

Item No.: 05  
Date: 09 2025 DEC

Republic of the Philippines  
Province of Leyte  
Municipality of Tabango  
Sitio Basak, Barangay Campokpok

**BASAK FARMER'S ASSOCIATION (BFA)**  
DOLE Registration No. : RO8-WLFO-2017-WA-01-1057

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: DEC 02 2025  
By: [Signature]

**Hon. Leonardo. M Javier, Jr.**  
Vice Governor Presiding Officer, Sangguniang Panlalawigan  
Municipality of Tabango  
Province of Leyte

Dear Vice Governor Leonardo. M Javier, Jr.

In response to your Notice of Call for Accreditation, please be informed that Basak Farmer's Association (BFA), located in Sitio Basak, Brgy. Campokpok, Tabango Leyte would like to seek for Accreditation from Panlalawigan.

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 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.

Very truly yours,

  
**EMERLITA R. JORDA**  
BFA President

√Republic of the Philippines  
Province of Leyte  
Municipality of Tabango  
Sitio Basak, Barangay Campokpok

**BASAK FARMER'S ASSOCIATION (BFA)**

**APPLICATION FORM FOR ACCREDITATION**

**Name of**

**Organization:** BASAK FARMER'S ASSOCIATION (BFA)

**Address :** Sitio Basak, Brgy. Campokpok, Tabango Leyte

**Contact No. :** 094693575950      **Email address (optional) :** \_\_\_\_\_

**Date Organized:** October 4, 2016      **Sector/s Represented:** \_\_\_\_\_

**Purposes/Objectives:**

1. To become an educationally integrated farmers who not only thrives today but pioneers' tomorrow's farming techniques;
2. To promote the moral, social and economic well-being of all the members; and
3. To develop a sustainable way of livelihood.

**Services that the organization provides or can participate in:**

1. Participate in the deliberate during membership meeting;
2. To exercise the right to vote on all matters relating to the affairs of the association;
3. To be eligible to any elective or appointive office of the association; and
4. To avoid of all facilities service of the association.

**Registering Agency:**

**Date Registered:** January 20, 2017

- 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)
- Cooperative of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- National Commission for Culture and the Arts (NCCA)

Basak Farmer's Association (BFA)  
Campokpok, Tabango, Leyte

**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. 2025-060, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the Basak Farmers Association is a civil society organization duly registered with the [Securities and Exchange Commission/Cooperative Authority/Department of Labor and Employment/ Department of Human Settlements and Urban Development] , and existing under Philippine laws;

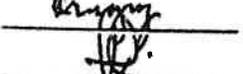
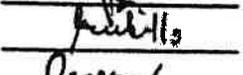
**WHEREAS**, in the Basak Farmers Association Special Board Meeting held at Sitio Basak, Campokpok on JULY 20, 2025 attended by the following Board of Trustees present, the following resolution was approved and adopted:

**RESOLVED, AS IT IS HEREBY RESOLVED**, to signify our intention to be an accredited civil society with the Sangguniang Bayan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2025-060, and to apply for membership in a local special body in the Municipality of Tabango.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation.

**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:

**ADOPTED** unanimously by the member of Basak Farmers Association this JULY 20, 2025 in the Municipality of Tabango.

Name	Position	Signature
EMERLITA R. JORDA	President	
CECILLE R. NOYNAY	Vice-President	
JESIROSE J. REYES	Secretary	
GINA C. OCUBILLO	Treasurer	
LELEBETH R. NOYNAY	Auditor	

EMERLITA R. JORDA

[FULL NAME]

[Board Chairperson or Equivalent]

SUBSCRIBED AND SWORN TO before me this      day of AUG 18 2025, 202   in                     , Affiant exhibiting to me his/her                      with valid identification no.                      issued on                      at MUNICIPALITY OF TABANGO

Doc No: 912  
Page No: 50  
Book No: XI  
Series of 20X



ATTY. JOLLEANNE CLAIRE E. PONCE  
Notary Public  
Until December 31, 2025  
PTR No. 0957716 1/3/2025  
Tabango, Leyte  
Roll No. 76783  
IBP OR No. 495192 1/2/2025  
Leyte Chapter  
MCLE Compliance No. VIII-000954  
Until 4/14/2028  
NC No. R-FAL-23-12-010  
Br. 17, RTC, Palompon, Leyte



Republic of the Philippines  
 DEPARTMENT OF LABOR AND EMPLOYMENT  
 WESTERN LUYTE FIELD OFFICE  
 313 Calle St., Meyja Subdivision, Ormoc City

**Registration Certificate No.  
 RO8-WLFO-2017-WA-01-1057**

**KNOW ALL MEN BY THESE PRESENTS:**

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

**BASAK FARMERS ASSOCIATION**

*Sabes Basak Brgy. Compostara, Tabango, 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 by 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 DOLE Regional Office No. VIII, Tacloban City, Philippines this 20th day of January 2017.

*By authority of the Regional Director:*

  
**MARITES Z. VIÑAS**  
 Chief, WLFO

*Approved by:*

  
**ELIAS A. CAYANONG, CESO III**  
 Regional Director



*See Valid With Seal*

523 Valle St., Doña Filiza Meyla, Trono, Ormoc City, Leyte  
 Tel. Nos. (053) 255-2476 & 507-4538  
 Email: [dlm@doled8.com](mailto:dlm@doled8.com), [info@doled8.com](mailto:info@doled8.com)



Valid from 1 December 2015 -  
 14 September 2018

Province of Leyte  
Municipality of Tabango  
Sitio Basak, Barangay Campokpok

**BASAK FARMER'S ASSOCIATION (BFA)**  
DOLE Registration No. : RO8-WLFO-2017-WA-01-1057

**Updated List of Members CY 2024**

NO.	SURNAME	FIRST NAME	M.I	POSITION	ADDRESS
1	JORDA	EMERLITA	R	President	Basak, Campokpok, Tabango, Leyte
2	NOYNAY	CECILLE	R	Vice President	Basak, Campokpok, Tabango, Leyte
3	REYES	JESIROSE	J	Secretary	Basak, Campokpok, Tabango, Leyte
4	OCUBILLO	GINA	C	Treasurer	Basak, Campokpok, Tabango, Leyte
5	NOYNAY	LILIBETH	R	Auditor	Basak, Campokpok, Tabango, Leyte
6	CLEMENTE	TERESITA	O	Bookkeeper	Basak, Campokpok, Tabango, Leyte
7	ALALIM	LUZVIMINDA	G	PIO	Basak, Campokpok, Tabango, Leyte
8	ALIGAYON	JAIME	D	Member	Layog, Campokpok, Tabango, Leyte
9	BAGUIO	VICTORIANO, Sr.	C	Member	Manban, Campokpok, Tabango, Leyte
10	BAGUIO	VICTORIANO, Jr.	R	Member	Manban, Campokpok, Tabango, Leyte
11	BAQUERO	GIGI	C	Member	Proper, Campokpok, Tabango, Leyte
12	BAQUERO	LORETA	C	Member	Proper, Campokpok, Tabango, Leyte
13	BAQUERO	RICHIE	C	Member	Proper, Campokpok, Tabango, Leyte
14	CASAS	TERESITA	R	Member	Basak, Campokpok, Tabango, Leyte
15	CASINAY	EDUARDO	C	Member	Oboob 1, Campokpok, Tabango, Leyte
16	CASINAY	LOURDES	C	Member	Basak, Campokpok, Tabango, Leyte
17	CONEJOS	MAXIMA	A	Member	Proper, Campokpok, Tabango, Leyte
18	FERNANDO	JUANA	M	Member	Bagenbin, Campokpok, Tabango, Leyte
19	HINAYAS	FRANCISCO	S	Member	Basak, Campokpok, Tabango, Leyte
20	IGLESIAS	NORMA	O	Member	Basak, Campokpok, Tabango, Leyte
21	JORDA	BASILISA	R	Member	Basak, Campokpok, Tabango, Leyte
22	JUANES	CLAUDIA	G	Member	Basak, Campokpok, Tabango, Leyte
23	LEPITEN	CLARITA	M	Member	Basak, Campokpok, Tabango, Leyte
24	NAILON	MEHELLE		Member	Bagenbin, Campokpok, Tabango, Leyte
25	NOYNAY	ERLINDA	R	Member	Basak, Campokpok, Tabango, Leyte
26	OCUBILLO	LILYBETH	H	Member	Basak, Campokpok, Tabango, Leyte
27	OMEGA	MARIA EDNA	S	Member	Basak, Campokpok, Tabango, Leyte
28	PETALLO	TRINIDAD	C	Member	Basak, Campokpok, Tabango, Leyte
29	REPOLLO	CHONA	N	Member	Proper, Campokpok, Tabango, Leyte
30	REPOLLO	VERSITA	T	Member	Proper, Campokpok, Tabango, Leyte
31	RETIZA	EDELITO	B	Member	Manban, Campokpok, Tabango, Leyte
32	REUBAL	ANALIZA	P	Member	Proper, Campokpok, Tabango, Leyte
33	REUBAL	DIOSDADO	R	Member	Proper, Campokpok, Tabango, Leyte
34	RODRIGO	ESPERANZA	H	Member	Basak, Campokpok, Tabango, Leyte
35	RODRIGO	MARYJOY	P	Member	Manban, Campokpok, Tabango, Leyte
<b>*** NOTHING FOLLOWS ***</b>					

Certified by:

**JESIROSE J. REYES**  
Secretary

Attested by:

**EMERLITA R. JORDA**  
President

**BASAK FARMER'S ASSOCIATION**  
Campokpok, Tabango, Leyte

Minutes of the organization assembly meeting held on December 20, 2024 at exactly 1:30pm at the BFA Mini Center located at Sitio Basak, Campokpok, Tabango, Leyte.

**Agenda:**

1. Status of our organization
2. Annual accomplishment Report CY 2023
3. Financial Reports CY 2023
4. Other Matters

The meeting was presided by President Emerlita R. Jorda. She opened the meeting reminding all officers about their obligation to the organization, and continued the meeting reporting financial report CY 2023 by secretary, the annual accomplishment reports CY 2023 and other matter, what is good for our organization.

Since no more issued and concerns were raised, the meeting was adjourned at exactly 4:00 in the afternoon.

**Prepared by:**

  
**JESIROSE REYES**  
Secretary

**Noted by:**

  
**EMERLITA R. JORDA**  
President

## Annual Accomplishment Report

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Money Lending		2024		√	50,000	

Prepared by:

  
**JESIROSE T. REYES**  
 Secretary

Noted by:

  
**EMERITA JORDA**  
 President

**BASAK FARMER'S ASSOCIATION**  
**Campokpok, Tabango, Leyte**

Activity: Monthly Meeting  
Participants : BFA Members  
Date: November 17, 2024 Time: 1:30PM

**General Objectives:** The purpose of this meeting is to update member's on the financial status, and future projects of the organization.

**Agenda:**

1. To buy chairs to be use by the members during meeting
  - All BFA members agreed.
2. On December 20, 2024 we have Christmas celebration, members will contribute some amount or will bring own food for snacks.
  - Agreed choice of the members will bring their own food.
3. By December we will receive the amount of we have agreed, depend our income.
  - All members were happy to hear the announcement.
4. Money received from DSWD SLP by 27 members amounting Php 15,000.00 each were discussed, 27 members who received the said money wants to pull out.
  - The BFA official agreed but said members will automatically signed waiver that they will stop/ not connected to the organization.
  - The members that received the money agreed, they will sign the waiver, so that they can pull out the money.

The meeting ended at 4:30 P.M.

Prepared by:

  
JESIROSE V. REYES  
Secretary

Noted by:

  
EMERITA JORDA  
President

Republic of the Philippines  
Province of Leyte  
Municipality of Tabango  
Sitio Basak, Barangay Campokpok

**BASAK FARMER'S ASSOCIATION (BFA)**  
DOLE Registration No. : RO8-WLFO-2017-WA-01-1057

**MEETING ATTENDANCE**

DATE/TIME: NOV. 17 2024

NO.	SURNAME	FIRST NAME	MI	SIGNATURE
1	JORDA	EMERLITA	R	<i>[Signature]</i>
2	NOYNAY	CECILLE	R	<i>[Signature]</i>
3	REYES	JESIROSE	J	<i>[Signature]</i>
4	OCUBILLO	GINA	C	<i>Gina Ocubillo</i>
5	NOYNAY	LELIBETH	R	<i>[Signature]</i>
6	CLEMENTE	TERESITA	O	<i>Teresita Clemente</i>
7	ALALIM	LUZVIMINDA	G	<i>Luzviminda Alalim</i>
8	ALIGAYON	JAIME	D	<i>Jaime Aligayon</i>
9	BAGUIO	VICTORIANO, Sr.	C	<i>V/B</i>
10	BAGUIO	VICTORIANO, Jr.	C	<i>Victoriano Baguio Jr.</i>
11	BAQUERO	GIGI	C	<i>[Signature]</i>
12	BAQUERO	LORETA	C	<i>Loreta Condes Baquero</i>
13	BAQUERO	RICHIE	C	<i>[Signature]</i>
14	CASAS	TERESITA	R	<i>Teresita R. Casas</i>
15	CASINAY	EDUARDO	C	<i>Trinidad Casinay</i>
16	CASINAY	LOURDES	C	<i>Lourdes Casinay</i>
17	CONEJOS	MAXIMA	A	<i>Maxima Conejos</i>
18	HINAYAS	FRANCISCO	S	<i>[Signature]</i>
19	IGLESIAS	NORMA	O	<i>Norma Iglesias</i>
20	JORDA	BASILISA	R	<i>Basilisa Jordá</i>
21	JUANES	CLAUDIA	G	<i>Claudia Juanes</i>
22	LEPITEN	CLARITA	M	<i>Clarita Lepiten</i>
23	NOYNAY	ERLINDA	R	<i>Erlinda Noynay</i>
24	OCUBILLO	LILYBETH	H	<i>[Signature]</i>
25	OMEGA	MARIA EDNA	S	<i>[Signature]</i>
26	PETALLO	TRINIDAD	C	<i>Trinidad C. Petallo</i>
27	REPOLLO	CHONA	N	<i>Chona Repollo</i>
28	REPOLLO	VERSITA	T	<i>Versita Repollo</i>
29	RETIZA	EDELITO	B	<i>[Signature]</i>
30	REUBAL	ANALIZA	P	<i>Analiza Reubal</i>
31	REUBAL	DIOSDADO	R	<i>Rosma Reubal</i>
32	RODRIGO	MARYJOY	P	<i>[Signature]</i>
33	RUIZ	PURITA	R-	<i>[Signature]</i>
34	YLANAN	JOSEFA	A	<i>[Signature]</i>
35	RODRIGO	ESPERANZA	H	<i>Esperanza Rodrigo</i>

Prepared by:

*[Signature]*  
**JESIROSE D. REYES**  
Secretary

Noted by:

*[Signature]*  
**EMERLITA R. JORDA**  
President

Republic of the Philippines  
Province of Leyte  
Municipality of Tabango  
Sitio Basak, Barangay Campokpok

**BASAK FARMER'S ASSOCIATION (BFA)**  
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**Projects Implemented in the (Province/City/Municipality of [ Name of LGU])**

YEAR	PROJECT	COST	FINANCING SOURCE/SCHEME	BENEFICIARIES	STATUS
2018	2 Units of Rice Thresher	Php800,000.00	Financing Municipality of TABANGO, LEYTE Department of Agriculture LGU	BFA Members	Completed
	2 Units of Hand Tractor and other tools for farming				
2019	Electric water pump and other tools for gardening	Php700,000.00	Financing Municipality of TABANGO, LEYTE Department of Agriculture LGU	BFA Members	Completed
	Native Chicken	56 heads	Financing Municipality of TABANGO, LEYTE Department of Agriculture LGU	BFA Members	Completed
2020	Lacatan Banana	100 pcs	Financing Municipality of TABANGO, LEYTE Department of Agriculture LGU	BFA Members	Completed
	Mongos	17 kilos			
	Layer Chicken	Php405,000.00	More income in Country side (MIC) Provincial Project		
<b>****NOTHING FOLLOWS****</b>					

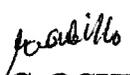
Prepared by:

**JESIROSE J. REYES**  
Secretary



Certified by:

**GINA C. OCUBILLO**  
Treasurer



Noted by:

**EMERLITA R. JORDA**  
President

