CERTIFIED VISAYAN PRODUCERS COOPERATIVE





123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City Email: tuguegaraocitycervisprocoop@gmail.com Contact Number: (+63) 9175678757



August 11, 2025

Hon. Rosauro Rodrigo G. Resuello Presiding Officer, Sangguniang Bayan City of Tuguegarao Province of Cagayan

Dear Vice Mayor Resuello,

In response to your Notice of Call for Accreditation, kindly be informed that CERTIFIED VISAYAN PRODUCERS COOPERATIVE, with office address at 123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City, Cagayan would like to seek re-accreditation by the Sangguniang Panglungsod.

In support of this application are the following administrative requirements:

- 1. Duly accomplished Application Form for Accreditation;
- Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
- Certificate of Registration issued by the Securities and Exchange Commission or existing valid Certificate of Accreditation issued by the Local Government of Tuguegarao City
- 4. List of Current Officers;
- 5. CY 2024 Minutes of the Annual Meeting;
- 6. CY 2024 Annual Accomplishment Report; and
- 7. CY 2024 Financial Statements

Thank you and GOD bless.

Sincerely

MAXIMO T. DADO-ACON

President

CERTIFIED VISAYAN PRODUCERS COOPERATIVE



123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City Email: tuguegaraocitycervisprocoop@gmail.com

Contact Number: (+63) 9175678757



APPLICATION FORM FOR ACCREDITATION

Name of Organization: Certified Visayan Producers Cooperative

Address: 123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City

Contact No.: (+63) 9175678757

Email address (optional): tuguegaraocitycervisprocoop@gmail.com

Date Organized: 2022

Sector/s Represented: Small industry representing Visayan Natives

Purposes/Objectives: CERTIFIED VISAYAN PRODUCERS COOPERATIVE aim to empower members by providing a platform for collective production and marketing, ultimately increasing their income and improving their quality of life. Their objectives often include enhancing members' skills, fostering efficient production methods, and promoting cooperative practices. They also focus on equitable distribution of benefits and surplus, encouraging thrift, and facilitating access to resources and markets.

Purpose and Objectives:

Economic Empowerment:

To increase members' income, savings, investments, and purchasing power through collective production and marketing of goods.

Improved Quality of Life:

To enhance the overall well-being of members by providing access to quality goods and services, promoting efficient production, and fostering a sense of community.

• Skill Development:

To equip members with the necessary knowledge and skills to improve their production processes and manage their cooperative effectively.

Sustainable Practices:

To promote environmentally friendly and sustainable production methods, ensuring long-term viability and resource management.

• Equitable Distribution:

To ensure that the benefits of the cooperative are shared fairly among all members, promoting a sense of ownership and participation.

Access to Resources:

To facilitate access to capital, technology, and other resources that can enhance members' productivity and competitiveness.

Market Access:

To provide a platform for members to access wider markets for their products both locally and potentially internationally.

· Community Development:

To contribute to the overall socio-economic development of the community by praming cooperative values and practices.

. Thrift and Savings:

To encourage members to save regularly and build financial security for themselves and the families.

Cooperative Education:

To promote cooperative principles and values among members, fostering a strong sense of community and shared responsibility.

Services that the organization provides or can participate in:

Production Support:

- Provision of Inputs: Supplying members with essential resources like necessary materials for production at potentially lower costs.
- Technical Assistance: Offering training, workshops, and expert advice on improving production techniques, crop management, and animal husbandry to enhance the quality and yield of products.
- Access to Equipment: Facilitating access to farm machinery, processing equipment, or other tools that may be too expensive for individual members to acquire on their own.

Marketing and Distribution:

- Bulk Purchasing: Pooling resources to purchase inputs and supplies in larger quantities, potentially securing better prices and discounts.
- Collective Marketing: Marketing and selling products under the cooperative's brand. leveraging collective bargaining power to secure better prices and wider market reach. Transportation and Logistics: Arranging for the efficient and cost-effective transportation of products from farms to markets or processing facilities.
- Storage and Warehousing: Providing storage facilities for members' products, ensuring quality and minimizing post-harvest losses.

Financial Services:

- Credit and Loans: Offering access to credit and loans at reasonable interest rates, enabling members to invest in their farms, businesses, or other needs.
- Savings and Investment Programs: Providing opportunities for members to save and invest their earnings within the cooperative, fostering financial stability.

Other Services:

- Education and Training: Conducting workshops, seminars, and training programs on various aspects of cooperative management, business development, and financial literacy.
- Social Programs: Organizing social activities and community development initiatives that benefit the members and their families.
- Advocacy and Representation: Representing the interests of its members to local and national government bodies, advocating for policies that support agricultural development and cooperative growth.

Registering Agency:	Date Registered: October 11, 2024
☐ Securities and Exchange Commission (SEC)	
Cooperative Development Authority (CDA)	
☐ Department of Labor and Employment (DOLE)
☐ Department of Human Settlements and Urban Housing and	Development (DHSUD), formerly the
Land Use Regulatory Board (HLURB)	
□ National Commission on Indigenous Peoples	(NCIP) *certification
Accrediting Agency (if any):	Date Accredited:
☐ Commission on Population and Development	(POPCOM)
□ Department of Agriculture (DA)	
☐ Department of Public Works and Highways (Di	PWH)
☐ Department of Social Welfare and Development	nt (DSWD)
□ Department of Agriculture (DA)	
☐ Department of the Interior and Local Government	ent (DILG)
☐ Department of Labor and Employment (DOLE)	
☐ National Commission for Culture and the Arts ((NCCA)
□ Presidential Commission for the Urban Poor (F	PCUP)
☐ Philippine Drug Enforcement Agency (PDEA)	
☐ Department of Labor and Employment (DOLE)	
☐ Others (specify): LGU-Tuguegarao City	
Organizational Level:	
☐ Barangay-level	
□ Chapter	
☐ Affiliate of a larger organization (identify organi	zation):
■ Others (specify): City Level- Tuguegarao City	

Projects Implemented in the City of Tuguegarao

Year Project Cost		Cost	Financing	Beneficiaries	Status	
			Source/ Scheme		Completed	Ongoing
2023	Clean Up Drive at					
2024	Church Communal		CVPC Funds	CVPC	Completed	
2025	Garden					
2024	Blood Letting (Regular Donor)		Brgy. Gadu, Solana	CVPC and Province	Comp	leted
2024	General Assembly Meeting		CVPC Fund	CVPC	Completed	
2024	Bilao Making (Business Proposal)		City LGU & DOST	CVPC, City and Province	Ongoing	
2025	Bench Marking		City LGU & DOST	CVPC, City and Province	Ongo	oing

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?

L	ocal D	evelo	pmen	t Counc	il

☐ Local Health Board

☐ Local School Board

☐ Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.

MAXIMO T. DADO-ACON

President

CLARISSA ¢. CARLOS

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
А	DDITIONAL REQUIREMENTS FOR CSOS IN OPERATION FOR AT LEAST ONE (1) YEAR
0	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

CERTIFIED VISAYAN PRODUCERS COOPERATIVE



123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City Email: tuguegaraocitycervisprocoop@gmail.com



Contact Number: (+63) 9175678757

BOARD RESOLUTION NO 2025-002

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. 2022-060, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the CERTIFIED VISAYAN PRODUCERS COOPERATIVE is a Civil Society Organization duly registered with the Securities and Exchange Commission, and existing under Philippine laws;

WHEREAS, in the **CERTIFIED VISAYAN PRODUCERS COOPERATIVE** Special Board Meeting held at the 123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City, on June 15, 2025, 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 Panlungsod, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-2025, and to apply for membership in a local special body in the City of Tuguegarao.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the **Honorable Councilor Marc Aldous C. Baccay**.

RESOLVED FURTHERMORE, that the following representative/s of the Organization are authorized and directed to take any action necessary to effectuate the foregoing resolution: [Name/s of representatives].

Name	Position	Name	Position
MAXIMO T. DADO-ACON	President	ANALEE F. GARO	Board of Trustee
JULIUS C. JALANDONI	Vice President	JOCELYN D. JULO	Board of Trustee
CLARISSA C. CARLOS	Executive Secretary	PRESELDA R. CUNTAPAY	Member
CARINA N. BINASOY	Treasurer	VIRGINIA B. BADAJOS	Member
ELENITA A. ALBAO	Auditor	ANTONIA E. TANIEZA	Member
PETER C. ACABOO	Board of Trustee	ELSIE M. MANZANO	Member

ADOPTED unanimously by the Board of Trustees/Directors of the Tuguegarao City Barangay Health Workers' Organization this 7th day of July, 2025 in the City of Tuguegarao.

Name	Position	Signature
MAXIMO T. DADO-ACON	President	Just .
JULIUS C. JALANDONI	Vice President	() ·
CLARISSA C. CARLOS	Executive Secretary	C/mfm/m5
CARINA N. BINASOY	Treasurer	Carolin .
ELENITA A. ALBAO	Auditor	() Unida
PETER C. ACABO	Board of Trustee	-fla
ANALEE F. GARO	Board of Trustee	allano
JOCELYN D. JULO	Board of Trustee	in a
PRESELDA R. CUNTAPAY	Member /	15 J. Flown I'm
VIRGINIA B. BADAJOS	Member	Boary
ANN E. TANIEZA	Member	- Antani
ELSIE M. MANZANO	Member	My

MAXIMO T. DADO-ACON Board Chairperson

AUG 0 4 2025

__, 202_ in GUEGARAO CITA MANAN SUBSCRIBED AND SWORN TO before me this ___ day of _ exhibiting to me his/her TIN ID with valid identification no. 924-865-309 issued on July 7, 2007 at

Tuguegarao City, Cagayan.

Doc No:

Page No:

Book No:

Series of

NOTARY PUBLIC UNTIL DECEMBER 31, 2026 NOTARY PUBLIC UNTIL DECEMBER 31, 2026 NOTARIAL COMMISSION NO. RTC-TUE-7025-36

ROLL OF ATTORNEYS No. 74369 IBP OR No. 486867/12-23-24

PTR No. TUG 3529818/01-09-2025

MCLE COMP. No. VII-0009075

AFFIDAVIT OF UNDERTAKING

That I, **MAXIMO T. DADO-ACON** of legal age, Filipino, and resident of 222 Diciano St. Cataggaman Nuevo, Tuguegarao City, Cagayan as the President of Certified Visayan Producers Cooperative duly established under Philippine laws with Office address at 123-A Stephen St. Cataggaman Nuevo, Tuguegarao City, Cagayan and after having been duly sworn to in accordance with law, hereby depose and say;

- 1. That Certified Visayan Producers Cooperative (CVPC) is registered and incorporated under Cooperative Development Authority Rules and Regulations with registration number 9520-100200036574 which expired on 30 April 2025;
- 2. That it is our duty and obligation to renew the cooperative's authority. Thus, we applied for the renewal of the cooperative's authority to operate and attended the required seminars via Zoom on 13 and 14 of July 2025;
- 3. That our Certificate of Compliance from the Cooperative Development Authority will be issued after our seminar;
- 4. That we hereby undertake to submit the Certificate of Compliance upon the CDA's issuance of the same;
- 5. That the SECURITY EXCHANGE COMMISSION (SEC) Application is also ongoing process and upon receipt same, I hereby UNDERTAKE/PROMISE to submit to the concerned office/s.
- 6. That I am executing this affidavit in good faith.

IN WITNESS HEREOF, we hereby unto set our hand this 15th day of August 2025 in Tuguegarao City, Cagayan.

MAXIMO T. DADO-ACON

AFFIANT

Phil. Driver License No. N02-02-004637 Valid until 2032-04-13

SUBSCRIBED and SWORN to before me this 15th day of August 2025 in Tuguegarao City, Cagayan.

Doc No. 80 Page No. 17

Book No. 11

Series of 2025

ATTY, AND A. MOLINA
NOTARY PUBLIC FOR THE PROVINCE OF CAGAYAN
PTR NO. TUG 8559298 01-30 2025

VALID UNTIL DECEMBER 11, 2006 IBP HOLE NO. 00008 MALE EXEMPT



Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY Region II Extension Office



CERTIFICATE OF COMPLIANCE

is conferred upon

CERTIFIED VISAYAN PRODUCERS COOPERATIVE (CERVISPROCO)

123A Saint Stephen St., Cataggaman Nuevo, Tuguegarao City, Cagayan

A cooperative duly registered with this Authority under Registration No. 9520-100200036574 issued on November 10, 2024 for being compliant with all the requirements of the law and issuances of the Authority as a newly registered cooperative or pertaining to required reports submission.

This Certificate is issued and shall be valid until April 30, 2026, unless revoked.

Issued this 9th day of October 2025

ATTY. JOYLLYN M. GAFFUD MARQUEZ

Regional Director

COOPERATIVE DEVELOPMENT AUTHORITY REGION II EXTENSION OFFICE RECEIVED

Supervision and Examination Section

OCT 15 2025

COC No. 02-2025-08851



Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-100200036574

CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME,

This is to certify that

Certified Visayan Producers Cooperative (CERVISPROCO)

Name of Cooperative

with address at 123A Saint Stephen St., Cataggaman Nuevo, Tuguegarao City (Capital), Cagayan, Region II (Cagayan Valley), has presented and filed with the Authority its Articles of Cooperation and By-laws duly signed and acknowledged for its organization in accordance with the provisions of Republic Act 9520. This certifies further that the said Articles of Cooperation and By-laws have complied with the provisions of the said Republic Act 9520 and its Implementing Rules and Regulations.

By virtue of the powers and duties vested upon me by law, the above named cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with Republic Act 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.

Given in Quezon City, Philippines, this 11th day of October, 2024.

JOSEPH BLENCABO

Chairman (





CERTIFIED VISAYAN PRODUCERS COOPERATIVE



123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao Cir Email: tuguegaraocitycervisprocoop@gmail.com Contact Number: (+63) 9175678757

MINUTES OF ANNUAL MEETING

Activity: 2024 General Assembly Meeting Participants: All CVPC Officers and Members Date and Time: November 23, 2024 at 1PM

Expectations for the Activity: To ensure active member participation and alignment towards

CVPC's goals through the sharing of updates, reports, and reminders that promote

transparency, accountability, and unity within the cooperative.

General Objective: Strengthen organizational unity and communication among all members of the Certified Visayan Producers Cooperative (CVPC). **Specific Objectives:**

- · Meet CDA's criteria for Evaluation
- Update Officers and Members on CDA Registration/Certification
- Presentation of CVPC's Financial Statement
- · Remind officers and members on the Rules and Regulation

Agenda:

1. Agenda 1 - State of the CVPC Address

The CVPC President delivered the State of the CVPC Address, providing updates on the CDA Registration/Certification and highlighting the cooperative's progress and accomplishments over the past year.

2. Agenda 2 - 2024 Financial Statement

The CVPC Treasurer presented the Financial Statement of the cooperative, detailing income, expenses, and the current financial position to ensure transparency and accountability among members.

3. Agenda 3 - Rules and Regulations Reminder

The CVPC President reminded officers and members about the cooperative's Rules and Regulations, emphasizing the importance of adherence to policies to maintain order, unity, and cooperation.

Prepared by:

LARISSA C. CARLOS

Secretary

MAXIMO T DADO-ACON

President



Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY

BAGONG PILIPINAS

Region II Extension Office

CERTIFICATE OF COMPLIANCE

is conferred upon

CERTIFIED VISAYAN PRODUCERS COOPERATIVE (CERVISPROCO)

123A Saint Stephen St., Cataggaman Nuevo, Tuguegarao City, Cagayan

A cooperative duly registered with this Authority under Registration No. 9520-100200036574 issued on October 11, 2024 for being compliant with all the requirements of the law and issuances of the Authority as a newly registered cooperative or pertaining to required reports submission.

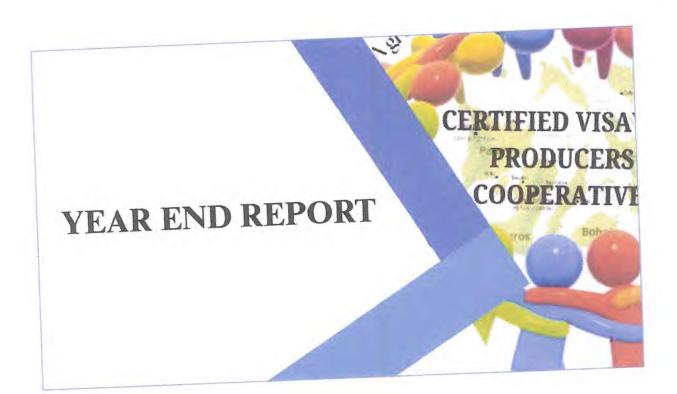
This Certificate is issued and shall be valid until April 30, 2025, unless revoked.

Issued this 11th day of October 2024

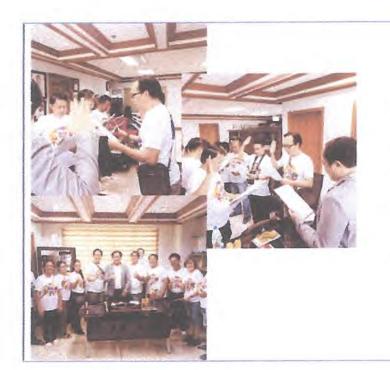
ATTY. JOVILYN GAFFUD-MARQUEZ

Regional Director

COC No. N-2-2024-4813







WHAT: OATH TAKING WITH FORMER VICE MAYOR BENBEN DE GUZMAN

WHEN: JUNE 3, 2024

WHERE: OFFICE OF THE

VICE MAYOR

17



WHAT: REGIONAL
SCIENCE AND
TECHNOLOGY
INNOVATION WEEK
EVENT

WHEN: SEPTEMBER 25,

2024

WHERE: DOST



WHAT: CHRISTMAS

PARTY

WHEN: DECEMBER 29,

2024

WHERE: TUGUEGARAO

CITY PEOPLE'S GYMNASIUM

5



WHAT: VALENTINES

PARTY

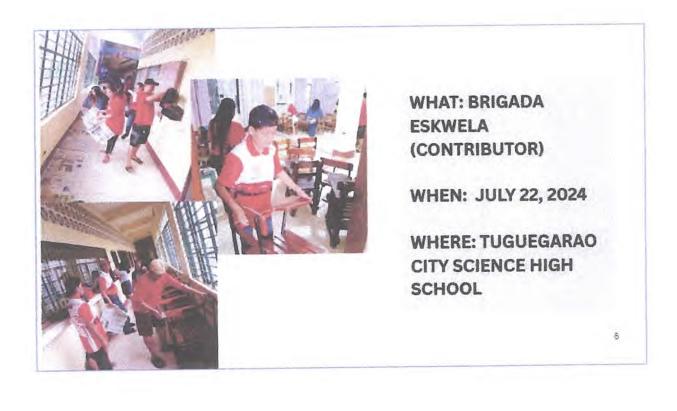
WHEN: FEBRUARY 15,

2025

WHERE: TUGUEGARAO CITY SCIENCE HIGH

SCHOOL







WHAT: CLEAN UP DRIVE

WHEN: AUGUST 31,

2024

WHERE: ST. ALOYSIUS

CHAPEL

(CATAGGAMAN NUEVO)

9



WHAT: BLOOD LETTING

WHEN: OCTOBER 7,

2024

WHERE: GADU,

SOLANA



WHAT: CLEAN UP DRIVE

WHEN: NOVEMBER 23,

2024

WHERE: ST. ALOYSIUS

CHAPEL

(CATAGGAMAN NUEVO)

11



WHAT: BLOOD LETTING

WHEN: JANUARY 21,

2025

WHERE: GADU,

SOLANA





WHAT: BUSINESS CONTINUITY MANAGEMENT SEMINAR

WHEN: AUGUST 23, 2024

WHERE: COOPERATIVE DEVELOPMENT AUTHORITY (CDA)



WHAT: BILAO-MAKING TRAINING

WHEN: JUNE 27, 2025

WHERE: DOST

16



WHAT: FINANCIAL
MANAGEMENT AND
DIGITAL MARKETING
FOR MSMES TRAINING

WHEN: JUNE 27, 2025

WHERE: DOST





WHEN: JULY 21, 2025

WHERE: ENRILE



WHEN: NOVEMBER 23,

2024

WHERE: SM DOWNTOWN

TUGUEGARAO

18



WHEN: MARCH 22,

2025

WHERE: CATAGGAMAN

NUEVO



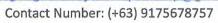
WHAT: CONGRESS AND SENATE VISIT (SPONSORED BY: SEN. BONG GO)

WHEN: NOVEMBER 8,

WHERE: OFFICE OF THE SENATE & HOUSE OF REPRESENTATIVES

CERTIFIED VISAYAN PRODUCERS COOPERATIVE

123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City Email: tuguegaraocitycervisprocoop@gmail.com





ANNUAL ACCOMPLISHMENT REPORT 2024-2025 For the months of October 2024 to December 2025

Name of Program/Project/Activity	Objective/s	Duration /Date	Status	Budget	Remarks	Target Beneficiaries
Bloodletting Project with Red Cross	To collect blood products to replenish and maintain a sufficient and safe blood supply for transfusions, ultimately saving lives.	October 2024	100% done			For patients who need blood donations
Visayan acquaintance and get together activity	To promote camaraderie and unity among the members	October 2024	100% done	Solicitations and donations	Solicitations and donations	Members of Visayan Cooperative
Gift giving activity for the yuletide season	Sharing and gift giving and acquaintance among all members of the organization	Decemb er 2024	100% done	Sponsorship s, Contribution s from Visayan members, donations	Php 10,000.00	Members of the Organization



Bloodletting Project with Red Cross	To collect blood products to replenish and maintain a sufficient and safe blood supply for transfusions, ultimately saving lives.	January 2025	100% done			For patients who need blood donations
Oplan Brigada Eskwela	To help in the cleaning activities of the beneficiary school	1st week of June 2025	100% done	Sponsors and donations	Depends on the donations of sponsors	Public Schools
Training and Seminars with DOST	To help every Visayan member with new innovations	3rd week of June 2025	100% done	DOST fund	DOST fund	Registered Visayan member

Prepared by:

CLARISSA C. CARLOS Executive Secretary

Noted by

MAXIMO DADO-ACON President

CERTIFIED VISAYAN PRODUCERS COOPERATIVE





123-A St. Stephen Street, Cataggaman Nuevo, Tuguegarao City Email: tuguegaraocitycervisprocoop@gmail.com

Contact Number: (+63) 9175678757



FINANCIAL STATEMENT FOR YEAR 2024-2025

INFLOW (Income)		
SOURCE	AMOUNT	REMARKS
Monthly Dues / Membership Fee	Php 54,700	
Livelihood (LGU)	Php 42,000	
TOTAL	Php 96,000	
OUTFLOW (Expenses)		
PARTICULARS	AMOUNT	REMARKS
 Transportation Meeting Materials Tokens Etc. 	Php 28,774	
TOTAL FUND BALANCE	Php 67,926	

Noted by:

MAXIMO T. DADO-ACON

President

JULIUS & JALANDONI

Vice President

CLARISSA C. CARLOS

Secretary

CARINA N. BINASOY

Treasurer

ELENITA A. ACIBAR

Auditor



Republic of the Philippines Province of Cagayan Municipality of Solana Barangay Gadu

OFFICE OF THE PUNONG BARANGAY

To whom it may concern,

This is to certify that CERTIFIED VISAYAN PRODUCER COOPERATIVE, led by its President MAXIMO T. DADO – ACON has actively participated as a regular donor during the bloodletting activities conducted by Barangay Gadu, Solana, Cagayan.

Their continuous support and voluntary blood donation during our barangay's health - related programs greatly contribute to the promotion of public health and saving lives within and beyond our community.

Issued this 16th day of July 2025 at Barangay Gadu, Solana, Cagayan.

ALFREDO V. SILVA Punong Barangay





Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

September 10, 2025

HON. ROSAURO RODRIGO G. RESUELLO

Presiding Officer, Sangguniang Bayan City of Tuguegarao Province of Cagayan

Dear Vice Mayor Resuello,

In response to your Notice of Call for Accreditation, kindly be informed that **Cellphone and Watch Repair Association**, with office address at C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan would like to signify our intention for accreditation as Civil Society Organization by the Sangguniang Panglungsod for the purpose of representation in the Local Special Bodies.

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 Department of Labor and Employment.
- 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 very much and more power!

Sincerely,

ANGILO LINGA President



Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

BOARD RESOLUTION NO 2025-01

BOARD RESOLUTION TO SIGNIFY INTENTION FOR ACCREDITATION AS CIVIL SOCIETY ORGANIZATION IN THE LOCAL GOVERNMENT OF TUGUEGARAO CITY FOR THE PURPOSE OF REPRESENTATION IN THE LOCAL SPECIAL BODIES.

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. 2022-060, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, the Cellphone and Watch Repair Association is a Civil Society Organization duly registered with the Department of Labor and Employment, and existing under Philippine laws;

WHEREAS, in the Cellphone and Watch Repair Association Special Board Meeting held at the C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan, on September 8, 2025, 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 Panlungsod, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-2025, and to apply for membership in a local special body in the City of Tuguegarao.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Hon. Marc Aldous C. Baccay

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

Name
ANGELO LINGAN
ALLAN T. NARAG SR.
JAYSON C. PECSON
ISABELA D. TALAUE

Position
President
Vice President
Executive Secretary
Treasurer

WILMAR T. TABUADA
DENNIS D. PAGUIRIGAN
ALFREDO D. MANUEL
JAYSON C. PECSON
NAZARHJ B. LARA
JOEL A. BAOIT
ENRICO W. TABBU
ARNOLD L. CASTILLOTE
MELCHORE B. GOROSPE
WILMAR T. TABUADA
PRECILYN S. ESTEBAN
MARY ANNE T. DEJUMO
LEONIDA T. LASAM

Auditor Business Manager I Business Manager II

Board of Director

Board of Director

Chairman-Member and Education Committee
Co-Chairman-Member and Education Committee
Chairman-Finance and Development Committee
Co-Chairman-Finance and Development Committee
Chairman-Audit and Inventory Committee
Co-Chairman-Audit and Inventory Committee
Chairman-Election Committee

Co-Chairman- Election Committee

ADOPTED unanimously by the Board of Trustees/Directors of the Tuguegarao City Barangay Health Workers' Organization this 7^{th} day of July, 2025 in the City of Tuguegarao.

Name	Position	Signature
ANGELO LINGAN	President	10
ALLAN T. NARAG SR.	Vice President	Alan
JAYSON C. PECSON	Executive Secretary	2/
ISABELA D. TALAUE	Treasurer	-H/ NI
WILMAR T. TABUADA	Auditor	hele
DENNIS D. PAGUIRIGAN	Business Manager I	- AMZINI
ALFREDO D. MANUEL	Business Manager II	75
JAYSON C. PECSON	Board of Director	TE-
NAZARHJ B. LARA	Board of Director	Mr.
JOEL A. BAOIT	Chairman-Member and Education Committee	Proid
ENRICO W. TABBU	Co-Chairman-Member and Education Committee	Gn fr
ARNOLD L. CASTILLOTE	Chairman-Finance and Development Committee	
MELCHORE B. GOROSPE	Co-Chairman- Finance and Development Committee	N /
WILMAR T. TABUADA	Chairman-Audit and Inventory Committee	ple
PRECILYN S. ESTEBAN	Co-Chairman- Audit and Inventory Committee	
MARY ANNE T. DEJUMO	Chairman-Election Committee	OBL
LEONIDA T. LASAM	Co-Chairman- Election Committee	27 · ifaily

ANGELO LINGAN

Board Chairperson

2 6 SEP 2025

SUBSCRIBED AND SWORN TO before me this ___ day of _____, 202_ in _____, Affiant exhibiting to me his/her PhilSys ID with valid identification no. 3479-2386-3946-7032 issued on May 12, 2023 at Tuguegarao City, Cagayan.

Doc No: 404
Page No: 94
Book No: 38
Series of 2015

ATTY, LEAH V. C. RDENAS-VARGAS
Notary Public Frot of Cagayan
NC No. RTC-TUG-2024-02 until 12-31-25
Roll of Attorney's No. 78827
IBP OR No. 496028/01-03-2025
PTR OR No. 3521956/01-02-2025
MCLE Com-Lunce No., VIII-C322720



Tuguegarao City Cellphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

APPLICATION FORM FOR ACCREDITATION

NAME OF ORGANIZATION: Cellphone and Watch Repair Association

ADDRESS: C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan

CONTACT NO .: (+63) 9454203406

DATE ORGANIZED: 2021

SECTOR/S REPRESENTED: cellphone and watch repairmen of Tuguegarao City

PURPOSES/OBJECTIVES:

- Cellphone and Watch Repair Association aim to advocate for the "right to repair," ensuring consumers and independent repair shops have access to the necessary parts, tools, and information to fix devices.
- > To foster a competitive repair market, these associations protect consumers from high repair costs and unethical practices by manufacturers, support local economies by creating jobs, and promote product longevity and sustainability.
- > Advocating for the "Right to Repair":
 - Championing legislation and fighting anti-competitive practices that prevent consumers and independent technicians from repairing their own devices.
- **Ensuring Access to Parts and Information:**
 - Requiring manufacturers to sell or provide necessary repair parts, diagnostic tools, and service information to consumers and independent repair businesses.
- **▶** Promoting a Competitive Repair Market:
 - Preventing manufacturers from monopolizing the repair market by allowing independent repair shops to thrive and offer competitive pricing and services.
- > Supporting Local Economies:
 - Creating and sustaining local jobs for repair technicians and helping local businesses grow.

> Increasing Consumer Choice:

 Giving consumers more options for repairing their devices, leading to cost savings and longer product lifespans.

> Fostering Industry Standards:

• Establishing best practices and providing training opportunities to ensure high-quality repair services are available.

REGISTERING	AGENCY:	DATE REGISTERED: <u>December 7, 2021</u> (with perpetual registration status)
☐ Securities	and Exchange Commission	on (SEC)
☐ Cooperat	ive Development Authorit	ty (CDA)
■ Departme	ent of Labor and Employm	nent (DOLE)
	ent of Human Settlements and Land Use Regulatory	and Urban Development (DHSUD), formerly the Board (HLURB)
□ National	Commission on Indigenou	as Peoples (NCIP) *certification
ACCREDITING	AGENCY (if any):	DATE ACCREDITED:
☐ Commiss.	ion on Population and De	velopment (POPCOM)
□ Departme	ent of Agriculture (DA)	
□ Departme	ent of Public Works and H	ighways (DPWH)
□ Departme	ent of Social Welfare and I	Development (DSWD)
□ Departme	ent of Agriculture (DA)	
□ Departme	ent of the Interior and Loca	al Government (DILG)
□ Departme	ent of Labor and Employm	nent (DOLE)
□ National	Commission for Culture a	nd the Arts (NCCA)
□ President	ial Commission for the Ur	ban Poor (PCUP)
Philippine	e Drug Enforcement Agen	cy (PDEA)
□ _{Departme}	ent of Labor and Employm	nent (DOLE)
☐ Others (sp	pecify):	

ORGANIZATIONAL LEVEL: Barangay-level Chapter Affiliate of a larger organization (identify organization): Others (specify): City Level- Tuguegarao City

PROJECTS IMPLEMENTED IN THE CITY OF TUGUEGARAO CITY

Year	Project	Cost	Financing	Beneficiaries	Stat	us
			Source/Scheme		Completed	Ongoing
2023	Medical Assistance members	Any voluntary amount	Voluntary contribution	For sick members	On-going	
2023	Clean up drive with city government of Tuguegarao	Any voluntary amount	Voluntary contribution		Completed (

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 Cour

☐ Local Health Board

☐ Local School Board

☐ Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.

ANGELO LINGAN President JAYSON C. PECSON Secretary

TO THE APPLICANT

ALE

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



Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

EXCERPTS FROM THE MINUTES OF MEETING OF TUGUEGARAO CITY CELLPHONE AND WATCH REPAIR ASSOCIATION HELD AT THE 3RD FLOOR TUGUEGARAO CITY COMMERCIAL CENTER, MALL OF THE VALLEY, TUGUEGARAO CITY ON JUNE 15, 2024.

Present:

Name	Position	Signature
ANGELO LINGAN	President	
ALLAN T. NARAG	Vice President	attende
JAYSON C. PECSON	Executive Secretary	29)
ISABELA D. TALAUE	Treasurer	· III
WILMAR TABUADA	Auditor	10 hore
DENNIS PAGUIRIGAN	Business Manager I	-donale
ALFREDO D. MANUEL	Business Manager II	
JAYSON C PECSON	Board of Directors	
NAZARHJ B. LARA	Board of Directors	163-
JOEL A. BAOIT	Board of Directors	1 Proset
ENRICO W. TABBU	Board of Directors	yx and
ARNOLD L. CASTILLOTE	Board of Directors	/()//
MELCHOR B. GOROSPE	Board of Directors	1000
JAYSON C. PECSON	Board of Directors	8
ISABELA D. TALAUE	Board of Directors	-114
WILMAR TABUADA	Board of Directors	Jell fell
PRECILYN S. ESTEBAN	Board of Directors	Pestilon
MARY ANNE T. DEJUMO	Board of Directors	CHER
LEONIDA LASAM	Board of Directors	to istant

Date and Time:

June 15,2024

Expectations for the Activity:

To agree upon the proposed clean up drive every 3rd Saturday of the month

Agenda/Meeting Discussion:

The Meeting was called to order at 8:00 am in the morning. A roll call was made and we have the attendance indicated. The meeting was conveyed at 8:00 in the morning. Upon the Quorum was constituted, President Angelo Lingan presented for the day's meeting.

The presiding officer states the importance of the clean up drive program for them to help in the cleanliness of the Mall of the Valley where the location of every member business is located. It was agreed in

Annex G: Minutes of Annual Meetings

the meeting that every 3rd Saturday of the moth will be the scheduled Clean up drive where each member will bring cleaning materials and meals and snacks will be taken from their funds. The proposed program was approved and seconded by the body and the meeting ended with a prayer.

Prepared by:

Noted by:

JAYSON C. PECSON

Secretary-General

President



Tuguegarao City Cellphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

EXCERPTS FROM THE MINUTES OF MEETING OF TUGUEGARAO CITY CELLPHONE AND WATCH REPAIR ASSOCIATION HELD AT THE 3RD FLOOR TUGUEGARAO CITY COMMERCIAL CENTER, MALL OF THE VALLEY, TUGUEGARAO CITY ON DECEMBER 2, 2024.

Present:

Name	Position	Signature
ANGELO LINGAN	President	4.8
ALLAN T. NARAG	Vice President	Act
JAYSON C. PECSON	Executive Secretary	
ISABELA D. TALAUE	Treasurer	
WILMAR TABUADA	Auditor	118 fills
DENNIS PAGUIRIGAN	Business Manager I	-dend (1
ALFREDO D. MANUEL	Business Manager II	13
JAYSON C PECSON	Board of Directors	
NAZARHJ B. LARA	Board of Directors	(Ala-
JOEL A. BAOIT	Board of Directors	1 Bacil
ENRICO W. TABBU	Board of Directors	On how
ARNOLD L. CASTILLOTE	Board of Directors	M.
MELCHOR B. GOROSPE	Board of Directors	1 Mar
JAYSON C. PECSON	Board of Directors	
ISABELA D. TALAUE	Board of Directors	115
WILMAR TABUADA	Board of Directors	notes
PRECILYN S. ESTEBAN	Board of Directors	Photobin
MARY ANNE T. DEJUMO	Board of Directors	dia.
LEONIDA LASAM	Board of Directors	Li Com

Date and Time: June 15,2024

Expectations for the Activity:

To agree upon the proposed clean up Christmas party and gift giving program for all members of the organization.

Annex G: Minutes of Annual Meetings

Agenda/Meeting Discussion:

The Meeting was called to order at 3:00 am in the afternoon. A roll call was made and we have the attendance indicated. The meeting was conveyed at 3:015 in the afternoon. Upon the Quorum was constituted, President Angelo Lingan presented for the day's meeting.

The presiding officer states the importance of the Christmas Party among the members of the organization which will help them promote camaraderie, unity, selflessness and teamwork. The Christmas party was agreed to be scheduled on December 28, 2024 and the members agreed to have solicitations and seek donations from personalities who can help them push thru with the said activity. It was also agreed that family members will be invited and some honorable be invited to honor the said occasion. Contributions are set to a minimum of 500 peso each and exchange will be at least in the amount of 500 pesos also. After having been agreed by the body, the Treasurer seconded and the meeting ended with a prayer.

Prepared by:

Noted by:

Sacretory General

Secretary-General

ANGELO LINGAT



Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

EXCERPTS FROM THE MINUTES OF MEETING OF TUGUEGARAO CITY CELLPHONE AND WATCH REPAIR ASSOCIATION HELD AT THE 3RD FLOOR TUGUEGARAO CITY COMMERCIAL CENTER, MALL OF THE VALLEY, TUGUEGARAO CITY ON May 22, 2025

Present:

Name	Position	Signature
ANGELO LINGAN	President	
ALLAN T. NARAG	Vice President	Adolo
JAYSON C. PECSON	Executive Secretary	
ISABELA D. TALAUE	Treasurer	FELL
WILMAR TABUADA	Auditor	Phle
DENNIS PAGUIRIGAN	Business Manager I	-denzer
ALFREDO D. MANUEL	Business Manager II	
JAYSON C PECSON	Board of Directors	In the
NAZARHJ B. LARA	Board of Directors	for.
JOEL A. BAOIT	Board of Directors	1 Rasil
ENRICO W. TABBU	Board of Directors	Cy Pro
ARNOLD L. CASTILLOTE	Board of Directors	
MELCHOR B. GOROSPE	Board of Directors	1 Mgrun /
JAYSON C. PECSON	Board of Directors	
ISABELA D. TALAUE	Board of Directors	A III
WILMAR TABUADA	Board of Directors	11) Mar
PRECILYN S. ESTEBAN	Board of Directors	Ptslibin
MARY ANNE T. DEJUMO	Board of Directors	ALG.
LEONIDA LASAM	Board of Directors	Jo Cheans

Date and Time: June 15,2024

Expectations for the Activity:

To understand the different duties and responsibilities of every officer in the association.

Annex G: Minutes of Annual Meetings Agenda/Meeting Discussion:

The Meeting was called to order at 10:00 am. A roll call was made and we have the attendance indicated. The meeting was conveyed at 10:30 in the morning. Upon the Quorum was constituted, President Angelo Lingan presented for the day's meeting.

Mr. Jayson C. Pecson, the executive secretary, starts the meeting with a prayer and opened the meeting with the following discussion:

That cellphone and watch repair association officers are responsible for governing the association, setting industry standards, advocating for members, and promoting the profession. Their duties include overseeing operations, managing finances, establishing repair guidelines, ensuring member training, and acting as a collective voice to regulatory bodies and the public.

Governing and Administration

• Strategic Planning:

Developing the association's long-term vision, mission, and goals to promote the growth and sustainability of cellphone and watch repair businesses.

• Operational Oversight:

Guiding the overall management of the association, including the implementation of strategic plans and day-to-day operations.

• Financial Management:

Overseeing the association's budget, managing membership dues, and ensuring financial stability.

• Membership Management:

Establishing membership benefits, recruiting new members, and maintaining positive relationships with current members.

Advocacy and Representation

• Industry Advocacy:

Representing the industry's interests to government bodies, policymakers, and other external organizations.

• Public Relations:

Communicating with the public to raise awareness of the profession and the value of professional repair services.

Building Partnerships:

Fostering relationships with device manufacturers, suppliers, and other relevant stakeholders to support members.

Professional Standards and Development

Setting Repair Standards:

Establishing ethical and quality standards for repair practices, ensuring a high level of service for customers.

Training and Certification:

Developing and promoting training programs and certification processes to enhance the skills and knowledge of technicians.

Dispute Resolution:

Assisting in the resolution of disputes between members and customers or among members.

Keeping Abreast of Technology:

Staying informed about the latest trends in mobile and timepiece technology to guide members in adapting their services.

Annex G: Minutes of Annual Meetings

Examples of Specific Duties

• President:

Leads meetings, sets the agenda, and serves as the primary spokesperson for the association.

• Vice President:

Supports the president, takes on special projects, and fills in when the president is absent.

· Secretary:

Maintains official records, takes minutes of meetings, and handles association correspondence.

• Treasurer:

Oversees the association's finances, manages the budget, and reports on financial status to the board.

• Committee Chairs:

Lead specific committees focused on areas like education, standards, or advocacy.

Prepared by:

JAYSON C. PECSON

Secretary-General

Noted by:

President



Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

EXCERPTS FROM THE MINUTES OF MEETING OF TUGUEGARAO CITY CELLPHONE AND WATCH REPAIR ASSOCIATION HELD AT THE 3RD FLOOR TUGUEGARAO CITY COMMERCIAL CENTER, MALL OF THE VALLEY, TUGUEGARAO CITY ON August 29, 2025,

Present:

Name	Position	Signature
ANGELO LINGAN	President	hu A
ALLAN T. NARAG	Vice President	Color
JAYSON C. PECSON	Executive Secretary	E D
ISABELA D. TALAUE	Treasurer	17.1
WILMAR TABUADA	Auditor	Phr
DENNIS PAGUIRIGAN	Business Manager I	-denety.
ALFREDO D. MANUEL	Business Manager II	1
JAYSON C PECSON	Board of Directors	10 -20
NAZARHJ B. LARA	Board of Directors	Hore.
JOEL A. BAOIT	Board of Directors	10 Boal
ENRICO W. TABBU	Board of Directors	The form
ARNOLD L. CASTILLOTE	Board of Directors	101.
MELCHOR B. GOROSPE	Board of Directors	War il
JAYSON C. PECSON	Board of Directors	En 1
ISABELA D. TALAUE	Board of Directors	RCID /
WILMAR TABUADA	Board of Directors	11 Pilm
PRECILYN S. ESTEBAN	Board of Directors	Pedeln
MARY ANNE T. DEJUMO	Board of Directors	ACR -
LEONIDA LASAM	Board of Directors	15. Ernu

Date and Time: August 29, 2025

Expectations for the Activity:

To agree upon the proposed intention of the organization for accreditation as Civil Society Organization in the Local Government of Tuguegarao City to have a seat in the Local Special Body.

Agenda/Meeting Discussion:

The Meeting was called to order at 2:00 in the afternoon. A roll call was made and we have the attendance indicated. The meeting was conveyed at 2:25 in the afternoon. Upon the Quorum was constituted, President Angelo Lingan presented for the day's meeting.

The presiding officer states the importance of being a accredited CSO in the local government of Tuguegarao City and has explained their roles in the government if approved as CSO by the Committee Chair of Accreditation. The president has rolled out their last-minute intention to apply for accreditation as CSO and has emphasize the willingness to be a part of all the advocacies of the Local Government of Tuguegarao City for the betterment of the community. It was then approved by all the members of the organization to apply as CSO and be recognized and accredited organization in the city.

Prepared by:

Noted by:

JAYSON C. PECSON

Secretary-Géneral

President



Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

List of Current Officers of the

Cellphone and Watch Repair Association

as of July 2025

Name	Position
ANGELO LINGAN	President
ALLAN T. NARAG SR.	Vice President
JAYSON C. PECSON	Executive Secretary
ISABELA D. TALAUE	Treasurer
WILMAR T. TABUADA	Auditor
DENNIS D. PAGUIRIGAN	Business Manager I
ALFREDO D. MANUEL	Business Manager II
JAYSON C. PECSON	Board of Director
NAZARHJ B. LARA	Board of Director
JOEL A. BAOIT	Chairman-Member and Education Committee
ENRICO W. TABBU	Co-Chairman-Member and Education Committee
ARNOLD L. CASTILLOTE	Chairman-Finance and Development Committee
MELCHORE B. GOROSPE	Co-Chairman- Finance and Development Committee
WILMAR T. TABUADA	Chairman-Audit and Inventory Committee
PRECILYN S. ESTEBAN	Co-Chairman- Audit and Inventory Committee
MARY ANNE T. DEJUMO	Chairman-Election Committee
LEONIDA T. LASAM	Co-Chairman- Election Committee

Certified Correct:

JAYSON C. PECSON Executive Secretary Noted by:

ANGELO LINGAN President



Tuguegarao City Cellphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

Annual ACCOMPLISHMENT REPORT 2024-2025 For the months of January 2024 to December 2024

Name of Program/Project/Activity	Objective/s	Duration/Date	Status	Budget	Remarks	Target Beneficiaries
Clean up drive at Mall of the Valley	To promote cleanliness in the area of responsibility where the business operates	Every 3 rd Saturday of the month	100% done	No funds needed	No funds needed	Members of the organization
Charity Event	To cater those in needs	Scheduled by PNP City Advocacy	100% done	Sponsors and donations	Depends on the donations of sponsors	Indigent and less fortunate AETA community
Monitoring of memberships in the organizations	To monitor registered members	quarterly	100% done	No funds needed	No funds needed	Members of the organization
Bloodletting Project LGU	To collect blood products to replenish and maintain a sufficient and safe blood supply for transfusions, ultimately saving lives.	March 2023	100% done			For patients who need blood donations

Annay H. Annual Accomplishment Report	100					
National Women's Month Celebration	To recognize women's achievements, raise awareness about women's issues and advocate for gender equality	March 2024	Implemented last March 2024	LGU Tuguegarao City		Women members of the organization
Peace and Order Assistance on Semana Santa	To help assist in the peacekeeping during the SEMANA SANTA activities.	Last week of March	implemented	LGU Tuguegarao City		Community of Tuguegarao City
Basketball league for a cause	To promote camaraderie among members of the organization	May 2024	implemented	Sponsorships and donations	Sponsorships and donations	members of the organization
Feeding Programs	To feed the children with a malnutrition status	July 2024	implemented	Sponsorships and donations	Sponsorships and donations	Public elementary students
Assistance on Pavurulun Festival as Emergency Medical responder	To join and assist the CDRRMO, the medical team in the safekeeping and peacekeeping during the duration of the event.	August 2024	100% done	TGN		Community of Tuguegarao City
All Soul's and All Saints Day peace and Order Assistance, Operation Linis at the Cemetery	CDRRMO, the medical team in the safekeeping and peacekeeping during	November 1-2, 2024	100% done	ren		Community
Gift giving activity for the yuletide season	Sharing and gift giving and acquaintance among all members of the organization	December 2024	100% done	Sponsorships, Contributions from BHW members, donations	Php 30,00.00	Members of BHW

Attested by:

JAYSON C. PECSON Executive Secretary

Prepared by:





Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Regional Office No. 2 - Cagsyan-Balanes Field Office

CERTIFICATE OF REGISTRATION OF WORKERS' ASSOCIATION

Registration Certificate Number: RO2-CBFO-WA-12-2021-38255

KNOW ALL MEN BY THESE PRESENTS:

BY VIRTUE of the provisions of Presidential Decree No. 442, as amended, the

TUGUEGARAO CITY CELLPHONE AND WATCH REPAIR ASSOCIATION

Mall of the Valley, Tuguegarae City, Cagayan

has this day been registered as a legitimate workers' association for purposes of mutual aid and protection and promotion of the moral, social and economic well-being of its mambers, 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 at Tuquequeso City, Philippines, where this 7th day of December 2021.



PREXIE A. CARONAN
Head, Cagayan-Batanes Field Office

Certified true copy:

JAYSON C. PECSON
Executive Secretary



Tuguegarao City Celiphone and Watch Repair Association

C-4 Gonzaga Street, Tuguegarao City Commercial Center, Mall of the Valley, Tuguegarao City, Cagayan Contact Number: (+63) 9454203406

Annual ACCOMPLISHMENT REPORT 2024-2025 For the months of January 2024 to December 2024

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Charity Event	To cater those in needs	Scheduled by PNP City Advocacy	100% done	Sponsors and donations	Depends on the donations of sponsors	Indigent and less fortunate AETA community
Monitoring of memberships in the organizations	To monitor registered members	quarterly	100% done	No funds needed	No funds needed	Members of the organization
Bloodletting Project LGU	To collect blood products to replenish and maintain a sufficient and safe blood supply for transfusions, ultimately saving lives.	March 2024	100% done			For patients who need blood donations

Annex H: Annual Accomplishment Report

National Women's Month Celebration	To recognize women's achievements, raise awareness about women's issues and advocate for gender equality	March 2024	Implemented last March 2024	LGU Tuguegarao City		Women members of the organization
Peace and Order Assistance on Semana Santa	To help assist in the peacekeeping during the SEMANA SANTA activities.	Last week of March	implemented	LGU Tuguegarao City		Community of Tuguegarao City
Basketball league for a cause	To promote camaraderie among members of the organization	May 2025	implemented	Sponsorships and donations	Sponsorships and donations	members of the organization
Feeding Programs	To feed the children with a malnutrition status	July 2025	implemented	Sponsorships and donations	Sponsorships and donations	Public elementary students
Assistance on Pavurulun Festival as Emergency Medical responder	To join and assist the CDRRMO, the medical team in the safekeeping and peacekeeping during the duration of the event.	August 2025	100% done	LGU		Community of Tuguegarao City

Prepared by:

JAYSON C. PECSON

Executive Secretary

Attested by:

Honorable Maila Rosario S. Ting- Que City Mayor, Tuguegarao City Province of Cagayan

Dear Mayor:

In response to your Notice of Call for Accreditation, kindly be informed that ALPHA KAPPA RHO International Humanitarian Service Fraternity and Sorority, with address at Mangga Street, Barangay Tanza, Tuguegarao City, would like to seek accreditation by the Sangguniang Panlunsod.

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;
- 4. List of Current Officers;
- 5. CY 2025 Minutes of the Annual Meeting;
- 6. CY 2025 Annual Accomplishment Report; and
- 7. CY 2025 Financial Statements

Thank you.

Sincerely,

Grand Skeptron Bro JO Telan

September 01, 2025

Vice Mayor Pastor Ross Resuello Presiding Officer, Sangguniang Panlunsod Tuguegarao City Province of Cagayan

Dear Vice Mayor:

In response to your Notice Of Call for Accreditation, kindly be informed that ALPHA KAPPA RHO International Humanitarian Service Fraternity and Sorority, with address at Mangga Street, Barangay Tanza, Tuguegarao City, would like to seek accreditation by the Sangguniang Panlunsod.

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- 3. Certificate of Registration issued by the SEC;
- 4. List of Current Officers;
- 5. CY 2025 Minutes of the Annual Meeting;
- 6. CY 2025 Annual Accomplishment Report; and
- 7. CY 2025 Financial Statements

Thank you.

Sincerely,

Grand Skeptron Bro JOJO Telan

Application for Accreditation

Name of Organization: ALPHA KAPPA RHO Address: BarangayTanza, Tuguegarao City Contact Number: 09058218919/09354563466 email address:nexusskeptron@gmail.com

Date Organized: June 19, 2020

Sector Represented: Tuguegarao City Supreme Council

Purpose/Objectives: International Humanitarian Service Fraternity and Sorority

To foster unity, loyalty and integrity among its members while actively contributing to nation-building through humanitarian, civic and social services. The Organization seeks to develop responsible a nd disciplined individuals who are committed to promoting peace, harmony, and solidarity in the community. Guided by the pronciple"Vincit Omnia Veritas" (Thruth Conquers All), Alpha Kappa Rho dedicatesn itself to upholding the values of Brotherhood and Sisterhood, protecting the welfare of the marginalized, and participating in the programs that enhance education, leadership and personality development.

Services that the organization provide or can participate:

- 1. Community Outreach programs
 - -Relief operations during calamities and disasters
 - -Feeding Programs for children and unpriviledged families, senior citizens and person with disabilities
 - -Donation drives like food, clothing, blood, school supplies and some medical tools (wheel chair or saklay)
- 2. Health and Wellness Services
 - -Blood letting and medical missions
 - -Free health check ups and wellness campaigns
 - -Anti-drug and anti-smoking infromation drives
- 3. Education and youth development
 - -School supply distribution
 - -Leadership trainingn and values formation seminars
 - -tutorials and literacy programs for out of school youth
- 4. Environmental protection programs
 - -tree planting and coastal clean up drives
 - -Waste management and recycling campaigns
 - -Environmental awareness activities
- 5. Civic and Humanitarian Activities
 - -Particicipation and Community clean-up drives
 - -Traffic Assistance and volunteer safety patrols especially during legal holidays

6. Cultural and Social Engagements

-Sports development programs for youth

-cultural events promoting peace, unity and solidarity among other organizations

-Partnership with other LGU's,NGO's and other civic organizations or groups for community services

SEC REG No. CN201015322 Date Registered:September 23, 2010 Organizational Level: Local City Council

Certificate of Accreditation





SECURITIES AND EXCHANGE COMMISSION

SEC Building, EDSA, Greenhills City of Mandaluyong, Metro Manila

> COMPANY REG. NO. CN201015322 COMPANY TIN 007-880-904

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

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

ALPHA KAPYA RHO INTERNATIONAL HUMANITADI T SERVICE FRATERNITY AND SORGOTT, INC.

were ally approved by the Commission on this date upon the issuance of this Conficate of Incorporation in accordance with the Corporation Code of the pullippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it 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 company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

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 at Mandaluyong City, Metro Manila, Philippines, this 21-2 day of September, Twenty Ten.



BENITO A. CATARAN Director

Company Registration and Monitoring Department

9 21 20

List of Current Officers



LIST OF CURRENT OFFICERS OF THE ALPHA KAPPA RHO

NAME	POSITION
Jojo Telan	Grand Skeptron
JERRIBETH P. ENERI	Vice Grand Skeptron
KRESHA CALIGUIRAN	Secretary
JERRY C. BANGAYAN JR.	Treasurer
ROBIN GARCIA	Auditor
PAUL ADRIAN N. LANGCAY	PRO
THON MARK ALI	Sgt@arms

Minutes of the Annual Meetings

Minutes of the Meetings

ALPHA KAPPA RHO

Activity: Urgent Meeting Participants: Council Officers

Date and time: January 03, 2025 @ 5pm

Expectations for the activity: Action Plan and Implementation

General Objective: Strategic Planning: Discussing future projects, humanitarian initiatives, and community outreach programs.

Specific Objectives:

-Community Empowerment

- · Identify underserved communities and assess their needs.
- Launch outreach programs such as feeding missions, medical drives, and educational support.
- Promote civic engagement and volunteerism among members.

2. Humanitarian Impact

- Organize disaster response teams for relief operations during calamities.
- Partner with NGOs and local government units for joint humanitarian efforts.
- Develop sustainable programs like livelihood training or mental health awareness.

Meeting Notes & Discussion Highlights

1. Identifying Underserved Communities

- Barangays flagged for lack of access to basic healthcare and education.
- Members suggested conducting a door-to-door survey and collaborating with barangay officials.

2. Feeding

- Target date: January 15–16
- Proposed location: Barangay 7 Covered Court
- Volunteers needed: 20 members (medical, logistics, food prep)
- Agreement: Allocate ₱3,000 from chapter funds.

Plan to partner with local schools for identifying deserving students.

• Agreement to host a benefit concert in November to raise scholarship funds.

4. Community Service Projects

- Outreach Committee presented a calendar of service events including:
 - Barangay clean-up drives
 - Tree planting
 - "AKRHO Cares" tutoring sessions for underprivileged youth
- Members agreed to commit at least 10 hours of service per semester.

5. Open Forum

- Members suggested integrating mental health awareness into leadership training.
- Proposal to create a "Mission Alignment Tracker" to monitor progress on goals.

Prepared by:

Sis Phoenix (kresha caliguiran)

Council Secretary

Annual Accomplishment Report

Annual Accomplishment Report

For the Year: 2024

Organization Name: ALPHA KAPPA RHO

Address: Mangga St. Barangay Tanza, Tuguegrao City

Prepared by: Treasurer

Date Submitted: September 01, 2025

Introduction:

In 2024, Alpha Kappa Rho continued its commitment to delivering inclusive and sustainable services aligned with its mission to personality development and Humanitarian services. This report outlines the key accomplishments, challenges, and strategic directions undertaken during the year.

A. Statistical and Narrative Summary

Program	Location	Beneficiary	Male	Female	Total	Remarks
Feeding	Pengue	Children and seniors	100	150	250	completed
Food and water	Pengue Ruyu	Residents and travellers	150	200	350	completed
feeding	ВЈМР	Prisoners and guards	150	50	200	completed
Tree planting	Carig	Land owners	5		5	completed
Free water and candles	Chinese cemetery	By passers and relatives of the deceased	150	50	200	completed

B. Highlights

- Implemented 7 new initiatives across five (5) barangays
- Served over [300] beneficiaries through Feeding Programs
- · Partnered with other CSO for joint projects
- · Conducted [2] trainings/workshops with [50] participants

Human Resource Management

- Total staff: 30
- · Trainings conducted: Leadership training
- · Promotions and new members:20
- · Staff development programs: For Senior Leaders and officers
- Leadership Coaching and Mentoring One-on-one or group sessions to refine leadership style and succession planning.
- Strategic Planning Workshops Aligning organizational goals with performance metrics and innovation strategies.
- Change Management Training Preparing leaders to guide teams through organizational transitions.
- Public Service Values and Ethics Reinforcing integrity, accountability, and transparency in leadership.

IV. Challenges and Solutions

Challenge	Description	Solution Implemented
Limited funding	Budget constraints affected outreach	Secured additional grants from funds
Staff turnove	r High attrition rate	Introduced retention incentive and wellness programs

V. Organizational Changes

- Revised organizational structure to improve efficiency
- · Updated policies on recruitment
- Expanded service coverage to more new chapters

VI. Plan of Action for 2025

- Scale up fedding program to reach 500 beneficiaries
- Strengthen partnerships with other CSO's
- · Launch digital transformation initiatives

• Conduct impact assessment studies

VII. Photo Documentation

Attached herewith are the photos documented from the previous activities

Noted By:

Bro. Jojo Telan

Grand Skeptron

Alpha Kappa Rho

Financial Statement For the Year Ended December 31, 2024

Organization Details

- Name of CSO: Alpha Kappa Rho (AKRHO)
- Type of Organization: Fraternal/Socio-Civic Organization
- Address: Mangga St. Barangay Tanza, Tuguegarao City
- · Prepared by: Treasurer
- Date Prepared: January 15, 2025

Statement of Financial Position (Balance Sheet)

Assets	Amount (P)		
Cash on Hand	5000		
Cash in Bank	5000		
Accounts Receivable	10,000.00		
Office Equipment (net)	15,000.00		
Event Supplies Inventory	5,000.00		
Total Assets	10000		
Liabilities & Fauit	Amou		

Liabilities & Equity	Amount (₱)		
Accounts Payable	8,000.00		
Loans Payable	none		
Member Equity / Fund Balance	10000		
Total Liabilities & Equity	10000		

Projects Implemented in the City of Alpha Kappa Rho

YEAR	PROJECT	COST	FINANCING SOURCE/	BENEFICIARIES	STATUS
January 2025	feeding	3000	Funds	children	completed
April 2025	Free food and water (holy week activity)	5000	Solicitation from akrho officers	Children and senior citizens	completed
May 2025	BJMP free food	5000	Donation from members and officers	Prisoners, guards in BJMP	completed
June 2025	Tree planting	2000	Funds	Open filed near St. Claire	completed

Technical Area of Expertise:

While AKRHO or ALPHA KAPPA RHO is not a technical or professional organization in the traditional sense (like engineering or medical societies), it does emphasize:

- Leadership Development: Training members in leadership roles within their communities and chapters.
- Community Service Coordination: Organizing and executing humanitarian and civic projects.
- Event Management: Planning conventions, outreach programs, and social gatherings.
- Conflict Mediation & Fraternal Relations: Promoting peace and unity among fraternities and sororities.

WE HEREBY CERTIFY to the correctness of the above information.

JOJO TELAN' Grand Skeptron

Prepared By

Josephine Cod lla



ALPHA KAPPA RHO Mangga Street, Barangay Tanza,tuguegarao City

BOARD RESOLUTION NO.002

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 the 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 ALPHA KAPPA RHO is a civil society organization duly registered with the Securities and Exchange Commission, and existing under Philippine Laws;
WHEREAS, in the name of ALPHA KAPPA RHO Special Board meeting at Mangga St. Barangay Tanza, Tuguegarao City on this 31st day of September 2025, 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 Panlunsod, 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 City of Tuguegarao
RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Vice Mayor Pastor Ross Resuello
RESOLVED FURTHERMORE, that the following representative/s of the Organization are authorized and directed to take any action necessary to effectuate

the foregoing resolution:
Josephine Codilla
Roy Aborquez
Jojo Telan

ADOPTED unanimously by the Board of Trustees/Directors of the ALPHA KAPPA RHO this 31st day of August 2025 in the City of Tuguegarao

Josephine Codilla

Chairman of the Board

Nelson Baccay

Vice Chairman

Roy Aborquez

Secretary

JOSEPHINE CODILLA Board Chairperson

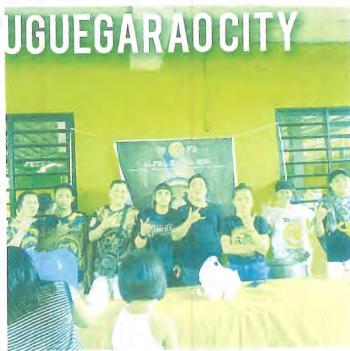
SUBSCRIBED AND SWORN TO me this 31st day of September 2025 in Tuguegarao City, Affiant exhibiting to me her driver's license number BO4-16-000543 issued on June 19, 2024 at the City of Tuguegarao.

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Page No. _____
Book No. ____
Series of





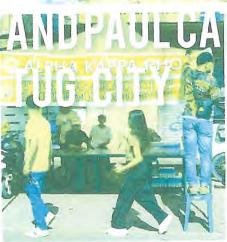


















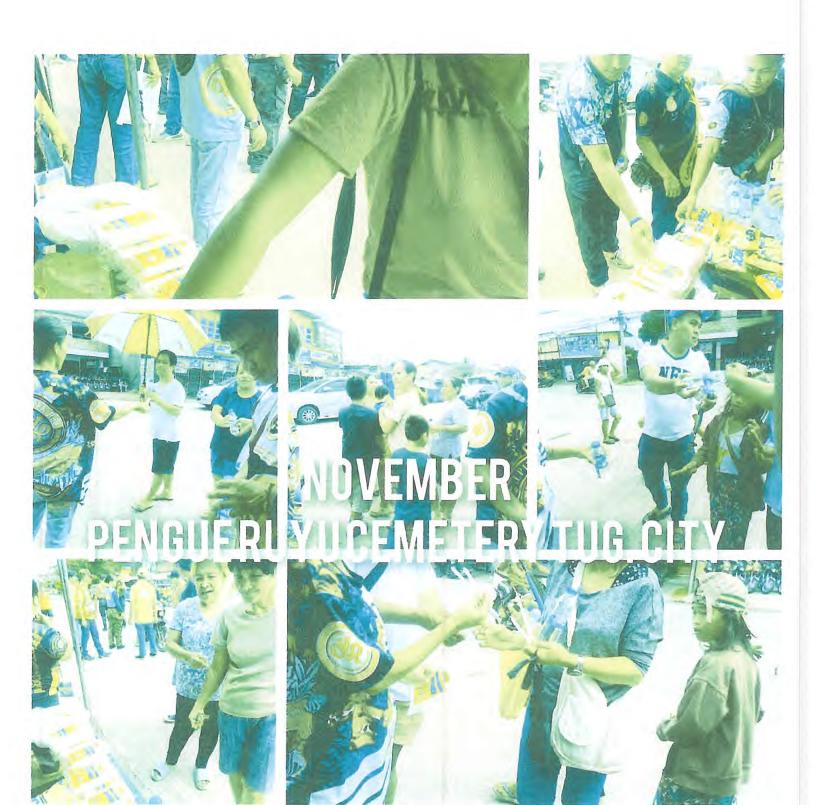








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ALPHA KAPPA RHO 1973

INTERNATIONAL HUMANITARIAN SERVICE FRATERNITY AND SORRORITY MCMLXXIII

PREAMBLE

We, the members of the will be the will be the will be the guidance of true brotherhood and compassion. To always seek the will to the tenets of this will and above all, to commit ourselves to building a stronger bond with family, community and country.

With this resolve, we do hereby commit, institute and promulgate this Constitution.

Article I. Name and Seal

Section I. Name

Section II. Seal

Section III. Seal (Insignia) Exhibited

Article II. Mission and Vision

Article III. Membership, Members and Officers

Section I. Qualification for membership

Section II. Selection Process

Section III. Initiation Rites

Section IV. Definition of Member

Section V. Record in the AKP Registry Book

Section VI. Application of Recognized Chapter/Council

Section VII. Application of Registered Council/Chapter

Article IV. Officers and Titles

Section I. Basic Official Titles

Section II. National Grand Skeptron; Qualifications

Section III. Powers and Functions

- a. National Skeptron
- b. Vice Grand National Skeptron
- c. National Master Keeper of the Scroll
- d. National Master Keeper of Treasury
- e. National Master of the Whip
- f. National Master of Auditing
- g. National Master of Public Relations

Section IV. Accreditation

Article V. Governing Bodies

Section I. Order of Hierarchies

Section II. Responsibilities

Section III. Grand National Council, Powers and Functions

Section IV. Jurisdiction

Section V. Legislative Power

Section VI. Executive Power

Section VII. Notification

Article VI. Policy-making Body

Section I. Board of Trustees

Composition of the Board

Section II. Composition of the Section III. Term of Officer Section IV. Regional Councils

Section V. Provincial/municipal/City/District Grand Council

Section VI. Chapters / Councils

Article VII. Officers of Different Hierarchies

Section I. Grand National Council Officers

Section II. Number of Seats

Section III. Concurrent Position

Section IV. Regional Councils

Section V. Provincial/Municipal/City/District Councils

Section VI. Chapter/ Councils

Section VII. Obligations of Members

Article VIII. Rights, Duties and Obligations

Section I. Rights

Section II. Duties and Obligations

Article IX. Disciplinary Action

Section I. Grounds for Disciplinary Action Section II. Imposable Penalties

Article X. Elections; Qualification and Nominations

Section I. Right of Suffrage

Section II. Qualification to Elective Position

Section III. Candidates' Acceptance of Nomination

Section IV. Electoral Candidates

Section V. Powers of the Electoral Committee

Section VI. Submission of Official Report

Section VII. Two-Year Term

Section VIII. Simple Majority

Section IX. Record in the AKP Record Book

Article XI. Election of Officers of the Grand National Officers

Section I. Qualified Candidates for the Grand National Council
Section II. Qualified Candidates for the Positions of Regional Councils Officers and others.

Article XII. Rules and Regulations

Section I. Rules Section II. Regulations

Article XIII. Revenues

Section I. Derivatives of Revenues Section II. Future Revenues/ Dues

Article XIV. Policy on AKP Tradition

Article XV. Amendments

PREAMBLE

We, the members of the will support the guidance of the will that we conscientiously uphold the value of true brotherhood an compassion. To always seek the will, to Love, promote, and preserve peace and the welfare of brotherhood. And to support the remain loyal

to the tenets of this walled and above all, to commit ourselves to building a stronger bond with family, community and country.

With this resolve, we do hereby commit, institute and promulgate this Constitution.

Article I. Name and Seal

Section I. Name

This fraternal Order shall be known and refer to as THE ALPHA KAPPA RHO

INTERNATIONAL HUMANITARIAN SERVICE FRATERNITY AND SORORITY INC. (Skeptron, Skeptron Society, AKP, The Order, Akrho).

Section II. Seal

The seal of this Order shall be circular in outline consisting of an outer, middle, and an inner rim and the core or hub. The outer rim is set in a red background with the name of the institution, year of its foundation and its motto encrypted in bold yellow. The middle rim is set in silver while the inner rim is set similarly in a red with no encryption. The core or hub is likewise set in a silver background with the three Greek letters "AKP" for ALPHA KAPPA RHO encrypted in a continuous outline at the center in bold yellow. The colors red, silver and gold signifies the devotion, conviction and boldness of this Order's vision while the Greek letters or symbols "AKP" written in a continuous format signifies the infinity of this Order's pursuit of its visions, principles and goals. The motto 'VINCIT OMNIA VERITAS' is written conspicuously in bold yellow on the outer rim of the seal.

Section III. Seal (Insignia) Exhibited

This seal must be prominently exhibited or displayed in all official meetings and activities of the Order and shall likewise be used and/or affixed in all official instruments, papers, accounterments, artifice and other paraphernalia issued by, or under the authority of this fraternal Order.

Article II. Mission and Vision

The Skeptron Mission is to offer the fraternal experience, focusing on personal character development through leadership, scholarship, community service, and for the attainment of positive social experiences. It likewise works for the advancement of true fraternal ties imbued with respect, courtesy, understanding, and love among fellow Skeptrons. Our vision is for the advancement of a just and humane society, always seeking the truth, enjoyment of peace, harmony and goodwill with other fraternities.

Article III.

Membership, Selection process, Initiation Rites

Section I. Membership; Qualification

- a. Collegiate member any college individual, regardless of gender, may qualify for membership with this Order; provided that he or she is at least 17 years of age, mentally, intellectually, and physically prepared to undergo the regimens of the prescribed initiation.
- b. Community member any individual, regardless of gender, at least 18 years of age, a member of a particular community, such as a barangay or sitio, of good moral character, literate and prepared to undergo the regimens required, such as mental, physical and intellectual tests of fortitude and strength.
- c. Honorary member any individual may be conferred the status of Distinguished Skeptron upon the endorsement by a particular District, Provincial or Regional Council, and approved by the Board of Trustees convened in an official assembly.
- d. Junior member any student at least 16 years of age, in third year high school, of good scholastic records, of good moral character, prepared to undergo practical mental and intellectual examination may join the Order. However to be officially considered a full-pledge Skeptron, he shall have to undergo another initiation rites once he goes to college. His being an AKP junior member shall likewise be taken cognizance of.
- e. College Alumni is one who is a graduate or former student of a college/university or any school of learning.
- f. In no case shall a lady recruit undergo severe physical test or examination.

Section II. Membership, Selection Process

The procedure for accepting an individual's application for membership with this Order shall be as follows:

- 1. Submission of a duly accomplished application form signed by the recruit individual and by the endorser/recruiting party.
- 2. The application form duly accomplished by the recruit shall be submitted to the Office of a particular Grand Skeptron of a chapter or council who shall, after a careful review, order the Master of the Whip (Master Initiator) to conduct the required tests for a standard mental, intellectual and physical endurance.
- 3. In cases where a particular application is rejected, same may be re-filed for reconsideration before the same office; the endorser/recruiting party must justify in person and in writing his or her specific reason/s why the application must be considered.
- Any bona fide member of the AKP Order may signify his intention to disapprove or reject, any applicant who, by his own knowledge and belief, is not fit to be considered a recruit.

Section III. Initiation Rites.

The Master Initiator shall conduct the manner of the initiation rites (IR) and shall adapt and implement the rules governing initiation ceremonies, to wit:

- A recruit must undergo a series of tests totaling at least of 200 hours, spread over a reasonable time frame but not to exceed two and a half months.
- 2. The Master Initiator (MI) shall receive the Order from the Grand Skeptron for the start and conduct of the initiation.
- 3. The Master Initiator shall prepare a program for the conduct of the initiation rites which shall be approved by the GS of the chapter of the council.
- 4. The MI must see to it that no member of the chapter who is not chosen or part of the initiation team shall participate in said rite.
- 5. No member who is under the influence of liquor or drugs shall be allowed to participate in the initiation rites.
- The MI shall see to it that no severe initiation shall take place or under his control.

Section IV. Definition of a Member.

Members of this Order shall be defined as any individual who has successfully completed the initiation prescribed under this constitution and officially conferred as such during his or her ordination rites by the **Grand Skeptron of the Council**, with the assistance of the Council officers of the particular chapter in ceremonial rites.

Section V. Record in the AKP Registry Book

The entry of the name of the individual in the registry book shall be made only upon the conferment of his or her membership duly recorded by the Keeper of the Scroll (Secretary) of the particular chapter concerned.

Section VI. Application at Recognized Chapter

Any individual member may apply for membership in the Order at recognized chapter from the following sectors:

- The Academe These are universities, colleges and other institutes of learning officially registered and accredited by the National Grand Council, and:
- The Communities This refers to specific community, locality and chapters, such as a barangay or sitio, officially registered and accredited by the National Grand Council.

Article IV.

Officers and Official Titles.

Section I. Basic Titles.

The following are the basic official titles of the officers of the different councils and chapters from the national grand council down to the community chapter level, to wit:

- a. Grand Skeptron The overall head of a particular Chapter. He shall be responsible for its general affairs, including the implementation of policies, edicts, ordinances and regulations, existing or as may be promulgated hereinafter by the higher council. He shall likewise be responsible for
- b. Vice Grand Skeptron second in command in a particular chapter and shall take over the position of the Grand Skeptron in case of disability, suspension, removal from office or expulsion
- c. Master Keeper of the Scroll

- d. Master keeper of the Wealth
- e. Master for Public Relations
- f. Master of the Whip (Master Initiator)
- g. Master Sergeant-at-Arms (Disciplinary Action Officer DAO)
- h. Master Examiner of Accounts (Auditor)

Section II. National Grand Skeptron qualifications (Powers, Functions and Jurisdictions)

- a. A member in good standing and of good moral character;
- b. At least college graduate
- c. At least 25 years of age
- d. Has been a member of the AKP for at least eight (8) years.

Section III. Powers and Functions.

1. The National Grand Skeptron

- a. He shall hold the highest executive position in the AKP;
- b. He is the overall head of National Council;
- c. He shall be responsible for its general affairs and shall preside in all its meetings, and shall have administrative power over all regional, provincial, city/municipal, collegiate and community chapters under it.
- d. He shall make certain that the local chapters under his office shall observe, act upon, comply, abide conform, and follow all rules, regulations decrees, verdict, announcement, judgments, orders, and requests handed down by the national council or coursed through it by the Board of Trustees.
- e. He shall have the power to create a commission or board and appoints its members, as in the case of an Electoral committee, subject to the concurrence by a simple majority of the National Council.
- f. He shall have the duty to review and approve expense vouchers. Together with the Treasure Keeper or National Treasurer, he shall present to the National Grand Council and its members a proposed annual budget and from time to time as maybe necessary, supplemental budgets.

- g. He shall likewise submit to the Council a year-end budget report and an annual year-end report pertaining to the operations and activities of the AKP organization.
- h. He shall hold office for a period of two (2) years. However, he may seek reelection for another term with the same position and for a total of four (4) years.

2. The National Vice Grand Skeptrons

- a. There shall be voted or elected a vice-grand Skeptron representing the island of Luzon, Visayas and Mindanao.
- b. They shall be members of the National Council with voting rights as far as legislation and judicial decisions are concerned, when the same is presented to the National Council for deliberation.
- c. In case of a vacancy in the position of the National Grand Skeptron, by reason of incapacitation, impeachment or resignation, the standby vice grand-skeptron garnering a majority of the new election for said position by the whole national council shall be called for. In the event that the position of the National Grand Skeptron is temporarily left vacant, the National Council shall as well vote or select one among the three vice grand Skeptrons who shall take the place of the National Grand Skeptron.

3. National Master Keeper of the Scroll (Secretary)

He shall act as the secretary of the National Council and as such keep the minutes of the meetings of the National Council. He shall be responsible for the dissemination of all communications, correspondence, notices and advisories, etc. subject to the direction of the NGS. He shall have safe custody of official files, records and all other papers pertaining to the Order. He shall likewise be responsible for the production of the National Seal whenever a meeting of the National Council is convened.

4. National Custodian of Wealth (Treasurer)

He shall be the custodian of the coffers of the AKP, and as such shall likewise have the obligation to collect, receive and disburse all money and valuables upon the direction of the National Grand Skeptron or Executive Council. He shall keep and have charge of all Book of Accounts, which shall be open to inspection and audit by any member of the Executive Council whenever required on account on fiscal necessity. He shall post a bond in such amount as may be fixed by the

Executive Council. He shall render a quarterly financial report, or at any time required by the Executive Council, but not more than five times in a fiscal year.

5. National Public Relations Officers (PRO)

He shall have the duty to see to it that the different chapters and councils have healthy relations in the different colleges and communities throughout the country, and shall, upon orders of the National Grand Skeptron, likewise have the duty to speak for and in behalf of the National Council in matters relating to the activities of the Order.

6. National Master of the Whip (Master Initiator)

He shall be in charge in coordinating with the various chapter/council levels the standard program for initiation.

7. National Auditor

He shall review, check, inspect, examine, and inventory all money received and disbursed by the Master Custodian of Wealth. He shall render a quarterly report as well, and submit the same to the National Grand Skeptron.

8. National Sergeant-at-Arms (DAO)

He, as the head of the Disciplinary Action Committee, shall have the duty to receive complaints, grievances, hear its merits and submit to the grand council his report and recommendation thereof. He shall have the power to call the attention of erring members and recommend punitive action thereof when the name of the Order is unceremoniously put in a bad light.

Section IV. Accreditation. A regional, provincial, district, city, collegiate and community chapters shall be considered as such in the following manner:

- a. For prospective regional councils, the officers of a provincial or district council shall signify their intention to form a regional council to represent them by way of an application to the National Council. After due deliberation, the national council shall confer to the status of a regional council.
- b. In the case of a future city/municipal council to be established as one, the heads of the different collegiate and/or community chapters therein shall put in writing their intention to be accepted or recognized as such before the provincial, city or district council, and copy furnish the national and the regional executive councils. No conferment shall be made without satisfying this requirement.

- c. A collegiate or community may be established with at least twenty (20) members having elected their officers. They shall be assisted by a recognized district, city or provincial council in this respect.
- d. The entry of the name of the regional, provincial/district, city, collegiate and community chapters in the registry book shall be made upon the conferment of their official status duly recorded by the National Master Keeper of the Scroll (Secretary).
- e. No conferment of the new status shall be made without complying with the requirement of registration in the official registry book, otherwise, the grant by the regional council, as the may be of such status to the newly formed provincial or district council, shall not be considered official and may later be considered null and void for failure to comply with such requirement within a reasonable period of time.

Article V. Governing Bodies

Section I. Hierarchy

The governing bodies of this order shall follow and abide by the authority of each council in accordance with the hierarchy prescribed herein:

- a. First Order of Hierarchy The National Council
- b. Second Order of Hierarchy The Regional Council
- c. Third Order of Hierarchy The Provincial Council
- d. Fourth Order of Hierarchy The City, Municipal and District Councils
- e. Fifth Order of Hierarchy The Collegiate and Community Chapters

Section II. Responsibilities of the different chapters/councils

Responsibilities of the Collegiate, Community, City, Municipal, District Council, Provincial and Regional Councils.- As the governing bodies of the different chapter/council levels, they are responsible for the affairs of this Order within their respective jurisdiction as follows:

- 1. To oversee the conduct of activities, functions and affairs of the Order within their level.
- To implement policies, edicts, dictums and directives emanating from the Higher Councils.

- To settle disputes and controversies between the different chapters, districts and regions and the enforcement of discipline upon all members of this Order.
 - This shall include matters governing disputes and controversies that may arise between the community itself and the Order as in the case of disputes between different fraternal orders, etc.
- 4. To decide on issues affecting the members of their respective chapter, district and region as well as to act as an Appellate Body to hear and review matters submitted for appeal by any member within its jurisdiction.
- To ensure proper compliance of the various electoral processes described herein in the Electoral Process.
- To ensure that the good name of the Order is at all times held in high esteem.

Section III. National Council: Powers and Functions

Vestment of Power and Authority. By virtue of this Constitution, the National Council is vested with the following Jurisdictions, Powers and Authorities:

The National Council shall have sole and absolute jurisdiction over the entire archipelago, and where there exist an AKP council duly recognized thereof, such as the United States, Singapore, South Korea, Middles, Indonesia, Malaysia, and others.

Section IV. Legislative Powers

The legislative powers of the National Council shall extend to every case of legislation including that of promulgating, amending and repealing old legislation that may be inapplicable or inappropriate and not beneficial to the Order without prejudice to any existing edicts, regulations, ordinances, and by-laws.

Section V. Executive Powers

 The National Council shall have the power to duly recognized application for the creation or establishment of a chapter/council in any level, and has the power to execute and implement by-laws and regulations of the AKP;

2. It shall have the authority to withdraw or revoke charters as well as reactivate chapters. It shall also be empowered to issue special dispensations for all purposes permitted by the provisions of this Constitution; awarding of honors and in general, the exercise of authority necessary to carry out the administrative functions, rights and prerogatives.

Section VI. Notification to the Board of Trustees

All matters relating to legislations, executive pronouncement and judicial decisions shall at all time be made known to the Board of Trustees. The Board of Trustees, has the power to void any inappropriate and improper amended laws, executive orders or judicial decisions.

Article VI. Policy Making Body

Section I. Board of Trustees. There shall be one major policy making body.

- a. No major changes shall take place or be adapted by any of the governing bodies without the explicit written approval of the Board Trustees.
- b. Only the board has the power to hand down decisions pertaining to the expulsion of a member.
- c. The Board shall convene at least once a year or at the discretion of the Board chair or co-chair, in the absence of the former.
- d. The Board shall convene at least twice (2) a year or at the discretion of the presiding Board chair or co-chair, in the absence of the chair
- e. The members of the Board shall be given the highest honor and respect befitting such status.

f.

Section II. Composition of the Board of Trustees.

The Board shall have the following composition, to wit:

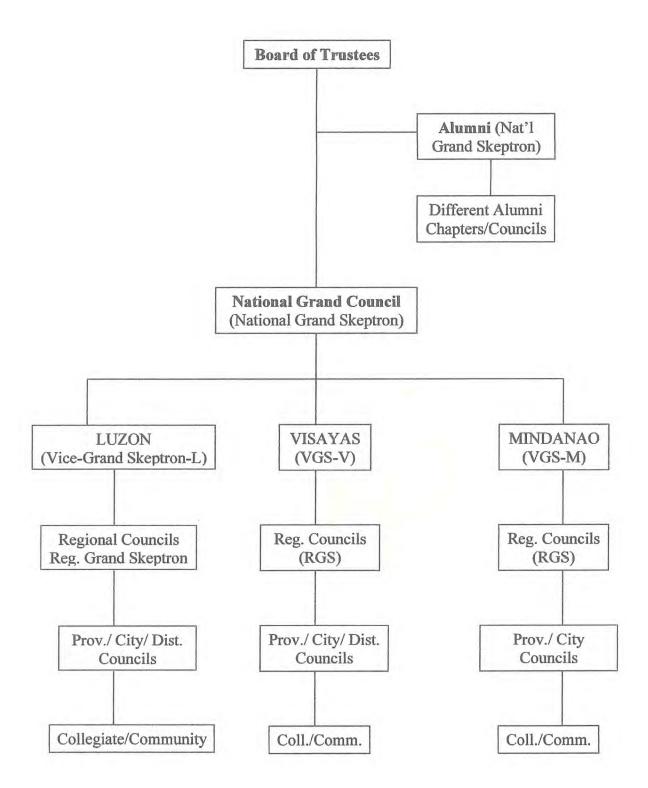
- a. Chairman Emeritus reserved for the Skeptron Most High, Founder Jose "Boy" Chua.
- b. Vice-Chair co-founder (elected or chosen by the founders themselves)
- c. All the living founders, however, they have to signify their intention to be as such
- d. The National Grand Skeptron

e. In case of an even number of seats for the Board, any one of the National Vice-Grand Skeptron, after an election, may seat on the Board.

Section III. Term of office of the Board of Trustees

The terms of the Board of Trustees who are the founding members of the Order shall be members for life. However, in no case shall the term of office of the founding member be transferable or inherited; all other Board members shall serve as such for tenure of two (2) years.

Section IV. The Organizational chart of the AKP



Section V. Representat

The number of representative officers for the different chapters and councils shall be determined by the number of duly recognized chapters or councils by the National Grand Council.

Article VII.

Officers of the Different Hierarchies

Section I. National Council Officers: Term of Office

Every national officers of this Order shall have tenure of two (2) year per term. The National Grand Skeptron shall be allowed to hold office for a maximum of two (2) terms or a total of four (4) years only, whether consecutive or not. All other positions may be held by the officer regardless of the number of terms, and whether said position or positions are held in consecutive terms or not.

Section II. Number of Seats

The number of seats available for each National Council is eight (8) in addition to the number of remaining representatives of regional council officers. They are as follows:

- a. Grand Skeptron
- b. Vice Grand Skeptron
- c. Keeper of the Scroll
- d. Keeper of the Wealth (Treasurer)
- e. Master of the Whip (Master Initiator)
- f. Community Relation Officer
- g. Disciplinary Action Officer or Sergeant- at- Arms
- h. Auditor
- i. In addition to the number of the remaining regional heads (as members)

Section III. Concurrent Position

The officer of the National Council shall hold in concurrent position his position as the regional head.

Section IV. Regional Council

The Officers of the Regional Council shall be composed of (7+ provincial council heads):

- a. Most Distinguished Grand Skeptron
- b. Most Distinguished Vice Grand Skeptron
- c. Distinguished Keeper if the Scroll
- d. Distinguished Keeper of Treasury
- e. Distinguished Examiner of Accounts
- f. Distinguished Community Relations Officer
- g. Distinguished Members of the Council

Section V. The Provincial/district/City Council Officers (7+ members of the different chapters) are as follows:

- a. Provincial/District/ City Grand Skeptron
- b. Provincial/ District/ City Vice Grand Skeptron
- c. Provincial/ District/ City Keeper of the Scroll
- d. Provincial/ District/ City Keeper of Treasury
- e. Provincial/District/ City Officer for Community Relations
- f.Provincial/District/ Sergeant-at-Arms
- g. Provincial/District/ City Auditor
- h. Provincial/district/ Members of the council

Section VI. Chapter / Council

The Chapter Council shall have eight (8) regular Officers. They are the following:

- a. Grand Skeptron
- b. Vice Grand Skeptron
- c. Keeper of the Scroll
- d. Keeper of the Treasury
- e. Master of the Whip
- f. Community Relations Officer
- g. Sergeant-at-Arms
- h. Auditor

Article VIII.

Rights, Duties and Obligations

Section I. Rights

Members of this Order shall be considered as distinguished fraternal brothers and sisters and shall enjoy the following rights:

- a. All members shall have the right to be addressed as Lord Skeptron, and as such enjoy all the rights and privileges accorded a Skeptron
- b. All members shall have the right to the maintenance of his/her personal life
- c. All members regardless of rank, age, gender, religion language and status in life shall have equal rights
- d. Every member shall have the right to free expression or to voice out his/her opinion, belief, conviction, judgment, criticism and suggestions in all issues pertaining to the Order
- e. Every member shall have the right to participate, directly or indirectly, in the policy-making of the Skeptron Order
- f. No member shall be reprimanded, suspended, impeached or expelled without due process
- g. Every member shall have the right to vote the candidate of their choice in a fair and honest election, and shall be free from harassment or any form of aggravation
- h. Every member in good standing shall have the right to information, notices and all communication in all matters concerning the AKP., with the exception however of highly classified information
- Every member shall have the right to seek redress when he feels his right as an AKP has been violated or abridged
- j. Every member of good standing shall have the right to nominate or nominated, or be elected in any electoral activities conducted by the chapter or council he belongs or is a registered member

Section II. Obligation

Every member shall have the obligation to perform the following tasks, to wit;

- Every member shall always be willing to help his fellow Skeptron, and remain humble
- b. Every member shall show respect or discourtesy to his fellow Skeptron regardless of age, gender, status in life, and seniority
- c. Every member shall be marked by the AKP ritual, subject to rules on junior or minor members
- d. Every member must conduct himself/herself in a manner in befitting a respectable Skeptron, or a citizen or residence of a particular country, school or community
- e. A Skeptron is obligated to defend the good name of the Order when he believes same is being maligned or unfairly accused, thereby promoting and protecting the integrity of the Order
- f. Every member shall abide by and honor all lawful rules and regulations handed down by a governing body
- g. A Skeptron must help develop social responsibility and awareness in the community or in society as a whole, by encouraging the youth and the residents or a particular community to participate in community affairs geared towards social progress
- h. Members must religiously pay his dues, contribution and other financial responsibility to the Order

i. A member must actively participate in the affairs of the Order.

j.

Article IX.

Disciplinary Action

Section I. Grounds for Disciplinary Action, The following shall be grounds for disciplinary action:

- 1. Gross disregard of the constitution and bylaws of AKP.
- 2. Disgraceful and Dishonorable conduct.
- 3. Gross disrespect or discourtesy to officer and members of AKP.
- 4. Malversation of AKP funds.
- 5. Dishonesty.
- 6. Oppression of AKP brothers and sisters.
- 7. Neglect of duty.
- 8. Falsification of official AKP documents.
- 9. Inefficiency.
- 10.Insubordination.
- 11. Engaging in partisan activities or agitating division within the Order.
- 12. Conduct prejudicial to the best interest of the AKP.
- 13.Lobbying for personal interest or gain.
- 14.Improper handling of official AKP logo and paddle.
- 15. Gross abuse of official duties.
- 16.Inflicting physical and physiological injury to fellow Skeptron.
- 17. Taking undue advantage of fraternal siblings in pursuit of personal gain.
- 18.Improper and gross misconduct during official meetings.
- Improper conduct in public which tends to put the good name of AKP in bad light.
- 20. Disclosure of confidential AKP information.
- 21. Agitating disregard of AKP laws, rules and regulations.
- 22. Agitating fellow skeptrons to engage in criminal activities.
- 23. Betrayal of trust.
- 24. Mendicancy.
- 25. Non-payment of regular dues.
- 26. Soliciting without approval from the chapter or council where he belongs.
- 27. Violent acts.
- 28. Discourtesy

Section II. Imposable Penalties;

The penalties imposable upon erring officials or members shall be determined by the gravity or seriousness of the offense committed. The following penalties may be imposed:

- 1. Expulsion, removal from the Order. His/her name shall be removed from the roster of AKP members
- 2. Suspension from the Order for a period of six (6) months to one (1) year
- 3. Demotion from rank
- 4. Reprimand

- 5. Community service
- 6. Fines
- 7. AKP reasonable discipline in the discretion of the GS

Article X.

Election, Qualification and Nominations

Section I. Right of Suffrage

Any bona fide member of the order, duly recognized and in good standing, May exercise his right of suffrage for the chapter/council officers of his choice and where he is a registered member.

Section II. Qualifications to Elective Positions

- 1. He must be a member in good standing, and duly endorsed or nominated to the position by his co-chapter/council member or officer.
- 2. He must not have been found guilty of any offense involving moral turpitude, or has not committed acts inimical to the good name of the Order.
- He must be nominated by the members of the chapter/council to vie for any position

Section III. Candidates, Acceptance of Nominations

Any interested members who wish to be elected as officer to a particular chapter or council shall signify his acceptance of the nomination by filing his certificate of candidacy before an Electoral Committee, and attaching therein the acceptance and nomination form.

Section III. a. The election of officers shall be conducted by secrete voting

Section IV. Electoral Committee

The outgoing officers of a council or chapter shall provide for a system of election, appointing therein the officers of the electoral commission.

The Electoral Committee to be created by the Chapter or Council, duly approved by its Grand Skeptron shall formulate the manner of election, setting, its date, time, and the rules which should be applied. In case of a dispute as to the composition of the Electoral Committee, same shall be brought to the attention of the higher governing body which has jurisdiction over it.

Section IV. a. Electoral Committee. An Electoral Committee shall be composed of a chairman and four commissioners. They must be AKP member of good standing, at least college level, with known fairness and probity, and must not have been candidates an elective position in the immediate preceding elections.

Section V. Powers of the Electoral Committee

- It shall administer the manner of elections by promulgating and enforcing the rules set forth for the conduct of nomination and elections.
- 2. It shall have exclusive jurisdiction over all contests relating to elections and qualifications of all elective officers.
- To resolve complaints relating to elections; no action shall be taken on a complaint unless it be a written complaint

Section VI. Submission of Official Result. The Electoral Committee task for the job shall submit to the Council/chapter within a reasonable period of time the official result of the elections, copy furnished the regional and national councils.

Section VII. Two - Year Term. The elected officer shall hold office for a two year term. In case of vacancy the Grand Skeptron shall appoint an officer for the unexpired term only.

Section VIII. Simple Majority. A simple majority shall apply in the determination of an elective officer.

Section IX. Record of the AKP Registry Book. The entry of the names of the elected officers in the AKP registry book shall be made only upon a certification from the Electoral Committee of such victory duly recorded by the Keeper of the Scroll (Secretary) of the particular chapter concerned.

ARTICLE XI.

Election of Officers of the National Council

Section I. Qualified Candidates for the National Grand Council

- The qualified voters and candidates for the National Council elective positions are the Grand Skeptrons of the regional council, or of an alumni council duly recognized thereof.
- 2. There shall be a stand-by National Grand Skeptron in case the sitting national head is incapacitated, resigns or impeached from office. The National Grand Skeptron inwait, shall be voted or elected during the national election of officers. The one National Vice Grand Skeptron having garnered majority votes cast among the three National Vice Grand Skeptron by all the members of the different regional councils including the Alumni Chapter, in a national election of officers, shall sit as the National Grand Skeptron for the remaining term.

Section II. Qualified Candidates for the Regional, Provincial, Municipal, and City Councils

The Grand Skeptron Officers of the different AKP Provincial Councils shall qualify to be candidates and be voted for the position of the regional council head (within the regional territorial jurisdiction). However, to aspire for the regional council head, he shall have to be nominated by his provincial officers. The same rule shall apply for the rest of councils and chapters under the regional councils as far as election of their own officers are concerned.

Article XII.

Rules and Regulations

Section I. Rules

- a. All Laws of the land, policies of the schools, natural laws, common laws, and rules and regulations of the Order must be adhered to, complied with the obeyed by all the members of the AKP.
- b. The Anti-Hazing law shall be observed by all the members of the Order.
- c. A legally married Skeptron shall not engage in amorous affairs in his/her unmarried fellow Skeptron.
- d. No Skeptron shall inflict physical or physiological harm against another Skeptron.
- e. No Skeptron shall malign another Skeptron.
- f. In case of grievance against a fellow Skeptron, he or she shall bring this to the attention of the Council or Chapter where he or she is a member, and the grievance shall be heard. The respondent Skeptron shall be accorded due process.
- g. Forgiveness to a fellow Skeptron shall always be the mark of a true Skeptron. However, the penalty shall always be enforced.

Section II. Regulation

Any member of the Order found in violation any provision of the constitution and bylaws of the Order shall face disciplinary action. However, no penalty shall be imposed upon the erring member without the application of due process of law.

Article XIII.

Revenues

Section I. The Order shall derive its revenues from the following sources:

- a. Registration fee as a member
- b. Registration fee for a recognized chapter or council
- Fees for issuance of AKP certificates, diplomas, IDs, and other Skeptron documents
- d. Dues levied upon the chapters and councils
- e. Proceeds from the rent or sale of the Order's properties
- f. Cash donations from generous AKP benefactors
- g. Fines
- h. Other lawful ways and means to generate funds, ex. Raffles or contest, etc.

Section II. Future revenues/ dues must be set forth by the organization officers upon the approval by the body.

Article XIV. Policy on AKP Tradition

Section I. AKP Tradition

The AKP tradition of having the mark of a true Skeptron shall forever be held sacred.

Article XV.

Amendments

Section I. The AKP Constitution and by-laws shall be subject to amendment when called for by the National Council. Ratified and concurred by the Board of Trustees.

Vice [Governor/Mayor] HON. ROSS RESUELLO
Presiding Officer, Sangguniang [Panlalawigan/Panlungsod/Bayan]
*City/Municipality of Tuguegaras
Province of Cagayan.

Dear Vice [Governor/Mayor] ROSS RESUELLO

In response to your Notice of Call for Accreditation, kindly be informed that Fed. of SCAP, Tub. City Chapter, with office address at City Hall Compound, Caria, Tug. City would like to seek accreditation by the sangguniang Panglungsod of Tuguegaras City.

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 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,

FATIMA R. WALDEPENAS

Annex C: Application Form for Accreditation and Checklist of Requirements

APPLICATION FORM FOR ACCREDITATION

Name of	of Coming Citizens Association of the Phile To
Tuguegman	d Senior Citizens Association of the Phils., Inc City Chapter pound. Parig, Tuguegarao City
Address: City Hall Con-	pound, Carig, luguegatas Lity
Contact No.: 0906-498-	6946 Email address (optional):
Date Organized: August.	2022 Sector's Represented: Senior Citizens of Tuguegaras CH
Purposes/Objectives:	general welfare i well-being of all
Januar Cirizans of	Tuguegarous City negardless of
Their religions as	nd political affiliation.
Services that the organization	provides or can participate in:
Medical/Vental	Clean & Green; gardening; Protection & Mother Earth
Educational	Waste management
Cumral	
Registering Agency:	Date Registered:
Securities and Exchange	Commission (SEC)
☐ Cooperative Developmen	t Authority (CDA)
☐ Department of Labor and	Employment (DOLE)
☐ Department of Human Se Housing and Land Use Re	ettlements and Urban Development (DHSUD), formerly the egulatory Board (HLURB)
☐ National Commission on I	Indigenous Peoples (NCIP) *certification
Accrediting Agency (if any):	Date Accredited:
☐ Commission on Population	n and Development (POPCOM)
☐ Department of Agriculture	(DA)
☐ Department of Public Wor	rks and Highways (DPWH)
Department of Social Wel	fare and Development (DSWD)
Department of Agriculture	(DA)

			r and Local Govern	milion (Dillo)		
	Department of	f Labor and	Employment (DOI	LE)		
	National Com	mission for	Culture and the Ar	rts (NCCA)		
	Presidential C	ommission	for the Urban Poo	r (PCUP)		
	Philippine Dru	g Enforcem	ent Agency (PDE	A)		
	Department of	f Labor and	Employment (DOI	LE)		
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rojec	Chapter Affiliate of a la Others (specif	rger organized in the [P	rovince/City/Munic Financing Source/Scheme	cipality] of [Name of Lo	GU] Tugue	yaroo (us 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.

President

Secretary

[CSO LOGO] Name of the Organization Address

BOARD RESOLUTION NO
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 on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;
WHEREAS, the 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 Federation of Sr. Citizen Ann. T.C. Special Board Meeting held at the OSCA Office on July 22, 2021 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 Panlunsed ng Tuguegure, 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
RESOLVED FURTHER, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Councilor Vice Mayor Ross Resolution
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:
ADOPTED unanimously by the Board of Trustees/Directors of the Federation of Sr Citizens Asso. 9 Hu Phik. Tug. City Chapterhis day of <u>August 4</u> in the great of or Jord 2025, Tugue garaso City of
Talima R. Valdepenas Clinio P. Mallillin Ma. Lita C. Piñera Peter E. Decena Treasurer Pusition President Vice Fresident Signature President Vice Fresident Securary Peter E. Decena Treasurer President Signature Princip Ma. Lita C. Piñera Princip Princip

Annex E: Board Resolution - Intention for Accreditation

PATIMA R VALDEPENAS

[Board Chairperson or Equivalent]

SUBSCRIBED All exhibiting to	ND SWORN TO before his/her	re me this day of AUG 2025 TUGUEGARA re me this day of 202 in	O CITY, CAGAYAN, Affiant issued on
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SECURITIES AND EXCHANGE COMMISSION



The following document has been received:

Receiving: Jost Licudine

Receipt Date and Time: October 09, 2024 10:16:23 AM

Company Information

Securities and

SEC Registration No.: 0000136548

Company Name: FEDERATION OF SENIOR CITIZENS ASSN OF THE PHIL INC. Industry Classification: 09 1990 1171 IS \$10 17

Company Type: Non-stock Corporation

Document Information

Document ID: OST1100920248292059/

Document Type: GENERAL_INFORMATION_SHEET

Document Code: GIS

Period Covered: August 16, 2024 Submission Type: No meeting held

Remarks: None

Acceptance of this document is subject to review of forms and contents

JUNED THUS COPY

GENERAL INFORMATION SHEET (GIS) NON-STUCK CORPORATION FOR THE YEAR 2023



Exchange mission

GENERAL INSTRUCTIONS.

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GENERAL INFORMATION SHEET

NON STOCK CORPORATION

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Exchange Commission

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GENERAL INFORMATION SHEET NON-STOCK CORPORATION

Securities Exchange Commission

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sus susse decrare under penalty of perius alian all matters set on the best of my knowledge and belief are gue and current. Exclimate hereby attest that all the reformation in this GIS are being submitted in compliance with the rules and regulations committees of the Securities and Exchange Commission (SEC) the collection, processing, storage and sharing of said intermation being necessary to carry out the functions of public authority for the performance of the constitutionally and statutorily mandated functions of the SEC as a regulatory agency. (surthe) attest that I have been authorized by the Board of Directors/Trustees to file this GIS with the SEC Lunderstand that the Commission may place the corporation under delinquent status for failure to submit the reportorial requirements three (3) times, consecutively or intermittently, within a period of five (5) years (Section TT RA No. 11232) 20 INCITY OF MANILA Securifies and Exchange (Signature over printed name) by affiant who personally SUBSCRIBED AND SWORN TO before me GITY OF MANILA OR appeared before me and exhibited to me his/her competent evidence of identity consisting of __ NOTARY PUBLIC Tees bear strokers follow NOTE



Republic of the Philippines PROVINCE of CAGAYAN Tuguegarao City

SANGGUNIANG PANLALAWIGAN

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 23, 2025,

FEDERATION OF SENIOR CITIZENS ASSOCIATION OF THE PHILIPPINES, INC. – TUGUEGARAO CITY CHAPTER

an organization duly registered as a Non-Government Organization (NGO) & Civil Society Organization (CSO) with the Securities and Exchange Commission (SEC) and established in accordance with law is hereby awarded this

Certificate of Accreditation

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Province to be affixed herein this 6th day of October in the year of our Lord Two Thousand and Twenty Five at Tuguegarao City, Cagayan, Philippines.

HON. MANUEL MAMBA, MD Vice Governor and Presiding Officer



Republic of the Philippines Province of Cagayan Tuguegarao City SANGGUNIANG PANLALAWIGAN

EXCERPT FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE PROVINCIAL BOARD HELD ON MONDAY, OCTOBER 06, 2025, AT THE SESSION HALL OF THE SANGGUNIANG PANLALAWIGAN, PPDO BUILDING, CAPITOL HILLS, TUGUEGARAO CITY, CAGAYAN

PRESENT:

Hon. Manuel Mamba, MD, Vice Governor and Presiding Officer

Hon, Rowena G. Retoma, Board Member

Hon. Kamille Concepcion D. Ponce-Perez, Board Member

Hon. Romeo S. Garcia, Board Member / Floor Leader

Hon. Randy A. Ursulum. Board Member

Hon. Alniñoson Kevin M. Timbas, Board Member

Hon. Vilmer V. Viloria, Board Member

Hon. Jean Alphonse D. Ponce, Board Member

Hon. Engelbert C. Caronan, Jr., Board Member

Hon. Romar F. De Asis, Board Member

Hon. Leonides M. Fausto, Jr., Board Member

Hon. Maria Rosario B. Soriano, Ex-Officio BM (PCL President)

Hon. Bryan Paul A. Vargas, Ex-Officio Board Member (LnB President)

Hon. Rey Jirowell D. Alameda, Ex-Officio Board Member (Provincial SK Fed. President)

RESOLUTION NO. 2025-12-295

RESOLUTION APPROVING AND GRANTING THE ACCREDITATION OF THE FEDERATION OF SENIOR CITIZENS ASSOCIATION OF THE PHILIPPINES, INC. – TUGUEGARAO CITY CHAPTER IN THE PROVINCE OF CAGAYAN

WHEREAS, Section 34 of the Local Government Code of 1991 (Book I, Chapter 4) provides that local government units shall promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy;



WHEREAS, on June 23, 2025, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2025-060, prescribing the Guidelines on the Accreditation of Civil Society Organizations and the Selection of Representatives to the Local Special Bodies;

WHEREAS, the FEDERATION OF SENIOR CITIZENS ASSOCIATION OF THE PHILIPPINES, INC. – TUGUEGARAO CITY CHAPTER, through its President, has signified its intention to be accredited as a civil society organization (CSO) in the Province of Cagayan, in order to pursue an active partnership with the Local Government Unit in the attainment of local autonomy and nation-building;

WHEREAS, the FEDERATION OF SENIOR CITIZENS ASSOCIATION OF THE PHILIPPINES, INC. – TUGUEGARAO CITY CHAPTER, has satisfactorily complied with the requirements and criteria for accreditation as a civil society organization, in accordance with the procedures and guidelines set forth under DILG Memorandum Circular No. 2025-060;

WHEREFORE, on motion of Honorable Board Member Jean Alphonse D. Ponce, duly seconded by all the Members present, be it

RESOLVED, AS IT IS HEREBY RESOLVED, by the Sangguniang Panlalawigan to approve and grant the accreditation of the FEDERATION OF SENIOR CITIZENS ASSOCIATION OF THE PHILIPPINES, INC. – TUGUEGARAO CITY CHAPTER, in the Province of Cagayan;

RESOLVED FURTHER, that this accreditation is effective only until June 30, 2028.

RESOLVED, FURTHERMORE, that copies of this Resolution be furnished to the Office of the Honorable Edgar B. Aglipay, Governor of the Province of Cagayan; the Office of the Provincial Director, DILG – Cagayan Provincial Office; and Ms. Fatima R. Valdepeñas, President of the Federation of Senior Citizens Association of the Philippines, Inc. – Tuguegarao City Chapter, with office address at City Hall Compound, Carig Sur, Tuguegarao City, Cagayan, for their information and guidance.

APPROVED this 6th day of October 2025, at the SP Session Hall, PPDO Building, Capitol Hills, Tuguegarao City, Cagayan.

SECRETARY'S CERTIFICATION

I HEREBY CERTIFY THE CORRECTNESS OF THE ABOVE-QUOTED RESOLUTION.

ROSALINDA P. CALLANG, JD, GSC, DPA Secretary to the Sanggunian

Attested:

MANUEL MAMBA, MD

Vice Governor / Presiding

-Jenner-



Republic of the Philippines

Securities and Exchange Commission

EDSA, Greenhills, Mandaluyong Metro-Manila

S.E.C. Reg. No. /365 (18

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, Articles of Incorporation and By-Laws duly signed and acknowledged for the organization of the

under and in accordance with the provisions of the Corporation Code of the Philippines, Batas Pambansa Big. 68, approved on May 1, 1980, were presented for filing in this

FEDERATION OF SEMIOR CITIZENS ASSOCIATION OF THE PHILIPPINES, INC.

Commission on	September 17, 174	and a copy of said Articles and
By-Laws are hereto attached		
to hereby certify that the examination to determine we Commission on the	said Articles of Incorpor hether they are in accorda	and duties vested in me by law, it ration and By-Laws were, after due ance with law, duly registered in this by each ex
Mineteen Hundred and	sighty-six	
		WHEREOF, I have hereunto set the leaf of this Commission to be
35.1800 J. 2017 N.S. R. C. C.	affixed at Mandaluyon	ng, Meto-Manila, Philippinos, this Movember , in the
TOLDE LIEBINA	year of our Lord nineten	n hundred and eighty-six
RR Protostot.		ULIUA. SULIT, JR.

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FEDERATION OF SEALUR CHICAGO ASSESSED

HOSEPN PZ:

计连续标准内信息

Secure Collect of Management

the Marine, and of legal ge, residents and altizens of the Marines, have this day voluntarily associated our squares. Ave the courses of foreing a mutual, social, non-stock, non-rofft redefation arder the laws of the Republic of the santa-communications.

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FAVMENT VERIFIED

PART: Tout the name of Sala rederstion small by A

JAJOAD: That the purposes and objectives of which such gration is formed are as follows:

To promote the general welfare and well-being of all citizens who are 60 years and above repardless of sex, religion, political affiliation or nationality;

To organics a strong and effective working body that will help and egord) hate with the Ministry of sacial Jervices and Development and other government and non-government agencies, in the promotion of the general welfare of the elective

that will support social legislations, programs and activities that will benefit the elderly and other citizens as well;

To initiate programs and social activities that with involve the elderly citizens of our consistion, to the end that the remaining years of their dives may become more productive, more useful, were meaningful, and be filled with joy and happiness.

infRJ: That the principal office of the federation is ideated in the binistry of Social Services and Development, begards, corner San Rafael, Manila, Philippines.

FOURTH: That the term for which the said association shall exist is FIFTY (50) years from and after the date of issuance of the certificate of incorporation.

FIST: That the names, nationalities and residences of the incorporators of the association are as follows:

Light II

BECLONALITY

RESEDENCE

1. Dr. Feliz Gagriel

Flilpino

San Jose, Occ. Mindoro

98:33:33 AFL 07/10/2020

2. er. avelino Ferrer

Fillpino

Poblacion 3, Gerona,

3436988#

SEC087 198EP86

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Page 2 13 250 Verhilled by: 10 2021

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/ \]	7.	or. Julian bemanat	Filly.ino	San Fernando, La Union
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TOR	6.	er. donventuo Cereto	Fillpkno	Burgos St. Paco, Manila
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y. er. sentos dulido

Fillpano

Matina, Davao City

10. mr. Kiusrūo alcantara

Filtric

Isabela, Basilan

11. mr. Moules Versola

Fillpino

Kisante, Makilala, Cotabato City

12. Dr. rublo deyes

Fillpino

Tuguegarao, Cagayan

13. Judge Majandro-Mandaza Filipino

Mandawe City

SEVENTAL THAT ARE LET, Juillan T. Lamabat has been selected by the members as Treasurer of the Federation to act as much entil his successor is duly elected find qualified in accordance with the by-i.ws, and that as such Treasurer, he has been authorized to receive for and in the name and for the benefit of the Federation, all contributions or denotions paid or given by the members.

IT WINKS ... ELECT, we have hereunto signed this Articles of Incorporation, this 21st day of April 1986, in the City of mails, Republic of the Fallippines.

تصليباني

BLUMASURE

1. Dr. Folls Carriel

2. Mr. Avelino Ferrer

3. atly. Conrade Sabeline

i. de. Rocarca ajero

5. Dr. Procese Benotan.

b. Hr. blenvenido Cerero

7. Mr. Juliah manabat

8. mr. Morberto baylen

9. mr. Santos Cullda

to. .r. Eduardo Alcantara

11. Ar. Micolas Verzola

12. Dr. Pablo Reyes

13. Judea Alejandro-Mondoza

SIGNED IN THE PRESENCE OF:

Catalino & fram

WAR STANDARDS

GEA. 1816 P. 1828 COMY [7]

ACREO/ENTERIN

REPUBLIC OF THE PHILIPPINES) 5,5. CITY OF MATTLA

BEFORE ME, a Notary Public, for and in Manila, Philippinos, this // day of 1986, personally came and appeared the following persons with their corresponding Residence Certificate Numbers.

MAME HES. CHRT. NO. DATE/PLACE OF ISSUE

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1362507 E

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40917165

1808551 E

Dr. Felix Gabriel

Mr. Avelled Ferrer

Atty. Conrado Sabelino

Mr. Rogerio Ajero

Mr. Proceso Bonotan

Mr. Julian Manabat

Mr. Blenvenido Gerero

Mr. Nobberto Baylen

Hr. Santos Calida

Mr. Eduardo Alcantara

11 0 Mr. Nicolas Verzola

12% Dr. Pablo Reyes

34 Judge Alejandro Menfeza

February 1, 986 in San Jose, Occidental Mindoro March 17, 1986 Casya, Tarleo Jamary 2, 1986 7 1289753 D 39 10257 T

Ormod City

Pebruary 19,

One, Alber

January 19. Surigme City 1986

April 14, 1986 Davme Clay

March 21, 1986

Manile April 15, 1986

110120 0(1) April 10, 1986

Davus Of ty

Mandama Gity January 1, 1986

Known to me and to me known to be the came persons who executed the foregoing Articles of incorporation consisting of a pages including this page where the acknowledgment is written, and they adknowledged to be that same is their free act and voluntary deal.

WITHERS MY HARD AND SEAL in day first above written.

Page NO. Book No.

Series of 1986

Cate House town 20py

FEDERATION OF BEWICH CITIZENS ASSOCIATIONS OF THE FAILUPLINES TO CONSTRUCTION AND BY LAWS 06 SEP 19 EXCHAINC, rart I - Constitution 08 1 SIDITES <u>pinari</u> FAYMENT VERIFIED COMRECT Sectleroliv Selvate of this organization shall be the Section 2. The doubtile of the Federation of Senior Citizens associations of the rallippines shall be at the ESSD, Legarda, Sampaloo, Metro mantlu. ARTICLE II Optiulling To promote the general welfare and well-being of all citizens who are 60 years and love regardless of sex, religion, political attlaintion, or nationality. THE STORES OF STREET C To organize a strong and effective working body that will help and coordinate with the side and other government and non-government agencies, in the promotion of the general self-re of the electly; To provide a unified and dynamic ergenization that will support social legislations, programs and activities that will benefit the elderly and other citizens as well; To initiate programs and social ectivities that will involve the clearly chizene of our population, to the end that the remaining years of their lives may become more productive, more useful, more meaningful, and he rilled with joy and happiness.

SEC DOCUMENT INSURANCE

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111 Japusa Midszegmen

Social 1.

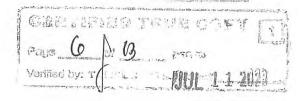
The following any become member of the Pederation of Sentor Citizens association of the Philippines, INC.

a. Regional federations of alderly citizens of second issociations;

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Jection 2. Wembership becomes effective upon payment of the Pollowing:

a. An annual negmerably for of \$200.00 by each regional member association.

MATIGIS IV

Section 1. Mach paid up regional federation will be entitled one vote at election time.

FORTH OF SOMEROPS DUECKE

Section 1. Jumper

the reacration shall have a goard of a light of the tractant that the light of the

o. They shall elect among themselves the President and 4 Vice Presidents, each one representing each of the regional clusters. The Secret ry, Treasurer, PRO and Auditor shall be appointed by the President in consultation with the foore of Governors.

Section 2. Munobion

ine corporate power of the Pederation shall be a exercised, its affairs conducted and its properties controlled by the would of Governors.

Seutlon 3. Tarm or Office

a. dembers of the pourd of Governors shall sarve for a paried of two (2) years.

ANTIGES, VI Officers

echion 1. Composition

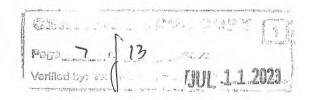
The Officers of the Federation shall be composed of the President, 4 Vice Presidents representing the 4 regional clusters, Sepretary, Treasurer, FRG and Auditor.

Section 2. Term of Office

The officer shall serve for a period of terry and

lection 3. <u>Meation of Gircers</u>

The cilicers shall be elected from among the made and the board.



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Section 4. Region thon/Vicencies

- a. In the event of resignation or labbility of the President to discharge his full powers and duties for more than six (6) months, the said powers and duties shall automatically he transferred to the vice president with the highest number of votes in the same classification and shell serve the unexpired term.
- o. The vacancy left by the Vice-President of the Jiuster who is appointed President shall be determined through election from among the cluster.

<u>arricis VII</u>

- Gotton 1. The cours of Governors shall meet regulargevery six (6) contins. Special board meetings may be eatled by the President whereever nedessary or at the request of four (4) members. The exact also of such meetings shall be announced and communicated to all Governors by the Secretary of the rederition.
- Section 3. The Paderation shall hold a national convention overy two (2) years, the holding of said convention tion and the on the 3rd week of October to coincide with the Senior Citizens Week, the site and exact date to be decided by the Beard and announced and communicated by the Beard Secretary
- Section 3. A majority of the board of Governors shall constitute a quorum.

GOLLA TERRE

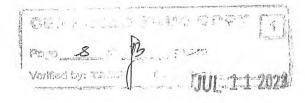
Section 1. There enakl se standing dommittees on:

- a. Hombership
- o. Finance
- c. Social action and Legislation
- a, Frogram
- e. Momination and Elections

The Chairman of any standing committee shall be appointed by the President from among the pourd members.

REGERALIZO MA SE SELBER

Saction 2.



No Chairman of any committee shall serve as such for more than two (2) consecutive

The Chairman of each consisted is composed to formulate policies which will govern their activities provided these are in consonance with the provisions of the constitution. Scotion 3.

ASTICLE IN Amendments

Myamendment sholl be made on this constitute Jackion 1.

to ACCOMDANCE bound the secretary to days Section 2. sefore the annual meeting.

Written notice must have been sent to the Board of Governors at least 30 days before the annual Section 3. weeting.

ARTIGIES &

The procedure and order of business shall be governed by the Hopert Rules of Order.

HEICKEL

ELECTION OF CPILICHIA

Betton 2.

The officers and Governors shall be elected in the following manners: dection i.

- The President of the Federation shall be elected at the biennial convention by all regional research president present, with the members casting one (F) bullet sach
- o. The 4 Vice President Shall be elected by and from among the Board of Governors, epon one representing the four regional clusters;
- The bovernors shall be the elected presidents of their respective regional federations;

secone the close of the annual convention, all tred elective and appointive officers of the Wederstren hamely: President, the vice presidents. Secretary, and Treasurer and the rress Relation Officer shall be announced to the members present in the convention

BERTLE BED THUE COPY

The elected officers and Jovernors of the Federation shall note office for two (2) years, unless sooner terminated by death, disability, removal of resignation or disqualification and until hoof successors have been elected and qualified.

ATTICLE LI

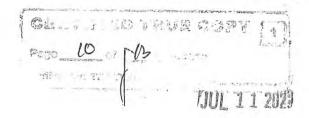
DUTTED OF COTTORES

- It shall be the duty of the President to preside over the weeting of the Board and the rederation. Section 1.
 - He shall execute and implement plans, resolutions and regulations approved by the Board.
 - de small render an annual report during the annual meeting.
- In the absence or incapacity of the President, the Vice-President who got the highest vote shall act Section 2. as Franciant.
- Section 3. The Secretary shall take minutes of board moctings, and keep the records of the Paceration;
 - ar small render a report at the annual meetings and it such times as may be required by the Preslagnt;
- The frequence shall have custedy of the funds and property of the Federation and head a failulful record thereof; TO SILA 1000000 (NAME FIRE) OF THE BOOK OF THE STATE OF THE destion 4.
- Section 5. The Fress Relation Officer (PRO) shall beare such press releases for public intermetron as may be necessary for the good of the Federation.
 - The Auditor shall examine all supporting papers in the discursement of funds periodically and discharge all other duties inherent of as auditor.

ARTIGLE LEE

MEDIC OF SERVICES

dection to that sections shall be by secret ballets and propertit



And which

Section 2. Election shall be a nor the supervision of the Committee on Emminetion and Elections.

ANICOPE IV Committees - finer Functions

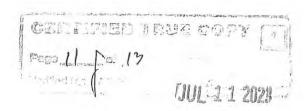
- Section 1. The Committee on rrowns shall present and carry out a series of activities for the year designed to attain the objectives of the Federation. It shall have sub-committees on:
 - a, Livelihood
 - u. Mealth and Hatrition
 - c. Spiritual Sarichment and Value Inculcation
 - d. Socio-cultural sports and recreation
 - c. Volu teer Services
- Jean on L. The committee on Finance shall be responsible for devising ways and senies of raising funds to support the activaties of the Foddpation. It shall have successiblees on resource generation and financial support.
- Section 5. The Committee on newwership shall recruit, screen and recommend to the Board of Governors memberships in this feweration in accordance with the Constitute bution and ony-laws.
- dection 1. The Committee on Social Action and Legislation shall-a) study and formulate action programs on important current issues and needs and execute the same in coordination with the other committees concorned, and b) work ran legislative approval to the patasan of priority villa affecting the vellars of elderly persons.
- Gention 5. The Committee on Womanation and Mischiens shall formulate and recommend a set of criteria for members eligible for nomination as well as that requiations governing election proceedings.

ARTICLES V

Section 1. a. The annual membership ques shall be F2Go.ck. for each member organization.

* ARTLOLE YI Lunda

Section 1. Funns raceived by, for sad in behalf of the properly receipted and vices deposited in a panal selected by the Board of the Fovernors. Litherwals shall be made only upon



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Native County Natives out

previous authority of the board and the chock shall be signed by the Treasurer and countersigned by the President.

The rederation shall keep a book of accounts which shall be addited by a certified public accountant once a year or whenever circumstances so warrant.

AMEDIAN VII

section 1. These by-ways may be amended by a majority vote of the active members at a general meeting provided

proposed disentents to property the must be in the dands of the description down for the proposed distributes before notice thereof is sent to the melopers.

written notice thereof must have been sent to the members of the recerat on thirty (30) days before such meeting.

APPTICLE IT 1704A

THE GENERAL MEKIEER SHALL SE HELD ON THE MONTH OF OCTOBER EVERY YEAR ON THE DATE SHECHTED THE NOTICE AND CALL FOR THE MEETING.

Storior 2. The Front you show

BE HE SHALL BEGIN ON THE FIRST DAY OF JANUARY

THE WITNESS SWHOPPOFF IN WE'N'TE

the undersigned members / tocorporadors, have signed this By-laws on appliance &

of Manilon Philopppine

08:33:59 AM 03/10/2

Pago 12 / 13 Verified by: T.a. / JUL 1 1 202

eth mirelies

DIRLUTARUT DARK JEURIES

WE, all members of the board of directors of the PEDERATION OF SENIOR CITIZENS ADSCRIPTIONS OF THE PHISH LEVE, I'V. hereby cortiny that the foregoing DI-LawS was unanimously adopted by at least adjority of the members during the meeting of members onlied for the purpose of adopting the By-Laws of the said corporation, held at its principal Office at MESD, I marks, Jampaloo, Letro marking on Schreet AB, 1980.

Linewise, in said scating the scard of Directors elected: the officers from smong themselves, and the following officers were elected, to wit:

President

- Dr. Felia Gabriel

Vice President

e Mr. Avelino Ferrer (Cluster I) Mr. Rogerlo Ajero (Cluster II) Atty. Codrado Sabelino (Cluster Mr. Proceso Benotan (Cluster IV)

Treasurer

- Mr. Julian Manabat

Secretary

- Mr. Blenvenido Cerero

FRO

- Ar. Morbarto Exylen

musitor

- rir. Santos Caldida

Director

Director

TERSTED BI:

Hart Harristern

pt. 18.18 Captish
President

I. NICOLAS VERSOLA Director

08133 50 AM 02/10/2023

SEC Express System M2



Recipient

Manuel Churchill Perez Altarejos

Company Name / Delivery c/o Lennie Mano

Address

Unit 37-G East The Rise Bldg, 7248 Yakal Street, San Antonio Village San Antonio, CITY OF MAKATI, METRO MANILA, Philippines R

Loc:

Contact Information 09688839898

manolennie@yahoo.com

FOR O.R. INFORMATION

Payors Name Manuel Churchill Perez Altarejos

Company Address

Business Style

10

	Туре	SEC Number	Company Name	Copies	Authenticated	Pouch	Form Type
	ENT OF:	7		1	T	LP1 -	ARTICLES OF
Particular	Amount	4th Fir., Si	Ipinas Tele an Diego Bldg , 462 C, Palani Guliapo, NCR, City of Manila Trunkline No.: (02) 8737-12: VAT Reg. TIN: 206-08	ca St., Barangay 647, First District, Philippi 34 • Fax: 8735-7162 36-719-00000	7 67	13	INCORPORATION AND BY LAWS
Total Sales Less: VAT Total Less: SC/PVVD D scount Total Due Less: Withholding Tax Total Amount Due		RECEIVED from	Manuel Churc Makati Cty	Date: _	7-11-70 Altarejos	LP1 - 7	GENERAL INFORMATION SHEET (GIS) **
VATable Sales VAT-Exempt Sales VAT Zero Rated Sales VAT Amount Total Sales	464 63 \$5168 \$1977		lundred his	noteen pesos (P	engaged in the		Printed By: C.Guevarra
Cash Check Bank	AYMENT	In partial/full payment of		00108003			
Check No Check Date Amount 25,000 Bits (50x) SN 172501-	579 71	OSCA/PWD ID No. Signature		Ву:			

ORIGINAL COPY

SEC Express System M2



Recipient

Manuel Churchill Perez Altarejos

Company Name / Delivery c/o Lennie Mano

Address

Unit 37-G East The Rise Bldg, 7248 Yakal Street, San Antonio Village San Antonio, CITY OF MAKATI, METRO MANILA, Philippines R

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manolennie@yahoo.com

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Payors Name Manuel Churchill Perez Altarejos

Company Address

Business Style

1 of

2 Documents							
	Туре	SEC	Company	Copies	Authenticated	Pouch	Form Type
		Number	Name				
IN PAYME	ENT OF:	1		-	1	LP1 -	ARTICLES OF
Particular	Amount	-					
			ipinas Tele an Diego Bidg., 462 C. Palano o Quiapo, NCR, City of Marilla Trunkline No.: (02) 8737-123 VAT Reg. TIN: 208-08	a St., Barangay 647, First District, Philipp 4 • Fax: 8735-7162 6-719-00000	Zone 67, ines	13	INCORPORATION AND BY LAWS
		OFFICIAL RECI	EIPT	Nº 1/5	53449		
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Less: VAT		RECEIVED from	Manuel Churc	hill beren	Altarejos	7	INFORMATION
Less: SC/PVVD Discount			O Court	I WILL POICE	Thanda		SHEET (GIS) **
Total Due		-		with TIN			
Less: Withholding Tax		and address at	yalati City				
Total Amount Due		und daniess at	JACCOSTI CITY				
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VAT-Exempt Sales		business style of			1		Printed By: C.Guevar
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VAT Amount	SSIGK	me sum of the	Journanea MI	reteen p	100		
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Bank		Sr. Citaren TIN					
Check No		1					

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List of Current Officers of the [Name of CSO]

as of [Date]

Name	Position		
Falima R. Valdepeñas	President		
Clinia P. Mallillin	Vice President		
Ma. Lita C. Pinera	Secretary		
Pedro E. Decena	Treasurer		
Evelyn M. Ventura	Auditor		
Glenz QuilingKing	Head, Health Committee		
Romeo Pablo	Head, Education Committee		
Romeo Pablo Eugene Dayay	Head, Environmental Committee		
7 7 7	Head, Infrastructure and Safety Committee		
	Member		

^{*}add rows as necessary

Annex G: Minutes ofnual Meetings

Activity: annual Meeting Participants: all 49 Bray Presidents (BSCA)
Date and Time: September 2022
Expectations for the Activity:

General Objective: Specific Objectives:

1. Agenda 1 Election of Officers for BSCAP of Agenda:

[Notes, Agreements, Discussions, etc.]

Election of FSCAP Officers 2. Agenda 2 [Notes, Agreements, Discussions, etc.]

3. Agenda 3 Fund Raising [Notes, Agreements, Discussions, etc.]

4. Agenda 4 Projects

[Notes, Agreements, Discussions, etc.]

Prepared by:

[Name] Secretary-General [Name of Head of CSO]

[Position/Designation]

Program/Project/Activity Objective/s Federation of Sr. Citizens of Station] Tugue Duration/Date Completed Ongoing Status Budget Remarks

Secretary-General

"add rows as necessary

Noted by:

[Name of Head/of CSO]

[Position/Designation]



12 petil 0905 va 18198

CENTRO DISTRICT

100	NAME AND ADDRESS OF	- RESIDE OFFICE PRESIDENTS	DESCRIPTION OF THE PERSON NAMED IN
1	CENTRO 01 (POB.)	Manuela C. Arce	0936-164-5900
2		Albert C. Valdepeñas	0975-877-5526
3	CENTRO 03 (POB.)	Natividad L. Oñate	0956-732-0548
4	CENTRO 04 (POB.)	Violeta C. Calabazaron	0906-634-9234
5	CENTRO 05 (POB.)	Herminia L. Aquino	0916-477-4500
6	CENTRO 06 (POB.)	Jocelyn J. Anog	0926-085-4499
7	CENTRO 07 (POB.)	Oscar Lavadia	0915-854-3770
8	CENTRO 08 (POB.)	Virginia D. Cesista	0927-757-6278
9	CENTRO 09 (POB.)	Mercy Claire C. Quinto	0905-800-0029
10	CENTRO 10 (POB.)	Rizalino M. Bautista	0953-190-0923
11	CENTRO 11 (POB.)	Mary Haydee C. Sunga	0906-802-1171
12	CENTRO 12 (POB.)	Lydia T. Verzon	0935-973-8570

EASTERN DISTRICT

1 50	HARAMEAN.	STANDS DESIGNATION OF THE PARTY	CONTACTO
1	CAPATAN	Nenita M. Paddayuman	0905-795-7553
2	LARION ALTO	Erlinda B. Taccad D,	0915-293-3504
3	LARION BAJO	Tomasa C. Fugaban	0935-353-0175
4	LIBAG NORTE	Reymundo L. Magora	0975-739-3437
5	LIBAG SUR	Wilfredo L. Balubal	0965-345-0497
6	GOSI NORTE	Magdalena I. Allag	0906-488-6429
7	GOSI SUR	Romeo C. Pablo	0915-908-4077
8	TAGGA	Maxima C. Ligutan	0926-942-2561
9	DADDA	Isidro B. Talosig Sr.	0916-976-6962
10	NAMABBALAN NORTE	Eugenio Dayag	0917-850-0157
12	NAMABBALAN SUR	Amelia G. Parra	0997-856-2672

TUGUEGARAO CITY SENIOR CITIZEN'S PRESIDENT

NORTHERN DISTRICT

09650654325

	The second secon	Description in the last of the	BON HOLD
2	ANNAFUNAN EAST	Dalsy s. Mathillin	0956-069-6279
2	ANNAFUNAN WEST	Estrella C. Comador	0935-904-1379
.3	ATULAYAN NORTE	Santiago S. Silva	0936-378-5061
4	The state of the s	Lucito S. Tumaliuan	0936-781-9909
5	CARITAN CENTRO	Vicente 8. Tamayao	0975-956-5233
6	CARITAN NORTE	Ma. Lita C. Piñera	0916-746-1041
7	CARITAN SUR	Josephine M. Co	
8	LINAO EAST	Erlinda L. Macababbad	0905-574-1253
9	LINAO WEST	Obdulia E. Balist	0905-820-4588
10	LINAO NORTE	Josefina L. Macababbad	0935-309-2063

WESTERN DISTRICT

- 150	ADDRESS.	ENGLES PROPERTY	CONTRACTO
1	BAGAY	Adelio R. Callueng	0975-308-8789
2	BUNTUN	Pedro D. Attaban	0917-453-4864
3	CATAG. NUEVO	Luz A. Callo	0935-270-0141
4	CATAG. PARDO	Clinio P. Mallillin	0917-565-0155
5	CATAG, VIEJO	Nerisa Tumbali Ico	0965-507-4865
5	PALLUA NORTE	William M. Tulauan	0967-553-8915
7	PALLUA SUR	Aida Escobar	0927-437-6137
8	SAN GABRIEL	Evelyn M. Ventura	0917-519-3792
9	UGAC NORTE	Fatima "Babet" R. Valdepeñas	0916-498-6946
0	UGAC SUR	Aracell A. Follante	0917-548-7722

NORTHEASTERN DISTRICT

	DATAMENT .	THE STATE OF SECTION ASSESSMENT	CONTRACTA
1	TANZA	Florida B. Tabao	0975-093-0780
2	CAGGAY	Anastacia D. Lazo	0917-510-3479
3	LEONARDA	Elena S. Quilingking	0936-272-6021
4	PENGUE-RUYU	Benedicto M. Busto	0916-454-8500
-	CARIG NORTE	Erlinda C. Vea	0917-605-4813
9	CARIG SUR	Reynaldo S. Macadaeg	0956-560-8783
0	CHINO SON	mo fridance at the control of	N- A-C

ENVIRONMENTAL - URBAN GARDENING AND TREE PLANTING



URBAN GARDENING ALDNG OSCA & FSCAP OFFICE - 2024





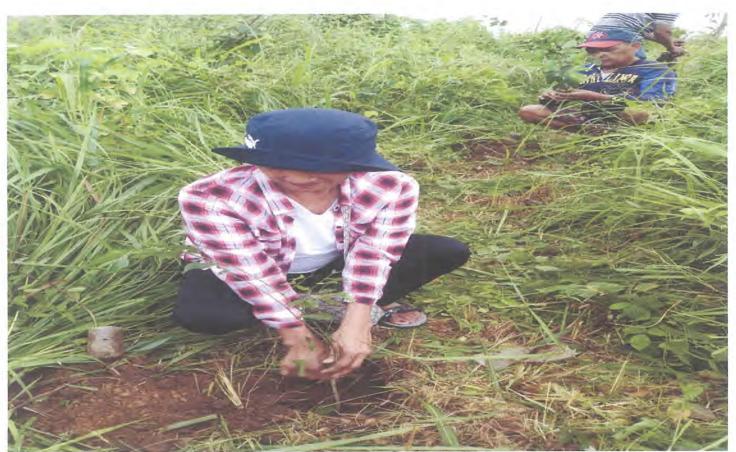
TREE PLANTING AT NAMABBALAN SUR - 2024



















TIPON-TIPAN PIA - FILIPINO ELDERLY WEEK













SEARCH FOR LOLD KING & LOLA QUEEN - 2024









FEMALE SENIOR CITIZENS IN BABBAI-LE 2024









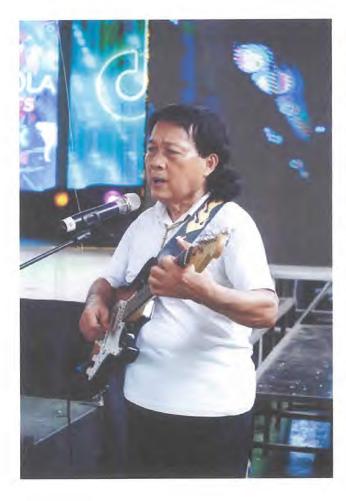




SENIOR CITIZENS CHRISTMAS PARTY - 2024

CULTURAL/SOCIAL















































SENIOR CITIZENS FOLK DANCE COMPETITION - 2025

MEDICAL MISSION/SENIOR DAY CARE CENTER
TNAUGURATION OF SENIOR CITIZENS DAY CARE, HEALTH AND WELL HESS



















MEDICAL MISSION

SENIOR CITIZEN'S VALENTINES PARTY















SENIOR CITIZENS VALENTINES PARTY-2021