

Item No.: 20  
Date: 17 2026 MAR

March 2, 2026  
Date

**HON. LEONARDO M. JAVIER JR.**  
Provincial Vice – Governor / Presiding Officer  
Office of the Sangguniang Panlalawigan

Dear Hon. Javier,

In response to your Notice of Call for Accreditation, kindly be informed that TAMBAAN AGRI FARMERS AND TRADER'S ASSOCIATION with office address at BRGY. LIBERTY HILONGOS, LEYTE would like to seek accreditation by the Sangguniang Panlalawigan of Leyte.

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 the purpose of representation in the local special body;
4. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate 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 202 Minutes of the Annual Meeting;
7. CY 202 Annual Accomplishment Report (if applicable); and
8. CY 202 Financial Statement

Thank you.

Sincerely,   
LORENA P. PIMENTEL

Name of Head of the Organization

Position: PRESIDENT

Address: BRGY. LIBERTY HILONGOS, LEYTE

Mobile Number: 09954754998

## APPLICATION FORM FOR ACCREDITATION

### I. IDENTIFYING INFORMATION:

Name of Organization: TAMBAAN AGRI FARMERS AND TRADERS SLP ASSOCIATION

Acronym/Abbreviation: TAFT

Address: BRGY. LIBERTY HILONGOS, LEYTE

Contact Person: LORENA P. PIMENTEL

Designation/Position: PRESIDENT

Cellular Phone Number: 09954754998

Date Organized: (Check appropriate box)

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

Type of Organization: (Check appropriate box)

<input checked="" type="checkbox"/>	FARMER
<input type="checkbox"/>	FISHERFOLK
<input 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 checked="" type="checkbox"/>	FARMER
<input type="checkbox"/>	FISHERFOLK
<input 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:**

Main objective and purpose of T&T SUP Association is to serve its community members by supplying fresh eggs, low cost and affordable to all organization member.

**PURPOSE:**

This serves as source of additional income and provisions of fresh egg in Sitio Tamboan.

**SERVICE RECORD:**

Approximately 250-260 fresh eggs are harvested everyday to serve the community in Sitio Tamboan.

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

**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 checked="" 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 INDIGENOUS 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
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	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)

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

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



Republic of the Philippines  
Province of Leyte  
Municipality of Hilongos



**OFFICE OF THE SANGGUNIANG BAYAN**

*Certificate Of Accreditation*

Is given to

**TAMBAAN AGRI FARMERS' AND TRADERS SLP  
ASSOCIATION**

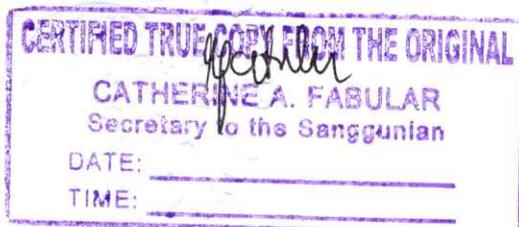
of

**Barangay Liberty, 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. 2025-77-B-NS

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



  
**ALBERT R. VILLAHERMOSA**  
Municipal Vice-Mayor/  
Presiding Officer



**OFFICE OF THE SANGGUNIANG BAYAN**

**RESOLUTION NO. 2025-77-B-NS**

**RESOLUTION APPROVING THE ACCREDITATION OF TEN (10) CIVIL SOCIETY ORGANIZATIONS (CSO'S) IN THE MUNICIPALITY OF HILONGOS, LEYTE PURSUANT TO THE PROVISIONS OF THE LOCAL GOVERNMENT CODE OF 1991 AND ITS IMPLEMENTING RULES AND REGULATIONS FOR CY 20205-2028**

*Sponsored by:* **HON. TRINIDAD V. ZARATE**  
Member, Committee on CSO Accreditation

**WHEREAS**, Section 34 of Republic Act 7160, otherwise known as the Local Government Code of 1991, encourages local government units to promote the establishment and operation of people's organizations, NGO's and other CSO's to become active partners in the pursuit of local autonomy;

**WHEREAS**, Section 36 of the same Code together with DILG Memorandum Circular No. 2025-060 "Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies" and related issuances, provides the rules and procedures for accreditation of CSO's by the Sangguniang Bayan;

**WHEREAS**, the Local Government of Hilongos through its Committee on Accreditation has duly received, reviewed and evaluated the applications for accreditation of various civil society organizations operating within the municipality;

**WHEREAS**, upon careful review and deliberation, the Committee on Accreditation favorably recommended the approval of the ten (10) Civil Society Organizations that have complied with all requirements and standards prescribed by law, to wit:

<b>Name of CSO's</b>	<b>Address</b>
Hilongos for Environment Youth Organization (HEYO)	Brgy. Kang-iras
Kang-iras Farmers Association	Brgy. Kang-iras
Tambaan Agri Farmer's and Traders SLP Association	Brgy. Liberty
MAGKANTA Irrigators Association, Inc.	Brgy. Magnangoy
Marangog Egg Laying Association	Brgy. Marangog
Marangog Upland Farmers Association	Brgy. Marangog
Marangog Women's Association	Brgy. Marangog
MANGROVE WORKERS ASSOCIATION (MMWA)	Brgy. Matapay
Civic Action of Radio Enthusiasts - (CARE MEDIA - OBSERVER)	Brgy. Matapay
SABANGROVES Workers Association (NSWA)	Brgy. Naval

**NOW THEREFORE**, on motion of Hon. Trinidad V. Zarate as duly seconded by Hon. Cecille Antoniette C. Sabrido and Hon. Bernadeth M. Nerves;

**BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, to approve the accreditation of the ten (10) CSO's as mentioned in this resolution; who are operating within the Municipality of Hilongos, Leyte.

CERTIFIED TRUE COPY FROM THE ORIGINAL

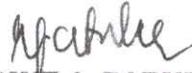
*[Signature]*  
CATHERINE A. FABULAN  
Secretary to the Sanggunian

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

**RESOLVED FURTHER**, that copies of this resolution be furnished to the Municipal Mayor thru the Municipal Administrator, MLGOO, DILG, to departments concerned and to the CSO's for their information and appropriate action.

**UNANIMOUSLY APPROVED AND ADOPTED** this 1<sup>st</sup> day of September, 2025, during the Sixth Regular Session for CY 2025 of the Seventeenth Sangguniang Bayan of Hilongos.

CERTIFIED CORRECT :

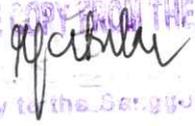


**CATHERINE A. FABULAR, J.D.**  
Secretary to the Sanggunian

ATTESTED :



**ALBERT R. VILLAHERMOSA**  
Municipal Vice- Mayor/ Presiding Officer

CERTIFIED TRUE COPY FROM THE ORIGINAL  
  
Secretary to the Sanggunian  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

TAMBANAN AGRI FARMERS AND TRADERS SLP ASSOCIATION  
Name of Organization

Barangay LIBERTY HILONGOS, LEYTE  
Address

**BOARD RESOLUTION NO 2025 - 01**

**A RESOLUTION AUTHORIZING THE PRESIDENT, LORENA P. PIMENTEL  
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 TAMBANAN AGRI FARMERS AND TRADERS SLP 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 TAMBANAN AGRI FARMERS AND TRADERS SLP ASSOCIATION Special Board Meeting held at Bar. LIBERTY HILONGOS, LEYTE on AUGUST 12, 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:



# TAMBAAN AGRI FARMERS & TRADERS SLP ASSOCIATION

## Minutes of Meeting

Date: January 4, 2026

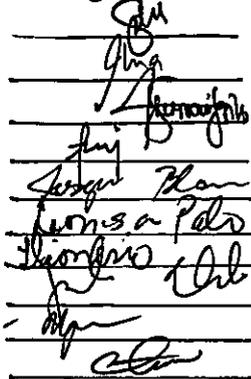
Time Started: 5:15 PM

Venue: Sitio, Tambaan (Pres. Residence)

### Present:

1. Lorena Pimentel
2. Christian Narra
3. Virgilia Gilo
4. Jovelyn Beltran
5. Joseph Blanco
6. Leonisa Palo
7. Dionesio Beltran
8. Marlon Ilado
9. Norma Macuto
10. Cristina Blanco

### Signature



### Agenda:

1. President's Time
2. Application for Accreditation
3. Treasurer's Report
4. 1<sup>st</sup> Anniversary Preparation
5. Others

### Discussions and Agreement:

Opening Prayer by: Mrs. Leonisa Palo

#### 1. President's Time

The President open up the proposed application for accreditation at the Sangguniang Panlalawigan level (Provincial Level Accreditation). The said accreditation is a must since it will give legality of the association to transact businesses in the province. Further, it will provide more opportunities to be recognized not just in the Municipality but province-wide, and this could give way for possible future financial support from the provincial government.

The accreditation office requires the association to submit pertinent information and documents to include the complete names of the members of the association as per stated in the by-laws, but since there are (6) members out of (16) original members who withdrew their membership, namely:

1. MARCELINA L. ALINSOB
2. MERLINDA E. BELTRAN
3. JONATHAN M. MONTERA
4. MARIBEL M. NARRA
5. JERALYN C. NAUL
6. MYLINE D. MONTERA

The (6) listed and mentioned withdrew their membership due to personal reasons. Thus, the need to replace new additional members is a must as required by the Bylaws of the association.

Therefore, there's a move from the president to recruit and add new members to complete the list. The president opens the table for the replacement and recruit new members. The body agreed with the opening move of Mr. Christian and seconded by Mrs. Leonisa to add new members. The following names were mentioned and recommended since all of them signify their intention to join prior to the meeting. They are as follows:

1. JONEL BASACA
2. LEONARDO RAMIREZ JR.
3. ROSANNA PALO
4. MA. TERESA IBASITAS
5. ELMA RAMIREZ

6. MICHELLE SALON
7. AVELINA FLORIDA

Mr. Joseph moved for the approval of the above-mentioned new members and the body agreed and approved the said inclusions of the new (7) members.

The president instructed Mrs. Jovelyn, the secretary, to make a Board Resolution to accept and to include the (7) new members as agreed by the body, effective immediately.

#### 2. Application for Accreditation (Provincial Level)

Mrs. Lorena, the president, stated that once the Resolution is completed and fully signed with the other pertinent documents required, we will submit all the supporting papers to the provincial office for processing, applying for accreditation. She give thank to every officer and member for their support and commitment, and hopes for the approval of the Provincial Level Accreditation.

#### 3. Treasurer's Report

Mrs. Virgilia, the Treasurer, reported on the financial status of the Association as follows:

##### Egg Production Summary (as of Dec 30, 2025)

Egg Produce: 1,405 Trays  
Net Income: P332,000

Cash on Bank: P 40,312.45

Proposed Shared Profit: P1,890 for each member

Moved for the approval by Mrs. Leonisa and seconded by Mr. Christian. It was then moved and approved of the Treasurer's Report.

#### 4. 1<sup>st</sup> Anniversary Preparation

The president announces the tentative schedule of the 1<sup>st</sup> Anniversary date on January 8, 2026, venue Eastern Gym. And the need to form committees in charge on the said event is necessary. As follows:

Food Preparation - Assigned by	Mr. Christian
Program -	Mrs. Lorena
Stage/Back Drop -	Ms. Rossana
Guest Token/Certificates	Mrs. Virgilia

Moved for the approval by Mr. Christian, seconded by Mr. Joseph, the body approved the assignment, date, and venue for the 1<sup>st</sup> Anniversary.

#### 5. Others

The President requested everyone to be present during the 1<sup>st</sup> anniversary. Likewise she mentioned that on that day, the profit shared will be distributed, and to add colors during the anniversary, T-shirts will be provided to all members. All this pronouncement was moved for motion and was unanimously approved by the body.

No further discussions, meeting adjourned at 7:22 PM.

Prepared by:

  
MRS. JOVELYN BELTRAN  
Secretary

Confirm by:   
MRS. LORENA P. PIMENTEL  
President

Date: Jan. 5, 2026



**TAMBAAN FARMERS AND TRADERS SLP ASSOCIATION**  
Sitio Tambaan, Liberty, Hilongos, Leyte

**BOARD RESOLUTION NO. 2026-0001**

**A RESOLUTION AUTHORIZING THE RECRUITMENT AND ACCEPTANCE OF NEW MEMBERS TO REPLACE (6) MEMBERS WHO WITHDREW DUE TO PERSONAL REASONS**

WHEREAS, the Tambaan Farmers and Traders SLP Association is committed to strengthening its membership base in order to effectively pursue its objectives, programs, and activities;

WHEREAS, six (6) members of the Association have formally withdrawn their membership due to personal reasons, creating vacancies in the Association's active membership;

WHEREAS, the Board of Directors finds it necessary and beneficial to recruit and accept new members to fill the vacancies created by the withdrawal of the said members, in accordance with the Association's Constitution and By-Laws;

NOW, THEREFORE, on motion duly made and seconded, BE IT RESOLVED, as it is hereby RESOLVED, that:

1. The Tambaan Farmers and Traders SLP Association is hereby authorized to recruit and accept seven (7) new members to replace the members who have withdrawn due to personal reasons;
2. The recruitment and acceptance of new members shall be conducted in accordance with the existing policies, qualifications, and procedures provided under the Association's Constitution and By-Laws;
3. The officers of the Association, particularly the President and the Membership Committee, are hereby authorized and directed to undertake all acts necessary to implement this Resolution, and that accept the following seven (7) new members who signify their intentions and commitment to join the association, namely;

1. JONEL BASACA
2. LEONARDO RAMIREZ JR.
3. ROSANNA PALO
4. MA. TERESA IBASITAS
5. ELMA RAMIREZ
6. MICHELLE SALON
7. AVELINA FLORIDA

4. This Resolution shall take effect immediately upon approval by the Board of Directors.

RESOLVED this 6th day of January 2026, at Aibongos, Leyte.

**APPROVED BY:**

  
Mrs. Jovelyn Beltran  
Secretary

  
Mr. Christian Narra  
Vice President

  
Mrs. Lorena P. Pimentel  
President

**CERTIFICATION**

I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Board of Directors of the Tambaan Farmers and Traders SLP Association on the date and place first written above.

  
Mrs. Jovelyn Beltran  
Secretary

LIST OF OFFICERS AND MEMBERS OF

TAMBAHAN AGRI FARMERS AND TRADERS SUP ASSOCIATION

Name of Association

as of JANUARY 08, 2025

Date

NO.	NAME	POSITION
1	LORENA P. PIMENTEL	PRESIDENT
2	CHRISTIAN NARRA	VICE PRESIDENT
3	JOVELYN P. BELTRAN	SECRETARY
4	VIRGILIA GLO	TREASURER
5	NORMA MACUTO	AUDITOR
6	CRISTINA BLANCO	PIO
7	JONEL BASACA	PIO
8	DIONESIO BELTRAN	SGT AT ARMS
9	LEONARDO RAMIREZ JR.	SGT AT ARMS
10	LEDNISA PAO	HEAD, HEALTH COMMITTEE
11	MARLON IUADO	HEAD, EDUCATION COMMITTEE
12	JOSEPH BLANCO	HEAD, ENVIRONMENTAL COMMITTEE
13	ROSANNA PAO	HEAD, INFRASTRUCTURE AND SAFETY COMMITTEE
14	MA. TERESA IBASITAS	MEMBER
15	ELMA RAMIREZ	MEMBER
16	MICHELE SALON	MEMBER
17	AVELINA FLORIDA	MEMBER
18		MEMBER
19		MEMBER
20		MEMBER
21		MEMBER
22		MEMBER
23		MEMBER
24		MEMBER
25		MEMBER

Attested by

Certified correct

  
 LORENA P. PIMENTEL  
 President

  
 JOVELYN P. BELTRAN  
 Secretary

TAMBAAN AGRICULTURE FARMERS AND TRADERS SLP ASSOCIATION  
Name of Organization

Activity:	Establishment and construction of the RPL Building at Purok Polay/Tambaan, Brgy. Liberty
Participants:	16 Participants
Date and Time:	AUG. 12, 2025 @ 6:00 P.M.
Expectations for the Activity:	Chicken Egg Laying House Constructed with 4x6 meters size and with 288 chicken heads capacity.
General Objective:	To be able to established RPL Building with a dimension of 4x6 meters for 288 chicken heads
Specific Objective:	<ul style="list-style-type: none"> <li>• -To construct chicken egg laying house with 4x6 meters in size.</li> <li>• -To raise 288 RPL chicken heads.</li> <li>• -To produce chicken eggs at least 250 pcs. per day.</li> </ul>

**AGENDA**

<p>Agenda 1 (Notes, Agreements, Discussions, etc.)</p>	<ul style="list-style-type: none"> <li>- Construction of RPL Chicken Building</li> <li>- It was agreed by the participants to establish and construct chicken egg laying house with 4x6 meters size, to raise 288 chicken heads.</li> <li>- Completed last December 20, 2024.</li> </ul>
<p>Agenda 2 (Notes, Agreements, Discussions, etc.)</p>	<ul style="list-style-type: none"> <li>- Application of Barangay Accreditation</li> <li>- The participants agreed and applied Barangay Accreditation for the ready to lay chicken egg production</li> <li>- Accreditation Approved last February 8, 2025</li> </ul>
<p>Agenda 3 (Notes, Agreements, Discussions, etc.)</p>	<ul style="list-style-type: none"> <li>- Accreditation Application at Municipality level</li> <li>- The participants agreed and applied Municipality Accreditation for the ready to lay chicken egg production</li> <li>- Accreditation Approved last August 22, 2025</li> </ul>
<p>Agenda 4 (Notes, Agreements, Discussions, etc.)</p>	<ul style="list-style-type: none"> <li>- Accreditation Application at Provincial Level</li> <li>- Tambaan Agriculture Farmers and Traders SLP Association prepared supporting documents for Provincial Accreditation</li> <li>- On going.</li> </ul>

Prepared by:

Noted by:

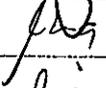
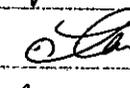
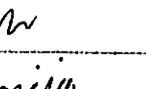
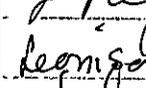
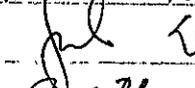
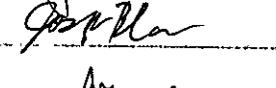
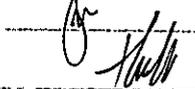
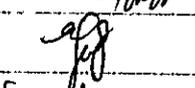
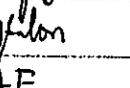
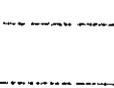
  
JOVELYN P. BELTRAN  
Secretary- General

  
LORENA P. PIMENTEL  
President

TAMBAHAN AGRI FARMERS AND TRADERS SLP ASSOCIATION

Name of Association

ATTENDANCE

NO.	NAME	ADDRESS	SIGNATURE
1	LORENA P. PIMENTEL	BRGY. LIBERTY HILONGOS, LEYTE	
2	CHRISTIAN NARUA	BRGY. LIBERTY HILONGOS, LEYTE	
3	JOVELYN P. BELTRAN	BRGY. LIBERTY HILONGOS, LEYTE	
4	VIRGILIA GILO	BRGY. LIBERTY HILONGOS, LEYTE	
5	NORMA MACUTO	BRGY. LIBERTY HILONGOS, LEYTE	
6	CRISTINA BLANCO	BRGY. LIBERTY HILONGOS, LEYTE	
7	JONEL BASACA	BRGY. LIBERTY HILONGOS, LEYTE	
8	DIONESIO BELTRAN	BRGY. LIBERTY HILONGOS, LEYTE	
9	LEONARDO RAMIREZ JR.	BRGY. LIBERTY HILONGOS, LEYTE	
10	LEONISA PALO	BRGY. LIBERTY HILONGOS, LEYTE	
11	MARKLON ILADO	BRGY. LIBERTY HILONGOS, LEYTE	
12	JOSEPH BLANCO	BRGY. LIBERTY HILONGOS, LEYTE	
13	ROSANNA PALO	BRGY. LIBERTY HILONGOS, LEYTE	
14	MA. TERESA IPASTIAS	BRGY. LIBERTY HILONGOS, LEYTE	
15	EUMA RAMIREZ	BRGY. LIBERTY HILONGOS, LEYTE	
16	MICHELE SALON	BRGY. LIBERTY HILONGOS, LEYTE	
17	AVELINA FLORIDA	BRGY. LIBERTY HILONGOS, LEYTE	
18			
19			
20			
21			
22			
23			
24			
25			

Attested by:

Certified correct:

  
 LORENA P. PIMENTEL  
 President

  
 JOVELYN P. BELTRAN  
 Secretary

Projects Implemented in the Province of LEYTE

Municipality of HILONGOS

YEAR	PROJECT	COST	FINANCING SOURCE/SCHEME	BENEFICIARIES	STATUS	
					COMPLETED	ONGOING
MAY 2025	"TAGBO"	cost	organization,	Association	Completed	
	Extended	shared	LGU & Brgy.	Members		
	installation	by Brgy.		Tamboan Community		
	of drainage	and org.				
	sceptic tank	(₱ 6,000)				
	for chicken					
	egg laying					
	House					
JUNE 2025	installation	1,200	organization	Protection of the	Completed	
	of nylon net	estimated	LGU & Brgy.	Chicken layer from		
	protector at	value		rats, snakes, and		
	the perimeter			Other harmful		
	of the egg			insects and animals		
	layer House					

WE HEREBY CERTIFY to the correctness of the above information.

  
LORENA P. PIMENTEL  
 President

  
JOCELYN P. BELTRAN  
 Secretary

FINANCIAL STATEMENT FOR CY 202\_

SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		
Monthly Dues / Membership Fees		
Income Generating Project 1 (EGG LAYING)	\$ 320,000.00	
Income Generating Project 2		
<b>TOTAL</b>	<b>\$ 320,000.00</b>	

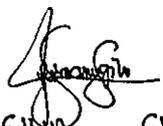
PARTICULARS	AMOUNT	REMARKS
Project 1	320,000.00	
Project 2		
Meeting Expenses	250,000	RTL
Office Supplies	38,000	BUILDING
Logistics / Transportation	26,000	FEEDS
Administrative and Personnel		
<b>TOTAL</b>	<b>320,000</b>	

Noted by:

  
 LORENA P. PIMENTEL  
 \_\_\_\_\_  
 President

  
 CHRISTIAN NAVARA  
 \_\_\_\_\_  
 Vice-President

  
 JOCELYN P. BELTRAN  
 \_\_\_\_\_  
 Secretary

  
 VIRGINIA GUO  
 \_\_\_\_\_  
 Treasurer

  
 NORMA MACUTO  
 \_\_\_\_\_  
 Auditor

# CONSTITUTION AND BY-LAWS

## TAMBAAN AGRI FARMERS AND TRADERS SLP ASSOCIATION

### CONSTITUTION

#### PREAMBLE

We, the unified enterprising members of TAMBAAN AGRI FARMERS AND TRADERS SLP ASSOCIATION on this day, have voluntarily associated ourselves and accept the responsibilities bestowed upon us. We solemnly swear to adhere and enact the principles set forth in this Constitution and the Constitution of the Republic of the Philippines.

#### ARTICLE I – NAME AND LOCATION

The TAMBAAN AGRI FARMERS AND TRADERS SLP ASSOCIATION, hereinafter referred to as "the Association", shall have its business address at BARANGAY LIBERTY, HILONGOS, LEYTE, REGION VIII.

#### ARTICLE II - VISION, MISSION, GOALS and OBJECTIVES

- [VISION] To ensure a sustainable source of income and promote agricultural diversification to and product innovation through community empowerment.
- [MISSION] To be an organized, sustainable and empowered association in promoting quality food products in Region VIII.
- [GOALS] To help alleviate the quality of life of the members of the association by providing additional income, and to be able to give back to the community by providing additional job opportunity.
- [OBJECTIVES] To maximize the full potential of association's members in pursuing an effective business that will sustain them in their future needs.

#### ARTICLE III - DECLARATION OF PRINCIPLES

- Sec. 1 The Association believes in the principle of unity and shall act towards the attainment of common purpose and direction as well as create strong social bond among members and the community.
- Sec. 2 The Association upholds that each member is committed to the responsibility/ies arising from any agreement contracted by the party for the benefit of the enterprise.
- Sec. 3 The Association promotes gender equality, inclusion, diversity, and non-discrimination among its members.
- Sec. 4 The Association contends that leadership is a matter of responsibility more than a privilege.
- Sec. 5 The Association recognizes the expansion as boosting growth and capacity to generate more, higher quality and create job opportunities within the members, family's members, and the community.
- Sec. 6 The Association believes that Savings Management is an effective way of building up resources to benefit its members, their families and the community as a whole.
- Sec. 7 The Association fosters partnership initiatives towards self-governance and operations of the established micro-enterprise.
- Sec. 8 The Association envisions itself as partners of change through community social development programs.
- Sec. 9 The Association adheres to the principle of fairness thereby electing its members to become officers.
- Sec. 10 The Association believes in a democratic process; hence, all decisions shall be agreed by the majority.

#### ARTICLE IV - MEMBERSHIP ELIGIBILITY

- Sec. 11 All members of the Association have passed the minimum eligibility requirements which are:
- 11.1 Age requirement of at least 16 years old with written parental consent unless of legal age.
- 11.2 Bonafide resident of the Barangay.
- Sec. 12 All members of the Association have satisfied the following additional criteria:
- 12.1 With physical, mental and emotional capacities to manage the individual/association enterprise.
- 12.2 Has no adverse reputation and possesses good moral character.
- 12.3 Has positive work habits and attitude.
- 12.4 Possesses the capacity and appropriate level of aspiration for economic advancement.
- 12.5 Has completed the required training, and/or is willing to undergo other capability building activities lined up for the project.
- 12.6 Has paid the membership fee that is intended for the opening of Association bank account and pre-operating cost (e.g. ledger, ballpen, manila paper for reporting purposes, etc)
- Sec. 13 The Association may accept additional members after three years of operation such as SLP individual participants that manage individual enterprises who want to join an existing SLP association, provided that they meet the minimum eligibility requirements mentioned in Sections 11 and 12.

1. *(Signature)*

2. *(Signature)*

3. *Maria Theresa S. Delacruz*

4. *(Signature)*

5. *(Signature)*

6. *(Signature)*

7. *(Signature)*

8. *(Signature)*

9. *(Signature)*

10. *(Signature)*

11. *(Signature)*

12. *(Signature) M. Narra*

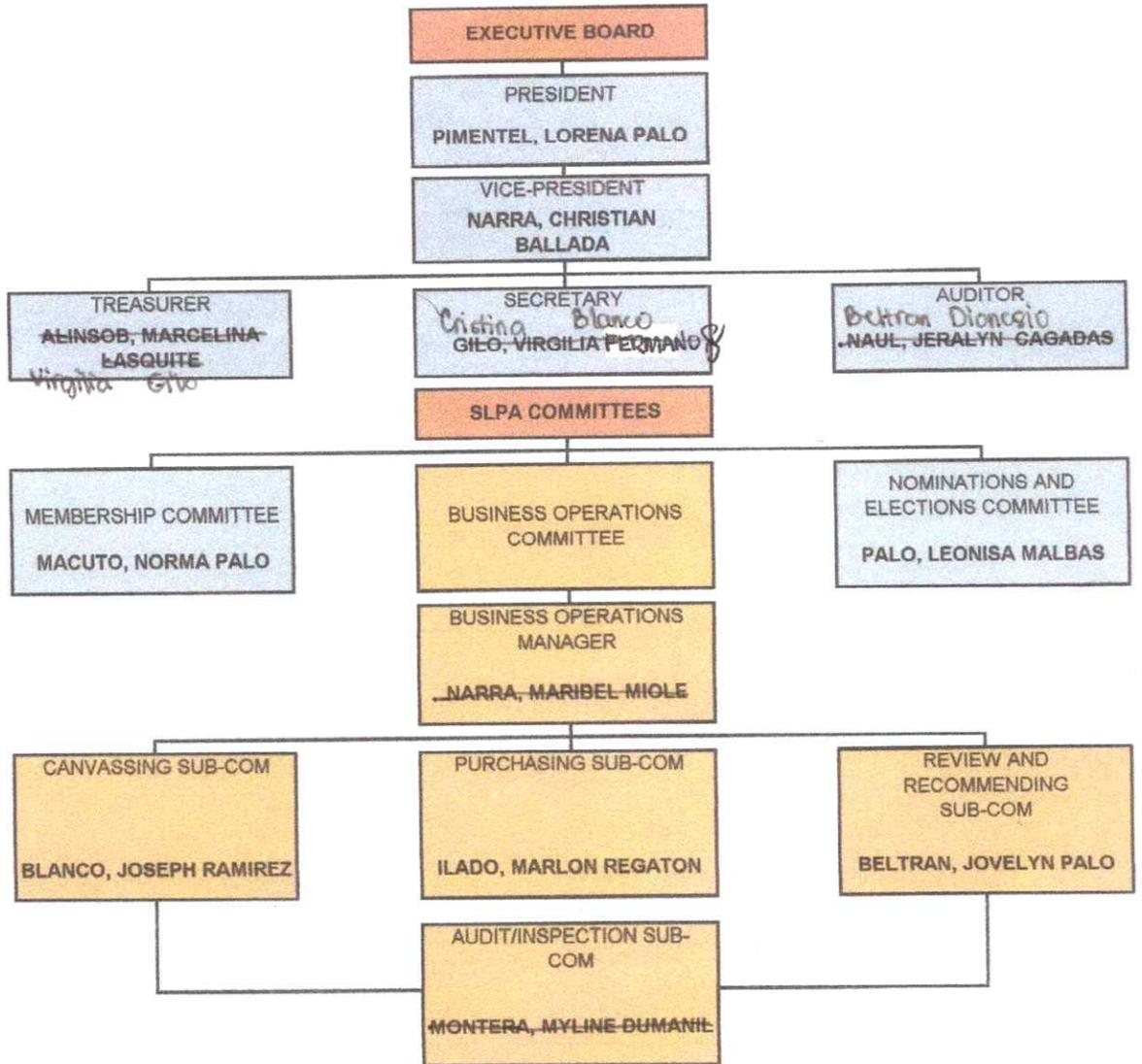
13. *(Signature)*

14. *(Signature)*

15. *Jessica Palo*

16. *(Signature)*

ARTICLE V – ORGANIZATIONAL STRUCTURE, RIGHTS, DUTIES AND RESPONSIBILITIES OF OFFICERS AND MEMBERS



Sec. 14

All members of the Association shall have the following rights and privileges:

- 14.1 To receive the full benefits of being a member of the Association.
- 14.2 To vote and be voted upon as Officer of the Association.
- 14.3 To be heard and consulted prior to any Association's decisions.
- 14.4 The Association, through its officers, have the right to terminate any member for not adhering to the policies covered by this document.

14.4.1 In cases of unforeseen events (e.g. death or severe illness of the member, unfitness to engage in the enterprise for whatever reason, etc.), an eligible member of the household or resident of the project barangay shall become a new member of the association if s/he is interested to join. S/he shall have the same rights and responsibilities due a member. The Association must issue a resolution on the acceptance of the new member.

In cases where the eligible household member is not interested to join the Association, s/he must sign a waiver of non-intent. The Association must issue a resolution and give all the savings, such as Capital Build-Up and Emergency funds, to the eligible household member.

Sec. 15

All members of the Association shall have the following duties and responsibilities:

- 15.1 To adhere to and recognize the written set of rules and regulations of the association.
- 15.2 To abide by all the pre-conditions required for the livelihood assistance availed.
- 15.3 To be involved in the operationalization of the association's livelihood.
- 15.4 To recover the livelihood assistance extended to them in the form of savings among its members. The savings to be generated must be equivalent to the amount of livelihood assistance received.
- 15.5 To pay all fines and surcharges that may be imposed by the Association to its members for breach of disciplines.
- 15.6 To observe punctuality in all Association weekly meetings and assemblies.
- 15.7 To keep a copy of all transactions made with the Association as a personal file.

Sec. 16

**The Executive Board.** The Executive Board is composed of the President, Vice President, Treasurer, Secretary, and Auditor with the following responsibilities:

- 16.1 Set examples to the members in adhering to the policies and procedures set by the Association.
- 16.2 Involve in the identification and planning to address any possible organization or community issues.
- 16.3 Serve as the policy-making body of the Association and shall also act as the decision-making body relative to the management of the Association as a whole.
- 12.4 Convene meetings regularly or as needed.
- 12.5 Assess the result of validation/ investigation conducted by the Membership Committee and provide resolutions.
- 12.6 Approve/ disapprove selection of supplier/s or service provider/s as recommended by the Review and Recommending Sub-Committee.

- 11. *[Signature]*
- 12. *[Signature]* M-Nayra
- 13. *[Signature]*
- 14. *[Signature]*
- 15. Leonisa Pal
- 16. *[Signature]*

1. *[Signature]*

2. *[Signature]*

3. *[Signature]*

4. *[Signature]*

5. *[Signature]*

6. *[Signature]*

7. *[Signature]*

8. *[Signature]*

9. *[Signature]*

10. *[Signature]*

Sec.17

Specific Functions of the Members of the Executive Board

17.1 President

- 17.1.1 Preside the General Assembly/ies and Executive Board Meetings.
- 17.1.2 Review and approve all resolutions, communications, official reports, and all other related documents of the Association.
- 17.1.3 Approve individual loan application of other members from the Association's credit and savings facility (if applicable), upon the recommendation of the Executive Board.
- 17.1.4 Authenticate all official documents for records or for release of the Association.
- 17.1.5 Represent the Association in his/her official capacity on occasions and events as needed.
- 17.1.6 Perform other duties as necessary.

17.2 Vice-President

- 17.2.1 Shall act as President in the absence of the incumbent President.
- 17.2.2 Serve as head and preside over all meetings of the Membership Committee.
- 17.2.3 Review and recommend new membership application for expansion of the Association for approval of the Executive Board.
- 17.2.4 Conduct investigation for any violation committed by any member of the Association and recommend resolution to the Executive Board for approval.
- 17.2.5 Perform other duties as necessary.

17.3 Secretary

- 17.3.1 Document all proceedings of the general meeting/ assembly including the attendance of the members for the approval of the Executive Board.
- 17.3.2 Consolidate, record and file all documents for report generation.
- 17.3.3 Keep an inventory of all properties of the Association in coordination with the Auditor.
- 17.3.4 Perform other duties as necessary.

17.4 Treasurer

- 17.4.1 Receive payments, remittances and all other financial transactions of the Association and issues acknowledgement receipt.
- 17.4.2 Withdraw/deposit cash and check issuances for and required by the Association.
- 17.4.3 Provide timely and accurate financial report of the Association every General Assembly and Executive Board Meeting.
- 17.4.4 Maintain efficient and effective recording of all financial transactions of the Association.
- 17.4.5 Perform other duties as necessary.

17.5 Auditor

- 17.5.1 Audit the over-all general operation of the Association as well as internal policies and procedures of the established enterprise.
- 17.5.2 Conduct financial audit pertaining to financial transactions.
- 17.5.3 Ensure the quality standard of assets provided by identified supplier through inspection.
- 17.5.4 Conduct inventory and inspection of assets acquired by the Association.
- 17.5.5 Lead in the conduct of investigation on fraud, corruption, and other related cases particularly on the misuse of funds.
- 17.5.6 Must keep copies of transaction receipts from purchases and payments to and from suppliers/service providers made by the Association.
- 17.5.7 Perform other duties as necessary.

Sec.18

The Association Committees

Election of members in the Committee is conducted simultaneously during the election of Association officers.

18.1 Membership Committee

- 18.1.1 Assess eligibility of new applicants.
- 18.1.2 Ensure active participation of all members.
- 18.1.3 Conduct activities/ trainings for the capacity building of members.
- 18.1.4 Provide disciplinary action and conflict management mechanisms for members to abide by subject to approval of the Executive Board.

18.2 Nomination and Election Committee

In cases where the Association needs to conduct an election (every 2 years or as necessary), the Executive Board should, within its powers, organize or re-activate the **Nomination and Election Committee** to manage the election process of the Association.

18.3 Business Operations Committee

- 18.3.1 Identify, develop and recommend other feasible enterprises for the Association and facilitate implementation of the same.
- 18.3.2 Lead the Association in marketing products/services to target customers.
  - 18.3.2.1 Business Operations Manager
    - 18.3.2.1.1 Manage the over-all operation of the enterprise(s) of the Association.
    - 18.3.2.1.2 Ensure financial stability of the enterprise and achieve return of investment as expected.
    - 18.3.2.1.3 Engage and maintain partners and networks tapped by the Association.
    - 18.3.2.1.4 Maintain active directory of partners and networks.
    - 18.3.2.1.5 Perform other duties as necessary.
  - 18.3.2.2 Sub-Committees of the Business Operations Committee
    - The Association to create sub-committees and assign its members through a resolution to: (a) canvass and identify service provider/ supplier; and (b) purchase and inspect assets. The number of members to be assigned in every sub-committee will depend on the total number of the Association.
  - 18.3.2.2.1 Canvassing Sub-committee
    - Conduct the canvassing of tools/equipment, goods and services, within or nearby the municipality/city, required by the enterprise/s for its operation adhering strictly to the principles of fairness and efficiency favourable to the Association.

1. [Signature]

2. [Signature]

3. M. [Signature]

4. [Signature]

5. [Signature]

6. [Signature]

8. [Signature]

9. [Signature]  
10. [Signature]

11. [Signature]  
12. (M. Nanna)

13. [Signature]  
14. [Signature]

15. [Signature]  
16. [Signature]

18.3.2.2.2 Review and Recommending Sub-committee

18.3.2.2.2.1

Assess the qualifications of potential suppliers/service Providers submitted by the Canvassing Sub-Committee with regard to the capacity to deliver timely the supplies and services of good quality needed at a reasonable price.

18.3.2.2.2.2

Provide assessment report/s to the Executive Board for approval or disapproval of recommended suppliers/ service providers.

18.3.2.2.3 Purchasing Sub-committee

18.3.2.2.3.1

Purchase the necessary assets required as approved by the Executive Board through a resolution.

18.3.2.2.3.2

Ensure that all assets, goods and services purchased/delivered are within the approved specifications before payment.

18.3.2.2.4 Audit / Inspection Sub-Committee

18.3.2.2.4.1

Inspect the quality of purchased assets based on the specifications provided in the approved Mungkahing Proyekto and signed contract.

18.3.2.2.4.2

Review/Audit financial documents to ascertain validity, accuracy and completeness of the procurement transactions.

ARTICLE VI - MEETING OF THE ASSOCIATION

- Sec. 19 Association Assembly. The Association shall meet at least once a month on Every last Saturday of the month for a general assembly.
- Sec. 20 Special General Assembly. A Special General Assembly may be called by the Officers any time to discuss important matters.
- Sec. 21 Regular meetings of the Officers. The Officers shall meet every 25th of the month and shall be held at the principal address of the Association at Sitio Tambaan, Brgy. Liberty, Hilongos, Leyte.
- Sec. 22 Special Meetings. A special meeting may be called upon by the President or the majority of the members, if necessary. A written notice signed by the person/persons calling the meeting shall specify the agenda, date, time, and venue for the reference of the members.
- Sec. 23 Notice of General Assembly Meeting. Written notice of all meetings shall be served by the Secretary to individual members or by posting the notice at the bulletin board at the principal office of the Association. The notice should include the agenda, date, time, and venue for the reference of the members.

ARTICLE VII - TERMS OF OFFICE

- Sec. 24 The tenure of office of the Association Officers shall be 2 year(s).
- Sec. 25 In the event of sudden vacancy in the roster of officers, a special election shall be convened immediately to assume the responsibilities and continue with the business operation.

ARTICLE VIII - AMENDMENTS

- Sec. 26 This Constitution may be amended, in whole or in part, provided that 75% of the members of the Association are convened for the purpose.

BY-LAWS

With the foregoing charters of the Association, we, the undersigned members hereby reaffirm our commitment to hold on to the mandatory policies, rules, regulations and standard operating procedures set forth by the Association as stated in this By-Laws.

ARTICLE I - GENERAL POLICIES, STANDARDS AND PROCEDURES

Sec. 1 PROCESS IN OPENING SAVINGS ACCOUNT

- 1.1 Once the Association has been formalized, the President, Treasurer, and one nominated officer shall go to the nearest financial institution operating within or adjacent the municipality/city to open an Association savings account. The Association officers will likewise serve as official signatories in every bank transaction.
- 1.2 The amount needed for the opening of savings account shall be shouldered equitably by the members from the membership fee.

Sec. 2 FUND MANAGEMENT

2.1 Fund Utilization

- 2.1.1 Withdrawal of funds from the Association account.
  - 2.1.1.1 Only the President, Treasurer, and the nominated officer shall jointly withdraw the livelihood assistance. Every bank withdrawal must be supported with a resolution stating the amount to be withdrawn and the intended purpose.
  - 2.1.1.2 All bank transactions made by the authorized officers shall be presented by the Treasurer to the members of the Association during the scheduled monthly meeting of the Association for transparency purposes.

2.2 Savings Management

- 2.2.1 Income derived from the enterprise, both Association and Individual, shall form part of the Association's savings to be collected on a weekly/monthly/quarterly basis as agreed by the members. The actual amount for each type of savings shall be democratically and voluntarily identified by the members in consideration of the projected income from the enterprise. These savings are as follows:

Operational Fund - the amount equivalent to 0.1 of the net income that will be utilized for the day-to-day operational expenses of the enterprise.

Capital Build-Up (CBU) - shall be collected from ALL the members and is equal to 0.1 of the net income. The amount may be used for the expansion of the enterprise or as extended credit service to members and/or non-members of the Association, as agreed by the members.

Profit Sharing - the amount equivalent to 0.1 of the net income that will be distributed to all members managing the Association enterprise.

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6. *[Handwritten signature]*

11. *[Handwritten signature]*

12. *[Handwritten signature]* M. Navarra

13. *[Handwritten signature]*

14. *[Handwritten signature]*

15. *[Handwritten signature]* Leonisa Palo

16. *[Handwritten signature]*

Emergency Fund – shall be collected from ALL members and is equal to 0.05 of the net income. The amount is intended for unforeseen circumstances (e.g. hospitalization and/or burial of members, funds for calamities and any other fortuitous events).

Insurance – the amount equivalent to 0.05 of the net income that will be utilized for the yearly registration of micro-insurance policy of the livelihood and life insurance of its members.

2.2.2 By its mandatory nature, failure on the part of the individual member or the Association to comply shall constitute a grave breach of discipline and agreement and shall be penalized. Penalties shall be identified by the Association prior to the commencement of its operations.

2.2.3 The Association may provide other assistance (e.g. life/medical insurance) to its members or engage in community projects for the benefit of the neighborhood subject to the members' agreement on the source of fund. The expenses or earnings from engagement other than the established enterprise shall be properly recorded and reported to the members by the responsible officer.

2.3 Purchase of Assets and/ or Selection of Services

2.3.1 The following are the tasks of the members of the Sub-Committee on Business Operations Committee:

2.3.1.1 Canvassing Sub-Committee

2.3.1.1.1 The committee members shall canvass at least 3 potential suppliers or service providers in the market/community.

2.3.1.1.2 If there are less than three (3) potential suppliers, a justification report shall be prepared by the committee members to be submitted to the Review and Recommending Sub-Committee for the assessment of the supplier's eligibility.

2.3.1.2 Review and Recommending Sub-Committee

2.3.1.2.1 The committee members assess the eligibility of the possible supplier/s or service provider/s submitted by the Canvassing Sub-Committee and forward the list of those qualified to the Executive Board for final decision.

2.3.1.2.2

The Executive Board selects the most responsive supplier and informs the Committee of their decision to facilitate the contract between the Association and the supplier/service provider.

2.3.1.2.3

During the signing of contract, the Association must ensure that at least one (1) Association member shall act as witness and must also affix his/ her signature.

2.3.1.3 Purchasing Sub-Committee

The committee members shall acquire the required assets or forge agreement with the selected supplier/service provider for the implementation of the Association's proposed microenterprise. A Fund Utilization Report must be submitted by the committee following the receipt of purchased assets or completion of the Skills Training.

2.3.1.4 Audit/ Inspection Sub-Committee

The committee members shall ensure the quality of materials purchased based on signed contract. In case of defective materials, the committee members must inform the Purchasing Sub-Committee for replacement.

For Skills Training, the committee members shall ensure that the Training Design is strictly observed as agreed and stated in the contract between the Association and the service provider.

ARTICLE II - PENALTY CLAUSE

Sec. 3.

FINES, SANCTIONS, DISCIPLINARY ACTIONS

3.1 The members agree on the Association's right to impose fines, sanctions, disciplinary actions or even impeachment to non-compliant members.

3.2 By its mandatory nature, failure on the part of the individual member or the Association to comply shall constitute a grave breach of discipline and agreement and shall be penalized accordingly. Penalties shall be identified by the Association prior to the commencement of its operations.

3.2.1 The following shall be considered **breach of discipline**:

3.2.1.1 Excessive tardiness and absenteeism, as defined by the Association, in weekly/monthly meetings, and assemblies.

3.2.1.2 Underpayments and non-payment of the operational fund.

3.2.1.3 Deviation from the intended purpose of the grant/ misuse of fund.

3.2.1.4 Non-utilization of the grant within the required period or based on Program of Works for common services facilities.

3.2.1.5 Fraud, corruption, and other related cases.

3.3 HANDLING OF COMPLAINTS/ CONFLICT AMONG MEMBERS OF THE ASSOCIATION

3.3.1 Any officer/ member may be impeached from the Association upon (1) culpable violation of the constitution, (2) grave abuse of authority, (3) corruption, (4) fraud, and (5) other violation detrimental to the Association.

3.3.2 The Secretary shall receive the complaint against any member of the Association. The Membership Committee shall conduct fact-finding to further assess the case. Complaint must be tracked, properly recorded, and must be kept confidential.

3.3.3 If the Secretary is the subject of the complaint, the President shall authorize the Vice-President to replace the Secretary. However, if in case that the subject of the complaint is the President, the Vice President in coordination with the Membership Committee shall serve as the accountable in resolving the case.

3.3.4 If the Vice President is the subject of the complaint, the Membership Committee shall exclude the Vice President in conducting fact-finding/ validation process.

3.3.5 The Membership committee to provide assessment report to the Executive Board and the latter, and other concerned officers and members to provide fair and just solution to the case.

3.3.6 Any member who fails to abide by the agreed savings generation scheme for three (3) consecutive times and violated the By-Laws or major policy of the Association and Membership Agreement may, after thorough investigation, may be fined, suspended or terminated.

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*gath*

*g. m. m. m. m. m.*

*4. s. s. s. s. s.*

*5. s. s. s. s. s.*

*6.*

*7.*

7. *[Signature]*  
8. *[Signature]*  
9. *[Signature]*

10. *[Signature]*  
11. *[Signature]*  
12. *[Signature]* M. N. N. N. N.

13. *[Signature]*  
14. *[Signature]*  
15. *[Signature]* L. P. P. P. P.  
16. *[Signature]*

- 3.3.7 All members have the right to file complaint if said concern is valid/ meritorious. However, the officers shall ensure that all members are informed on every updates and activities to be conducted through regular monthly meeting to avoid conflict among the members of the association.
- 3.3.8 In cases where the Association cannot handle or resolve a certain case, then the officers and members may elevate the concern to the Barangay Local Government Unit for further assistance and solution.

**ARTICLE III – INCENTIVES AND AGREEMENT**

- 4.1 The Executive Board shall determine the reasonable and applicable sharing scheme of profits of the Association with inputs/advice from the Business Operations Manager. The sharing scheme shall be presented during the Association meeting and shall be approved by majority of the Association through a resolution.
- 4.2 The Executive Board shall determine applicable incentive schemes to motivate members of the Association to excel and contribute to the general welfare of the Association. Said scheme shall be agreed by majority of the members of the Association.
- 4.3 The Executive Board shall determine applicability of providing expanded credit services to its performing members base from the financial standings of the Association as reported by the Treasurer. If applicable, the Executive Board shall issue a resolution on the procedure to avail of credit services. The said procedure shall be adopted by the majority of the members of the Association and shall be formalized through a resolution. If needed, a separate sub-committee may be created for this purpose.

**ARTICLE IV - EFFECTIVITY**

This Constitution and By-Laws shall take effect upon its ratification. Unanimously adopted and ratified this 17th day of May, 2024 at Brgy. Liberty, Hilongos, Leyte.

Signed this 17th day of May, 2024.

	NAME	POSITION	SIGNATURE
✓	1 ALINSOB, MARCELINA LASQUITE	Treasurer	
	2 BELTRAN, JOVELYN PALO	Review and Recommending Sub-committee	
✓	3 BELTRAN, MERLINDA EMOT	Member	
	4 BELTRAN, DIONESIO MONTEJO	Member	
	5 BLANCO, JOSEPH RAMIREZ	Canvassing Sub-committee	
	6 BLANCO, CRISTINA BALLADA	Member	
	7 GILO, VIRGILIA FERMANO	Secretary	
	8 ILADO, MARLON REGATON	Purchasing Sub-committee	
✓	9 MONTERA, JONATHAN MACUTO	Member	
	10 MACUTO, NORMA PALO	Membership Committee	
✓	11 MONTERA, MYLINE DUMANIL	Audit/Inspection Sub-Committee	
✓	12 NARRA, MARIBEL MIOLE	Business Operations Manager	
	13 NARRA, CHRISTIAN BALLADA	Vice President	
✓	14 NAUL, JERALYN CAGADAS	Auditor	
	15 PALO, LEONISA MALBAS	Nomination and Election Committee	
	16 PIMENTEL, LORENA PALO	President	