

LETTER OF APPLICATION

Item No.: 04

Date: 21 2026 JUL

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUL 06 2026

By: [Signature]

Vice Governor Leonardo "Sandy" Javier Jr.
Presiding Officer, Sangguniang Panlalawigan
Municipality of Sta. Fe
Province of Leyte

Vice Governor Leonardo "Sandy" Javier Jr.

In response to your Notice of Call for Accreditation, kindly be informed that **SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION (SIGCA)**, with office address of Brgy. San Isidro Sta. Fe, would to seek accreditation by the Sangguniang Panlalawigan.

In support of this application are the following administrative requirements:

1. Duly accomplish Application for Accreditation.
2. Duly approved Board Resolution signifying intention for accreditation for representation in the local special body.
3. Certificate of Registration issued by the (DOLE).
4. List Current Officers.
5. CY 2025 Minutes of the Annual Meetings.
6. CY 2025 Annual Accomplishment Report.
7. CY 2025 Financial Statement; and
8. List of Members

Thank you.

Sincerely,

Ruel C. Dialino
SIGCA-President

Annex C: Application form for Accreditation and checklist of Requirements.

APPLICATION FORM FOR ACCREDITATION

Name of

Organization: SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION

Address: Brgy. San Isidro Sta. Fe Leyte

Contact No: 09914285736

Date Organize: March 22, 2016

Purpose/Objectives:

The objectives of this association is to have a source of funds coming from the National Government through the livelihood program. To give quality and sustained products or goods to the community in terms of agricultural farming.

Service that the Organization provides or can participate in:

Community service

Brigada Skwela

Feeding program

Kadiwa program

Registering Agency:

Date Registered: March 22, 2016

- ☐ Securities and Exchange Commission (SEC)
☐ Cooperative Development Authority (CDA)
☒ Department of Labor and Employment (DOLE)
☐ Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB)
☐ National Commission and Indigenous People (NCIP) *certification

Accrediting Agency: (if any)

Date Registered: March 22, 2016

- ☐ Commission on Popular and Development (POPCOM)
☐ Philippine Drug Enforcement Agency (PDEA)
☒ Department of Labor and Employment (DOLE)
☐ Others (specify): _____

Organizational Level:

- ☒ Barangay-level
☐ Chapter
☐ Affiliate of a larger organization (identify organization): _____
☐ Others (specify): _____

Project Implemented in the [Province/City/Municipality] of [_____]

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing

Depending on your association technical area of expertise and scope of activity, which Local Special Body are you most capable of being a member of?

- ☐ Local Development Council
- ☐ Local Health Board
- ☐ Local School Board
- ☐ Local and Peace and Order Board

WE HEREBY CERTIFY to the correctness of the above information.


RUEL C. DIALINO
President


MARIBEL C. VEJERA
Secretary

Annex E: Board Resolution – Intention for Accreditation

SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION
Brgy. San Isidro Sta Fe, Leyte

BOARD RESOLUTION NO. 28

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

WHEREAS, on _____ the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083 on the Guidelines on the Accreditation of Civil Society Organization and selection of Representatives to the Local Bodies.

WHEREAS, the SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION is a civil society organization duly registered with the Department of Labor and Employment (DOLE), and existing under the Philippine laws.

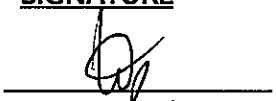
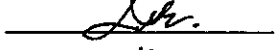
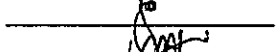
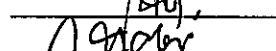
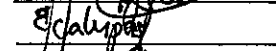
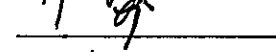
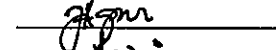
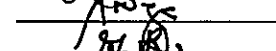
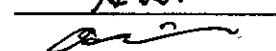
WHEREAS, in the SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION Special Board Meeting held at Brgy. San Isidro Sta Fe, Leyte on JUNE 19, 2024 2026, attended by the following resolution was approved and adopted:

RESOLVED, AS IT HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Bayan, pursuant to the procedures and guidelines outlined in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022, and to apply for membership in a local special body in the Province of Leyte, Municipality of Sta. Fe

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sangguniang Committee on Accreditation the Honorable Councilor CANDY JAVIER JR.

RESOLVED FURTHERMORE, that the following representative/s of the Organization is/are authorized and directed to take any action necessary to effectuate the foregoing resolution:
RUEL C. DIALINO,

ADOPTED unanimously by the Board of Directors of the SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION this 19th day of JUNE 2026, in the Province of Leyte, Municipality of Santa Fe

NAME	POSITION	SIGNATURE
RUEL C. DIALINO	PRESIDENT	
IMELDA B. LEBRIA	V-PRESIDENT	
MARIBEL B. VEJERA	SECRETARY	
MARISOL L. EPIL	TREASURER	
NAIDA E. ABEJO	AUDITOR	
JENNYROSE G. MORON	AUDITOR	
ERLINDA CALUPAS	P.I.O	
EVANGELINE VEJERA	P.I.O	
JENNIFER A. MARA	BUSINESS MANAGER	
GARRY ROCA	SGT. AT ARMS	
ALEXIS ROJA	SGT. AT ARMS	
ALWIN M. EPIL	SGT. AT ARMS	

LUCRECIA V. GADE
ILUMINADA ROCA
JOEBERT E. ABEJO
ORLANDO MORON

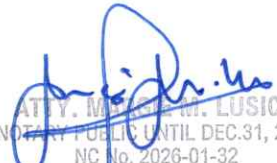
B.O.D
B.O.D
B.O.D
B.O.D






SUBSCRIBED AND SWORN TO before me this JUL 03 2026 day of JUL 03 2026 2026 in ARMAZONAS, LEYTE Affiant exhibiting to me by RUEL C. DIALINO with valid identification no. _____ issued on _____ at _____.

Doc No. 309
Page No. 62
Book No. 11
Series of 1024


ATTY. MARIANO M. LUSICO
NOTARY PUBLIC UNTIL DEC.31, 2027
NC No. 2026-01-32
Roll No. 88308/12-22-2023
PTR No. 1445577/1-5-2026/ Province of Leyte
IBP No. 558426/11-12-2025/ Tacloban City, Leyte
MCLE Compliance No. VIII-0009066/5-28-24
Mobile No. 09606526451
Email: mmlusico@gmail.com
Office Address: Brdy. Sto. Niño, Alangalang, Leyte



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGIONAL OFFICE NO.8
Trece Martirez Street, Tacloban City

(For Workers' Association Operating in One Region)

Registration Certificate No. RO8-NLFO-2016-WA-898

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of the Labor Code, as amended, and its implementing rules,

**SAINT ISIDORE GREENFIELD COMMUNITY
ASSOCIATION**

Brgy. San Isidro, Sta. Fe, Leyte

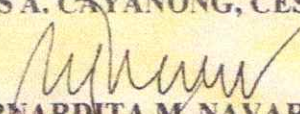
has this day been registered as conferred with all the rights and privileges of a legitimate workers' association established for the **MUTUAL AID and PROTECTION** of its members. It shall promote the moral, social and economic well-being of its members shall have the right to present the in accordance with its Constitution and By-Laws and for purposes not contrary to law.

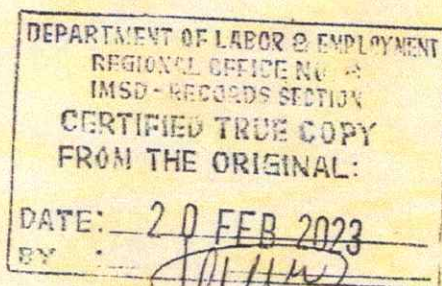
This certificate of registration shall subsist unless cancelled in the manner provided for the Labor Code and its implementing rules and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' association.

IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of Regional Office No. VIII, Tacloban City, Philippines, this 22nd day of March 2016.

APPROVED BY:

For the Regional Director
ELIAS A. CAYANONG, CESO III


BERNARDITA M. NAVARRA
Chief LEO - NLFO





Republic of the Philippines
PROVINCE OF LEYTE
Municipality of SANTA FE

Sangguniang Bayan

THIS IS TO CERTIFY THAT, having satisfactorily complied with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG, Memorandum Circular No. 2025-060 dated JUNE 30, 2025, the

Saint Isidore Greenfield Community Association

BARANGAY SAN ISIDRO, SANTA FE, LEYTE

An organization duly registered/certified with the Department of Labor and Employment (DOLE), Registration Certificate No. RO8-NLFO-2016-WA-898, established in accordance with law, is hereby awarded this

Certificate of Accreditation

In witness whereof, I have hereunto set my hand, caused the seal of Sangguniang Bayan of Santa Fe to be affixed herein this 1st day of September, 2025, at Santa Fe, Leyte, Philippines.

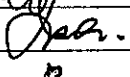
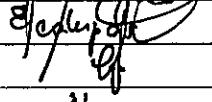
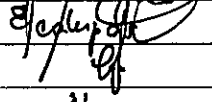
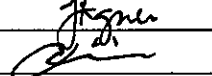
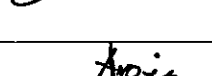
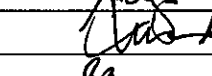
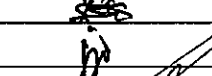

HON. RICARDO D. FAJARDO

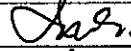
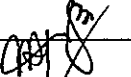
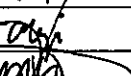
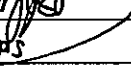
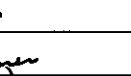
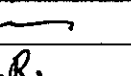
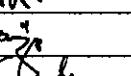
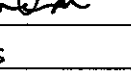
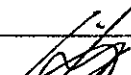
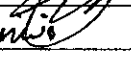
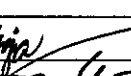
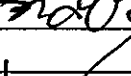
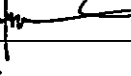
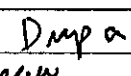
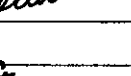
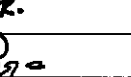
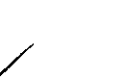
SB Member/Chairman
Committee on Labor, Cooperatives & Accreditations


HON. EDUARDO N. TOREROS

Presiding Officer of the Sangguniang Bayan

LIST OF CURRENT ELECTED OFFICERS

POSITION	NAME	SIGNATURE
President	Ruel C. Dialino	
Vice-President	Imelda B. Lebria	
Secretary	Maribel C. Vejera	
Treasurer	Marisol L. Epil	
Auditor	Naida E. Abejo	
Auditor	Jennyrose G. Moron	
P.I.O	Erlinda Calupas	
P.I.O	Evangeline Vejera	
Business Manager	Jennifer A. Mara	
Sgt.at Arms	Alwin M. Epil	
Sgt.at Arms	Garry Roca	
Sgt.at Arms	Alexis Roja	
B.O.D	Lucrecia V. Gade	
B.O.D	Illuminada Roca	
B.O.D	Joebert E. Abejo	
B.O.D	Orlando Moron	

NAME	POSITION	SIGNATURE
1. Ruel C. Dialino	President	
2. Imelda B. Lebria	Vice-President	
3. Maribel Vejera	Secretary	
4. Marisol L. Epil	Treasurer	
5. Naida E. Abejo	Auditor	
6. Jennyrose G. Moron	Auditor	
7. Erlinda Calupas	P.I.O	
8. Evangeline Vejera	P.I.O	
9. Jennefer A. Mara	Bus. Manager	
10. Alwin M. Epil	Sgt. At Arms	
11. Garry Roca	Sgt. At Arms	
12. Alexis Roja	Sgt. At Arms	
13. Lucrecia V. Gade	B.O.D	
14. Iluminada Roca	B.O.D	
15. Joebert E. Abejo	B.O.D	
16. Orlando A. Moron	B.O.D	
17. Virginia Garcia	Member	
18. Noemie B. Roja	Member	
19. Luzviminda Roja	Member	
20. Myrna Pendoz	Member	
21. Ebe B. Caca	Member	
22. Eduardo Gomez	Member	
23. Elesia M. Epil	Member	
24. Angela A. Dupa	Member	
25. Jennylyn Garcia	Member	
26. Rhealyn Lebria	Member	
27. Kim V. Sevilla	Member	
28. Ponciano Vejera	Member	

Prepared by:


Maribel Vejera
Secretary

Noted by:


Ruel C. Dialino
President

SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION (SIGCA)

MINUTES OF THE MANAGEMENT FOR THE PRECEDING YEAR

CALL TO ORDER

The meeting was called to order by the temporary officers at exactly eleven o'clock in the morning at Brgy. San Isidro Sta. fe Leyte,

ROLL CALL

The roll call was made through the attendance sheet, which was filled up. 28 organizing members were present in the said meeting.

AGENDA:

1. Purpose of the association'
2. Name of the Organization,
3. Election of the officers,
4. Ratification and Adoption of the Constitutional By-Laws,
5. Other matters.

MINUTES OF THE MEETING

1. PURPOSE OF THE ASSOCIATION

The members of the organization, with the Presiding Officer as the moderator, discussed the advantages of the organization becoming an association, considering that the members have common needs and are into the same livelihood activities.

The following purpose is commonly arrived at.

- a) to establish the association that will promote mutual aid and protection of its members,
- b) to promote the social, moral, and economic well-being of the members,
- c) to develop the sustainable livelihood thru the conduct of activities with aim of uplifting the economic condition of the member,
- d) to provide the members with knowledge and skills and equip themselves an effective, innovative, and agricultural activities,
- e) to work with the government and non-government association or to promote and develop the association and carry out government policies,

2. NAME OF THE ASSOCIATION

The Presiding Officer called for suggestions for the name of the association. Mrs. Noemi Roja one of the organizing members, suggested the "SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION" (SIGCA), which the body unanimously approved.

3. ELECTION OF THE OFFICERS

The election of the officers followed to facilitate the administration of the organization's activities and program, specifically in the registration of the organization with the Department of Labor and Employment (DOLE)

4. PRESENTATION OF RATIFICATION/ADOPTION OF BY-LAWS

The presiding Officer presented the draft of the Constitution and By-Laws of the organization, and the content of the Constitution and By-Laws was read to the members by article number and section, with the corresponding translation in the vernacular dialect.

Then the Presiding Officer was newly elected as the President called for ratification and adoption of the constitution and bylaws. All the organizing members present unanimously affirmed, and discussed in the organizational meeting.

Annex H Annual Accomplishment Report

SAINT ISIDORE GREENFIELD COMMUNITY ASSOCIATION

Name of Program/Project/Activity	Objectives	Duration/Date	Status		Budget	Remarks
			Completed	On-going		
Egg layer	To support egg Production,	2 years		/		
Vegetables gardening and Buy-and-Selling	To produce healthy, fresh vegetables	Every 3 months		/		
Harvester and Tractor	Other source of income	Twice a year		/		

Prepared by:

Maribel Vejera
Secretary

Noted by:

Ruel C. Dialino
President

Annex I: Annual Financial Statement

Saint Isidore Greenfield Community Association

Brgy: San Isidro Sta. Fe, Leyte

FINANCIAL STATEMENT for C.Y 2024-2025

INFLOW [INCOME]			
	C.Y 2024	C.Y 2025	
SOURCE	AMOUNT	AMOUNT	REMARKS
EGG SALES	1,507,574.00	1,095,973.00	
HARVESTER	269,948.00	41,832.00	
TOTAL	1,777,522.00	1,137,805.00	
OUTFLOW [EXPENSES]			
PARTICULARS	AMOUNT	AMOUNT	REMARKS
MISCELLANEOUS	102,438.00	65,426.00	
FEEDS	1,298,458.00	954,777.00	
BILLS	4,428.00	3,715.00	
MATERIALS	32,950.00		
EMERGENCY FUNDS	18,300.00	18,200.00	
MEMBERS SHARING			
TOTAL	1,456,574.00	1,042,118.00	
TOATL FUNDS BALANCE	183,948.00	95,687.00	
[TOTAL INFLOW-TOTAL OUTFLOW]			

Noted by:


Ruel C Dialino
President


Imelda B. Lebria
Vice President


Maribel Vejera
Secretary


Marisol L. Epil
Treasurer

Naida E. Abejo
Auditor

Jennyrose G. Moron
Auditor