

Item No.: 10

Date: 16 2026 JUN

MAY 22, 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 TEJERO RICE FARMER'S ASSOCIATION (TERFA) with office address at Barangay Tejero 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 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 2025 Minutes of the Annual Meeting;
7. CY 2025 Annual Accomplishment Report (if applicable); and
8. CY 2025 Financial Statement

Thank you.

Sincerely,


JOSE NIÑO N. MAJOLAS

Name of Head of the Organization

Position: President

Address: Brgy. Tejero Hilongos, Leyte

Mobile Number: 09272858880

APPLICATION FORM FOR ACCREDITATION

I. IDENTIFYING INFORMATION:

Name of Organization: TEJERO RICE FARMERS' ASSOCIATION

Acronym/Abbreviation: TERFA

Address: TEJERO HILONGOS, LEYTE

Contact Person: JOSE NIÑO N. MAJOLAS

Designation/Position: PRESIDENT

Cellular Phone Number: 09272858880

Date Organized: (Check appropriate box)

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

Type of Organization: (Check appropriate box)

| | |
|---|---------------------------------|
| / | FARMER |
| | FISHERFOLK |
| | LABOR and WORKER • Driver |
| | WOMEN |
| | COOPERATIVE |
| | YOUTH and STUDENT |
| | SENIOR CITIZEN |
| | PERSONS WITH DISABILITIES (PWD) |
| | INDIGENOUS PEOPLE (IP) |
| | FAITH-BASED and RELIGIOUS |

NGO Organization Level/ Geographical Scope/ Specific Area Coverage:

(Check appropriate box)

| | |
|---|-----------------------------|
| / | BARANGAY LEVEL |
| / | MUNICIPAL/CITY LEVEL |
| | PROVINCIAL LEVEL |
| | REGIONAL LEVEL |
| | NATIONAL LEVEL |
| | INTERNATIONAL LEVEL |
| | CHAPTER |

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

| | |
|---|---------------------------------|
| / | FARMER |
| / | FISHERFOLK |
| | LABOR and WORKER • Driver |
| | WOMEN |
| | COOPERATIVE |
| | YOUTH and STUDENT |
| | SENIOR CITIZEN |
| | PERSONS WITH DISABILITIES (PWD) |
| | INDIGENOUS PEOPLE (IP) |
| | FAITH-BASED and RELIGIOUS |
| | OTHERS: (Please specify) _____ |

II. OTHER INFORMATION

Objectives / Purpose / Service Record:

OBJECTIVES:

1. To help the socio-economic needs among members in the community through excellent innovative financial services and empowering them through financial literacy.
 - a. To help the government agencies and the Non-government Organization (NGO) to enforce the laws and programs towards nation building.
 - b. To adopt the concept of entrepreneurship and values formation for a sustainable source of income to improve our economic welfare.
 - c. To train and educate alternative livelihoods to improve the social and economic aspects of the members.

SERVICE RECORD:

1. Successfully established and managed a retail (Sari-sari) business for four years, funded through a DSWD sustainable livelihood grant.
2. Successfully managed a DOLE-funded rice milling and retailing project for two years.
3. Expanded business operations to include poultry egg layer production, vegetable gardening, and hog fattening.
4. Recognized as 'Best Livelihood Implementer' by the Public Employment Service Office (PESO) of Hilongos in 2025 and the Department of Labor and Employment (DOLE) West Leyte Field Office and Regional Office VIII 2026.

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)

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

Date Registered: (Check appropriate box- If applicable)

| MONTH | DAY | | | YEAR | | |
|-----------|-----|----|------|------|--------|------|
| | 01 | 13 | 25 | 2000 | 2012 | 2024 |
| JANUARY | 01 | 13 | 25 | 2000 | 2012 | 2024 |
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| NOVEMBER | 11 | 23 | | 2010 | 2022 | |
| DECEMBER | 12 | 24 | | 2011 | 2023 | |

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 ?

| | |
|---|----------------------------------|
| / | LOCAL DEVELOPMENT COUNCIL |
| | LOCAL HEALTH BOARD |
| | LOCAL SCHOOL BOARD |
| | LOCAL PEACE AND ORDER COUNCIL |

TEJERO RICE FARMER'S ASSOCIATION (TERFA)

Name of Organization

Barangay TEJERO HILONGOS, LEYTE
Address

BOARD RESOLUTION NO 2025 – 12-03

**A RESOLUTION AUTHORIZING THE PRESIDENT, JOSE NIÑO N. MAJOLAS TO
FILE FOR ACCREDITATION WITH THE HONORABLE SANGGUNIANG
PANLALAWIGAN OF 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 Tejero Rice Farmer's Association (TERFA) 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;

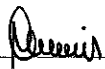

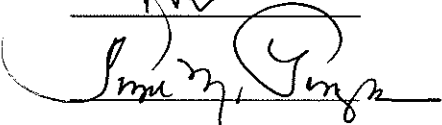



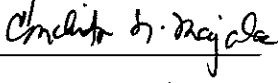
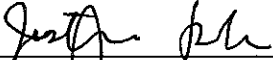

WHEREAS, in the TEJERO RICE FARMER'S ASSOCIATION Annual Assembly Meeting held at Brgy. Tejero Hilongos, Leyte on December 20, 2025, attended by the following Members and Board of Trustees present, the following resolution was approved and adopted:

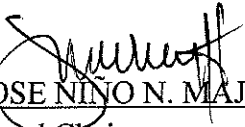
RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Bayan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083 and to apply for membership in a local special body in the Panlalawigan of Leyte;

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation, the Honorable _____;

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 TERFA this 20th day of December in the Brgy. Tejero Hilongos, Leyte.

| NAME | POSITION | SIGNATURE |
|-------------------------|-------------------|---|
| CRISTINÁ B. MAJOLAS | BOARD OF DIRECTOR | ✓  |
| ROWENO BALARES | BOARD OF DIRECTOR |  |
| JOYCE M. TONGZON | BOARD OF DIRECTOR |  |
| LYSEL NAUL | BOARD OF DIRECTOR |  |
| MARJORIE B. RUBEN | BOARD OF DIRECTOR |  |
| JERRY RABE | BOARD OF DIRECTOR |  |
| CONCHITA MAJOLAS | BOARD OF DIRECTOR |  |
| JUSTINIANA RABE | BOARD OF DIRECTOR |  |
| CRISTINE JOY B. MAJOLAS | BOARD OF DIRECTOR |  |
| | | |
| | | |
| | | |
| | | |


JOSE NIÑO N. MAJOLAS
 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 _____.



**Registration Certificate No.
R08-WLFO-2021-03-WA-1724**

KNOW ALL MEN BY THESE PRESENTS:

**TEJERO RICE FARMERS'
ASSOCIATION (TERFA)**

Brgy. Tejero, Hilongos, Leyte

By virtue of the provisions of the Labor Code, as amended, and its implementing rules Has this day been registered as and conferred with all the rights and privileges of a legitimate workers' association established for the MUTUAL AID AND PROTECTION of its members. It shall promote the moral, social and economic well-being of its members and shall have the right to represent them in accordance with its constitution and by-laws and for purposes not contrary to law.

This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

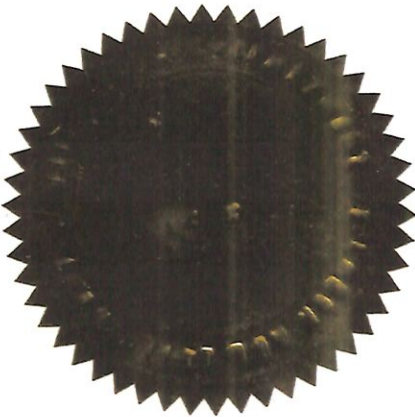
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Philippines this 26th day of March 2021

By authority of the Regional Director:

HENRY JOHN S. JALBUENA
Regional Director

Approved by:


FE A. ESTRELLA
CHIEF LEO/ Head WLFO



Not Valid W/Out Seal



Republic of the Philippines
Province of Leyte
Municipality of Hilongos



OFFICE OF THE SANGGUNIANG BAYAN

Certificate Of Accreditation

Is given to

TEJERO RICE FARMERS' ASSOCIATION

Of

Barangay Tejero, 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. 2013-170 of the Department of the Interior and Local Government and Sangguniang Bayan Resolution No. 2026-183

SIGNED this 28th day of April, 2026 at the Legislative Building in Hilongos, Leyte, Philippines.


ALBERT R. VILLAHERMOSA
Municipal Vice-Mayor/
Presiding Officer



Republic of the Philippines
Province of Leyte
Municipality of Hilongos



OFFICE OF THE SANGGUNIANG BAYAN

RESOLUTION NO. 2025-77-D-NS

RESOLUTION APPROVING THE ACCREDITATION OF TWELVE (12) 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 eleven (11) Civil Society Organizations that have complied with all requirements and standards prescribed by law, to wit:

| Name of CSO's | Address |
|--|-------------------------|
| Santa Margarita Hog Raising and Cacao Processing Association | Brgy. Sta. Margarita |
| Santa Margarita Men and Women Workers Association | Brgy. Sta. Margarita |
| Santaritanhon SLP Association | Brgy. Sta. Margarita |
| Angat Tabunok Farmers Association | Brgy. Tabunok |
| United Talisaynon Women's Association | Brgy. Talisay |
| Sibol Tejero Women's Association | Brgy. Tejero |
| Tejero Potable Water Association | Brgy. Tejero |
| Tejero Women's Association | Brgy. Tejero |
| Tejero Rice Farmer's Association (TERFA) | Brgy. Tejero |
| Tuguipa Women's Association | Brgy. Tuguipa |
| Western Community SLP Association | Brgy. Western Poblacion |
| Pa-a Women's Association | Brgy. Pa-a |

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


CERTIFIED TRUE COPY FROM THE ORIGINAL
Catherine A. Fabular
CATHERINE A. FABULAR
 Secretary to the Sanggunian
 DATE: **JUN 02 2026**
 TIME: **9:11 AM**

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to approve the accreditation of the eleven (11) CSO's as mentioned in this resolution; who are operating within the Municipality of Hilongos, Leyte;

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.

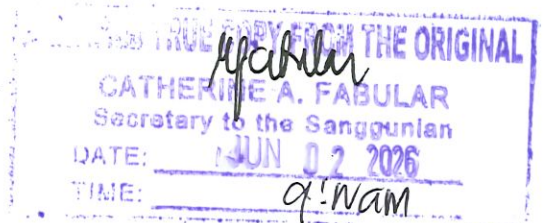
UNANIMOUSLY APPROVED AND ADOPTED this 1st day of September, 2025, during the Sixth Regular Session for CY 2025 of the Seventeenth Sangguniang Bayan of Hilongos.

CERTIFIED CORRECT :


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

ATTESTED :


ALBERT R. VILLAHERMOSA
Municipal Vice- Mayor / Presiding Officer





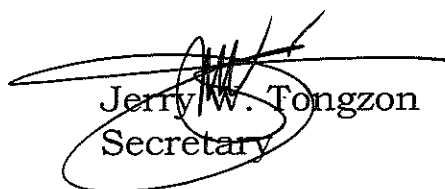
LIST OF CURRENT OFFICERS AND MEMBERS FOR CY 2025

| NO. | NAME | POSITION |
|-----|-------------------------|-------------------|
| 1 | Armando N. Naul | V-President |
| 2 | Jerry W. Tongzon | Secretary |
| 3 | Maria Jennie S. Rabe | Treasurer |
| 4 | Judith W. Tongzon | Auditor |
| 5 | Felicitas B. Pinca | MMO |
| 6 | John Marlo V. Balares | MMO |
| 7 | Marjorie B. Ruben | MMO |
| 8 | Roweno D. Balares | Board of Director |
| 9 | Joyce M. Tongzon | Board of Director |
| 10 | Maurita N. Bronio | Board of Director |
| 11 | Lysel M. Naul | Board of Director |
| 12 | Jerry N. Rabe | Board of Director |
| 13 | Conchita M. Napoles | Board of Director |
| 14 | Justiniana N. Rabe | Board of Director |
| 15 | Cristine Joy B. Majolas | Board of Director |
| 16 | Jean Cheryl T. Sabalo | Board of Director |
| 17 | Cristina B. Majolas | Board of Director |
| 18 | AQUINO, MECHELYN | MEMBER |
| 19 | ARCILLA, ETHEL ANN | MEMBER |
| 20 | BALARES, MARIO | MEMBER |
| 21 | BALARES, RUSTEEN | MEMBER |
| 22 | BANTIGUE, RICA MAE | MEMBER |
| 23 | BANTIGUE, RYNA CARES | MEMBER |
| 24 | BORRAS, AIRME | MEMBER |
| 25 | BORRAS, MIEZEL | MEMBER |
| 26 | BRONIO, GEMMA | MEMBER |
| 27 | BRONIO, MARICEL | MEMBER |
| 28 | BRONIO, MAURITA | MEMBER |
| 29 | CABARGADA, RINALYN | MEMBER |

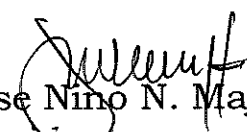
| | | |
|----|-------------------------------|--------|
| 30 | CANETE, MARY JANE | MEMBER |
| 31 | DELA TORRE, MELCHORA | MEMBER |
| 32 | FERMANO, EVELYN | MEMBER |
| 33 | FLANCO, ROSALINDA | MEMBER |
| 34 | FORTALIZA, NAPOLES EVELYN | MEMBER |
| 35 | GERA, ANGELITO | MEMBER |
| 36 | LAROA, FREDO | MEMBER |
| 37 | LEONG, GERALDINE | MEMBER |
| 38 | LEONOR, MERLINDA | MEMBER |
| 39 | LIM, NATIVIDAD | MEMBER |
| 40 | LUAR, JUDITH | MEMBER |
| 41 | MADES, CARMELITA | MEMBER |
| 42 | MAJOLAS, CONCHITA | MEMBER |
| 43 | MALAYAN, JENNIFER | MEMBER |
| 44 | MANLA, DANTE | MEMBER |
| 45 | MARANA, ALMA MAE | MEMBER |
| 46 | MATAS, RYNA | MEMBER |
| 47 | MATAS, ANTONIO | MEMBER |
| 48 | MENDOZA, VICTORIA | MEMBER |
| 49 | MERANO, MARIO | MEMBER |
| 50 | MERANO, MARK STEPHEN | MEMBER |
| 51 | MERANO, MARWIN | MEMBER |
| 52 | MERINO, ELIZABETH | MEMBER |
| 53 | MONTERA NAPOLES EVANGELINE | MEMBER |
| 54 | NAPOLES, CRISTINA | MEMBER |
| 55 | NAPOLES, ERIC | MEMBER |
| 56 | NAPOLES, MELODINA | MEMBER |
| 57 | NAPOLES, RABE ELIZABETH | MEMBER |
| 58 | NAPOLES, SANTOS | MEMBER |
| 59 | NASTOR, MARIA ELENA | MEMBER |
| 60 | NAUL, AVELITA | MEMBER |
| 61 | NAUL, TEODORA | MEMBER |
| 62 | NAUL, VARGAS EVELYN | MEMBER |
| 63 | OGAO-OGAO, ROEL | MEMBER |
| 64 | OVILO, ANGELITA | MEMBER |

| | | |
|----|-----------------------|--------|
| 65 | PAINAGAN, BERNARDITHA | MEMBER |
| 66 | PINCA, JONATHAN | MEMBER |
| 67 | RABE, ERNESTO | MEMBER |
| 68 | RABE, JERRY | MEMBER |
| 69 | RABE, MA. TERESA | MEMBER |
| 70 | RABE, MACARIA | MEMBER |
| 71 | ROMERO, ANALIZA | MEMBER |
| 72 | RESUELO, ARABELLA | MEMBER |
| 73 | ROSALES, ISABELITA | MEMBER |
| 74 | RUBIO, CHERRYL | MEMBER |
| 75 | SABALO, JEAN CHERYL | MEMBER |
| 77 | SAQUEZ, VANESA | MEMBER |
| 78 | SEBIAL VALES LILIBETH | MEMBER |
| 79 | SERAFINA, EDITHA | MEMBER |
| 80 | TONGZON, NATIVIDAD | MEMBER |
| 81 | TORREJOS, MELANIE | MEMBER |
| 82 | VALIZADO, ANA MARIE | MEMBER |
| 83 | VALIZADO, ANTONETTE | MEMBER |
| 84 | VARONA, MARILYN PORO | MEMBER |
| 85 | VILBAR, RANDY | MEMBER |
| 86 | VILBAR, IRENE | MEMBER |
| 87 | VILLAFLO, ALONA | MEMBER |
| 88 | VILLARO, CERENA | MEMBER |

Certified True and Correct:


 Jerry W. Tongzon
 Secretary

Noted by:


 Jose Nino N. Majolas
 President



MINUTES OF THE JOINT CHRISTMAS PARTY, ANNIVERSARY, AND GENERAL ASSEMBLY

Date: December 20, 2025
Time: 6:00 PM – 10:00 PM
Venue: Tejero Gymnasium

I. CALL TO ORDER

The meeting was called to order at 6:05pm by the Association President, followed by an opening prayer and the singing of the National Anthem. The President welcomed the members to the triple celebration of TERFA's anniversary, annual assembly, and Christmas party.

II. QUORUM AND APPROVAL OF PREVIOUS MINUTES

The Secretary called the roll and confirmed the presence of a quorum. The minutes of the previous meeting were presented.

- **Action:** It was moved and seconded that the minutes of the previous meeting be approved as presented.

III. APPROVAL OF THE AGENDA

The agenda was read and presented by the secretary. It was moved and approved upon motion of Jerry Rabe and seconded by Conchita Majolas.

IV. UPDATES ON MEMBERSHIP

The Secretary provided an updated list of the association's roster. Three members were dismembered but new 4 members was introduced and welcomed. It was emphasized that keeping membership records current is vital for accessing government subsidies and association support.

V. MEMBERS' BENEFITS

The body discussed the ongoing benefits available to active members, including access to Hospitalization and Burial. Profit sharing and shared equipment, seeds, and fertilizer assistance. The Treasurer reminded the members of the criteria for maintaining "good standing" to remain eligible for incentives and profit sharing.

VI. ACCOMPLISHMENTS FOR 2025

The leadership presented the 2025 accomplishment report, highlighting the following successes:

1. **Profit Sharing:** Successfully implemented a quarterly profit-sharing scheme for all eligible members.
2. **Feeding Programs:** Conducted two (2) feeding programs targeting the local community. Barangay Tejero Elementary School.
3. **Civic Participation:** Active participation in **Arbor Day** (tree planting) and **Brigada Eskwela** to support local schools.
4. **Environmental Initiatives:** Regular participation in community cleaning drives.
5. **Social Security:** Facilitated the enrollment of employees and members **SSS** for below aged 60 and aged above 60 **Life Insurance through OCCCI**, ensuring financial security for senior members.
6. Giving 13th-month pay for regular employees.

VII. PLANS FOR 2026

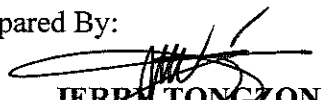
The primary agenda for the coming year is the formalization of the association's legal standing.

Resolution: The body moved to pass a resolution to officially register the association with the **Province of Leyte** and the **Department of Agriculture (DA)**. This registration is intended to unlock larger grants, technical training, and formal recognition from provincial agricultural offices.

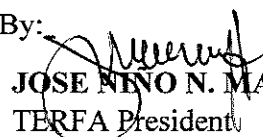
VIII. ADJOURNMENT

Following the formal meeting, Dinner, Distribution of profit, the Christmas celebration and anniversary festivities commenced. The assembly was adjourned at [10:00 pm].

Prepared By:


JERRY TONGZON
TERFA Secretary

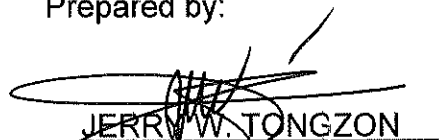
Noted By:


JOSE NINO N. MAJOLAS
TERFA President

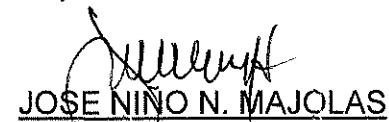
TEJERO RICE FARMER'S ASSOCIATION*Name of Organization*

| Name of Program/Project/Activity | Objective/s | Duration/Date | Status | | Budget | Remarks |
|--|---|------------------|-----------|---------|------------|--------------|
| | | | Completed | Ongoing | | |
| A. MICRO FINANCING LOAN PROGRAM | To give financial assistance to the farmers on their farm. | 2024-present | | ✓ | 100,000.00 | Yearly round |
| B. DONATION DRIVE | To give support to other institution in the community | 2023, 2024, 2025 | | ✓ | 10,000.00 | Yearly round |
| C. BIGASAN AT GULAYAN | To sell fresh and organic vegetables for the community. | 2024 | | ✓ | 200,000.00 | Yearly round |
| D. GARDEN OF HOPE | To produce fresh and organic vegetables for the community. | 2025 | ✓ | | 50,000.00 | Yearly round |
| E. RICE MILL OPENING | To Received and formally open the Rice Milling to the community | 2024 | ✓ | | 30,000.00 | Yearly round |
| F. EGG LAYING CHECKING | To promote sustainable livelihood, strengthen community enterprise, and improve the income of its members | 2024, 2025 | ✓ | | 300,000.00 | Yearly round |
| G. PROFIT SHARING | To distribute net earnings among its members | 2025 | | ✓ | 85,000.00 | Yearly round |
| H. HOG RAISING | To promoting sustainable livelihood programs and supporting agricultural productivity among its members | 2025 | | ✓ | 100,000.00 | Yearly round |

Prepared by:


JERRY W. TONGZON
 Secretary-General

Noted by:

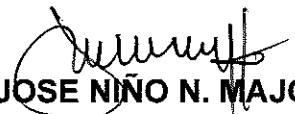

JOSE NIÑO N. MAJOLAS
 President

FINANCIAL STATEMENT FOR CY 2025

| SOURCE | AMOUNT | REMARKS |
|--------------------------------|------------------|------------|
| Donor 1 | | |
| Donor 2 | | |
| Monthly Dues / Membership Fees | ₱19,380 | ₱10/mo/100 |
| Income Generating Project 1 | ₱150,000 | DSWD |
| Income Generating Project 2 | ₱1,499,000 | DOLE |
| TOTAL | 1,668,380 | |

| PARTICULARS | AMOUNT | REMARKS |
|------------------------------|-------------------|---------|
| Project 1 | ₱15,000 | MONTHLY |
| Project 2 | ₱30,000 | MONTHLY |
| Meeting Expenses | ₱1000 | Monthly |
| Office Supplies | ₱500 | Monthly |
| Logistics / Transportation | ₱1000 | Monthly |
| Administrative and Personnel | ₱10,000 | Monthly |
| TOTAL | ₱57,500.00 | |

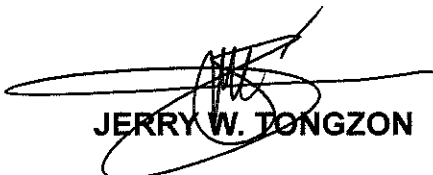
Noted by:


JOSE NIÑO N. MAJOLAS


President


ARMANDO N. NAUL

Vice- President


JERRY W. TONGZON

Secretary


MA. JENNIE S. RABE

Treasurer


JUDITH TONGZON

Auditor

CONSTITUTION AND BY-LAWS OF TEJERO RICE FARMERS' 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 TEJERO RICE FARMERS' 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

TEJERO RICE FARMERS' ASSOCIATION

SECTION 2. The Address of the Association is:

BRGY. TEJERO, 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 provide the members knowledge and skills and equip themselves an effective and innovative way of agricultural farming;
5. To work with non-government and government organization or entities in the promotion and development of the association and in carrying out government policies.

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
- 2.) Willing to abide the constitution and bylaws of the association
- 3.) 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 (P 100) which amount shall be returned to the applicant in case of rejection.
- b.) The applicant shall pay the amount of Ten Pesos (P 10) equivalent to one (1) share of the capital stock in case he/she is not rejected.

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 membership;
- 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

f.) To avail of all the facilities/services of the association.

SECTION 2. Duties and Responsibilities of Members – Every member shall have the following duties and responsibilities;

- a) To obey and comply with the constitution and by-laws of the association and such and regulations that it maybe promulgates from time to time;
- b) To attend all meeting, trainings and seminars that it may be called for requiring attendance of members;
- c) To assist in every way possible in advancing the objectives of the association.

Alvina

ARTICLE V

TERMINATION, WITHDRAWAL AND EXPULSION OF MEMBERS

SECTION 1. Termination of Membership – Membership in the association maybe terminated other by withdrawal or expulsion.

SECTION 2. Withdrawal – Any member desiring to terminate his membership by withdrawal shall submit a written application to the officers. However, no member shall be allowed to withdraw or terminate his membership during any period in which he/she has pending obligation with the association.

SECTION 3. Expulsion – A member may be terminated by the officers for any of the following causes:

- a) When a member has not patronized the services of the association for unreasonable period of time as maybe fixed by the officers.
- b) When a member has continuously failed to comply his obligations;
- c) When a member has acted in violation of the by-laws.

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ARTICLE VI

GOVERNMENT

SECTION 1. The General Assembly – The General Assembly of the association shall be composed of members entitled to vote duly assembled and constituting a quorum.

SECTION 2. Power and Limitation of the General Assembly – The General Assembly has the following power:

- a) To elect and remove officers for cause;
- b) To hear and pass upon the reports of the officers;
- c) To take final decisions regarding any drastic change in financial policies;
- d) To exercise final authority on all matters vitality affecting the association;
- e) To approve development plans of the association;

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f) To exercise all powers expressly provided by law and the by-laws;

SECTION 3. Annual General Assembly – The Annual General Assembly should be held on the month of April and November at the principal office of the association or at any place within area of operation and at such time as the officers may designate.

SECTION 4. Special General Assembly – A special general assembly may be called at any time by a majority vote of the officers to consider urgent matters requiring immediate membership decision. A special general assembly shall be called by the officers within 30 days from receipt of a written request.

SECTION 5. Notice of General Assembly – Written notice of all meeting shall be served by the secretary, through an urgent, upon each member or thru information board at least one week prior to the general assembly.

The notice of the general assembly shall be accompanied by the agenda, minutes of meeting at least general assembly, consolidated reports of the officer with financial statements, proposed amendments to the by-laws if any, and other papers needed by the members to arrive at sound and intelligent decision during the general assembly.

SECTION 6. Fiscal Year – The fiscal year of the association shall commence on the first day of January and end on the last day of December.

SECTION 7. Agenda – As per as practicable, the Order of Business at each annual meeting shall be:

- a) Roll Call
- b) Proof of due notice
- c) Consideration of the minutes of the last general meeting
- d) Consideration of the consolidated report of officers, board of directors and committees including statements of financial condition and operation
- e) Unfinished business
- f) Election of officers and committee members
- g) New business, and
- h) Adjournment

SECTION 8. Quorum at the Membership Assembly – At the annual or special general assembly, fifty percent plus one of the total number of members entitled to vote shall constitute a quorum.

SECTION 9. Manner of Voting

- a) Members entitled to vote shall be qualified to vote and participating to the general assembly of the association. No member shall be entitled to vote more than one regardless of the share owed. No proxy voting shall be allowed.
- b) Election and removal of officers shall be in any manner that will truly and reflect the decision of the membership,

SECTION 10. Officers and Members – The business of the association shall be administered by the officers.

SECTION 11. Qualification and Disqualification of Officers – All members entitled to vote, who have time and willingness to serve are qualified to be voted as officers, except those under any of the following circumstances which disqualify them to be voted upon the position officers or to continue as such.

- 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 depending on administrative proceedings or civil/criminal suits involving financial and/or property accountability, and
- g) Having been disqualified pursuant to disqualification prescribed by law.

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 team 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 years. 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 or 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;

Chairman/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.

Vice-Chairman/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 authorize 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 inability to perform his duties.

Auditor:

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

Ramon
[Signature]

MMO

- 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
OPERATION**

SECTION 1. The association will engage in agricultural farming.

SECTION 2. The association shall have the following:

- a) Collecting monthly contribution from members;
- b) Implementing policies and procedures;
- c) Operation and maintenance for the sustainability of the future project;
- d) Strong relationship with the government/non-government partners;
- e) Engage in livelihood opportunities

[Signature]

[Signature]

**ARTICLE VIII
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.

Guida

**ARTICLE IX
EFFECTIVITY**

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

[Signature]

| NO. | NAME | POSITION | SIGNATURE |
|-----|---------------------------|----------------|--------------------|
| 1. | Majolas, Cristina Balares | PRESIDENT | <i>[Signature]</i> |
| 2. | Naul, Armando Napoles | VICE PRESIDENT | <i>[Signature]</i> |
| 3. | Tongzon, Jerry Wenceslao | SECRETARY | <i>[Signature]</i> |
| 4. | Rabe, Maria Jennie Sumile | TREASURER | <i>[Signature]</i> |

[Signatures]

| | | | |
|-----|----------------------------------|---------|---------------------|
| 5. | Tongzon, Judith Wenceslao | AUDITOR | |
| 6. | Manla, Quirino Jr. Wenceslao | MMO | Cristina |
| 7. | Balares, John Marlo Vargas | MMO | |
| 8. | Ruben, Marjorie Bronio | MMO | |
| 9. | Majolas, Jose Niño Napoles | MEMBER | |
| 10. | Balares, Roweno De Asis | MEMBER | RA |
| 11. | Tongzon, Joyce Majulas | MEMBER | From M. Sanoza |
| 12. | Bronio, Maurita Napoles | MEMBER | Maurita Bronio |
| 13. | Naul, Lysel Madres | MEMBER | Lysel |
| 14. | Rabe, Jerry Napolis | MEMBER | Jerry |
| 15. | Majolas, Conchita Napoles | MEMBER | Conchita M. Majolas |
| 16. | Rabe, Justiniana Napoles | MEMBER | Justiniana Rabe |
| 17. | Rabe, Ernesto Napoles | MEMBER | Ernesto |
| 18. | Lumagbas, Joan Magno | MEMBER | Joan |
| 19. | Ogao-ogao, Maria Elena Balares | MEMBER | Maria Elena |
| 20. | Ogao-ogao, Hanna Rose Balares | MEMBER | Hanna Rose |
| 21. | Majolas, Cristine Joy Balares | MEMBER | Cristine Joy |
| 22. | Naul, Kimberly Madres | MEMBER | Kimberly |
| 23. | Tongzon, Jovannah Mhayre Majulas | MEMBER | Jovannah |
| 24. | Tongzon, Jerelle Joyce | MEMBER | Jerelle |
| 25. | Bantique, Reyna Caress | MEMBER | Reyna |
| 26. | Balares, Anthony Vargas | MEMBER | Anthony |
| 27. | Ovillo, Angelita Fortaliza | MEMBER | Angelita |
| 28. | Ogao-ogao, Roel Engeto | MEMBER | Roel |
| 29. | Arcilla, Ethel Ann Dalagan | MEMBER | Ethel Ann |
| 30. | Sabalo, Jean Cheryl Tongzon | MEMBER | Jean Cheryl |
| 31. | Tongzon, Natividad Wenceslao | MEMBER | Natividad |
| 32. | Laroa, Godofredo Flores | MEMBER | Godofredo |
| 33. | Dela Torre, Melchora Flores | MEMBER | Melchora |
| 34. | Naul, Lelia Laroa | MEMBER | Lelia |
| 35. | Fermano, Lilian Yacap | MEMBER | Lilian |
| 36. | Leonor, Merlinda Selencio | MEMBER | Merlinda |
| 37. | Balares, Ma. Angelica Vargas | MEMBER | Ma. Angelica |
| 38. | Maraña, Alma Mae Neri | MEMBER | Alma Mae Neri |
| 39. | Painagan, Bernardita Fortaliza | MEMBER | B. Painagan |
| 40. | Balares, Mario De Asis | MEMBER | Mario |
| 41. | Rosales, Angelita Naul | MEMBER | Angelita |
| 42. | Ambion, Maria Laroa | MEMBER | Maria Laroa |
| 43. | Aquino, Metchelyn Ambion | MEMBER | Metchelyn |
| 44. | Gera, Angelita De Asis | MEMBER | Angelita |
| 45. | Fortaliza, Retty Naul | MEMBER | Retty |
| 46. | Torejos, Judillo Rabe | MEMBER | Judillo |
| 47. | Bulfa, Alvin De Asis | MEMBER | Alvin |
| 48. | Napoles, Santos Vilbar | MEMBER | Santos |
| 49. | Napoles, Eric Rabe | MEMBER | Eric Napoles |
| 50. | Cabargada, Rinalyn Matas | MEMBER | Rinalyn |
| 51. | Villafior, Alona Matas | MEMBER | Alona |
| 52. | Pinca, Felicitas Balares | MEMBER | Felicitas |
| 53. | Matas, Ryna Pilapil | MEMBER | Ryna |
| 54. | Mades, Carmelita Bantique | MEMBER | Carmelita Mades |
| 55. | Vilbar, Randy Regaña | MEMBER | Randy |
| 56. | Merano, Mario Bangato | MEMBER | Mario |
| 57. | Merano, Marwin Napoles | MEMBER | Marwin |
| 58. | Bantique, Rica Mae | MEMBER | Rica Mae |

Roweno De Asis

Cristina

Maria Elena

Rica Mae

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| | | | |
|-----|------------------------------|--------|-----------------|
| 59. | Merano, Mark Stephen Napoles | MEMBER | <i>MSN</i> |
| 60. | Dula, Ruel Aguilar | MEMBER | <i>Ruel</i> |
| 61. | Pinca, Jonathan Balares | MEMBER | <i>Jonathan</i> |
| 62. | Cajes, Lara Mae Lota | MEMBER | <i>LARA MAE</i> |
| 63. | Valizado, Maricel Urgel | MEMBER | <i>Maricel</i> |
| 64. | Naul, Renato Napoles | MEMBER | <i>Renato</i> |
| 65. | Borras, Airme Lobardo | MEMBER | <i>Airme</i> |
| 66. | Lamod, Mark Kevin Narra | MEMBER | <i>Mark</i> |

ADOPTED AND RATIFIED this 8th day of September, 2020 at Barangay Tejero, Hilongos, Leyte with the list of members together with their signature, who ratified the same as appearing below.

CERTIFIED CORRECT:

[Signature]
JERRY W. TONGZON
 Secretary

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

ATTESTED BY:

[Signature]
CRISTINA B. MAJOLAS
 President

Comm. Tax Cert. No. CC 2018 17849191
 Issued on 01-06-2021
 Issued at HILONGOS, LEYTE

Alvarez

[Signature]

Cinda

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

14

Acknowledgement

Republic of the Philippines
Province of Leyte
Municipality of Hilongos

In the Municipality of Hilongos, Province of Leyte on this _____ day of _____ 2020.

| No. | NAME | Valid ID Number / CTC Number | Date | Place of Issue |
|-----|----------------------------------|------------------------------|------------|----------------------|
| 1 | Majolas, Cristina Balares | 11849181 | 01/06/21 | HILONGOS, LEYTE |
| 2 | Naul, Armando Napoles | 105-97-026179 | N/A | MAASIN CITY |
| 3 | Tongzon, Jerry Wenceslao | 601-07-007355 | 9-13-2019 | LTO MAASIN CITY |
| 4 | Rabe, Maria Jennie Sumile | PN-13180279855 | N/A | HILONGOS, LEYTE |
| 5 | Tongzon, Judith Wenceslao | 13-201270248-9 | N/A | MAASIN CITY |
| 6 | Manla, Quirino Jr. Wenceslao | 02119817855322 | 1/18/2021 | HILONGOS, LEYTE |
| 7 | Balares, John Marlo Vargas | 121361080004 | N/A | HILONGOS, LEYTE |
| 8 | Ruben, Marjorie Bronio | 13190601306 | N/A | HILONGOS, LEYTE |
| 9 | Majolas, Jose Niño Napoles | 105-99-008476 | N/A | MAASIN CITY |
| 10 | Balares, Roweno De Asis | 13-201270608-9 | N/A | MAASIN CITY |
| 11 | Tongzon, Joyce Majulas | 0765922 | 10/28/2002 | TACLOBAN CITY |
| 12 | Bronio, Maurita Napoles | 850-630-263-000 | 04/03/2014 | ORmoc CITY |
| 13 | Naul, Lysel Mades | VIN-3719-0186A | N/A | HILONGOS, LEYTE |
| 14 | Rabe, Jerry Napolis | 925-244-913 | 05-21-02 | ORmoc CITY |
| 15 | Majolas, Conchita Napoles | VIN:3719-0185A | N/A | |
| 16 | Rabe, Justiniana Napoles | 10160 | 04-20-2016 | HILONGOS, LEYTE |
| 17 | Rabe, Ernesto Napoles | 601-08-001312 | N/A | CEBU CITY |
| 18 | Lumagbas, Joan Magno | 113190196624 | N/A | HILONGOS LEYTE |
| 19 | Ogao-ogao, Maria Elena Balares | VIN-3719-0100A | N/A | HILONGOS, LEYTE |
| 20 | Ogao-ogao, Hanna Rose Balares | 19-1-00397 | N/A | BAYBAY, LEYTE |
| 21 | Majolas, Cristine Joy Balares | 21900082 | 02-09-2021 | HILONGOS, LEYTE |
| 22 | Naul, Kimberly Mades | 21900084 | 02-09-2021 | HILONGOS, LEYTE |
| 23 | Tongzon, Jovannah Mhayre Majulas | 21900085 | 02-10-2021 | HILONGOS, LEYTE |
| 24 | Tongzon, Jerelle Joyce | 21900086 | 02-10-2021 | HILONGOS, LEYTE |
| 25 | Bantique, Reyna Caress | 13-025527499-7 | N/A | MAASIN CITY |
| 26 | Balares, Anthony Vargas | 0111-9018489-3 | N/A | CARITE CITY |
| 27 | Ovillo, Angelita Fortaliza | 112-19-001299 | N/A | MAASIN CITY |
| 28 | Ogao-ogao, Roel Engeto | 112-12-01071 | 07-26-2018 | LTO MAASIN CITY |
| 29 | Arcilla, Ethel Ann Dalagan | CC12019 21900083 | 2/9/21 | HILONGOS, LEYTE |
| 30 | Sabalo, Jean Cheryl Tongzon | 11853748 | 01-07-2021 | HILONGOS, LEYTE |
| 31 | Tongzon, Natividad Wenceslao | 07066 | 9-12-2014 | HILONGOS, LEYTE |
| 32 | Laroa, Godofredo Flores | VIN:3719-0185A-10170 | N/A | HILONGOS, LEYTE |
| 33 | Dela Torre, Melchora Flores | VIN:3719-0185A-10192 | N/A | HILONGOS, LEYTE |
| 34 | Naul, Lelia Laroa | VIN:3719-0185A-129744N | N/A | HILONGOS, LEYTE |
| 35 | Fermano, Lilian Yacap | 105-07-001098 | N/A | MAASIN CITY |
| 36 | Leonor, Merlinda Selencio | VIN:3719-0186A | N/A | HILONGOS, LEYTE |
| 37 | Balares, Ma. Angelica Vargas | 1510195-2 | N/A | SOGOD SOUTHERN LEYTE |
| 38 | Maraña, Alma Mae Neri | 21900091 | 02-10-2021 | HILONGOS, LEYTE |
| 39 | Painagan, Bernardita Fortaliza | VIN:3719-0185A | N/A | HILONGOS, LEYTE |
| 40 | Balares, Mario De Asis | 105-98-007970 | N/A | MAASIN CITY |
| 41 | Rosales, Isabella Naul | CC12019 21900094 | 2/10/2021 | HILONGOS, LEYTE |
| 42 | Ambion, Maria Laroa | VIN:3719-0185A-102511A | N/A | HILONGOS, LEYTE |
| 43 | Aquino, Metchelyn Ambion | CC12019 21900088 | 2/10/2021 | HILONGOS, LEYTE |
| 44 | Gera, Angelita De Asis | CC12017 21900090 | 2/10/2021 | HILONGOS, LEYTE |
| 45 | Fortaliza, Retty Naul | CC12019 21900089 | 2/10/2021 | HILONGOS, LEYTE |
| 46 | Torejos, Judillo Rabe | VIN:3719-0186A-12891 | N/A | HILONGOS, LEYTE |
| 47 | Bulfa, Alvin De Asis | 104-20-003912 | N/A | SAN PEDRO CAGUNA |

| | | | | |
|----|------------------------------|-----------------------|------------|-----------------|
| 48 | Napoles, Santos Vilbar | 172746 | N/A | HILONGOS, LEYTE |
| 49 | Napoles, Eric Rabe | VIN: 3719-0184A | N/A | HILONGOS, LEYTE |
| 50 | Cabargada, Rinalyn Matas | VIN: 2119-0186A-12080 | N/A | HILONGOS, LEYTE |
| 51 | Villalor, Alona Matas | VIN: 3719-0186A | N/A | HILONGOS, LEYTE |
| 52 | Pinca, Felicitas Balares | VIN: 3719-0116A | N/A | HILONGOS, LEYTE |
| 53 | Matas, Ryna Pilapil | CCJ 2019 21900092 | 2/10/2021 | HILONGOS, LEYTE |
| 54 | Mades, Carmelita Bantique | VIN: 3719-0165A | N/A | HILONGOS, LEYTE |
| 55 | Vilbar, Randy Regaña | 94-2979281-5 | N/A | MAGASIN CITY |
| 56 | Merano, Marlo Bangato | 281-154-863 | 9-1-2019 | ORMOG CITY |
| 57 | Merano, Marwin Napoles | 12-18440-70122 | N/A | HILONGOS, LEYTE |
| 58 | Bantique, Rica Mae | 127371070009 | N/A | HILONGOS, LEYTE |
| 59 | Merano, Mark Stephen Napoles | H12-15-003736 | N/A | MAGASIN CITY |
| 60 | Dula, Ruel Aguilar | 604-763-252 | N/A | ORMOG CITY |
| 61 | Pinca, Jonathan Balares | H03-13-000577 | N/A | PASIG CITY |
| 62 | Cajes, Lara Mae Lota | CCJ 2019 21900093 | 2/10/2021 | HILONGOS, LEYTE |
| 63 | Valizado, Maricel Urgel | 21900079 | 01-22-2021 | HILONGOS, LEYTE |
| 64 | Naul, Renato Napoles | VIN: 2119-0186A-62278 | N/A | BATAK |
| 65 | Borras, Airme Lobardo | VIN: 283-570-945-000 | 11/06/2009 | LEGASPI CITY |
| 66 | Lamod, Mark Kevin Narra | 17849191 | 01-18-2021 | HILONGOS, LEYTE |

Said instrument refers to the Constitution and By-Laws consisting of 11 pages including this page.

Notary Public
 Until Dec. 2020
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ATTY. MA. LOURDES MADULA-VILBAR
 NOTARY PUBLIC
 CAPTAIN VILBAR, HILONGOS, LEYTE
 UNTIL JUNE 30, 2021
 PTR No. 49-1-15-2020; HILONGOS, LEYTE
 IBP No. 19055-15-1-2020; DEBU PROVINCE
 ROLL No. 51835; NOTARIAL COMMISSION No. 206-2019-01

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