

Item No.: 05

Date: 05 2025 NOV

Date Oct 2 / 2025

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

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: OCT 28 2025
By: [Signature]

Dear Vice Governor Javier

In response to your Notice of Call for Accreditation, kindly be informed that Airport Farmers Association with office address at Casiangan, Calubian, Leyte, 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 202 5 Minutes of the Annual Meeting;
6. CY 202 4 Annual Accomplishment Report; and
7. CY 202 4 Financial Statements

Thank you.

Sincerely,

APPLICATION FORM FOR ACCREDITATION

Name of Organization: Airport Farmers Association (AFA)
Address: Sitio Airport, Brgy. Casimanan, Calubian, Leyte
Contact No.: 0952-533-1604 Email address (optional): none
Date Organized: July 9, 2013 Sector/s Represented: Farmers

Purposes/Objectives:
Established for the mutual aid and protection of its members
Promote the moral, social and economic well-being of its members and
shall have the right to represent them in accordance with its constitution and by-
law and for purposes not contrary to law

Services that the organization provides or can participate in:
Techno - Demo on High-value crops
employment seminar / trainings
Community Services

Registering Agency: _____ Date Registered: April 9, 20

- 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]

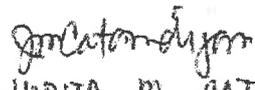
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing

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.


VIRGELIO S. TABLA JR.
 President


JUDITA M. CATANDIJAN
 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 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)
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)

Annex E: Board Resolution - Intention for Accreditation

Airport FARMERS Association
Sitio Airport Brgy. Casiangon, Calubian, Leyte

BOARD RESOLUTION NO 2025 - 002

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] Airport Farmers Association 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, [NAME OF ORGANIZATION] Airport in Farmers the Association Special Board Meeting held at [Full Office Address] Sitio Airport, Brgy. Casiangon, on [MM/DD/YYYY] Oct. 02 / 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] Virgelio S. Tabla Jr.

ADOPTED unanimously by the Board of Trustees/Directors of the [Name of CSO] Airport Farmers Assn. this [DD] 02 day of [MM YYYY] Oct. 2025 in the Municipality of Calubian, Leyte.

Name	Position	Signature
<u>Rotchel C. Iral</u>	<u>Vice President</u>	<u>R.I.</u>
<u>Judita M. Cataandijan</u>	<u>Secretary</u>	<u>J. Cataandijan</u>
<u>Radel F. Jordan</u>	<u>Treasurer</u>	<u>R. Jordan</u>

Annex E: Board Resolution - Intention for Accreditation


Virgilio S. Tabla Jr.

President

SUBSCRIBED AND SWORN TO before me this 02 OCT 2025 day of _____, 2025 in SACLOBAN CITY exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____.

Doc No: 407
Page No: 79
Book No: VII
Series of: 7025





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-03-287

KNOW ALL MEN BY THESE PRESENTS:

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

AIRPORT FARMERS ASSOCIATION (AFA)

371a Airport Hwy, Canslogan, Calubogon, Leyte

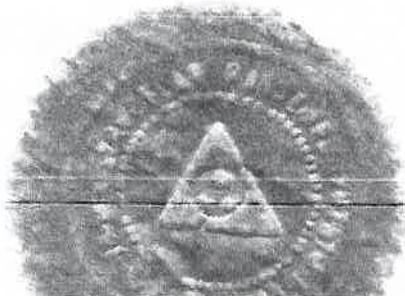
has this day been registered as and conferred with all the rights and privileges of a legitimate workers' association established for the MUTUAL AID AND PROTECTION of its members. It shall promote the moral, social and economic well-being of its members and shall have right to represent them in accordance 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 3rd day of April 2013

Recommending Approval:

MARITES Z. VIÑAS
Chief LFO
Head, Western Leyte Field Office



EMMANUEL R. SARCAUGA
OIC-Regional Director

Airport Farmers Association

List of Officers and members October 02, 2025

- 1.) Virgilio S. Tabla Jr. -- -- President
- 2.) Rotchel C. Itol -- -- Vice President
- 3.) Juditha M. Catandijan -- -- Secretary
- 4.) Rodel F. Jordan -- -- Treasurer
- 5.) Rosa L. Berdida -- -- Auditor
- 6.) Elizabeth P. Casuno -- -- Head Health Committee
- 7.) Gabriel A. Osmil -- -- Head Education Committee
- 8.) Elmar V. Mantal -- -- Head Environmental Committee
- 9.) Arcelito L. Berdida -- -- Head Infrastructure and Safety Committee
- 10.) Angelita D. Cacharo -- -- member
- 11.) Salvador S. Ranes -- -- member
- 12.) Guillermo J. Masocol -- -- member
- 13.) Teresita M. Palapar -- -- member
- 14.) Jesus M. Palapar -- -- member
- 15.) Antonio E. Dignos -- -- member
- 16.) 16) Jo-Ann M. Catandijan -- member
- 17.) Virgilio T. Tabla Sr. -- member
- 18.) Rubilyn M. Garcia -- -- member
- 19.) Joebert M. Intoy -- -- member
- 20.) Josimo L. Montibon -- -- member
- 21.) Robita C. Velez -- member
- 22.) Napoleon L. Puntay -- -- member
- 23.) Celedonio M. Arnaiz -- -- member
- 24.) Arnel S. Tabla -- -- member
- 25.) Ricky S. Ranes -- -- member
- 26.) Saribon P. Balangatan -- member
- 27.) Ricardo G. Mantal -- -- member
- 28.) Beato P. Palapar -- -- member
- 29.) Jennelyn H. Crampa -- -- member
- 30.) Bienvenido P. Florendo -- member

Airport Farmers Association

31.)	Emelito C. Hongoy	-	-	-	-	member
32.)	Rolando M. Serdeña	-	-	-	-	member
33.)	Elena C. Arriesgado	-	-	-	-	member
34.)	Menieta P. Lubiano	-	-	-	-	member
35.)	Alberto C. Hongoy	-	-	-	-	member
36.)	Rene C. Roda	-	-	-	-	member
37.)	Jhon Jhomar M. Olaver	-	-	-	-	member
38.)	Rosario C. Velez	-	-	-	-	member
39.)	Edito E. Intoy	-	-	-	-	member
40.)	Lilibeth R. Lubiano	-	-	-	-	member
41.)	Arnold S. Montibon	-	-	-	-	member
42.)	Permito Roda	-	-	-	-	member
43.)	Romualdo S. Ranes	-	-	-	-	member
44.)	Victoriano N. Dagohoy	-	-	-	-	member
45.)	Isidro C. Palapar	-	-	-	-	member
46.)	Anarose S. Tabla	-	-	-	-	member
47.)	Conchita M. Montibon	-	-	-	-	member
48.)	Russelle Ann B. Garcia	-	-	-	-	member
49.)	Leslie B. Garcia	-	-	-	-	member
50.)	Jonathan M. Catandijan	-	-	-	-	member
51.)	Gina M. Palapar	-	-	-	-	member
52.)	Joel L. Itol	-	-	-	-	member
53.)	Jessa Mae L. Palapar	-	-	-	-	member
54.)	Jamaicha M. Garcia	-	-	-	-	member
55.)	Jerome C. Arojado	-	-	-	-	member
56.)	Jemiel C. Hongoy	-	-	-	-	member
57.)	Mary Jane C. Masocol	-	-	-	-	member
58.)	Jane Rose M. Catandijan	-	-	-	-	member
59.)	Cecil C. Arojado	-	-	-	-	member

Ampom Farmers Association

- | | | | | | | | |
|------|-------------|----|------------|---|---|---|--------|
| 60.) | Marilyn | L. | Balasanos | - | - | - | member |
| 61.) | Nathaniel | C. | Catandijan | - | - | - | member |
| 62.) | Roel | H. | Jamot | - | - | - | member |
| 63.) | Romeo | L. | Calumpag | - | - | - | member |
| 64.) | Orvie | T. | Dolnpan | - | - | - | member |
| 65.) | Neljane | A. | Lubiano | - | - | - | member |
| 66.) | Ma. Jeanila | A. | Lubiano | - | - | - | member |
| 67.) | Carmelita | | Senining | - | - | - | member |
| 68.) | Alberto | F. | Arojado | - | - | - | member |
| 69.) | Joey | M. | Intoy | - | - | - | member |
| 70.) | Arnel | M. | Tabla Jr | - | - | - | member |
| 71.) | Marlene | C. | Yeler | - | - | - | member |

Annex G: Minutes of Annual Meetings

Activity: Annual Meeting

Participants: AFA members

Date and Time: July 21, 2025

Expectations for the Activity:

General Objective: Annual updates and members Approval

Specific Objectives:

- - AFA Financial status
- Sangguniang Panlalawigan Bayan Accreditation
- Other important matters

Agenda:

1. Agenda 1

[Notes, Agreements, Discussions, etc.]

- * Reporting of current financial status and its approval
- * Monthly dues prompt payment

2. Agenda 2

[Notes, Agreements, Discussions, etc.]

- Reading of DILG Memo 2025- JP/SB Accreditation
- Updating the current list AFA officers
- Approval of AFA Board Resolution No. _____ to apply for membership in the local special body in the Province of Iente and Municipality of Calubian

3. Agenda 3

[Notes, Agreements, Discussions, etc.]

- All members were encouraged to join monthly meetings
- All members were encouraged to do their share of work in AFA Garden
- Next meeting to schedule on the 1st Monday of the following month

4. Agenda 4

meeting adjourned at 4:00 in the afternoon.

[Notes, Agreements, Discussions, etc.]

Prepared by:


JOPITA M. CATANDIJAN
Secretary

Noted by:


VIRGILIO S. TABLA JR.
President

Annex H: Annual Accomplishment Report

Airport Farmers Association

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
monthly meeting	update	every month		✓	2.0M. N.	

*add rows as necessary

Prepared by:

JUDITA M. CATANDIJAN

Secretary-General

Noted by:

VIRGELIO S. TABLA JR.

President

Annex I: Annual Financial Statement

Airport Farmers Association

FINANCIAL STATEMENT FOR CY 2025

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1 <i>Government</i>	<i>25,000</i>	
Donor 2		
Monthly Dues / Membership Fees <i>CPA</i>	<i>2,484.00 - 6422</i>	
Income Generating Project 1	<i>6,929</i>	
Income Generating Project 2		
TOTAL	<i>50,815</i>	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses	<i>2,000</i>	
Office Supplies		
Logistics / Transportation	<i>25,000</i>	
Administrative and Personnel		
TOTAL		
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	<i>50,815</i>	

Noted by:

[Signature]
VIRGELIO S. TABLA JR.

[Name]
[President]

[Signature]
ROCHEL C. ITOL

[Name]
[Vice President]

[Signature]
JUDITA M. CATANDIAN

[Name]
[Secretary-General]

[Signature]
RODEL F. JORDAN

[Name]
[Treasurer]

RISA L. BERDIDA

[Name]
[Auditor]