

Item No.: 03
Date: 27 2026 JAN

December 17, 2025
Date

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: DEC 23 2025
By: [Signature]

HON. LEONARDO M. JAVIER JR
Vice- Governor, Province of Leyte

Dear Hon. Javier,

In response to your Notice of Call for Accreditation, kindly be informed that Atabay Kroom Maker Livelihood Association with office address at Purok Bulgan, Brgy. Atabay Hilongos, Leyte would like to seek accreditation by the Sangguniang Bayan of Hilongos.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation
2. Duly approved and notarized Constitution and By- Laws;
3. Duly approved Board Resolution signifying intention for accreditation for purpose of representation in the local special body;
4. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certification of Accreditation issued by the [Name of NGA] of Certification issued by the NCIP (If applicable);
5. List of Current Officers and members;
6. CY 2024 Minutes of the Annual Meeting;
7. CY 2024 Annual Accomplishment Report (If applicable); and
8. CY 2024 Financial Statement

Thank you.

Sincerely,
[Signature]
Ruben S. Halaloman

Name of Head of the Organization
Position: President
Address: Purok Bulgan, Brgy. Atabay Hilongos, Leyte
Mobile Number: 09638165867

APPLICATION FORM FOR ACCREDITATION

I. IDENTIFYING INFORMATION:

Name of Organization: Atabay Kroom Maker Livelihood Association

Acronym/Abbreviation: AKMLA

Address: Purok Bulgan Brgy. Atabay Hingos, Leyte

Contact Person: Ruben S. Halalim

Designation/Position: President

Cellular Phone Number: 09608165887

Date Organized: (Check appropriate box)

MONTH	DAY			YEAR		
	01	13	25	2000	2012	2024
<input checked="" type="checkbox"/> JANUARY	02	14	26	2001	2013	<input checked="" type="checkbox"/> 2025
FEBRUARY	03	15	27	2002	2014	2026
MARCH	04	16	28	2003	2015	2027
APRIL	05	17	29	2004	2016	2028
MAY	06	18	30	2005	2017	2029
JUNE	07	19	31	2006	2018	2030
JULY	08	20		2007	2019	
AUGUST	09	21		2008	2020	
SEPTEMBER	10	22		2009	2021	
OCTOBER	11	23		2010	2022	
NOVEMBER	12	<input checked="" type="checkbox"/> 24		2011	2023	
DECEMBER						

Type of Organization: (Check appropriate box)

<input type="checkbox"/>	FARMER
<input type="checkbox"/>	FISHERFOLK
<input checked="" type="checkbox"/>	LABOR and WORKER • Driver
<input type="checkbox"/>	WOMEN
<input type="checkbox"/>	COOPERATIVE
<input type="checkbox"/>	YOUTH and STUDENT
<input type="checkbox"/>	SENIOR CITIZEN
<input type="checkbox"/>	PERSONS WITH DISABILITIES (PWD)
<input type="checkbox"/>	INDIGENOUS PEOPLE (IP)
<input type="checkbox"/>	FAITH-BASED and RELIGIOUS

NGO Organization Level/ Geographical Scope/ Specific Area Coverage:

(Check appropriate box)

<input checked="" type="checkbox"/>	BARANGAY LEVEL
<input type="checkbox"/>	MUNICIPAL/CITY LEVEL
<input type="checkbox"/>	PROVINCIAL LEVEL
<input type="checkbox"/>	REGIONAL LEVEL
<input type="checkbox"/>	NATIONAL LEVEL
<input type="checkbox"/>	INTERNATIONAL LEVEL
<input type="checkbox"/>	CHAPTER

Types of Beneficiaries/ Clientele/ Partners: (Check appropriate box)

<input type="checkbox"/>	FARMER
<input type="checkbox"/>	FISHERFOLK
<input checked="" type="checkbox"/>	LABOR and WORKER • Driver
<input type="checkbox"/>	WOMEN
<input type="checkbox"/>	COOPERATIVE
<input type="checkbox"/>	YOUTH and STUDENT
<input type="checkbox"/>	SENIOR CITIZEN
<input type="checkbox"/>	PERSONS WITH DISABILITIES (PWD)
<input type="checkbox"/>	INDIGENOUS PEOPLE (IP)
<input type="checkbox"/>	FAITH-BASED and RELIGIOUS
<input type="checkbox"/>	OTHERS: (Please specify) _____

II. OTHER INFORMATION

Objectives / Purpose / Service Record:

OBJECTIVES:

Transitioning households from poverty by
establishing stable, self-generating livelihoods.

Function of the Organization/Association: (Check appropriate box)

	FUNCTION	BRIEF DESCRIPTION/ SERVICES OFFERED
	Human Rights and Social Justice	<i>Advocates for equal rights, legal assistance, and protection against discrimination and injustice.</i>
	Gender Equality and Women's Empowerment	<i>Promotes women's rights, gender inclusivity, and programs supporting women's economic and social development.</i>
✓	Education and Youth Development	<i>Scholarships, leadership training, and skill-building programs for young people.</i>
	Environment and Conservation and Sustainability	<i>Supports climate action, conservation, waste management, and sustainable resource use.</i>
	Health and Wellness	<i>Provides medical assistance, mental health programs, and health education initiatives.</i>
	Peace Building and Conflict Resolution	<i>Works on mediation, reconciliation, and peace efforts in conflict-affected areas.</i>
	Poverty Alleviation and Economic Development	<i>Implements livelihood programs, financial assistance, and job creation initiatives.</i>
	Democracy and Good Governance	<i>Promotes transparency, citizen participation, and accountable governance.</i>
	Indigenous People's Right and Advocacy	<i>Protects indigenous cultural heritage, land rights, and access to government services.</i>
	Disaster Response and Humanitarian Assistance	<i>Provides relief, emergency aid, and disaster preparedness training.</i>
	Arts	<i>Encourages creative expression through visual arts, music, dance, and theatre.</i>
	Culture	<i>Supports cultural preservation, traditional practices, and community heritage projects.</i>
	Heritage Preservation	<i>Protects historical sites, artefacts, and cultural traditions.</i>
	Advocacy for Marginalized and Vulnerable Group	<i>Works for the welfare of disadvantaged communities, such as persons with disabilities (PWDs), urban poor, and other at-risk populations.</i>

Nature of Organization: (Check appropriate box)

	NON-GOVERNMENTAL ORGANIZATION (NGOS)	<ul style="list-style-type: none"> • <i>Independent, non-profit groups working on social, economic, or environmental issues.</i> • <i>Examples: Human rights groups, environmental organizations, and health advocacy groups.</i>
	PEOPLE'S ORGANIZATION (POS)	<ul style="list-style-type: none"> • <i>Grassroots groups formed by community members to address local concerns.</i> • <i>Examples: Farmers', cooperatives, fisherfolk associations, and urban poor groups.</i>
✓	SECTORAL ORGANIZATION	<ul style="list-style-type: none"> • <i>Represent specific groups in society advocating for their rights and welfare.</i> • <i>Examples: Women's organizations, labor unions, youth groups, and indigenous people's organizations.</i>
	COOPERATIVE	<ul style="list-style-type: none"> • <i>Member-owned businesses that provide economic benefits to their members.</i> • <i>Examples: Agricultural cooperatives, transport cooperatives, and savings and credit cooperatives.</i>

	FAITH-BASED ORGANIZATION (FBOS)	<ul style="list-style-type: none"> Religious groups providing social services like education, health, and disaster relief. Examples: Church-based charities and interfaith peace organizations.
	ADVOCACY GROUP	<ul style="list-style-type: none"> Focus on influencing policies and raising awareness on social issues. Examples: Anti-corruption watchdogs, environmental advocacy groups; and human rights defenders.
	PROFESSIONAL AND BUSINESS ORGANIZATION	<ul style="list-style-type: none"> Formed by professionals or business sectors to support industry growth and standards. Examples: Chambers of commerce, medical associations, and bar associations.
	CIVIC ORGANIZATION	<ul style="list-style-type: none"> Volunteer-based organizations working on community service and development projects. Examples: Rotary Clubs, Lions Clubs, and socio-civic groups.

Registering or Accrediting Agency: (Check appropriate box- If applicable)

<input type="checkbox"/>	SECURITIES AND EXCHANGE COMMISSION
<input type="checkbox"/>	COOPERATIVES DEVELOPMENT AUTHORITY
<input type="checkbox"/>	DEPARTMENT OF LABOR AND EMPLOYMENT
<input type="checkbox"/>	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
<input type="checkbox"/>	DEPARTMENT OF HEALTH
<input type="checkbox"/>	DEPARTMENT OF AGRICULTURE
<input type="checkbox"/>	DEPARTMENT OF AGRARIAN REFORM
<input type="checkbox"/>	DEPARTMENT OF EDUCATION
<input type="checkbox"/>	NATIONAL ANTI-POVERTY COMMISSION
<input type="checkbox"/>	NATIONAL COMMISSION ON INDIDENOUS PEOPLES
<input type="checkbox"/>	NATIONAL HOUSING AUTHORITY
<input type="checkbox"/>	INSURANCE COMMISSION
<input type="checkbox"/>	PHILIPPINE REGULATORY COMMISSION
<input type="checkbox"/>	HOUSING AND LAND USE REGULATORY BOARD
<input type="checkbox"/>	OTHERS: (Please specify)

Date Registered: (Check appropriate box- If applicable)

MONTH	DAY			YEAR		
	01	13	25	2000	2012	2024
JANUARY	02	14	26	2001	2013	2025
FEBRUARY	03	15	27	2002	2014	2026
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SEPTEMBER	10	22		2009	2021	
OCTOBER	11	23		2010	2022	
NOVEMBER	12	24		2011	2023	
DECEMBER						

Has your Organization/Association been a member of any Sectoral Committee?

YES

NO

(If yes, check the box below for your organization's/association's Sectoral Committee)

	ECONOMIC SECTOR	<ul style="list-style-type: none"> • Trade and Industry • Micro, Small, and Medium Enterprises (MSMEs) Development • Livelihood and Entrepreneurship • Labor and Employment • Cooperative Development • Business and Investments
	SOCIAL SECTOR	<ul style="list-style-type: none"> • Social Welfare and Development • Women and Gender Equality • Youth and Sports Development • Persons with Disabilities (PWD) Advocacy • Senior Citizens Welfare • Indigenous Peoples (IP) Rights • Health and Nutrition • Housing and Urban Development • Disaster Risk Reduction and Management (DRRM)
	ENVIRONMENT SECTOR	<ul style="list-style-type: none"> • Climate Change Adaptation and Mitigation • Environmental Protection and Conservation • Solid Waste Management • Renewable Energy and Sustainable Practices • Watershed and Forest Management • Coastal and Marine Resource Management
	AGRICULTURE AND FISHERIES SECTOR	<ul style="list-style-type: none"> • Farmers and Fisherfolk Welfare • Food Security and Sustainable Agriculture • Irrigation and Water Resource Management • Agribusiness Development • Organic and Natural Farming
	INFRASTRUCTURE AND UTILITIES SECTOR	<ul style="list-style-type: none"> • Transportation and Road Development • Water and Sanitation • Renewable Energy and Electrification • Digital Infrastructure and Connectivity
	GOVERNANCE AND INSTITUTIONAL DEVELOPMENT SECTOR	<ul style="list-style-type: none"> • Good Governance and Anti-Corruption • Transparency and Accountability • Human Rights and Legal Advocacy • Civil Society and People's Participation • Barangay Development and Community Empowerment
	PEACE AND ORDER SECTOR	<ul style="list-style-type: none"> • Crime Prevention and Community Policing • Anti-Drug Campaign and Rehabilitation • Conflict Resolution and Mediation • Counter-Terrorism and Public Safety

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 ?

<input checked="" type="checkbox"/>	LOCAL DEVELOPMENT COUNCIL
<input type="checkbox"/>	LOCAL HEALTH BOARD
<input type="checkbox"/>	LOCAL SCHOOL BOARD
<input type="checkbox"/>	LOCAL PEACE AND ORDER COUNCIL



Republic of the Philippines
Province of Leyte
Municipality of Hilongos



OFFICE OF THE SANGGUNIANG BAYAN

Certificate Of Accreditation

Is given to

ATABAY BROOM MAKER LIVELIHOOD ASSOCIATION

of

Barangay Atabay, Hilongos, Leyte

for having satisfactorily complied with the requirements for
accreditation
pursuant to the Local Government Code of 1991 and as
promulgated in the Memorandum Circular No. 2025-060 of the
Department of the Interior and Local Government and Sangguniang
Bayan Resolution No. 2025-103-NS

SIGNED this 8th day of September, 2025 at the Legislative Building in
Hilongos, Leyte, Philippines.


ALBERT R. VILLAHERMOSA
Municipal Vice-Mayor/
Presiding Officer

CONSTITUTION AND BY-LAWS OF ATABAY BROOM MAKER LIVELIHOOD ASSOCIATION

PREAMBLE

We, the residents of the Municipality of Hilongos Province of Leyte in order to improve our standard of living and enhance the general welfare, the members of the **ATABAY BROOM MAKER LIVELIHOOD ASSOCIATION**, organized ourselves into an association; do hereby promulgate this constitution and by-laws.

ARTICLE I

NAME AND ADDRESS OF THE ASSOCIATION

SECTION 1. The Name of the Association shall be

ATABAY BROOM MAKER LIVELIHOOD ASSOCIATION

SECTION 2. The Address of the Association is:

BARANGAY ATABAY, HILONGOS, LEYTE

ARTICLE II

OBJECTIVES AND PURPOSE

SECTION 1. Objectives and Purpose – the objectives and purposes of this association are as follows:

1. To establish an association that will promote mutual aid and protection to its members.
2. To promote the moral, social and economic well-being of all the members;
3. To develop a sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the members;
4. To promote responsible and eco-friendly fishing methods that protect marine biodiversity;
5. To create a platform for sharing knowledge, resources, and best practices among members;
6. To strengthen disaster preparedness and climate resilience in coastal communities;
7. To work with non-government and government organization or entities in the promotion and development of the association and in carrying out government policies.

me. maghany  2

Cepiana Apino

DANIO

Alayok



J.P.



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ARTICLE III

MEMBERSHIP

SECTION 1. Membership – That membership of this association shall be open to all persons who are of legal age, with the capacity to contract or heads of the family and are:

- 1) Residing and/or working in the area of operation: Hilongos, Leyte
- 2) Willing to abide the constitution and by-laws of the association
- 3) Paying the membership fee herein specified
- 4) Pledge to undertake the responsibilities of a member.

SECTION 2. Application of Membership

- a) The application for membership shall be in writing and shall be presented to the officers for action. The application shall be accompanied by a membership fee of One Hundred Pesos (Php 100.00) which amount shall be returned to the applicant in case of rejection.

SECTION 3. Membership in Association, once acquired, shall be permanent and may be lost on the following grounds.

- 1. Membership in subversive organizations or one who profess subversive ideas;
- 2. Habitual absences from meeting where his/her attendance is required, At least three consecutive absences without being excused.
- 3. Persons who have been convicted of a crime involving moral turpitude;
- 4. Non-payment of Share Capital and/or not patronizing its business for a period of one (1) year or more.
- 5. Failure to comply with the existing rules, policies and regulations of the association as set forth in its constitution and by-laws or any violations of the provision thereof.

ARTICLE IV

RIGHTS, DUTIES AND RESPONSIBILITIES OF MEMBERS

SECTION 1. Rights of Members – Every member has the following rights;

- a) Participate in the deliberation during membership meetings;
- b) Avail himself/herself of the service of the association without discrimination/conditions and requirement thereof;
- c) Inspect and examine the books of accounts, the minutes book and other records of association during office hours and to exercise other rights and privileges of memberships;
- d) To exercise the right to vote on all matters relating to the affairs of the association;
- e) To be eligible to any elective or appointive office of the association;

and to avail of all the facilities/services of the association

DANITO

J.S.

82

Helen Polanco
 B. P. J.
 L. P. J.
 M. P. J.
 N. P. J.
 O. P. J.
 P. P. J.
 Q. P. J.
 R. P. J.
 S. P. J.
 T. P. J.
 U. P. J.
 V. P. J.
 W. P. J.
 X. P. J.
 Y. P. J.
 Z. P. J.

Prof.
 Penstop
 Mchada
 M. W. J.
 V. T. L. L. L.
 H. P. J.
 B.
 P. J.
 P. J.

M. P. J.
 G. P. J.
 P. J.

- a) Holding any elective position in the government, except that of barangay officials;
- b) Having conflicting interest with the business of the association;
- c) Having absent for three consecutive officers meeting without being excused;
- d) Being full time employee of the association;
- e) Having been convicted of any crime involving moral turpitude, gross negligence, for gross misconduct in the performance of his duties if found culpable on any administrative case involving such offense;
- f) Facing as respondents for defending on administrative proceedings or civil/criminal suits involving financial and/or property accountability, and
- g) Having been disqualified pursuant to disqualification prescribed by law.

May

Remedy

*Metela Sp
M. W. W. W.*

In

Agayud V. Talavera

Sp

B

Sp

Sp

SECTION 12. Election of Officers - The officers shall be elected by secret ballot by the members at the annual general assembly and shall hold office for a term of two years unless earlier removed for cause, or have resigned or become incapacitated due to illness or death, and until their successors have been elected qualified and have discharged the duties of the office, provided that during the election at the first annual general assembly after registration, one-half plus one officers obtaining the highest number of voted shall serve for two year. Thereafter, all shall serve for a team of two years. Proved, that no officers shall serve for more than three (3) consecutive terms.

SECTION 13. Quorum of Officers Meeting - One half plus one of the total officers shall constitute a quorum. A majority vote of the quorum duly assembled in meeting shall be valid.

SECTION 14. Vacancies - When a vacancy of the officers occur by reason of death, incapacity, removal or resignation, the remaining officers constituting a quorum shall fill the vacancy, if the officers do not constitute a quorum the vacancy shall be filled by the general assembly in a regular of special meeting called for the purpose. The successors named in either of the two instances, shall serve for the unexpired portion of the term.

SECTION 15. Removal of Officers and Committee Members - any elected officers or committee members may be removed from office by a voice of two-thirds (2/3) of the members entitled to vote, present and constituting a quorum at the annual or special general assembly called for the purpose after having given the opportunity to be heard at the said assembly.

SECTION 16. Powers and Duties of the Officers - The officers as a body have general supervision and control of the affairs of the association it shall prescribe policies consistent with law, these by-laws and the resolutions of the general assembly for the management of its business and guidance of its members and employees.

SECTION 17. Duties and Responsibilities of Officers;

President

- a) Preside over all meetings of the association and of the officers meeting;
- b) Perform any and all acts and duties usually performed by a presiding officer;
- c) Sign all communications, revolving fund certificate, contracts and such other papers of the association which the officers may authorize or direct him to sign, and
- d) Perform such other duties as the officers may prescribed.

Agayud Talavera

Sp

Sp

Sp

Sp

Sp

Sp

Sp

Carlo

Sp

Sp
Capriana Agayud

R. Mansana L
KANINO *Sp*

Sp

J. S.

Sp

Vice President

In the absence or disability of the Chairman/President, the Vice Chairman/President shall perform the duties of the Chairman/President; Provided, however, that in the case of death, resignation or removal of the Chairman/President the officers may decide to elect his successor.

Treasurer - The Treasurer shall have the following duties;

- a) Take custody of all monies, securities and papers of the association;
- b) Keep a complete record of its cash transaction for the establishment of proof his/her cash position at any time and date;
- c) Pay upon the recommendation of the business manager or as authorized by the officers, all money transaction and certified to the correctness of the cash position of the association in all financial statements and reports submitted to the officers and the general assembly;
- d) Turn over all monies, securities, papers and other properties belonging to the association that he may have in his position upon election of his successor;
- e) Perform the duties of the Secretary in the latter absences or inability to perform his duties.

Secretary - shall have the following duties:

- a) Keep a complete list of all members and maintain correct record of all meetings of the officers and the general assembly;
- b) Give notice to all meetings called;
- c) Keep and maintain the record book and serve as custodian of the seal of the association;
- d) Turn over to his/her successor all books and other properties in his/her possession belonging to the association, and
- e) Perform the duties of the treasurer in case of the latter's absence or in ability to perform his duties.

Auditor:

Conduct audit on income and expenses and inventory of properties of the association.

PIO

- a) Act as the courier of messages/notices to all members;
- b) Inform the members and general public as to the activities of the association.

ARTICLE VII

CAPITAL STRUCTURE

SECTION 1. Source of Funds – The association shall derive its funds from;

- a) Membership Fee – Php 100.00

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[Large handwritten signature] J.S.
[Handwritten notes] DAVITO

ARTICLE VIII

OPERATION

SECTION 1. The association will engage in HANDMADE BULI BROOM MAKING ACTIVITIES at Hilongos, Leyte

SECTION 2. All members shall execute a marketing and/or service agreement with the association. The later shall market the product of the members and/or provide the needed service in the usual and custody manner or any manner it may see fit under the circumstances, having in mind the interest and welfare of the members.

ARTICLE IX

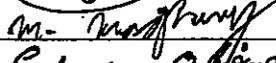
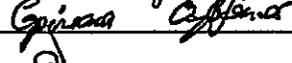
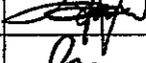
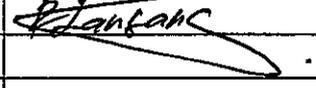
AMENDMENTS

SECTION 1. This constitution and By-laws maybe amended, altered or repealed in whole or in part, or a new Constitution and By-Laws may be adopted at any regular or special meeting of the General Assembly called for the association.

ARTICLE X EFFECTIVITY

This Constitution and By-Laws shall take effect immediately upon ratification by a majority vote of all the members of the Association.

NO.	NAME	POSITION	SIGNATURE
1	Ruben Halalora	PRESIDENT	Ruben
2	ARNOLD Y. CADAPAN JR.	V-PRESIDENT	Arnold
3	JOANNE N. Cuizon	SECRETARY	Joanne
4	Rosanna O. Booc	TREASURER	Rosanna
5	Marilyn Watas	AUDITOR	M. Watas
6	Genetoso A. Narido	PIO	Genetoso
7	Justin Joy V. Blazo	PIO	Justin
8	Rommel Danays	SGT. AT ARMS	Rommel
9	ROMEO V. GESULGA JR.	SGT. AT ARMS	Romeo
10	VETECLA PRIZON	HEAD, HEALTH COMMITTEE	Vetecla
11	EMILIA DELMUNTE	HEAD, EDUCATION COMMITTEE	Emilia
12	REYNALDO DOMAIRE	HEAD, ENVIRONMENTAL COMMITTEE	Reynaldo
13	Richard B. Catunilas	HEAD, INFRASTRUCTURE AND SAFETY COMMITTEE	Richard
14	Luzminda G. Gallardo	MEMBER	Luzminda
15	JOHN CARL COYOCK	MEMBER	John
16	CHARLONE N. LADRON	MEMBER	Charlone
17	Lambelle Ina Salvame	MEMBER	Lambelle
18	MILETA MAHOCAY	MEMBER	Mileta
19	Marissa Delasa	MEMBER	Marissa
20	Alejandro A. Booc	MEMBER	Alejandro
21	Caroline Puranillo	MEMBER	Caroline
22	DAVITO VILLACORTE	MEMBER	DAVITO
23	Jennifer Sambayon	MEMBER	J.S.
24	Victoriana Rosales	MEMBER	Victoriana
25	Arsenio E. Templado	MEMBER	Arsenio

NO.	NAME	POSITION	SIGNATURE
26	Giselle Nolas	MEMBER	
27	Maria Elena Matas	MEMBER	
28	Joneci Malusay	MEMBER	
29	ambrosio mactan	MEMBER	
30	Carina Capina	MEMBER	
31	Concepcion O. PALAM	MEMBER	
32	Madelyn R. Cebalala	MEMBER	
33	Leticia L. Aparao	MEMBER	
34	Merism Torcha	MEMBER	
35	Rogelio Lansang	MEMBER	
36		MEMBER	
37		MEMBER	
38		MEMBER	
39		MEMBER	
40		MEMBER	
41		MEMBER	
42		MEMBER	
43		MEMBER	
44		MEMBER	
45		MEMBER	
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48		MEMBER	
49		MEMBER	
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51		POSITION	
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62		MEMBER	
63		MEMBER	
64		MEMBER	
65		MEMBER	
66		MEMBER	
67		MEMBER	
68		MEMBER	
69		MEMBER	
70		MEMBER	
71		MEMBER	
72		MEMBER	
73		MEMBER	

ADOPTED AND RATIFIED this 10 day of DEC 2025, Hilongos, Leyte with the list of members together with their signature, who ratified the same as appearing below.

CERTIFIED CORRECT:

JOANNE N. QUIZON
Secretary

Comm. Tax Cert. No: _____
Issued on _____
Issued at _____

ATTESTED BY: 
RUBEN S. HALALOM
President

Comm. Tax Cert. No. _____
Issued on _____
Issued at _____

SUBSCRIBED AND SWORN to before me, this December 10, 2025, at Hilongos Leyte, Secretary Joanne N. Cuizon exhibiting to me her UMID with number 0111-4069713-6.

Doc. No. 224
Page No. 46
Book No. CXXXI
Series of 2025


Atty. Ma. Lourdes Madula-Vilbar
Notary Public
A.F Rubio St.
Barangay Central Poblacion Hilongos Leyte
Until December 31, 2026
PTR no. 0089218; December 4, 2024; Hilongos, Leyte
IBP no. 3280;11/3/2024
Roll No. 51835; Notarial Commission No. 278-2024-03
MCLE Certificate of Compliance No. VIII-0018340

ACKNOWLEDGEMENT

Republic of the Philippines
Province of Leyte

In the Municipality of Hilongos, Province of Leyte on this 10 DEC 2025 day of 10 DEC 2025 ²⁰²⁵

	NAME	Valid ID No./CTC No.	Date	Place of Issue
1	Ruben S. Halalom	#12-17-000842		
2	Nowell T. Calabing Jr.	#12-15-000443		
3	Joanne N. Cuizon	2023-0040		
4	Rosanna O. Booc	3719-00334-11280R012000		
5	Mertina Watas	09533164		
6	Generoso A. Narido	6597-6885-3964-9167		
7	Justin Joy V. Bazo	13-262952503-3		
8	Karilwo B. Danayre	3015-2839-5649-6245		
9	Romeo V. Gesulga Jr.	#05-15-000460		
10	Leticia Puzon	3461-7252-9563-1529		
11	Emelida Belmonte	6025-9079-6490-8720		
12	Reynaldo Domate Sr.	4895-2359-1269-3426		
13	Richard B. Cabunilac	#05-24-074272		
14	Luzminda G. Gallardo	3418-5626-7314-8972		
15	Jhon Carl Coyoca	3597-6982-9652-9013		
16	Charlene N. Laumon	4098-2361-3294-5273		
17	Lorabelle Wy Calwan	5401-6237-2136-0589		
18	Julveta Mahusay	2942-9702-7183-7602		
19	Marissa Delasa	3016-85269740-9102		
20	Alejandra A. Booc	3167-4890-1468-3286		
21	Carito Porganillas	28-0039 46160-4		
22	Danielo Villacorte	3297-4815-0712-8637		
23	Jennilyn Sambayan	5825-3408-7156-3070		
24	Viteliana Rosales	6241-9531-0465-8920		
25	Arcenia C. Templado	3719-0031A-32375ACT2000		
26	Ciselo Nogas	3719 0012 #02616-2000		
27	Mania Eliza Matal	3729-8469-4539-5467		
28	Jonocil Mahusay	PRN-113220403801		
29	Milbert Maganary	2176-4824-3701-4058		
30	Ceptiana Dybines	53810-0265-9852-1968		
31	Concepcion O. Ragay	2652-3932-0890-2320		
32	Madelyn F. Cebuata	9308-4198-6075-8734		
33	Leticia L. Aparace	9603-6225-2394-8026		
34	Menisa Torena	6340-3719-6287-2904		
35	Rogelio Lamuan	2176-4824-3701-4658		

BEFORE ME, in the Municipality of Hilongos, this 10 DEC 2025 2025, personally appeared the members of the organization, all known to me to be the same persons who executed the foregoing instrument and acknowledged before me that the same is their free and voluntary act and deed as well as those of the entities they represent

Said instrument refers to the Constitution and By-Laws consisting of _____ pages including this page.

Doc. No. 225
Page No. 46
Book No. CXXXI
Series of 2025

Atty. Ma. Lourdes Madula-Vilbar
Notary Public
A.P. Rubio St
Central Poblacion Hilongos Leyte
Until December 31, 2026
PTR NO. 0089218; December 4, 2024; Hilongos, Leyte
ISSP no. 3280; 11/3/2024
Issued on Roll No. 51835; Notarial Commission No. 278-2024-03

Atabay Broom Maker Livelihood Association

Name of Organization

Barangay Purok Bulgan Brgy. Atabay Hilongos, Leyte

Address

BOARD RESOLUTION NO 2025 - 01

**A RESOLUTION AUTHORIZING THE PRESIDENT, Ruben S. Halabon
TO FILE FOR ACCREDITATION WITH THE HONORABLE SANGGUNIANG BAYAN
OF HILONGOS, LEYTE**

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

WHEREAS, on June 15, 2022, the Department of 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 Atabay Broom Maker Livelihood 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, in the Atabay Broom Maker Livelihood Association Special Board Meeting held at Purok Bulgan Brgy. Atabay Hilongos, Leyte Aug. 24, 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, 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 Municipality of Hilongos;

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Francisco M. Ortega;

RESOLVED FURTHER, 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 Board of Trustees/Directors of the Halalohon Broom Maker Livelihood Association this _____ day of _____ in the Barangay Halalohon, Hilongos, Leyte.

NAME	POSITION	SIGNATURE
<u>Ruben Halalohon</u>	<u>President</u>	<u>[Signature]</u>
<u>Newton T. Creams</u>	<u>Vice-President</u>	<u>[Signature]</u>
<u>Joanna N. Cruzon</u>	<u>Secretary</u>	<u>[Signature]</u>
<u>Rosanna O. Booc</u>	<u>Treasurer</u>	<u>[Signature]</u>
<u>Merlina Watas</u>	<u>Auditor</u>	<u>M. Watas</u>
<u>Genetoso A. Narido</u>	<u>PIO</u>	<u>[Signature]</u>
<u>Justin Joy V. Blazo</u>	<u>PIO</u>	<u>[Signature]</u>
<u>Rosario Domingo</u>	<u>SET-AT-ARMM</u>	<u>[Signature]</u>
<u>ROMEO V. GESULGAR</u>	<u>SET-AT-ARMM</u>	<u>[Signature]</u>
<u>LETECIA PRIZON</u>	<u>HEAD, HEALTH COMMITTEE</u>	<u>[Signature]</u>
<u>EMILIA DELMUNTE</u>	<u>HEAD, EDUCATION COMMITTEE</u>	<u>[Signature]</u>
<u>REYNALDO DONAIRE</u>	<u>HEAD, ENVIRONMENTAL COMMITTEE</u>	<u>[Signature]</u>
<u>Richard B. Cabanilas</u>	<u>HEAD, INFRASTRUCTURE AND SAFETY COMMITTEE</u>	<u>[Signature]</u>
<u>Nenisa Torcha</u>	<u>Member</u>	<u>[Signature]</u>

[Signature]
Ruben S. Halalohon
 Board Chairperson or Equivalent

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 202__ in _____ affiant exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at _____

LIST OF OFFICERS AND MEMBERS OF

Habay Brom Maker Livelihood Association

Name of Association

as of Aug. 24, 2025
Date

NO.	NAME	POSITION
1	Ruben Halalom	PRESIDENT
2	HOWEN T. CABRERA SR.	VICE PRESIDENT
3	JOANNE N. CUNZON	SECRETARY
4	Rosanna D. Buoc	TREASURER
5	Melinda Wataw	AUDITOR
6	Genetoso Natido	PIO
7	Justin Joy V. Blazo	PIO
8	Basilio Donayo	SGT. AT ARMS
9	ROMEO V. GESUGA JR	SGT. AT ARMS
10	LETICIA PUIZON	HEAD, HEALTH COMMITTEE
11	Emilia Belmonte	HEAD, EDUCATION COMMITTEE
12	REYNALDO B DONAIRE	HEAD, ENVIRONMENTAL COMMITTEE
13	Richard B. Cabanillas	HEAD, INFRASTRUCTURE AND SAFETY COMMITTEE
14	Luzminda G. Gallardo	MEMBER
15	JOHN CARL COYOC	MEMBER
16	CHARLENE N. LAURON	MEMBER
17	Orabelle Ivy L. Salvare	MEMBER
18	JULIETA MATHUSAY	MEMBER
19	Alejandro A. Buoc	MEMBER
20	Marissa Delasa	MEMBER
21	Carolina Parganilla	MEMBER
22	DANILA VILLACORTE	MEMBER
23	Jenelyn Sambayon	MEMBER
24	Valeriana Rosalis	MEMBER
25	Madelyn Cebalosa	MEMBER

Attested by:

Certified correct:

Ruben S. Halalom
President

JOANNE N. CUNZON
Secretary

Annex F: LIST OF CURRENT OFFICERS AND MEMBERS

NO.	NAME	POSITION
26	Giselle Nogas	MEMBER
27	Maria Shea Reyes	MEMBER
28	Joveniel Mahucay	MEMBER
29	Guilbert Magpantay	MEMBER
30	Arseris C. Tempab	MEMBER
31	Marissa Delosa	MEMBER
32	Ceporiana Apinas	MEMBER
33	Leticia L. Aparce	MEMBER
34	Merisa Torcha	MEMBER
35	CONCEPCION D. RACAN	MEMBER
36	Rogelio Lansang	MEMBER
37		MEMBER
38		MEMBER
39		MEMBER
40		MEMBER
41		MEMBER
42		MEMBER
43		MEMBER
44		MEMBER
45		MEMBER
46		MEMBER
47		MEMBER
48		MEMBER
49		MEMBER
50		MEMBER

Attested by:

Ruben S. Halalim
President

Certified correct:

Joanna N. Anzon
Secretary

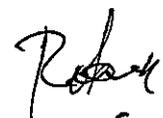
Atabay Women Maker Livelihood Association
 Name of Organization

Activity:	Monthly Meeting
Participants:	Members
Date and Time:	Aug. 24, 2025 and 7:00 pm.
Expectations for the Activity:	<ul style="list-style-type: none"> • Completion of the accreditation application • Complete members
General Objective:	
Specific Objective:	<ul style="list-style-type: none"> • - To establish an association that will promote mutual aid and protection to its members • - to promote the moral, social and economic well-being of all the members. • - to develop a sustainable livelihood thru the conduct of activities with the aim of uplifting the economic condition of the members and in which they can lead into their children.
AGENDA	
Agenda 1 (Notes, Agreements, Discussions, etc.)	Election of new set of officer.
Agenda 2 (Notes, Agreements, Discussions, etc.)	Approving the Board Resolution No. 2025-01
Agenda 3 (Notes, Agreements, Discussions, etc.)	Authorizing the President to pass necessary documents to the Honorable Sangguniang Bayan of Hiloops for application of accreditation.
Agenda 4 (Notes, Agreements, Discussions, etc.)	Election of Officer, membership fee, monthly dues and discuss of by-laws, policies of Association

Prepared by:


Joanne N. Cruzon
 Secretary-General

Noted by:


Ruben S. Halalton
 President

Atabay Broom Maker Livelihood Association
Name of Association

ATTENDANCE

NO.	NAME	ADDRESS	SIGNATURE
1	Ruben Halalom	Brgy Atabay	Ruben
2	Lowell T. Cruzos Sr.	Brgy. Atabay	Lowell
3	Joanne N. Cruzon	Brgy. Atabay	Joanne
4	Rosanna D. Bosc	Brgy. Atabay	Rosanna
5	Merlina Watas	Brgy. Atabay	Merlina Watas
6	Generoso A. Narido	Brgy. Atabay	Generoso
7	Justin Joy V. Blazo	Brgy. Atabay	Justin
8	Basilio Boraep	Brgy. Atabay	Basilio
9	ROMEO V. GESUGA JR	Brgy. Atabay	Romeo
10	REBECA PRZON	Brgy. Atabay	Rebeca
11	EMILIA DELMUNTE	Brgy. Atabay	Emilia
12	REYNALDO DOMAYRE	Brgy. Atabay	Reynaldo
13	Richard D. Cabunilas	Brgy. Atabay	Richard
14	Germinola G. Gallardo	Brgy. Atabay	Germinola
15	JOHN CARL EYOGA	Brgy. Atabay	John Carl
16	CHARLENE N. LAIRON	Brgy. Atabay	Charlene
17	Urabelle W. Salrame	Brgy. Atabay	Urabelle
18	UMETA MAHUSAY	Brgy. Atabay	Umeta
19	Marissa Delasa	Brgy. Atabay	Marissa
20	Alejandra X. Bosc	Brgy. Atabay	Alejandra
21	Carlito Purganilla	Brgy. Atabay	Carlito
22	DANVIO VILLACONTE	Brgy. Atabay	Danvio
23	Jennilyn Sambayon	Brgy. Atabay	Jennilyn
24	Mitiliana Rosales	Brgy. Atabay	Mitiliana
25	Arcenia C. Templab	Brgy. Atabay	Arcenia

Attested by:



Ruben S. Halalom

President

Certified correct:



Joanne N. Cruzon

Secretary

Atabay broom maker Livelihood Association

Name of Association

ATTENDANCE

NO.	NAME	ADDRESS	SIGNATURE
1	Giselle Nagas	Brgy. Atabay	
2	Maria Elisa Matas	Brgy. Atabay	
3	Jeneil Mahusay	Brgy. Atabay	
4	Millicent Masping	Brgy. Atabay	
5	Geriana Agones	Brgy. Atabay	
6	CONCEPCION O. TAGAM	Brgy. Atabay	
7	Madelyn F. Cebalra	Brgy. Atabay	
8	Leticia L. Apateco	Brgy. Atabay	
9	Merisa Torera	Brgy. Atabay	
10	Rogelio Lansang	Brgy. Atabay	
11			
12			
13			
14	Luzminda G. Gallardo	Brgy. Atabay	
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21			
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23			
24			
25			

Attested by:

Ruben S. Halatam
 President

Certified correct:

Joanne N. Cuison
 Secretary

FINANCIAL STATEMENT FOR CY 202_

SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		
Monthly Dues / Membership Fees	10 / 100	
Income Generating Project 1		
Income Generating Project 2		
TOTAL	350 / 350	

PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses		
Office Supplies	455	
Logistics / Transportation	350	
Administrative and Personnel		
TOTAL	805	

Noted by:

Ruben S. Halalun
 Ruben S. Halalun
 President

Novell G. Sumbahng Jr.
 Novell G. Sumbahng Jr.
 Vice-President

Joanne N. Cuizon
 Joanne N. Cuizon
 Secretary

Rosanna J. Bobo
 Rosanna J. Bobo
 Treasurer

M. Watas
 Merling B. Watas
 Auditor