

Item No.: 08

Date: 05 2025 NOV

Date October 4, 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: JEM VI

Dear Vice Governor Javier

In response to your Notice of Call for Accreditation, kindly be informed that BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE (PETFA-MPC) with office address at _____, 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,

JANICE C. SORIANO
QUINTO
President

- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): Sangguniang Bayan

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of Organization: BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE

Address: BRGY. PETROLIO, CALUBIAN, LEYTE

Contact No.: 0931 744 7106 **Email address (optional):** petfampc@gmail.com

Date Organized: May 23, 1994 **Sector/s Represented:** Cooperative

Purposes/Objectives:

To strengthen its partnership with the government and other stakeholders in delivering socio-economic services through its core programs in member-focused lending, sustainable organic farming and environmental protection via production and marketing of vermi compost.

Services that the organization provides or can participate in:
LENDING, VERMI-COMPOST PRODUCTION

Registering Agency: **Date Registered:** December 21, 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:** August 2022

- 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): Sangguniang Bayan

Annex E: Board Resolution - Intention for Accreditation

BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE
BRGY. PETROLIO, CALUBIAN, LEYTE

BOARD RESOLUTION NO 4

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] BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE 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] BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE Special Board Meeting held at [Full Office Address] BRGY. PETROLIO, CALUBIAN, LEYTE on [MM/DD/YYYY] 10 / 04 / 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] JANICE C. CARALQUINTO.

ADOPTED unanimously by the Board of Trustees/Directors of the [Name of CSO] PETFA - MPC this [DD] 04th day of [MM YYYY] OCTOBER, 2025 in the Municipality of Calubian, Leyte.

Name	Position	Signature
<u>KETCHEL R. CATAM-IGAN</u>	<u>BOD - Member</u>	<u>[Signature]</u>
<u>MERLINDA S. LAPUZ</u>	<u>BOD - Member</u>	<u>[Signature]</u>
<u>CLARITA J. PIA MONTE</u>	<u>BOD - Member</u>	<u>[Signature]</u>
<u>AIDA Q. LABTIC</u>	<u>BOD - Member</u>	<u>[Signature]</u>

Annex E: Board Resolution - Intention for Accreditation

Janice E. Cabalquinto
JANICE E. CABALQUINTO

President

SUBSCRIBED AND SWORN TO before me this ___ day of OCT 06, 2025 in SAN ISIDRO, LEYTE, Affiant exhibiting to me his/her ___ with valid identification no. ___ issued on ___ at ___.

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Book No: 15
Series of: 2025

Rem Beryl Y. Veloso
ATTY. REM BERYLY VELOSO
Notary Public
FOR THE MUNICIPALITY OF SAN ISIDRO
CALUBIAN, PROPER LINAO, SAN ISIDRO
ROLL NO. 67441
IBP NO. 498153
PTR NO. 9656452
MCLE NO. VIII - 00228530



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
DEPARTMENT OF FINANCE
COOPERATIVE DEVELOPMENT AUTHORITY

Reg.No. 9520-08004759

CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

This is to certify that

Brgy. Petrolio Farmers Multi-purpose Cooperative

CIN-0104080060

with address at Brgy. Petrolio, Calubian, Leyte , duly registered with the Authority under Certificate of Registration/Confirmation No. TAC-926 dated May 23, 1994 has complied with the requirements prescribed by the Authority for the issuance of New Certificate of Registration under Article 144 of RA 9520 otherwise known as the "Philippine Cooperative Code of 2008".

By virtue of the powers and duties vested in me by law, the Brgy. Petrolio Farmers Multi-purpose Cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with RA 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.

Given in Quezon City, Philippines, this 21st day of December, 2009.



LECIRA V. JUAREZ
Chairperson

Annex F: List of Current Officers and Members

List of Current Officers of the **BRGY. PETROLIO FARMERSS MULTI PURPOSE COOPERATIVE**

as of July 23, 2025

Name	Position
Janice C. Cabalquinto	BOD- Chairperson
Merlinda S. Lapuz	BOD-Member
Retchell R. Catam-Isan	BOD-Member
Aida Q. Labtic	BOD-Member
Clarita S. Piamonte	BOD-Member
Grace D. Capucao	Manager
Lorna T. Villar	Secretary
Marichu R. Mojica	Treasurer
Sheila Mae A. Cabalquinto	Committee on Audit- Chair
Rhea Mae S. Badeo	Committee on Audit- Member
Julius C. Baronda	Committee on Audit- Member
Harlene Racuba	Chair, Credit Committee
Genara Calosor	Member, Credit Committee
Emma M. Delima	Member, Credit Committee
Merlinda S. Lapuz	Chair, Education Committee
Dairen V. Tapaya	Member, Education Committee
Grace S. Corto	Member, Education Committee
Amelita S. Pag-ong	Chair, Election Committee
Salvacion C. Cabradilla	Member, Election Committee
Anna Rose R. Bonghanoy	Member, Election Committee
Emma R. Pacala	Chair, Mediation and conciliation Committee
Andrea Catadman	Member, Mediation and conciliation Committee
Reynaldo B. Mabute	Member, Mediation and conciliation Committee



**BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE
BRGY. PETROLIO CALUBIAN LEYTE**

Activity: 20th Annual General Assembly Meeting

Participants: 151

Date and Time: February 8, 2025

Expectations for the Activity: To present Committee reports, elect officers, approve plans and budgets, distribution of patronage refunds and giveaways and promote active member participation.

General Objective: To strengthen the cooperative's governance and operations through the conduct of the Annual General Assembly

Specific Objectives:

- To present Committee Reports, Annual Plans and Budget Allocation for the current year and Financial Statement.
- To elect qualified members for the vacant positions of the cooperative.
- Distribute the approved distribution of dividends and giveaways to members.

Agenda:

1. Call to Order

Meeting called to order by the Master of the Ceremony
Opening prayer led by Mrs. Rosalita Carmelo
National Anthem by Audio
Reading and Approval of Minutes from the Previous Meeting.
Motioned by Clarita S. Piamonte, seconded by Retchell Catam-isan

2. Presentation of Reports

- The Bookkeeper reported the Financial Statement Report for the Year 2024
- Credit Committee and General Manager Report
- Chairman's Report
- Reports were approved by majority

3. Election of Officers

The Election Committee chaired by Amelita S. Pag-ong, officially conducted the election for 2 outgoing members of the Board of Directors and the Audit Committee. The committee facilitated the voting process, provided ballots and supervised the voting and canvassing of results.

After the counting of votes, the following were declared as duly elected:

Board of Directors: Janice C, Cabalquinto and Retchel Catam-isan.
Audit Committee: Sheila Mae Cabalquinto, Julius Baronda and Rhea Mae S. Badeo

4. Open Forum, Distribution of Giveaways and Patronage Refund

Members were given the opportunity to raise concerns, ask questions and provide suggestions regarding the cooperative's decision especially on the project that will be given by the CDA and the continuation of building the cooperative's office.

5. Distribution of Patronage Refund and Giveaways

The approved patronage refund were formally announced and was given including the giveaways to members.

Annex G: Minutes of Annual Meetings

6. Adjournment

The general assembly meeting was closed by the motion of Mrs. Retchell Catam-isan and seconded by Clarita S. Pimonte.

Prepared by:

L. Villar

LORNA T. VILLAR
Secretary-General

Noted by:

J. Cabalquinto

JANICE C. CABALQUINTO
BOD- Chairperson

BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE
BRGY. PETROLIO, CALUBIAN, LEYTE
CY 2024

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Improvement of Coop Office Entryway	To build a safe and accessible pathway for the cooperative office	Nov. 2024	/		200,000.00	
Regular Loan	To provide members with accessible and affordable financing to support their essential personal or livelihood needs, thereby promoting financial stability and economic empowerment within the cooperative.	Jan.-Dec. 2024			143,000.00	
Multi Purpose Loan		Jan.-Dec. 2024			60,000.00	
Mandatory Trainings to Officers	To ensure cooperative officers are equipped with the skills, knowledge, and ethical standards necessary to effectively lead, govern, and implement the cooperative's policies in accordance with CDA regulations.	June 2024	/		none	
General Assembly Meeting	To uphold transparency, democratic participation, and collective decision-making among members through the annual reporting of cooperative performance, accomplishments, and future plans.	Feb. 2024	/		none	
Filing of Certificate of Compliance to CDA	To maintain good standing with the Cooperative Development Authority by fulfilling legal and regulatory requirements that reflect operational integrity and adherence to cooperative laws.	July 2024	/		5,000.00	
Renewal of Business Permit		January 2024	/			

**add rows as necessary*

Prepared by:

L. Villar
LORNA T. VILLAR
 Secretary-General

Noted by:

J. Cabalquinto
JANICE C. CABALQUINTO
 BOD Chairperson

Organizational Level:

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): _____
- Others (specify): 3RD DISTRICT

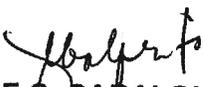
Projects Implemented in the [Province/City/Municipality] of Calubian, Leyte

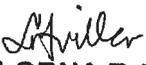
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2025	Hog raising	200,000.00	CDA	Coop Members	Ongoing	

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.


JANICE C. CABALQUINTO
President


LORNA T. VILLAR
Secretary

Brgy. Petrolio, Calubian, Leyte
CDA Reg. No 9520-08004759

STATEMENT OF FINANCIAL OPERATION
As of December 31, 2024
With Comparative Figures for 2023

	2024	2023
REVENUES:		
COLLECTION FEE	41,307.00	40,140.00
SERVICE FEE	41,307.00	40,140.00
INTEREST ON LOANS	317,111.00	277,529.00
PENALTY	32,751.00	29,753.00
MISC. INCOME	970.00	630.00
MEMBERSHIP FEE	700.00	600.00
TOTAL	<u>434,146.00</u>	<u>388,792.00</u>
LESS: OPERATING EXPENSES		
MEALS & SNACKS	131,007.00	121,625.00
OFFICE SUPPLIES	1,962.00	2,971.00
TRAVEL	6,950.00	6,464.00
GENERAL ASSEMBLY	19,897.00	18,932.00
BILL	1,389.00	360.00
SURITY BOND	-	1,538.00
MISC. EXPENSES	12,099.00	4,500.00
BIR	4,093.00	3,115.00
TOTAL	<u>177,397.00</u>	<u>159,505.00</u>
NET INCOME	256,749.00	149,306.81
RESERVE LOAN LOSS	23,150.20	22,021.71
SHARE FROM SAVINGS	19,258.65	21,124.57
NET INCOME TO SURPLUS	214,340.15	186,140.72
ALLOCATION OF NET SURPLUS		
10% General Reserve Fund	21,434.01	18,614.08
5% CETF due to Apex	10,717.00	9,307.03
5% CETF due to Local	10,717.00	9,307.03
7% Optional Fund	15,003.81	18,614.08
3% Community Fund	6,430.20	-
TOTAL	<u>64,302.02</u>	<u>55,842.22</u>
Balance Available 70% Distribution		
70% Dividend Payable	105,026.70	91,208.95
30% Patronage Refund Payable	45,011.43	39,089.55
	<u>150,038.13</u>	<u>130,298.50</u>

Prepared By:

F. Batiancela
FET. BATIANCELA
Bookkeeper

Certified Correct:

Marichu R. Mojica
MARICHU R. MOJICA
Treasurer

Attested By:

Janice C. Cabalquinto
JANICE C. CABALQUINTO
Chairman

Brgy. Petrollo, Calubian, Leyte
CDA Reg. No 9520-08004759

STATEMENT OF CASH FLOW
As of December 31, 2024
With Comparative Figures for 2023

	2024	2023
Opening Balance:		
CBU COLLECTION	149,306.81	114,477.64
COLLECTION FEE	77,729.00	152,177.00
SERVICE FEE	41,307.00	40,140.00
LOAN REPAYMENT	41,307.00	40,140.00
INTEREST ON LOANS	2,484,015.00	1,994,147.00
PENALTY	317,111.00	277,529.00
NOTARIAL FEE	32,751.00	29,753.00
MORTUARY AID	11,100.00	10,700.00
SAVINGS	36,014.00	26,980.00
MISC. INCOME	454,862.00	252,825.00
CASH WITHDRAWN	970.00	630.00
MEMBERSHIP FEE	590,000.00	955,000.00
INSURANCE	700.00	600.00
MULTI-PURPOSE LOAN RECEIVE	44,400.00	45,600.00
CLAAP SHARE	599,404.00	542,842.00
VERMI CAST	3,155.00	2,175.00
TOTAL	4,884,131.81	4,489,215.64
CASH OUT		
REGULAR LOAN	2,315,020.00	2,202,171.00
MEALS & SNACKS	131,007.00	121,625.00
MULTI-PURPOSE LOAN	779,500.00	757,300.00
OFFICE SUPPLIES	1,962.00	2,971.00
NOTARY EXPENSE	25,045.00	-
SAVINGS WITHDRAWN	220,910.00	243,253.00
CBU WITHDRAWN	71,730.00	19,513.00
TRAVEL	6,950.00	6,464.00
CASH DEPOSIT	815,000.00	730,000.00
MORTUARY AID	8,000.00	19,000.00
PATRONAGE & DIVIDEND PAYABLE	151,423.07	108,893.83
GENERAL ASSEMBLY	19,897.00	18,932.00
OPTIONAL FUND EXPENSE	-	30,273.00
INSURANCE EXPENSE	15,300.00	60,000.00
LANDBANK DEPOSIT	200,000.00	10,000.00
BILL	1,389.00	360.00
SURITY BOND	-	1,538.00
MISC. EXPENSES	12,099.00	4,500.00
GARDEN	18,075.00	
BIR	4,093.00	3,115.00
TOTAL	4,797,400.07	4,339,908.83
ON HAND ENDING BALANCE	86,731.74	149,306.81

BRGY. PETROLIO FARMERS MULTI-PURPOSE COOPERATIVE

Brgy. Petrolio, Calubian, Leyte

CDA Reg. No 9520-08004759

STATEMENT OF FINANCIAL CONDITION

As of December 31, 2024

With Comparative Figures for 2023

	2024	2023
CURRENT ASSETS:		
CASH ON HAND	86,731.74 ✓	149,306.81
LOAN RECEIVABLES	1,225,433.00 ✓	1,394,428.00
CASH IN BANK BLAMCI	536,050.00 ✓	311,050.00
CASH IN BANK LAND BANK	510,000.00 ✓	310,000.00
MULTIPURPOSE LOAN	594,700.00	414,604.00
LOAN LOSS RESERVE	148,333.26	126,311.55
total	<u>2,804,581.48</u>	<u>2,453,077.26</u>

LIABILITIES, MEMBERS EQUITY AND RESERVES

CURRENT LIABILITIES

VERMI CAST	19,272.00 ✓	19,272.00
CETF	132,669.12 ✓	123,362.09
NOTARIAL FEE	27,007.40 ✓	40,952.00
MORTUARY AID	107,648.00 ✓	79,634.00
SWINE DISPERSAL	6,517.00 ✓	6,517.00
SAVINGS	581,566.00 ✓	347,614.00
GOAT DISPERSAL	17,700.00 ✓	17,700.00
INSURANCE	131,630.00 ✓	102,530.00
GARDEN	-	18,075.00
CLAAP SHARE	12,358.00	9,203.00
TOTAL	<u>1,036,367.52</u>	<u>764,859.49</u>

MEMBERS EQUITY:

SHARE CAPITAL	1,188,843.25	1,182,844.25
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NET INCOME:

	256,749.00	229,287.00
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STATUTORY RESERVES:

General Reserve Fund	264,380.80	245,766.72
Educational & Training Fund	35,859.91	26,552.88
Optional Fund	22,381.00	3,766.92
	<u>322,621.71</u>	<u>276,086.52</u>

TOTAL LIABILITIES, MEMBERS EQUITY & RESERVES

	<u>2,419,752.55</u>	<u>2,453,077.26</u>
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Prepared By:

F. T. Batiancela
F. T. BATIANCELA

Bookkeeper

Certified Correct:

Marichu R. Mojica
MARICHU R. MOJICA

Treasurer

Attested By:

Janice C. Cabalquinto
JANICE C. CABALQUINTO

Chairman