Item No.: 36
Date: 27 2026 OCT

Anex D: Letter of Application

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: OCT 26 2026
By:

Date October 26, 2026
Leonardo M. Javier Jr
Vice Governor of Leyte
Presiding Officer, Sangguniang (Panlalawigan)
Province of Leyte

Dear Vice Governor Javier,

In Response to your Notice of Call for Accreditation , kindly be informed that Palo Ambassadors, with office Address at Acebedo Avenue Cavite East Palo, Leyte, would like to seek accreditation by the Sanggunian Panlaalwigan ng Leyte

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 Palo Ambassadors Orchestra, INC. Or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2026 Minutes of the Annual Meeting
6. CY 20225-2026 annual accomplishment Report; and
7. CY 2025-2026 Financial Statements

Thank you.

Sincerely

ENGR MA ROSARIO P MARGALLO
Chairman of the Board
Palo Ambassadors Orchestra, INC.
Reg No. 2026100273072-05

Annex C: Application Form for Accredit ion and Checklist of Requirements

APPLICATION FORM ACCREDITATION

Name of Organization PALO AMBASSADORS ORCHESTRA, INC.

Address : Acebedo Avenue, Cavite East Palo, Leyte

Contact N0. 09477562973 Emial Address:maroasriomargallo@gmail.com

Date Organized: Nov 19, 2006 Sector/s Represented: None

Purpose/Objective

PRIMARY PURPOSE

To operate, manage, and maintain a non-stock, non-profit musical organization and orchestra dedicated to enriching the community, uplifting local culture, and rendering spiritual service; specifically, to provide high-quality musical and choral performances for church liturgies, ecclesiastical celebrations, civic events, and public assemblies; and to foster spiritual and social unity through the transformative power of music.

SECONDARY PURPOSES

1. To establish, conduct, and sustain structured musical training programs, workshops, and educational seminars aimed at teaching children and youth how to play various musical instruments and develop vocal skills.
2. To actively discover, recruit, and nurture young musical talents within the community, providing them with mentorship and an inclusive platform to grow their skills and artistry.
3. To promote camaraderie, volunteerism, and the preservation of local musical heritage and traditions across generations.
4. To accept donations, sponsorships, grants, endowments, and contributions from public or private entities, and to raise funds solely for the maintenance, operations, instrument acquisitions, and sustainable growth of the orchestra.
5. To purchase, lease, or otherwise acquire musical instruments, uniforms, sound equipment, and other materials necessary to carry out the objectives of the association.

Goals and Objectives

- **Establish Sustainable Music Programs:** To conduct regular, structured music workshops and training sessions for children and youth to learn various musical instruments.
- **Enhance Community Engagement:** To actively participate in and provide musical support for ecclesiastical, civic, and community-led assemblies.
- **Expand Membership and Outreach:** To continuously recruit and nurture young talents, ensuring the growth and longevity of the orchestra.

Excellence in Performance: To maintain high standards of artistry through rigorous rehearsals and collaborative community performances.

Services that the orgnization provides or can participate:

The Corporation is authorized to provide, conduct, and participate in the following services and civic activities in line with its primary purposes:

1. Educational & Training Services

- **Music Education Workshops:** Providing structured training programs, summer music camps, and basic-to-advanced courses in woodwind, brass, string, and percussion instruments.
- **Vocal & Choral Mentorship:** Conducting formal vocal coaching and choral technique seminars to develop youth choir ministries and vocal ensembles.

2. Performance & Event Services

- **Liturgical & Ecclesiastical Music (Masses):** Rendering sacred music, orchestral instrumentation, and choral accompaniments for Holy Masses, parish feasts, novenas, and other religious celebrations.
- **Ceremonial Events (Weddings & Convocations):** Providing specialized live orchestration for weddings, matrimonial ceremonies, and high-profile private milestones.
- **Corporate & Academic Assemblies (Conventions):** Delivering professional ambient music, entrance/exit marches, and ceremonial hymns for conventions, **Cultural Concerts & Recitals:** Organizing public concerts, milestone anniversary recitals, and cultural showcases to promote orchestral music appreciation.

3. Institutional & State Collaborations (Local and National Activities)

- **National Ceremonial Performances:** Participating in high-level institutional functions, state engagements, and major civic events of historical or national significance.

- **Local Government Partnerships:** Collaborating with Local Government Units (LGUs) for cultural nights, regional heritage festivals, civic parades, and town gala performances.

Registration Agency Date Registered:October 21, 2026

☑ Security and Exchange Commission (SEC)

☐ Cooperative Development Authority (CDA)

☐ Department of Human Settlements and Urban Development (DHUSD), formerly the Housing and Land Use Regulatory Board (HLURB)

☐ National Commission on Indigenous Peoples (NCIP) * CERTIFICATION

Accrediting Agency Date Accredited :_____

☐ 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 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)

☐ Others (specify)_____

Organizational Level

☐ Barangay Level

☐ Chapter

☐ Alternate of a larger organization (Identify organization) _____

☐ Others (specify) **Municipal-wide Community Organization** o **Town-wide Cultural/Arts Group.**

Project Implemented in the Province/city/Municipality) of (Name of LGU)

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
NA	NA	NA	NA	NA	NA	NA

Annex C: Board Resolution Intention for Accredit ion

Palo Ambassadors Orchestra , INC

Reg No. 20261002730

Acebedo Avenue, Cavite East -Palo, Leyte

Board Resolution No. 2026-002

WHEREAS , section108 of the Local Government Code of 1991 (RA 7160) provide for the accreditation of civil society organizations

WHERAS, on (Date), the Department of 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 Palo ambassadors Orchestra 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;

WHERAS, in the PALO AMBASSADORS ORGANIZATION, INC special Board Meeting held at Acebedo Avenue , Cavite East, Palo Leyte, 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 (PAnglalawigan/Panglungsod/Bayan), pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1997 and DILG Memorandum Circular 2022__ and to apply for membership in alocal special body in the (Province/City/Municipality) of (NAme of LGU)

RESOLVE FURTHERMORE, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on accreditation, the Honorable Councilor (Name)

RESOLVED FURTHERMORE, that the following representative/s of the

Organization is/are authorized and directed the foregoing resolution (Name/s of representatives)

ADOPTED unanimously by the Board of Trustees/Directors of the Palo Ambassadors Orchestra, INC. This 27th day of October, 2026 in the Province of Leyte of Municipality of Palo

Name	Position	Signature
Ma. Rosario P. Margallo	Chairman of the Board	
MA Kristine M Dalut	Vice Chairman	
Sonia T Cabaltera	Board Secretary	
Jericho G. Velasco	Board Treasurer	
Giles Edgar B Daya	Music Director/Conductor	

MA ROSARIO P MARGALLO
Chairman of the Board

OCT 23 2026

SUBSCRIBED AND SWORN TO before me this ___ day of October _____ 2026 in Affiant exhiobiting to me his/her OSCA with valid identification no. 7183 issued on _____at _____.

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Series of No 2026

ATTY. FAITH R. SEVILLA
NOTARY PUBLIC
for and within the territorial jurisdiction of the
Regional Trial Courts of Tacloban City
NC No. 2026-01-37, until December 31, 2028
Brgy. Luntad, Palo, Leyte
Roll No.: 82525 / May 30, 2022
IBP No.: 556057/ October 21, 2025
PTR No.: 1301222/ January 6, 2026/ Palo, Leyte
MCLE Exemption No. VIII- BEP002879

Annex F: List of Current Officers and Members

List of Current Officers of the Palo ambassadors Orchestra, INC

NAME	POSITION
Giles Borgueta	President
Ma Kristine M Dalut	Vice President Internal
Ella de Veyra	Vice President External
Sandra Josol	Secretary General
Jericho Velasco	Treasurer
Ezekiel Calceta	Marketing
Ella de Veyra	Human resource
Ivo Cornelious Brecio	Production Head
Giles Edgar B Daya	Musical Director
Ma Rosario P Margallo	Program Director
Sonia T Cabaltera	Education Director

REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
2nd Floor, Department of Economy, Planning, and Development (DEPDev) Regional Office VIII, Government Center, Candahug, Palo, Leyte

COMPANY REG. NO.: 2026100273072-05

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

PALO AMBASSADORS ORCHESTRA INC.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate **DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at 2nd Floor, Department of Economy, Planning, and Development (DEPDev) Regional Office VIII, Government Center, Candahug, Palo, Leyte, Philippines, this day of 21 October Two Thousand Twenty Six.

ATTY. PAMELA KAYE G. BALDON-MARGALLO
Securities Counsel III
S.O. No. 828, Series of 2026

This is a computer generated certificate, signature is not required.

For SEC use only
S949 (PSIC as reserved)
Non-stock Corporation
Corporation with 5 or more Incorporators

DOCUMENTARY STAMP TAX PAID

Annex G: Minutes of Annual Meetings

Palo Ambassadors Orchestra , INC
Reg No.2026100273072-05
Acebedo Avenue, Cavite East Palo, Leyte

MINUTES OF THE ANNUAL GENERAL ASSEMBLY

PALO AMBASSADORS ORCHESTRA ASSOCIATION, INC.

- **Activity:** Annual General Assembly and Strategic Planning Meeting
- **Participants:** Officers, Board of Trustees, and Active Members of the Palo Ambassadors Orchestra
- **Date and Time:** *January 16, 2026, at 1:00 PM]*
- **Venue:**Black Building Music Room, Palo Cathedral Gounds

Expectations for the Activity

The assembly expects to establish a definitive operational direction for the organization, complete the formal election of officers, foster solidarity among members, and outline strategies for youth music education and instrument asset management.

General Objective

To institutionalize the annual operational, financial, and artistic goals of the Palo Ambassadors Orchestra Association, Inc., ensuring strict statutory compliance, provincial accreditation, and alignment with community service mandates for the upcoming year.

Specific Objectives

- To review and present the previous fiscal year's institutional accomplishments, performance milestones, and financial declarations.
- To formally elect and confirm the members of the Board of Trustees and Executive Officers for the current calendar year.
- To design the curriculum and calendar for the youth music training workshops and finalize the booking protocols for ecclesiastical and civic events.

MEETING AGENDA, DISCUSSIONS, AND RESOLUTIONS

1. AGENDA: Organizational Restructuring and Election of Officers

- **Discussions:** The assembly deliberated on the official management composition required for compliance with the Securities and Exchange Commission (SEC) and provincial government accreditation. The qualifications and statutory mandates for key roles (Chairman, Vice-Chairman, President, Secretary, and Treasurer) were thoroughly reviewed.

- **Agreements:** The general membership unanimously voted for and elected the new set of the Board of Trustees. It was resolved that the newly elected Board shall hold full executive authority to represent the association in all legal, financial, and administrative transactions with government agencies and partner institutions.

- **Noted:** The Secretary collected and verified the personal profiles, valid identifications, and Tax Identification Numbers (TIN) of the newly elected trustees for formal documentation.

2. AGENDA: Implementation of Institutional Youth Music Training Programs

- **Discussions:** The body evaluated its core socio-civic mandate to provide accessible music education to the youth of Palo. The discussion focused on establishing structured training modules for woodwind, brass, string, and percussion instruments, alongside the scheduling of the upcoming Summer Music Workshop.

- **Agreements:** It was officially agreed that regular music workshops will be held every Saturday afternoon. Senior instrumentalists and core musicians volunteered to serve as pro-bono tutors and mentors for the children.

- **Noted:** It was recorded that all received sponsorships, training grants, and instrument maintenance funds shall be managed strictly under the association's non-profit clause and utilized solely for youth development.

3. AGENDA: Operational Booking Protocols for Civic and Ecclesiastical Events

- **Discussions:** The members reviewed past event involvements—including liturgical masses, local government conventions, weddings, and high-level national ceremonial performances—and addressed the critical need for a streamlined booking system to prevent logistical and scheduling conflicts.
- **Agreements:** The assembly approved a policy requiring all performance invitations and service requests to be submitted to the Secretariat at least two (2) weeks prior to the event. A standard logistical counter-donation framework for private conventions and weddings was established to fund instrument repairs and transport expenses.
- **Noted:** It was explicitly stated that high priority will always be designated to Palo parish liturgical services and official invitations from local government units (LGUs) and the Provincial Capitol.

Prepared by:

SONIA T. CABALTERA

Corporate Secretary
Palo Ambassadors Orchestra, Inc.

Attested and Approved by:

ENGR, MA ROSARIO P MARGALLO

Chairman of the Board
Palo Ambassadors Orchestra, Inc.

CY 2021-2025 ANNUAL ACCOMPLISHMENT REPORT

1. Name of Project/Activity: Continuous Musical Training and Skill Enhancement Program for the Palo Ambassadors Orchestra, INC

2. **Objectives:**

To deliver consistent, advanced training in instrument handling, music theory, and group synchronization every Saturday and Sunday.

To empower local youth by providing a safe and productive environment for skill-building through community volunteerism.

To ensure the sustainability and organizational readiness of the ensemble for upcoming local and national cultural performances.

3.Frequency/Schedule: Conducted regularly every Saturday and Sunday

4. Status: On-going

5. Project Cost/Budget: None (Fully sustained through community volunteerism)

6. Mode of Implementation: Purely Volunteer-Driven / Community Service

ENGR. MA ROSARIO P MARGALLO
Program Director
PAlo Ambassadors Orchestra, INC

PALO AMBASSADORS ORCHESTRA, INC.
Palo, Leyte, Philippines

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the **PALO AMBASSADORS ORCHESYRA, INC** is a non-stock, non-profit organization operating strictly under the principles of pure volunteerism and community service.

In my capacity as the duly designated Treasurer of the organization from **Calendar Year (CY) 2021 to CY 2025**, I hereby certify that the organization **has not received any financial funding, subsidy, or grants** from any local or national government agencies during the specified period.

All programs and operations—most notably our continuous weekend musical and skills training programs for our players—are entirely self-sustained through the personal contributions, shared resources, and free services of our volunteer members, coaches, and private donors.

This certification is issued this **23rd day of October 2026** at Palo, Leyte, as an official supporting attachment for our application for **Provincial Accreditation for CY 2025–2026**, and for whatever lawful purpose it may serve.

Certified true and correct:

MA. KRISTINE M. DALUT
Treasurer (CY 2021–2025)
Palo Ambassadors Orchestra, INC

Noted by:

ENGR. MA. ROSARIO P. MARGALLO
Program Director
PAlo ambassadors Orchestra, INC.