTE, PHILIPPINES



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

**Registration Certificate No.
DOLE-WLFO-2013-WA-06-307**

KNOW ALL MEN BY THESE PRESENTS:

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

**CALUBIAN ASSOCIATION FOR RURAL
ENTREPRENEURS
Brgy. Matagok, 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.

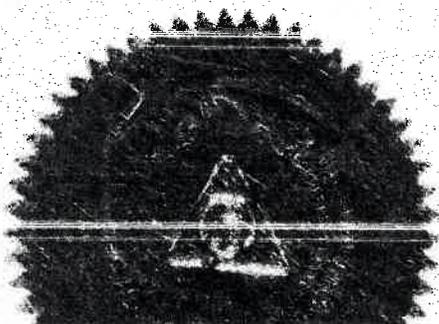
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines this 28th day of June 2013.

Recommending Approval:

MARITES Z. VINAS
Head, Western Leyte Field Office

Approved by:

EXEQUIEL R. SARCAUGA
OIC Regional Director





CALUBIAN ASSOCIATION OF RURAL ENTREPRENEURS

Brgy. Villanueva, Calubian, Leyte

DOLE-WLFO-2013-WA-06-307

LIST OF OFFICERS

PRESIDENT	: ROSALYN CENTINO
VICE PRESIDENT	: RICARDO MAPULA
TREASURER	: ROWENA LAURENTE
SECRETARY	: ESTELIA YUZON
BOOKKEEPER	: GEMMA DALUMPINES
PIO	: SALVADOR MAJAIT
AUDITOR	: JENELYN TAPAYA
CREDIT COMMITTEE	: VIRGINIA PADOGA
	: ADELA SIMBAJON

NAME	POSITION	SIGNATURE
FENILA A. TAMBUS	MEMBER	
ROWENA M. LAURENTE	TREASURER	<i>Rowena M. Laurente</i>
ESTELIA D. YUZON	SECRETARY	<i>Estelia D. Yuzon</i>
ADELA G. SIMBAJON	CRE-COM	<i>Adela G. Simbajon</i>
VIRGINIA S. PADOGA	CRE-COM	<i>Virginia S. Padoga</i>
JENELYN P. TAPAYA	PIO	<i>Jenelyn P. Tapaya</i>
GEMMA E. DALUMPINES	BOOKKEEPER	<i>Gemma E. Dalumpines</i>
GINA C. CANAMA	MEMBER	<i>Gina C. Canama</i>
GENELIN S. GIGANTO	MEMBER	<i>Genelin S. Giganto</i>
GEMMA D. ANTIPALA	MEMBER	<i>Gemma D. Antipala</i>
MERCY C. DALUMPINES	MEMBER	<i>Mercy C. Dalumpines</i>
EVELYN H. SULIVA	MEMBER	<i>Evelyn H. Suliva</i>
CHARITY Y. DAYON	MEMBER	<i>Charity Y. Dayon</i>
MELGIE B. ENERLAS	MEMBER	<i>Melgie B. Enerlas</i>
JENELYN P. TAPAYA	AUDITOR	<i>Jenelyn P. Tapaya</i>
MARILYN C. SABAY	MEMBER	<i>Marilyn C. Sabay</i>
LEIZEL J. LOGENIO	MEMBER	<i>Leizel J. Logenio</i>
RICARDO B. MAPULA	VICE-PRESIDENT	<i>Ricardo B. Mapula</i>
ADELME C. ROSA	MEMBER	<i>Adelme C. Rosa</i>
RAZEL S. ROSA	MEMBER	<i>Razel S. Rosa</i>
SALVADOR MASAIT	PIO	<i>Salvador Masait</i>
EVELYN MASAIT	MEMBER	
GELLY ANN E. DALUMPINES	MEMBER	
MARVIN S. LAURENTE	MEMBER	
FRANCISCA S. MASAIT	MEMBER	
JOY JALOSIOS	MEMBER	
JONATHAN SNUVA	MEMBER	
LUZ ROSA	MEMBER	
DELFA O. UMPAD	MEMBER	
MA. CARMELA A. SANCHEZ	MEMBER	
CHERRY MAE PADOGA	MEMBER	
MARILYN YUZON	MEMBER	



CALUBIAN ASSOCIATION OF RURAL ENTREPRENEURS

Brgy. Villanueva Calubian, Leyte

DOLE-WLFO-2013-WA-06-307

Minutes of the Meeting

Date: April 25, 2025

Time: 1:00 PM - 4:00 PM

Venue: Villanueva COOP Office, Brgy. Villanueva, Calubian, Leyte

Meeting Title: General Assembly

Presiding Officer: Rosalyn Centino (President)

Recorder: Estelia Yuzon (Secretary)

Attendees: Please refer to the attached attendance sheet.

Agenda:

1. Presentation of Financial Statement for the Year 2024
2. Monthly CBU Collection of Php 100.00
3. Delinquent Accounts / Past Due Members
4. Officer Role Reassignment (Treasurer and Vice President)

Minutes:

1. Presentation of Financial Statement for the Year 2024

Members were informed that the income for the year has increased compared to previous year.

2. Monthly CBU Collection of Php 100.00

It was unanimously agreed that a monthly contribution of One Hundred Pesos will be collected from each member as CBU.

3. Delinquent Accounts

Members with delinquent or past due accounts will no longer be eligible to receive dividends.

4. Officer Role Reassignment

- The Board of Directors and members agreed to exchange the roles of the Treasurer and the Vice President.
- Mr. Ricardo Mapula will assume the role of Vice President, and Mrs. Rowena Laurente will serve as Treasurer.

Updated List of Officers:

- President: Rosalyn Centino
- Vice President: Ricardo Mapula
- Treasurer: Rowena Laurente
- Secretary: Estelia Yuzon
- PIO: Salvador Majait
- Credit Committee: Virginia Padoga
- Credit Committee: Adela Simbajon
- Bookkeeper: Gemma Dalumpines
- Auditor: Jenelyn Tapaya

Approved by:


ROSALYN D. CENTINO
President

Prepared by:

Estelia Yuzon
Secretary

Annex H: Annual Accomplishment Report

CALUPATAN ASSOCIATION FOR RURAL ENTREPRENEUR

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
BOD MONTHLY MEETING	FINANCIAL UPDATE	MONTHLY		/	200	
GENERAL ASSEMBLY	FS ASS. UPDATE	YEARLY	-		5,000	
MEMBERSHIP RECRUITMENT	FOR MEMBER	ANYTIME		/		
MONTHLY CDA COLLECTION	MEMBER	MONTHLY		/		
COASTAL CLEAN-UP	CLEANING	YEARLY		-	1,000	

*add rows as necessary

Prepared by:

ESTELIA D. YUZON

[Name]

Secretary-General

Noted by:

ROSALYN D. CENTINO

[Name of Head of CSO]

President



Brgy. Villanueva, Calubia, Leyte
DOLE-WLFO-2013-WA-06-307

STATEMENT OF FINANCIAL CONDITION

As of December 31, 2024

With Comparative Figures for 2023

ASSETS

Current Assets:	2023	2024
Cash on Hand	300,546.38	459,086.26
Cash from Bank	21,000.00	21,000.00
Cash Deposit to OCCI	100,000.00	100,000.00
Fixed Assets Building	12,425.00	12,425.00
Express Loan Receivables	2,746,274.26	2,758,268.10
Meat Processing Loan Receivables	96,000.00	96,000.00
Petty Cash Receivables	10,355.00	10,355.00
Loan Loss Resrved	296,806.55	305,946.71
Total Loan Receivables	2,555,822.71	2,558,676.39
Total	2,889,794.09	3,151,187.65

LIABILITIES MEMBERS EQUITY & RESERVES

Current Liabilities:		
Due to Apex	276,068.29	287,652.05
Interest on Share Capital	93,820.34	113,520.93
Patronage Refund Payable	40,208.71	48,651.83
Revolving Fund	7,302.95	7,302.95
BIR Doc. Stamp	3,706.03	4,234.03
Total	421,106.32	461,361.79

Members Equity:		
Share Capital	1,552,642.74	1,615,861.99

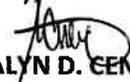
Statutory Reserves:		
General Reserves Fund	544,581.62	567,749.16
Education & Training Fund	244,163.79	255,747.55
Optional Fund	227,299.62	250,467.16
Total	1,016,045.03	1,073,963.87

Total Liabilities Members Equity & Reserves **2,989,794.09** **3,151,187.65**

Prepared by:


GEMMA E. DALUMPINES
Bookkeeper

Attested by:


ROSALYN D. GENTINO
Chairman

Certified Correct:


RICARDO R. MAPULA
Treasurer



CALUBIAN ASSOCIATION OF RURAL ENTREPRENEURS

Brgy. Villanueva, Calubian, Leyte

DOLE-WLFO-2013-WA-06-307

STATEMENT OF CASH FLOW

As of December 31, 2023

With Comparative 2,022.00

Collection/Income	2023	2024
Beginning Balance	457,403.42	300,546.38
CBU Collection	104,772.00	193,578.25
Service Fee	23,232.00	18,174.00
Collection Fee	11,619.00	9,102.00
Express LA	1,031,193.00	902,022.16
Express IL	311,036.00	335,016.52
Membership Fee	400.00	400.00
Doc. Stamp Tax		528.00
Miscellaneous Income(Forms)	4,095.00	12,465.00
Total	1,943,750.42	1,771,832.31
Less Cash Out		
Express Loan Released	1,154,171.00	914,016.00
Honorarium	118,600.00	116,100.00
Cash Deposit to OCCI	100,000.00	
Meals & Snacks	11,937.00	5,527.00
Office supply		
ISC & PR	134,401.04	134,029.05
CBU Withdrawal	106,032.00	130,359.00
General Assembly Expense	7,425.00	
Miscellaneous Expense (BIR)etc.	10,638.00	12,715.00
Laptop Repair		-
Total	1,643,204.04	1,312,746.05
Cash on Hand Ending Balance	300,546.38	459,086.26



CALUBIAN ASSOCIATION OF RURAL ENTREPRENEURS

Brgy. Villanueva, Calubian, Leyte

DOLE-WLFO-2013-WA-06-307

STATEMENT OF FINANCIAL OPERATION

As of December 31, 2023

With Comparative Figure: 2022

Revenues:	2023	2024
Service Fee	23,232.00	18,174.00
Collection Fee	11,619.00	9,102.00
Express IL	311,036.00	335,016.52
Membership Fee	400.00	400.00
Miscellaneous Income	4,095.00	12,465.00
Total	350,382.00	375,157.52
Less Operating Expenses:		
Honorarium	118,600.00	116,100.00
Meals & Snacks	11,937.00	5,527.00
Office Supply		
General Assembly Expense	7,425.00	
Miscellaneous Expense	10,638.00	12,715.00
Total	148,600.00	134,342.00
Net Income to Surplus	201,782.00	240,815.52
Reserve Loan Loss	10,311.93	9,140.16
Net Income to Surplus	191,470.07	231,675.36

ALLOCATION OF NET SURPLUS

10% General Reserves Fund	19,147.01	23,167.54
5% CETF due to Appex	9,573.50	11,583.77
5% CETF due to Local	9,573.50	11,583.77
10% Optional Fund	19,147.01	23,167.54
Total	57,441.02	69,502.61

Balance Available 70% Distribution

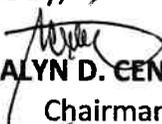
70% Dividend Payable	93,820.34	113,520.93
30% Patronage Refund Payable	40,208.71	48,651.83
Total	134,029.05	162,172.75

Prepared by;


GEMMA E. DALUMPINES
Bookkeeper

Certified Correct

Attested by;


ROSALYN D. CENTINO
Chairman


RICARDO R. MAPULA
Treasurer