

Item No.: 11

Date: 22 2026 SEP

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: SEP 14 2026

By: [Signature]

SEPTEMBER 15, 2026

VICE GOVERNOR LEONARDO M. JAVIER JR.
PRESIDING OFFICER
SANGGUNIANG PANLALAWIGAN
PROVINCE OF LEYTE

DEAR VICE GOVERNOR LEONARDO M. JAVIER JR,

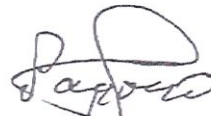
GOOD DAY!

On behalf of our application for Sangguniang Panlalawigan one of which requirements is the registration from any requesting agency .

Our application for Registration of National Commission of Senior Citizens (NCSC) is on process.

Thank you and God Bless You Always.

Respectfully yours,



BENEDICTA P. PAGOYO
MFSC PRESIDENT

Republic of the Philippines
Province of Leyte
Municipality of Matalom

OFFICE FOR THE SENIOR CITIZENS AFFAIRS

Respectfully submitted the following documents to the Office of National
Commission of Senior Citizens Palo, Leyte

1. Application form for the Registration
2. Organizational Structure
3. Profile of Officer, Staff/ Employees
4. Masterlist of member of Federation
Masterlist of member every Barangays
5. Constitution and By- Laws

Submitted by:


BENEDICTA P. PAGOYO
Matalom Federation of Senior Citizens
Presidents


2023

SEPTEMBER 4, 2026

Vice Governor HON. LEONARDO M. JAVIER JR.
Presiding Officer, Sangguniang [Panlalawigan]
Government Center, Palo Leyte

Dear Vice [Governor/Mayor] HON. LEONARDO M. JAVIER JR.:

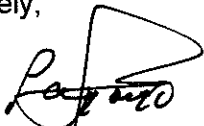
In response to your Notice of Call for Accreditation, kindly be informed that [Matalom Federation of Senior Citizens], with office address at [Day Center Brgy San Pedro Matalom, Leyte], would like to seek accreditation by the sangguniang [panlalawigan].

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD/HLURB] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2021 Minutes of the Annual Meeting;
6. CY 2021 Annual Accomplishment Report; and
7. CY 2021 Financial Statements

Thank you.

Sincerely,



BENEDICTA P. PAGOYO
MFSC President

Republic of the Philippines
Province of Leyte
Municipality of Matalom
OFFICE FOR THE SENIOR CITIZENS AFFAIRS

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: SEP 14 2026
By: 26

Respectfully submitted the following documents to the Office of the Vice Governor
of Leyte Province

1. Annex C Application Form and Checklist of Requirements
2. Annex D Letter of Application
3. Annex E CSO Board Resolution
4. Annex F List of Current Officers and Members
5. Annex G Minutes of the Annual Meeting
6. Annex H Annual Accomplishment Report Year 2024 & 2025
7. Annex I Annual Financial Statement Year 2024 & 2025

Submitted By:


BENEDICTA P. PAGOYO
Matalom Federation of Senior Citizens
Vice President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: MATALOM FEDERATION OF SENIOR CITIZENS

Address: DAY CENTER BLDG SAN PEDRO MATALOM, LEYTE

Contact No.: 09971860547 Email address (optional):

Date Organized: February 2, 2024 Sector/s Represented: SENIOR CITIZENS

Purposes/Objectives:

Application for Accreditation of Sangguniang Panlalawigan, to avail any assistance from the Sangguniang Panlalawigan to improve the life and economic condition of Senior Citizens in general.

Services that the organization provides or can participate in:

Assist in preparation of the documents for social pension payout, giving of assisted devices, vitamins, medical consultation, seminars and trainings.

Registering Agency:

Date Registered: Not Applicable

- ☐ 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 on Indigenous Peoples (NCIP) **certification*

Accrediting Agency (if any):

Date Accredited: Not Applicable

- ☐ Commission on Population and Development (POPCOM)
- ☐ Department of Agriculture (DA)
- ☐ Department of Public Works and Highways (DPWH)
- ☐ Department of Social Welfare and Development (DSWD)
- ☐ Department of Agriculture (DA)
- ☐ Department of the Interior and Local Government (DILG)
- ☐ Department of Labor and Employment (DOLE)
- ☐ National Commission for Culture and the Arts (NCCA)
- ☐ Presidential Commission for the Urban Poor (PCUP)

- ☐ 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): _____

Projects Implemented in the Province of Matalom, Leyte

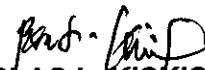
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
N/A	N/A	N/A	N/A	N/A	N/A	

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

WE HEREBY CERTIFY to the correctness of the above information.


BENEDICTA P. PAGOYO
MFSC President


BLAS L. KISKISOL
MFSC Secretary

TO THE APPLICANT

Kindly go through a self-assessment of the following requirements for your application.
Please do not submit the Application Form without performing the said self-assessment.

☐	1	Letter of Application
☐	2	Duly accomplished Application Form for Accreditation
☐	3	Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
☐	4	Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
☐	5	List of current Officers
ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR		
☐	6	Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
☐	7	Annual Accomplishment Report for the immediately preceding year
☐	8	Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds



**MATALOM FEDERATION OF SENIOR CITIZENS
MATALOM, LEYTE**

BOARD RESOLUTION NO. 04

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

WHEREAS, on [Date], the Department of the Interior and Local Government issued Memorandum Circular No. 2022-__, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the [Matalom Federation of Senior Citizens] is a civil society organization applying for accreditation of National Commission of Senior Citizens;

WHEREAS, in the [MATALOM FEDERATION OF SENIOR CITIZENS] Special Board Meeting held at [DAY CENTER BRGY. SAN PEDRO MATALOM, LEYTE] on [AUGUST 5, 2026], 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 [Panlalawigan], pursuant to the procedures and guidelines set forth 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 [Municipality of Matalom] of [Matalom Local Government Unit]

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor [HON. MA. PAMELA P. GADO]

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: [BENEDICTA P. PAGOYO].

ADOPTED unanimously by the Board of Trustees/Directors of the [MATALOM FEDERATION OF SENIOR CITIZENS] this [5TH] day of [AUGUST, 2026] in the [Municipality of Matalom] of [Matalom Local Government Unit]

Name	Position
<u>GASTON L. GOZON JR.</u>	<u>Chairman</u>
<u>ELIZABETH E. PEJO</u>	<u>Vice Chairman</u>
<u>LILIA S. LECITO</u>	<u>Secretary</u>
<u>LUZ ESTERLITA I. LAMBINO</u>	<u>Member</u>
<u>AVITA QUILARIO</u>	<u>Member</u>
<u>ROMUALDO E. GARBO</u>	<u>Member</u>
<u>RODRIGO ANIGA</u>	<u>Member</u>

Signature

GASTON L. GOZON JR.
[[Chairman of Board of Directors]]

Annex E: Board Resolution - Intention for Accreditation

SUBSCRIBED AND SWORN TO before me this 07 SEP 2025 day of 2025 in MATALOM, LEYTE, Affiant
exhibiting to me his/her _____ with valid identification no. _____ issued on _____ at
_____.

Doc No: 2818
Page No: 66
Book No: XII
Series of 2026




ATTY. ANA MARIA G. GONO
NOTARY PUBLIC
For Matalom, Bato, Hilongos, Hindang & Inopacan, Province of Leyte
Notarial Commission No. 294-2025-7 until December 31, 2027
Roll of Attorneys No. 66749, May 23, 2017
PTR No. 1109584, 05 Jan 2026, Matalom, Leyte
ISP No. 558310, 11 Nov 2025, Leyte Chapter
MCLE Compliance No. VIII-0034085, 15 May 2025
ULAS Compliance No.: N/A
TIN 188-423-814-00000
Brgy: Caridad Sur, Matalom, Leyte

Annex F: List of Current Officers and Members

List of Current Officers of the
[MATALOM FEDERATION OF SENIOR CITIZENS]
as of [SEPTEMBER 4, 2026]

Name	Position
Benedicta P. Pagoyo	President
Cenona G. Gorne	Vice President
Blas L. Kiskisol	Secretary
Mercedita G. Acasio	Treasurer
Marcela B. Paler	Auditor
Benjamin Garma	PRO
Tirso Cahulogan	Head, Health Committee
Placida Godes	Head, Education Committee
Beatriz P. Quismundo	Head, Environmental Committee
Virgilio Guadamor	Head, Infrastructure and Safety Committee
Maria Gelio	Member
Martina Paican	Member
Lydia Infortuna	Member
Nilda Maldo	Member
Eusebia Gerongco	Member
Dionesia Clava	Member
Corazon P. Torres	Member
Elesia Purca	Member
Lolita Godes	Member
Virginia Dumale	Member
Amalia Nieves	Member
Elsa Udarbe	Member
Simplicio Sumabat	Member

[MATALOM FEDERATION OF SENIOR CITIZENS]

Activity: Annual General Assembly

Participants: All Senior Citizens

Date and Time: October 30, 2025

Expectations for the Activity: Active participation of all Senior Citizens

General Objective: Ensuring the active participation of all Senior Citizens.

Specific Objectives:

- - At least 80% of Senior Citizens Attended
- - Issues will properly discussed

Agenda:

1. Agenda 1

- National ID

[All senior citizens shall have National ID]

Ipinaliwanag ng Board of Directors Vice Chairman Benedicta Pagoyo na mahalaga ang pagkakaroon ng National ID dahil darating ang panahon, ito na ang gagamitin sa lahat ng ating transaksyon. Kon sino man ang wala pang National ID sumangguni sa inyong Brgy. Senior Citizens President upang magabayan kong saan at paano makakuha ng National ID.

2. Agenda 2

- Online Registration of RRN for NCSC

[All Senior citizens is required to Online registration of National Commission of Senior Citizens.]

Tungkol nmn sa RRN or Registered Reference Number magparehistro ang lahat ng mga Senior Citizen sa NCSC kasi sila ang inatasan ng ating pangulo na tumolong at gumabay sa lahat ng aspeto sa ikabubuti ng mga Senior Citizens. Huwag mag atubiling lumalapit o magtanong sa inyong Brgy. SC President kong kayo ba ay narehistro na o hindi pa. Magdala ng OSCA ID or National para maberepika ang status Ninyo.

3. Agenda 3

- Entrepreneurial Skills Training

[Helps senior citizens turn lifelong hobbies, work experience, or new ideas into small businesses.]

Hindi ipinagkaila na tayo ay mga matatanda na . Subalit hindi ito ang dahilan para tumigil ang ikot ng ating mundo. Hinikayat tayo na magkaroon ng hanapbuhay sa tulong o gabay ng DTI. Ang hanapbuhay na papasukin natin ay akma sa ating edad at kakayahan. Ito ay isang libangan lamang. Libangan na pagkakitaan rin naman. Kung hilig natin ang magtanim isang libangan din yon. Magtanim ka ng 10 piraso ng

Annex G: Minutes of Annual Meetings

sibuyas na may dahoon, 10 sili o bell pepper, tanglad, kangkong o di kaya malunggay malaking tulong na ang mga ito. Hindi lang tayo kumikita, nalilibang pa tayo. Ito'y paliwanag ni Teodorico Vanzuela Matalom Federation SC President

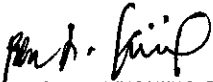
4. Agenda 4

- Financial Scam Prevention and Protection of Senior Citizens

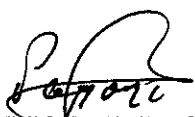
[Protecting them requires recognizing warning signs, practicing strict for their safety and establishing open family communication.]

Ang panloloko sa kapwa ay dumarami na, sa Social Media man o sa harap-arapan. "Ayaw magbanat ng buto upang magkapera, Kaya mag ingat tayo sa mga pangako o matatamis na salita dahil ito ang magdadala sa atin sa kapahamakan." Ani ni Board of Director Chairman Gaston Gozon.

Prepared by:


BLAS L. KISKISOL
Secretary-General

Noted by:


BENEDICTA P. PAGOYO
MFSC President

Concurred by:

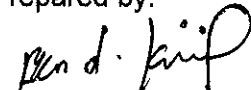

DORIS S. PAJULIO
OSCA HEAD

[MATALOM FEDERATION OF SENIOR CITIZENS]

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Honoraria for OSCA Head	Motivate & compensate them for effectively serving the welfare of senior	Year 2024	Yes		P168,000.00	Budget from LGU
Traveling Expenses	Center on balancing government operational mobility with the statutory mandate	Year 2024	Yes		P16,050.00	Budget from LGU
Seminars and Trainings	To empower their practical skills, digital literacy, health awareness and livelihood opportunities that promote independence and community inclusion	Year 2024	Yes		P89,080.00	Budget from LGU
Other Supplies	To maintain a clean, comfortable and fully operational workplace	Year 2024	Yes		P49, 530.00	Budget from LGU
Office Supplies	To maintain continuous workplace productivity in the office	Year 2024	Yes		P82,430.00	Budget from LGU
Janitorial Services	Support staff productivity	Year 2024	Yes		P327,252.50	Budget from LGU
TOTAL					P732,342.50	

*add rows as necessary

Prepared by:

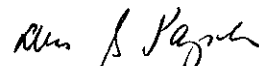

BLAS L. KISKISOL
Secretary-General

Noted by:


MERCEDITA G. ACASIO
MFSC TREASURER

Concurred by:

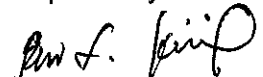

BENEDICTA P. PAGOYO
MFSC President


DORIS S. PAJULIO
OSCA HEAD

[MATALOM FEDERATION OF SENIOR CITIZENS]

Name of Program/Project/Activity	Objective/s	Duration/ Date	Status		Budget	Remarks
			Completed	Ongoing		
Office Equipment	Office for senior citizens documents	Year 2025	Yes		P65,514.14	Donation from the Matalom Federation of Senior Citizens
Office Supplies	Maintaining the daily workflow in the office	Year 2025	Yes		P62148.14	Donation from the Matalom Federation of Senior Citizens
Elderly Week Celebration	To recognize and honor the vital contributions of senior citizens to national development and society	Year 2025	Yes		P176,653.86	Donation from the MFSC
Social Pension Payout	Improving the daily living conditions, health, and welfare	Year 2025	Yes		P229,100.00	Donation from the MFSC
Team Building for Senior Citizens President	To strengthen leadership alignment, communication clarity, and strategic trust.	Year 2025	Yes		P152,580.00	Donation from the MFSC
Monthly Meeting	To share essential community or organizational updates	Year 2025	Yes		P208,628.00	Donation from the MFSC
TOTAL					P894,624.00	

Prepared by:


BLAS L. KISKISOL
Secretary-General

Noted by:


MERCEDITA G. ACASIO
MFSC TREASURER


BENEDICTA P. PAGOYO
MFSC President

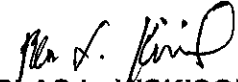

DORIS S. PAJULIO
OSCA HEAD

Annex H: Annual Accomplishment Report

[MATALOM FEDERATION OF SENIOR CITIZENS]

Name of Program/Project/Activity	Objective/s	Duration/ Date	Status		Budget	Remarks
			Completed	Ongoing		
Office Equipment	Office for senior citizens documents	Year 2024	Yes		P25,549.00	Donation from the Matalom Federation of Senior Citizens
Office Supplies	Maintaining the daily workflow in the office	Year 2024	Yes		P28,279.00	Donation from the Matalom Federation of Senior Citizens
Giving of Assisted Devices, Medicines & Vitamins provided for senior	Enhance independence, improve health outcomes, and ensure a high quality of life for senior	Year 2024	Yes		P62,000.00	Donation from the Matalom Federation of Senior Citizens
Elderly Week Celebration	To recognize and honor the vital contributions of senior citizens to national development and society	Year 2024	Yes		P105,200.00	Donation from the Matalom Federation of Senior Citizens
Social Pension Payout	Improving the daily living conditions, health and welfare	Year 2024	Yes		P323,000.00	Donation from the Matalom Federation of Senior Citizens
Team Building for Senior Citizens President	To strengthen leadership alignment, communication clarity and strategic trust.	Year 2024	Yes		P23,375.00	Donation from the Matalom Federation of Senior Citizens
Monthly Meeting	To share essential community or organizational updates	Year 2024	Yes		P130, 351.00	Donation from the Matalom Federation of Senior Citizens
TOTAL					P697,754.00	

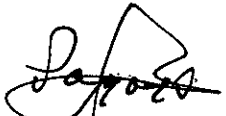
Prepared by:


BLAS L. KISKISOL
 Secretary-General

Noted by:


MERCEDITA G. ACASIO
 MFSC TREASURER

Concurred by:


BENEDICTA P. PAGOYO
 MFSC President

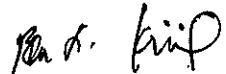

DORIS S. PAJULIO
 OSCA HEAD

[MATALOM FEDERATION OF SENIOR CITIZENS]

Name of Program/Project/Activity	Objective/s	Duration/ Date	Status		Budget	Remarks
			Completed	Ongoing		
Honoraria for OSCA Head	Motivate & compensate them for effectively serving the welfare of senior	Year 2025	Yes		P168,000.00	Budget from LGU
Traveling Expenses	Center on balancing government operational mobility with the statutory mandate	Year 2025	Yes		P30,000.00	Budget from LGU
Seminars and Trainings	To empower their practical skills, digital literacy, health awareness and livelihood opportunities that promote independence and community inclusion				P160,000.00	Budget from LGU
Other Supplies	To maintain a clean, comfortable and fully operational workplace	Year 2025	Yes		P80,000.00	Budget from LGU
Office Supplies	To maintain continuous workplace productivity in the office	Year 2025	Yes		P50,000.00	Budget from LGU
Janitorial Services	Support staff productivity	Year 2025	Yes		P350,000.00	Budget from LGU
TOTAL					P838,000.00	

*add rows as necessary

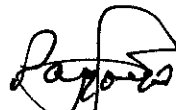
Prepared by:


BLAS L. KISKISOL
Secretary-General

Noted by:


MERCEDITA G. ACASIO
MFSC TREASURER

Concurred by:

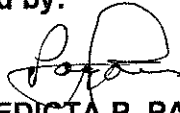

BENEDICTA P. PAGOYO
MFSC President


DORIS S. PAJULIO
OSCA HEAD

[MATALOM FEDERATION OF SENIOR CITIZENS]
FINANCIAL STATEMENT FOR CY 2024

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1	P145,000.00	Mamahaling Lolo & Lola
Donor 2	P488,600.00	Donations from socpen
Monthly Dues / Membership Fees	none	
Income Generating Project 1	none	
Income Generating Project 2	none	
TOTAL	P633,600.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1	119,200.00	
Project 2	100,088.00	OFFICE FACILITY
Meeting Expenses	130,351.85	FOODS
Office Supplies	28,279.00	
Logistics / Transportation	77,018.49	
Administrative and Personnel	178,500	INCENTIVES & ALLOWANCE
TOTAL	633,437.34	
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	162.66	

Noted by:


BENEDICTA P. PAGOYO
[President]


CENONA GORNE
[Vice President]


BLAS L. KISKISOL
[Secretary-General]

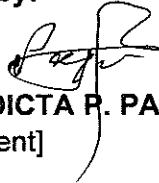

MERCEDITA G. ACASIO
[Treasurer]


MARCELA B. PALER
[Auditor]

[MATALOM FEDERATION OF SENIOR CITIZENS]
FINANCIAL STATEMENT FOR CY 2025

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1	P180,000.00	Mamahaling Lolo & Lola
Donor 2	P715,400.00	Donations from socpen
Monthly Dues / Membership Fees	none	
Income Generating Project 1	none	
Income Generating Project 2	none	
TOTAL	P895,400.00	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1	176,653.86	CR RENOVATION
Project 2	65,514.14	OFFICE FACILITY
Meeting Expenses	208,628.00	FOODS
Office Supplies	62,148.14	
Logistics / Transportation	152,580.00	
Administrative and Personnel	229,100.00	INCENTIVES & ALLOWANCE
TOTAL	P 894,624.00	
TOTAL FUND BALANCE (Total Inflow – Total Outflow)	P776.00	

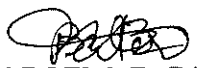
Noted by:


BENEDICTA P. PAGOYO
[President]


CENONA GORNE
[Vice President]


BLAS L. KISKISOL
[Secretary-General]


MERCEDITA G. ACASIO
[Treasurer]


MARCELA B. PALER
[Auditor]



Republic of the Philippines
Province of Leyte
Municipality of Matalom

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATE OF RECOGNITION

This Certificate of Recognition is hereby granted to

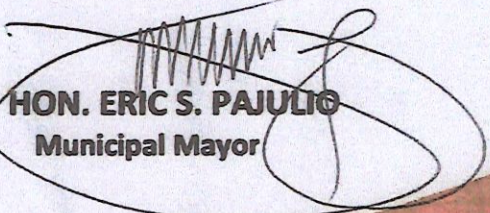
Name of Organization: MATALOM FEDERATION OF SENIOR CITIZEN'S ASSOCIATION
Office Address/Location: Senior Citizens Center, Brgy. San Pedro Matalom, Leyte

As one among the Civil Society Organizations of Matalom, Leyte whose vision, mission and goal is to promote the general welfare and well-being of all Senior Citizen residents of Matalom, Leyte, by

- **Promoting a strong working body that will assist and coordinate with Local Chief Executive and Municipal Social Welfare and Development Officer and other government and non-government agencies in order to initiate plans, programs and activities that will involve Senior Citizens to the end that the remaining days of their lives shall become more fruitful, productive and meaningful filled with joy and contentment.**

ISSUED/GRANTED this 5th day of March 2021 at Matalom, Leyte, Philippines.


ANTONIETTE G. OCBA
OIC - MSWDO


HON. ERIC S. PAJULIO
Municipal Mayor