

September 12, 2026

Item No.: 16

Date: 29 2026 SEP

HON. LEONARDO "SANDY" M. JAVIER JR.

Vice Governor and Presiding Officer

Sangguniang Panlalawigan

Province of Leyte

Dear **Vice Governor Javier:**

In response to your Notice of Call for Accreditation, kindly be informed that PINAMITINAN HOG RAISER ASSOCIATION, with office address at Brgy. Balud, Capoocan, Leyte, would like 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 2026 Minutes of the Annual Meeting
6. CY 2025 – 2026 Accomplishment Report; and
7. CY 2025 – 2026 Financial Statements

Thank you.

Sincerely,


MAHLON E. LOPEZ
President

APPLICATION FORM FOR ACCREDITATION

Name of Organization: PINAMITNAN HOG RAISER ASSOCIATION

Address: BALUD CARPOCORN LEYTE

Contact No.: 091172965861

Email address (optional):

p1b12bsotherhood2025@gmail.com

Date Organized: Nov. 23. 2025

Sector/s Represented:

Purposes/Objectives:

Services that the organization provides or can participate in:

Registering Agency:

Date Registered: _____

☐ 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: _____

☐ Commission on Population 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): _____

Projects Implemented in the [Province/City/Municipality] of [Name of LGU]

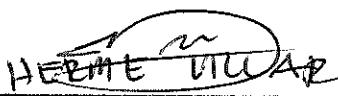
Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing

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.


Mahlon I. Lopez
 President


HERME VILLAR
 Secretary

PINAMITINAN HOG RAISER ASSOCIATION
Brgy. Balud Capoocan Leyte

Board Resolution No. 01 Series of 2026

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

WHEREAS, on June 23, 2025, the Department of the Interior and Local Government Issued Memorandum Circular No. 2025 – 060 on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the PINAMITINAN HOG RAISER ASSOCIATION is a civil society organization duly registered with the Department of Labor and Employment (DOLE), and existing under Philippine laws;

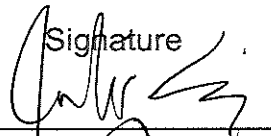
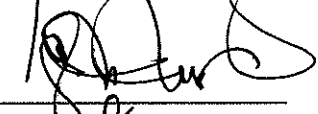
WHEREAS, in the PINAMITINAN HOG RAISER ASSOCIATION Special Board Meeting held at Brgy. Balud, Capoocan, Leyte on September 05, 2026, attended by the following Board Trustees present, the following resolution was approved and adopted:

RESOLVED, AS IT HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panlalawigan, pursuant to the procedures and guidelines set forth in section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2025 – 060, and to apply for membership in a local special body in the Capoocan, Leyte of Local Government Unit of Capoocan.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor

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: Mr. Mahlon E. Lopez, Association President.

ADOPTED unanimously by the Board of Directors of the PINAMITINAN HOG RAISER ASSOCIATION this 12th day of September 2026 in the Barangay Balud, Capoocan, Leyte.

Name	Position	Signature
<u>JULIUS ANTON</u>	<u>BOD</u>	
<u>DANILO N. VILLAR</u>	<u>BOD</u>	
<u>GILBERT N. LOPEZ</u>	<u>BOD</u>	

Annex E: Board Resolution – Intention for Accreditation

Certified correct by:

HERME VILAR
pSecretary

Approved by:

Mahlan F. Lora
President

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

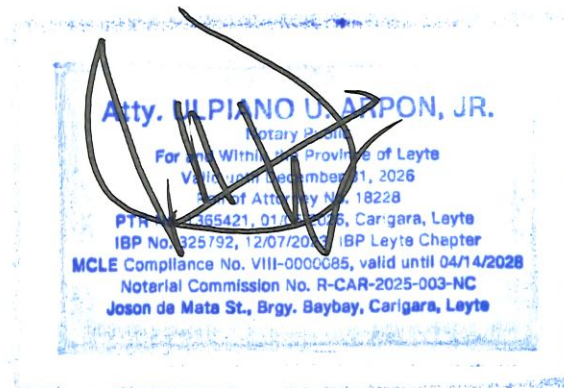
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Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VIII
North Leyte Field Office 8



CERTIFICATE OF REGISTRATION OF WORKERS' ASSOCIATION

Registration Certificate No. RO8-NLFO-2026-01-WA-2326

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of Presidential Decree No. 442, as amended, and its Implementing Rules and Regulations, the

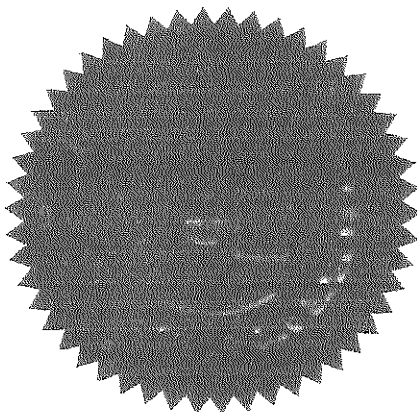
FINAMITINAN HOG RAISER ASSOCIATION BRGY. BALUD CAPOOCAN LEYTE

the Philippines for purposes of mutual aid and protection and promotion of the moral, social and economic well-being of its members, subject to all provisions of existing laws and regulations relating to workers' associations.

This Certificate of Registration shall subsist unless cancelled in the manner provided by law.

IN WITNESS WHEREOF, I have hereunto affixed my signature, with the seal of the Department of Labor and Employment in Tacloban City, Philippines, this 27th day of January 2026

By the Authority of the Regional Director:



EMMANUEL F. DE LA CRUZ, PME - MME
Chief LEO, Head NLFO



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 38th REGULAR SESSION HELD ON
MARCH 24, 2026 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

RESOLUTION NO. 67-2026

**RESOLUTION APPROVING THE APPLICATION FOR ACCREDITATION OF PINAMITINAN HOG
RAISER ASSOCIATION AS A CIVIL SOCIETY ORGANIZATION (CSO) OF THE MUNICIPALITY
OF CAPOOCAN, LEYTE**

WHEREAS, Article 62, Rule XIII of the Implementing Rules and Regulations of the Local Government Code of 1991 (Republic Act 7160) mandates Local Government Units to promote the establishment and operation of people's organizations, non-governmental organizations, and the private sector, to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects or activities of the Local Government Unit, such as, but not limited to, membership in Local Special Bodies (LSBs) and involvement in the delivery of basic services and facilities;

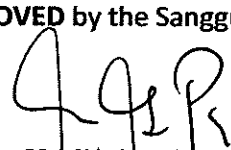
WHEREAS, **PINAMITINAN HOG RAISER ASSOCIATION** applied for accreditation as a Civil Society Organization of the Municipality of Capoocan, Leyte and has complied with the set criteria and requirements, pursuant to **Department of Interior and Local Government Memorandum Circular 2025-060 dated June 23, 2025, "Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies"**;

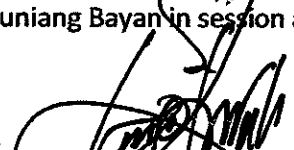
WHEREFORE, premises considered and on motion of Honorable Gracia G. Pigar, duly seconded by Honorable Lander Jake D. Abillar, be it;

RESOLVED, as it hereby resolved, to **APPROVE THE APPLICATION FOR ACCREDITATION OF PINAMITINAN HOG RAISER ASSOCIATION AS A CIVIL SOCIETY ORGANIZATION (CSO) OF THE MUNICIPALITY OF CAPOOCAN, LEYTE**;

FINALLY RESOLVED, to let copies of this Resolution be furnished to all concerned agencies and entities.

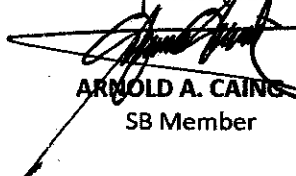
APPROVED by the Sangguniang Bayan in session assembled this 24th day of March, 2026 at Capoocan, Leyte.

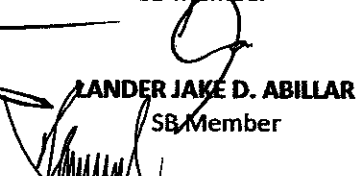

GRACIA G. PIGAR
SB Member

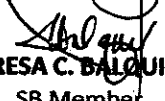

VON LITO Q. VALLAR
SB Member

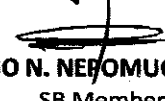

FEDERICO P. CAROLINO, JR.
SB Member

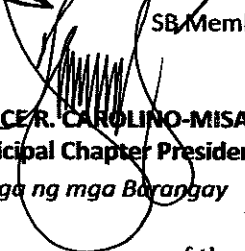

JAIME A. DALDE, JR.
SB Member

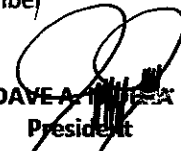

ARNOLD A. CAING
SB Member


LANDER JAKE D. ABILLAR
SB Member


TERESA C. BALGUIN
SB Member


JOJO N. NEPOMUCENO
SB Member


FLORENCER R. CAROLINO-MISAGAL
Municipal Chapter President
Liga ng mga Barangay


DAVE A. DE LA TORRE
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of the foregoing resolution of the Sangguniang Bayan of Capoocan, Leyte.


JUDE A. DE LA TORRE
Secretary to the Sanggunian

ATTESTED:


ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Vice-Mayor/Presiding Officer

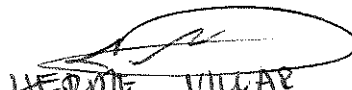
Annex F: List of Current Officers and Members

List of Current Officers and Members of the Pinamitinan Hog Raiser Association

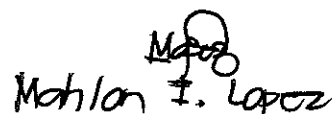
as of September 12, 2026

Name	Position
Mahlon E. Lopez	President
Art Jonas F. Dela Cruz	Vice President
Herme L. Villar	Secretary
Omner R. Cañete	Treasurer
Gilbert N. Ramirez	Auditors
Roberto M. Fallore Jr.	Auditors
Robert N. Ramirez	P.I.O
John Gilbert L. Ramirez	P.I.O
Eduard N. Ramirez	Sgt. At Arms
Henry Siapo	Sgt. At Arms
Danilo N. Villar	BOD
Julius T. Cuizon	BOD
Gil Cres N. Lopez	BOD
Leon B. Albalate	Member
Marvin T. Ragsag	Member
James C. Ragsag	Member
Roy C. Postreto	Member
Albert N. Ramirez	Member
Ronald S. Tala	Member
Bienvenido M. Dandan Jr.	Member

Prepared by:


HERME VILLAR
Secretary

Noted by:


Mahlon E. Lopez
President

PINAMITINAN HOG RAISER ASSOCIATION

"MINUTES"

Date: _____

Time: _____

Venue: Pinamitinan Headquarters

I. Call to Order

The meeting was formally called to order at exactly _____ at the Pinamitinan Headquarters, with the members of the Pinamitinan Hog Raiser Association in attendance.

II. Agenda

The following matters were presented for discussion:

1. Submission of Letter of Intent to the Department of Agriculture Regional Field Office VIII (DA-RFO VIII) and the Province of Leyte; and
2. Accreditation of the Pinamitinan Hog Raiser Association with the Province of Leyte.

III. DISCUSSION AND RESOLUTIONS

Agenda Item No. 1: Submission of Letter of Intent to DA-RFO VIII and the Province of Leyte

The members discussed the importance of formally expressing the association's intent to seek support, assistance, programs, and possible interventions from the Department of Agriculture Regional Field Office VIII (DA-RFO VIII) and the Provincial Government of Leyte.

After discussion, the members agreed to prepare and submit a formal Letter of Intent addressed to the concerned offices. The letter shall signify the association's willingness to participate in appropriate agricultural and livestock development programs and to comply with the requirements that may be prescribed by the concerned agencies.

Resolution:

The association unanimously agreed to authorize its officers to prepare, sign, and submit the Letter of Intent to DA-RFO VIII and the Province of Leyte and to coordinate with the concerned offices regarding the necessary requirements and succeeding procedures.

Agenda Item No. 2: Accreditation of the Association with the Province of Leyte

The members discussed the need to secure the proper accreditation of the Pinamitinan Hog Raiser Association with the Provincial Government of Leyte in order to establish the association's formal recognition and eligibility to participate in applicable programs, projects, services, and assistance provided by the provincial government.

The requirements and supporting documents necessary for accreditation were also discussed. The officers and members agreed to cooperate in the preparation, completion, and submission of all required documents.

Resolution:

The association unanimously agreed to pursue its accreditation with the Province of Leyte and authorized its officers to facilitate the preparation and submission of the necessary documents and to coordinate with the appropriate provincial offices until the accreditation process is completed.

IV. OTHER MATTERS

There being no other matters for discussion, the members were reminded to cooperate in the preparation of the necessary documents and to actively participate in the association's activities and programs.

VI. ADJOURNMENT

There being no further matters to discuss, the meeting was adjourned at _____.

***** Nothing follows *****

Prepared as a true and accurate record of the matters discussed during the meeting.

Prepared and certified correct by:

Noted by:


HERMEL VILLAR
Secretary


MAHLON E. LOPEZ
President

PINAMITINAN HOG RAISER ASSOCIATION"

"MINUTES"

Date: _____

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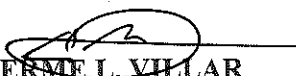
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Prepared as a true and accurate record of the matters discussed during the meeting.

Prepared and certified correct by:

Noted by:


HERMEL L. VILLAR
Secretary

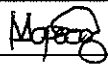
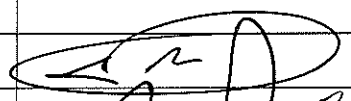
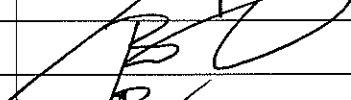
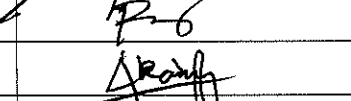
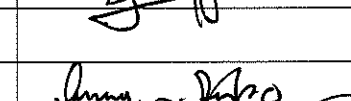
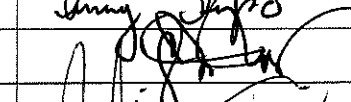
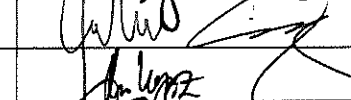
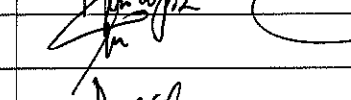
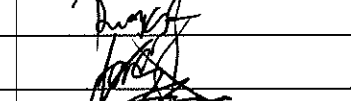
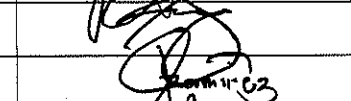
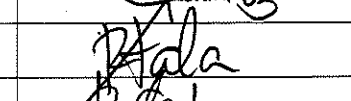
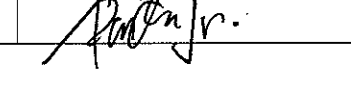
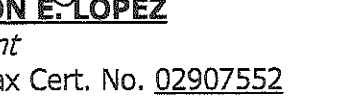
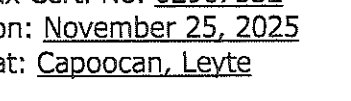

MAHLON E. LOPEZ
President

Pinamitinan Hog Raiser Association

ACTIVITY: Meeting

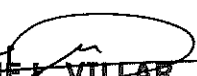
DATE: _____

ATTENDANCE

NAME	PUROK/ADDRESS	SIGNATURE
Mahlon E. Lopez	Balud, Capoocan, Leyte	
Art Jonas F. Dela Cruz	Balud, Capoocan, Leyte	
Herme L. Villar	Balud, Capoocan, Leyte	
Omner R. Cañete	Balud, Capoocan, Leyte	
Gilbert N. Ramirez	Balud, Capoocan, Leyte	
Roberto M. Fallore Jr.	Balud, Capoocan, Leyte	
Robert N. Ramirez	Balud, Capoocan, Leyte	
John Gilbert L. Ramirez	Balud, Capoocan, Leyte	
Eduard N. Ramirez	Balud, Capoocan, Leyte	
Henry Siapo	Balud, Capoocan, Leyte	
Danilo N. Villar	Balud, Capoocan, Leyte	
Julius T. Cuizon	Balud, Capoocan, Leyte	
Gil Cres N. Lopez	Balud, Capoocan, Leyte	
Leon. B. Albalate	Balud, Capoocan, Leyte	
Marvin T. Ragsag	Balud, Capoocan, Leyte	
James C. Ragsag	Balud, Capoocan, Leyte	
Roy C. Postrero	Balud, Capoocan, Leyte	
Albert N. Ramirez	Balud, Capoocan, Leyte	
Ronald S. Tala	Balud, Capoocan, Leyte	
Bienvenido M. Dandan Jr.	Balud, Capoocan, Leyte	

Prepared by:

Attested by:


HERME L. VILLAR

Secretary

Com. Tax Cert. No. 09612379

Issued on: January 28, 2025

Issued at: Capoocan, Leyte


MAHLON E. LOPEZ

President

Com. Tax Cert. No. 02907552

Issued on: November 25, 2025

Issued at: Capoocan, Leyte

PINAMITINAN HOG RAISER ASSOCIATION

Brgy. Balud, Capoocan, Leyte

Name of Program/ Project/ Activity	Objective/s	Duration/ Date	Status		Budget	Remarks
			Completed	Ongoing		
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Prepared by:


HEIME VILLAR
Secretary

Noted by:

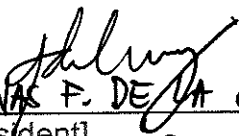

Mahlon F. Lopez
President

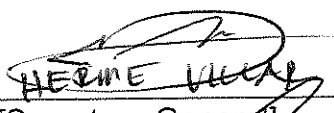
PINAMITINAN HOG RAISER ASSOCIATION
FINANCIAL STATEMENT FOR CY 2025 – 2026

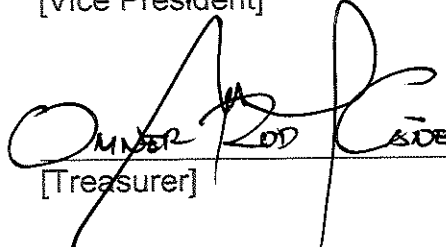
INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Donor 1		
Donor 2		
Monthly Dues / Membership Fees		
Income Generating Project 1		
Income Generating Project 2		
TOTAL		
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
Project 1		
Project 2		
Meeting Expenses		
Office Supplies		
Logistics / Transportation		
Administrative and Personnel		
TOTAL		
TOTAL FUND BALANCE (Total Inflow – Total Outflow)		

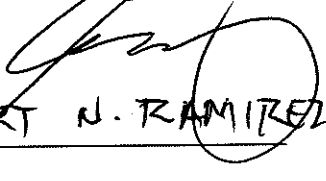
Noted by:


Mahlon I. Lopez
[President]


ART JONAS F. DE LA CRUZ
[Vice President]


HERME VILLAR
[Secretary-General]


OLIVER ROD R. CADETE
[Treasurer]


GILBERT N. RAMIREZ
[Auditor]