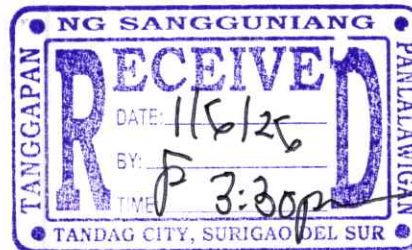


Refer To: Committee on Cooperatives and Livelihood

wofed

November 10, 2025

HON. MANUEL O. ALAMEDA, SR.  
Provincial Vice Governor  
Province of Surigao del Sur



Dear Vice Alameda:

In response to your Notice of Call for Accreditation, kindly be informed that Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN), with office Purok 1, Barangay Pakwan, Lanuza , Surigao del Sur, would like to seek accreditation by the sangguniang panlalawigan.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the [SEC, CDA, DOLE, DHSUD] or existing valid Certificate of Accreditation issued by the [Name of NGA] or Certification issued by the NCIP;
4. List of Current Officers;
5. CY 2024 Minutes of the Annual Meeting;
6. CY 2024 Annual Accomplishment Report; and
7. CY 2024 Financial Statements

Thank you.

Sincerely,

  
MYRNA M. OPITAN  
President



PROVINCE OF SURIGAO DEL SUR  
Office of the Secretary to the  
Sangguniang Panlalawigan  
Tel. No.: 086-2115832  
Email: ossp@surigaodelsur.gov.ph

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Received by: \_\_\_\_\_

**APPLICATION FORM FOR ACCREDITATION**

**Name of Organization:** KABABAYENHAN ALANG SA MALAMBUONG PANGINABUHAN

**Address:** PAKAWAN, LANUZA, SURIGAO DEL SUR

**Contact No.:** 09096447258 **Email address (optional):** mymaopitan74@gmail.com

**Date Organized:** January 10, 2014 **Sector/s Represented:** WOMENS

**Purposes/Objectives:**

1. Promoting and advancing the economic and social status of the members
2. Ensuring the viability of cooperatives/association through the utilization of new technologies.
3. Encouraging and promoting self help or self-employment as an engine for economic growth and poverty alleviation

**Services that the organization provides or can participate in:**

1. Buy the abaca fiber at the higher price compare to the buying price of barangay agents.
2. Buy abaca fiber from farmer members and non-members.
3. Minimize the presence of abaca barangay agent as a middlemen.
4. Abaca production and marketing.

**Registering Agency:**

**Date Registered:** April 1, 2014

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD)
- 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 (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of Agriculture (DA)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- National Commission for Culture and the Arts (NCCA)

- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): \_\_\_\_\_

**Organizational Level:**

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): \_\_\_\_\_
- Others (specify): \_\_\_\_\_

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


Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2023	Abaca production and marketing.	₱422,000	PRDP	68 Members	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 Council
- Local Health Board
- Local School Board
- Local Peace and Order Council

**WE HEREBY CERTIFY** to the correctness of the above information.

  
**MYRNA M. OPITAN**  
 President

  
**VERGENIA O. MACURAY**  
 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.

<input checked="" type="checkbox"/>	1 Letter of Application (Annex D)
<input checked="" type="checkbox"/>	2 Duly accomplished Application Form for Accreditation (Annex C)
<input checked="" type="checkbox"/>	3 Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (Annex E)
<input checked="" type="checkbox"/>	4 Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP)
<input checked="" type="checkbox"/>	5 List of current Officers (Annex F)
<b>ADDITIONAL REQUIREMENTS FOR CSOs IN OPERATION FOR AT LEAST ONE (1) YEAR</b>	
<input checked="" type="checkbox"/>	6 Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary (Annex G) or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
<input checked="" type="checkbox"/>	7 Annual Accomplishment Report for the immediately preceding year (Annex H)
<input checked="" type="checkbox"/>	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 (Annex I)



**OFFICE OF THE KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHIAN  
(KAMAANAN)  
ASSOCIATION CERTIFICATE NO. 21-SDS-WA-04-14  
PAKWAN, LANUZA, SURIGAO DEL SUR**

**BOARD RESOLUTION NO. 13  
SERIES OF 2025**

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

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

**WHEREAS**, the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) is a civil society organization duly registered with the [Department of Labor and Employment, and existing under Philippine laws;

**WHEREAS**, in the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) Special Board Meeting held at Pakwan, Lanuza, Surigao del Sur on October 23, 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 Panlalawigan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2025-060, and to apply for membership in a local special body in Tandag City, Province of Surigao del Sur.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Honorable Raul K. Salazar.

**RESOLVED FURTHERMORE**, that the following representative/s of the Organization is authorized and directed to take any action necessary to effectuate the foregoing resolution: Myrna M. Opitan, KAMAANAN Chairperson.

**ADOPTED** unanimously by the Board of Directors of the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) this 23rd day of October 2025 in the Baranga Pakwan, Lanuza, Surigao del Sur

**Name**  
Josita M. Juagpao  
Solina J. Dawog  
Myrna M. Dawog  
Dailinda M. Juagpao  
Kris A. Montenegro  
Ailyn M. Maca


**Position**  
Vice President  
Board of Director  
Board of Director  
Board of Director  
Board of Director  
Board of Director

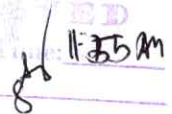
**Signature**  
[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]

  
**Myrna M. Opitan**  
KAMAANAN Chairperson

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

Doc No: 50  
Page No: 10  
Book No: XIV  
Series of 2025

  
**ATTY. ELVIRA V. PAQUERA-CUARTERO**  
Notary Public/Attorney-at-law  
For the Province of Surigao del Sur Notarial Commission No. SDS-CTN-01-2024 Until Dec 31, 2025  
Attorney's Roll No. 82163-5/2022  
IBP No. 369991, Surigao del Sur PTR No. 0773651, Tandag City, SDS MCLE  
Compliance No.: VNI-0005335 Valid until 4-14-2028

Date: 11-18-25  
Signature: 

### TRESURER'S CERTIFICATE

I, **AURITA M. BACHICHA**, treasure, of legal age, Filipino and with address at Purok 1, Brgy. Pakwan, Lanuza Surigao del Sur after having been duly sworn in accordance with law, certify that:

1. I am the secretary of Kababayenhan Alang sa Malambuog Panginabuhian (KAMAANAN), a cooperative duly organized and existing under and by virtue of laws of Republic of the Philippines, with office address at Brgy. Pakwan, Lanuza Surigao del Sur;
2. That none of its incorporators, organizers, directors or official in an agent of, or related by consanguinity of affinity up to the fourth civil degree to the officials of the implementing agency who are authorized to process to process accreditation and application;
3. That this certificate is being made and executed for whatever legal purpose it may serve.


IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of November 2025 in Lanuza, Surigao del Sur

  
**AURITA M. BACHICHA**  
 Treasure

NOV 18 2025

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 2025, affiant/s exhibit/s to me TIN: 429-729-290-000 issued on \_\_\_\_\_ issued at \_\_\_\_\_.

Doc Np. 774  
 Page No. 53  
 Book No. 126  
 Series of 2025

  
**TERESITA PALMA-DONASCO**  
 Notary Public  
 Until December 31, 2025  
 For the City of Tandag  
 and the Municipalities of Cortes  
 San Miguel, Bayabas and Cagwait, Surigao del Sur  
 PTR No. 1337618-01-02-2025  
 IBP O. R. No. 492280-01-02-2025  
 TIN - 130 - 522 - 803  
 Roll No. 17241  
 MCLE Compliance No. VII-0032065

Republic of the Philippines  
Province of Surigao del Sur  
Municipality of Lanuza  
Barangay Pakwan

**Office of the Kamaanan Kababayenhan  
Alang sa Malambuong Panginabuhian**

**Excerpt from the minutes of the Regular Meeting of the Kamaanan Kababayenhan Alang sa Malambuong Panginabuhian, held on September 15, 2025.**

Presents: all Board Members  
Attendance here to attach:

**Resolution no. 12**  
Series of 2025

A Resolution Signifying intention for the accreditation of representation in the local special body of the Sanguniang Panlalawigan Member of Tandag City.

**Whereas**, the members of **Kamaanan Kababayenhan Alang sa Malambuong Panginabuhian** of Pakwan, Lanuza, Surigao del Sur, together with the members of Pakwan Indigenous Peoples, jointly gathered for the purpose of discussing the support for IP Women Strengthening.

**Whereas**, during the meeting, the body discussed the content of all proposal of women, which is the main objectives is to bring back the women into the center or economic activity most particular on Abaca production, consolidating and marketing.

**Whereas**, under section 19 of RA 8371 known as IPRA Law, emphasis the state shall recognize and respect the role of independent ICC's/IP's Organizations to enable the ICC's/IP's to pursue and protect their legitimate and collective interest and aspirations through peaceful and lawful means; in which IP Women were duly organized as a core of economy;

**Whereas**, under section 26 of the same law the women, ICC's/IP's women shall enjoy equal rights and opportunities with men in the social economic, political and cultural spheres of life the participations of Indigenous women in the decision-making process in all levels, as well as in the development of society, shall be given due respect and recognition;

**Whereas**, the said request has already specified to our formulated ADSDPP revisited in order to enhance the previously identified programs and projects by the tribe as stipulated therein;

Whereas, just recently on June 04, 2025 the members of Kamaanan, Kababayenhan Alang sa Malambong Panginabuhian had convened for their regular onthly meeting;

Whereas, one of the Agenda that they discussed was about the request to apply for the accreadiation of CSDs of the Local Special body of Sangguniang Bayan members of Lanuza, Surigao del sur

Now, therefore, by way of consensus decosion among the members of the Kamaanan, be it.

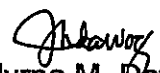
Resolved as it is Hereby Resolved to pass a resolution to the Sangguniang Bayan Members a special Local body of Lanuza. As contenuing support of IP Women of Baranggay Pakwan and other nearby communities to this request.

Resolved Finally, that the copy of this resolution be furnished to the office of the Sangguniang Bayan of Lanuza, and to other concerned officies for their information and appropriate actions;

Unanimously Carried:

I hereby Certify to the correctness of the aboved resolution that was adopted this June 04, 2025

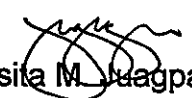
  
Ailyn M. Maca  
BOD

  
Myrna M. Dawog  
BOD

  
Dailinda M. Juagpao  
BOD

  
Solina J. Dawog  
BOD

  
Kris A. Montenegro  
BOD

  
Josita M. Juagpao  
Vice President

Prepared by:

  
Verginia O Maguray  
Kamaanan Secretary

  
Myrna M. Opitan  
Kamaanan Chairman



Republic of the Philippines  
Province of Surigao del Sur  
Municipality of Lanuza

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE 8<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF LANUZA, SURIGAO DEL SUR (TERM 2025- 2028) HELD AT THE SESSION HALL OF THE LEGISLATIVE BUILDING ON SEPTEMBER 9, 2025 AT EXACTLY 9:25 IN THE MORNING.

**PRESENT:**

Hon. Red D. Maquiling	- Municipal Vice Mayor/ Presiding
Hon. Cyrra O. Daray	- Sangguniang Bayan Member
Hon. Judy E. Cosmiano	- Sangguniang Bayan Member
Hon. Annielyn M. Sufir	- Sangguniang Bayan Member
Hon. Aji Agustin L. Ariate	- Sangguniang Bayan Member
Hon. Renante M. Capistrano	- Sangguniang Bayan Member
Hon. Dominiciano D. Guevarra	- Sangguniang Bayan Member
Hon. Oroncio A. Maquiling	- Sangguniang Bayan Member
Hon. Junalyne F. Pecasales	- Sangguniang Bayan Member
Hon. Ranulfo M. Arreza	- Liga ng mga Barangay President

**ABSENT:**

Hon. Aron A. Ojao	- SK Federation President
Hon. Romel P. Dawog	- Indigenous Peoples Mandatory Representative

Resolution No..127  
Series of 2025

**RESOLUTION**

"RESOLUTION ACCREDITING KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN (KAMAANAN) AS BONAFIDE CIVIL SOCIETY ORGANIZATION OF THE LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF LANUZA."

WHEREAS, under Sections 34, 35, and 36 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, Local Government Units are mandated to recognize, support, and partner with people's and non-government organizations in local governance, delivery of basic services, livelihood projects, and other development initiatives;

WHEREAS, an application for accreditation as a Civil Society Organization (CSO) has been formally submitted to the Local Government Unit of Lanuza, together with the necessary documentary requirements in accordance with DILG guidelines;

WHEREAS, after review and evaluation, the Sangguniang Bayan finds that the applicant has complied with the prescribed requirements and is qualified for accreditation as a bonafide Civil Society Organization (CSO) of the Municipality;

**NOW THEREFORE**

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the Sangguniang Bayan of Lanuza, Surigao del Sur to accredit Kababayenhan alang sa Malamboong Panginabuhian (KAMAANAN) as bonafide Civil Society of the Local Government Unit of Lanuza, Surigao del Sur.

RESOLVED FURTHER, to furnish copy of this resolution the Kababayenhan alang sa Malamboong Panginabuhian (KAMAANAN) for their information and guidance.

APPROVED AND ADOPTED this 9th day of September 2025 on motion of Hon. Renante M. Capistrano duly seconded by all members present.

I hereby attest to the correctness  
of the foregoing resolution:

RODERICK P. MINARDO  
Secretary to the Sanggunian

Certified to be duly approved and adopted:

RED D. MAQUILING  
Municipal Vice Mayor  
Presiding Officer

Republic of the Philippines  
Province of Surigao del sur  
Municipality of Lanuza  
Barangay Pakwan

**Kababayenhan Alang sa Malamboong Panginabuhian  
(KAMAANAN)**

Excerpts from the minutes of the special meeting of the officers of Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) of Pakwan, Lanuza, Surigao del Sur. Held on May 18, 2023 at 8:00 o'clock in the morning.

Present:

Myrna M. Opitan	Chairwoman/Presiding
Josita M. Juagpao	Vice Chairwoman
Verginia O. Macuray	Secretary
Aurita M. Bachicha	Treasurer
Elma M. Bauzon	Auditor
Jonalyn D. Dublas	Bus. Manager
Evelyn S. Opitan	P.I.O
Ailyn M. Maca	BOD
Myrna M. Dawog	BOD
Dailinda M. Juagpao	BOD
Kris A. Montenegro	BOD
Solina J. Dawog	BOD

Absent:

None:

**Resolution No. 06  
Series of 2023**

**Whereas**, the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) is a corporation/association in the Business, of Abaca Fiber Processing and Marketing.

**Whereas**, the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) changed Address to Brgy. Pakwan Lanuza, Surigao del Sur.

**Whereas**, the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) has corrected our official receipt the word Malambong into Malamboong Panginabuhian.

**Whereas**, the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) as a corporation/association can only transact or enter into agreements to a person/s, natural or juridical, private or public, through its Board of Directors.

**Whereas**, the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) intends to change our office address from Brgy. Gamuton, Lanuza, Surigao del Sur.

**Whereas**, there is a need therefore that kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) shall appoint a representative in signing and endorsing any papers required by the Bureau of Internal Revenue Department (BIR).

**Whereas**, the officers and the board of directors moved to change the office address from Brgy. Gamuton, Lanuza, Surigao del Sur to Brgy. Pakwan, Lanuza, Surigao del Sur; and to correct the word Malambong to Malamboong Panginabuhian from the official receipt in order to further the financial interest of the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN).

**Whereas**, this resolution remains effective and subsisting and has not been amended, revoked or superseded.

**Be it resolved**, as it is hereby resolved to authorized Aurita M. Bachicha Kamaanan Treasurer to transact all the required documents from the BIR department.

**Resolved further**, to furnish copies of this resolution to the department of Bureau of Internal Revenue (BIR) of Tandag City.


Passed and approved this day of 18<sup>th</sup> day of May, on motion of BOD Myrna M. Dawog and duly seconded by BOD Kris A. Montenegro.

I hereby certify to the correctness of this resolution.

  
VERGINIA O. MACURAY  
Secretary

  
MYRNA M. OPITAN  
Chairman

In witness whereof, I here unto signed this resolution the 18<sup>th</sup> day of May, 2023 at Tandag City, Surigao del Sur.

  
TERESITA PALMA-DONASCO  
NOTARY PUBLIC  
Until December 31, 2023  
PTR No. 0282605 - 01-03-2023  
IBP O.R No. 182024 - 03-01-2023  
Tandag City, Surigao del Sur  
TIN - 130-522-803  
ROLL No. 17241  
MCLE Compliance No. VI-0005777

Republic of the Philippines  
Province of Surigao del sur  
Municipality of Lanuza  
Barangay Pakwan

**Kababayenhan Alang sa Malamboong Panginabuhian  
(KAMAANAN)**

**SECRETARY CERTIFICATE**

Know all Men by their Presents:

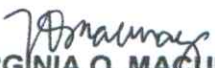
I, Virginia O. Macuray of legal Age, Filipino, Married and a resident of Purok 2 Pakwan, Lanuza, Surigao Del Sur. After having been duly sworn in accordance with the Law, hereby depose and say:

That I am duly elected, qualified and incumbent Corporate Secretary of the Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN). A corporation duly organized and existing under and by virtue of the Laws of the Philippines and having its principal office and business address and Barangay Pakwan, Lanuza, Surigao Del Sur.


As such, I hereby certify that a special meeting of the Board of Directors was held on May 18, 2023 at exactly 8:00 in the morning at purok 2 Barangay Pakwan, Lanuza, Surigao Del Sur at which meeting a quorum was present during which the following resolution was anonymously approved to wit;

Resolved, that the Board of Directors authorized Aurita M. Bachicha, the KAMAANAN Treasurer, as it was authorized to transact the said Resolution with the Department of Bureau of Internal Revenue (BIR) Tandag City.

In witness whereof, I have here unto set my hand at Barangay Pakwan, Lanuza Surigao Del Sur. On May 19, 2023.

  
**VERGINIA O. MACURAY**  
Kamaanan Secretary

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of  
22 MAY, 2023 at Tandag City, Surigao del Sur

  
**TERESITA PALMA-DONASCO**  
NOTARY PUBLIC  
Until December 31, 2023  
PTR No. 0282605 - 01-03-2023  
IBP O.R No. 182024 - 03-01-2023  
Tandag City, Surigao del Sur  
TIN - 120.522.809



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
**SURIGAO DEL SUR POLICE PROVINCIAL OFFICE**  
Camp Hon. Vicente L. Pimentel Sr.  
Tandag City, Surigao del Sur



November 6, 2025  
(Date)

## **P N P   C L E A R A N C E**

### **TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that the **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHIAN (KAMAANAN) ASSOCIATION**, duly represented by its President **MYRNA MACA OPITAN**, of legal age, female, married, Filipino and a resident of Purok 2, Brgy. Pakwan, Lanuza, Surigao del Sur has **no** pending **CRIMINAL RECORD** filed by this Office as of this date.

**THIS CERTIFICATION** is being issued upon the request of the interested party in support for its **Application for Accreditation as Civil Society Organization of Lanuza, Surigao del Sur.**

Verified by:

  
**Jetty R Latras**  
Police Chief Master Sergeant  
Duty Investigation

Approved by:

  
**LYNDON I SUGIAN**  
Police Lieutenant Colonel  
Chief, PIDMU

**BIR PAYMENT SLIP**

For Over-the-Counter transaction (OTC), this is your receipt when machine validated.

<b>LANDBANK</b>		Date: <b>4-15-25</b>		Payment Slip Number: <b>16271553</b>	
Please check appropriate box: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Bank Debit System		BTR-BIR ACCOUNT NUMBER: <b>9902 207 100</b>			
Account Name: <b>BUREAU OF THE TREASURY - BIR</b>		Branch Client Code: <b>002</b>		Drawee Bank/Cash: <b>OTSS</b>	
TAX IDENTIFICATION NUMBER: <b>499 121 611</b>		Tax Type: <b>TT</b>		Form Type: <b>1702-RT</b>	
Revenue District Office: <b>106</b>	Accounting Type (F/C): <input checked="" type="checkbox"/>	15 APR 2025 12:59:41 000125 2EML Bir Pymt Coll			
Quarter No. (0,1, 2, 3, or 4): <b>0</b>	Tax Period/Fiscal Year End (mm/dd): <b>12/31/24</b>	Tandag Branch		Cash Payment	
Name of Taxpayer/Representative: <b>Ka. Kalyanar Alangon</b>		Institution Name: <b>BIR - Tandag</b>		Clring Acct No: <b>9942247130</b>	
Signature of Taxpayer/Representative: <i>[Signature]</i>		Contact Number: <b>09855 25315</b>		TIN: <b>106 171701</b> RPO: <b>ATTFT</b> BRNDY: <b>0123124</b> Amount: <b>PHP2,800.00</b> 0.00	
CASH BREAKDOWN			CHECK PAYMENT		
NO. OF PIECES	DENOMINATION	AMOUNT		Name of Bank/Branch	
		PESOS	CENTAVOS	Check Number	
	P 1,000.00			Amount	
	500.00			Reminder For Tax Payment thru LANDBANK Express Access Machine (LEAM)	
	200.00			Kindly ensure that the enclosed cash tallies with the amount indicated in your payment slip. The Taxpayer shall be accountable for any discrepancy between the amount encoded in the machine and the cash actually enclosed in the payment envelope.	
	100.00				
	50.00				
	20.00				
	COINS				
TOTAL CASH PAYMENT		<b>2800</b>			
FOR PAYMENT VIA DEBIT FROM ACCOUNT					
BANK DEBIT ADVICE NUMBER		ACCOUNT NUMBER		AMOUNT	
DEPOSITOR'S SIGNATURE		Signature Verified by:	Approved by:	Posted by:	

Taxpayer's Copy

Revised May 2016

5 Alphanumeric Tax Code (ATC)  
 IC 055-Minimum Corporate Income Tax  
 (MCI)  
 LICOR - CORPORATION IN GENERAL - JAN 11  
 2009

Form No. <b>1702-RT</b> Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	<h2 style="margin:0;">Annual Income Tax Return</h2> <p style="margin:0;">Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate</p>	1702-RT 01/18ENC5 P3
Taxpayer Identification Number(TIN) 009 121 611 00000	Registered Name <b>KABABAYENHAN ALANG SA MALAMBOONG PANGIHABUHI</b>	

**Part VI - Schedules** (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

**Schedule I - Ordinary Allowable Itemized Deductions** (Attach additional sheet/s if necessary)

1 Amortization	0
2 Bad Debts	0
3 Charitable and Other Contributions	0
4 Depletion	0
5 Depreciation	0
6 Entertainment, Amusement and Recreation	0
7 Fringe Benefits	0
8 Interest	0
9 Losses	0
10 Pension Trusts	0
11 Rental	0
12 Research and Development	0
13 Salaries, Wages and Allowances	0
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	68,550
15 Taxes and Licenses	0
16 Transportation and Travel	8,528
17 Others(Deductions Subject to Withholding Tax and Other Expenses) <small>(Specify below: Add additional sheet(s), if necessary)</small>	30,500
a Janitorial and Messengerial Services	0
b Professional Fees	0
c Security Services	0
d PURCHASES AND OTHER EXPENSES	0
e	311,350
f	0
g	0
h	0
i	0
18 Total Ordinary Allowable Itemized Deductions <small>(Sum of Items 1 to 17)</small>	418,928

**Schedule II - Special Allowable Itemized Deductions** (Attach additional sheet/s, if necessary)

Description	Legal Basis	Amount
1		0
2		0
3		0
4		0
5 Total Special Allowable Itemized Deductions <small>(Sum of Items 1 to 4)</small>		0

BIR Form No.  
**1702-RT**  
January 2018(ENCS)  
Page 4

**Annual Income Tax Return**  
Corporation, Partnership and Other Non-Individual  
Taxpayer Subject Only to REGULAR Income Tax Rate



1702-RT 01/18ENCS P4

Taxpayer Identification Number(TIN)				Registered Name	
499	121	611	00000	KABABAYENHAN ALANG SA MALAMBOONG PANGIHABUHI	

**Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)**

1	Gross Income	0
2	Less: Ordinary Allowable Itemized Deductions	0
3	Net Operating Loss (Item 1 Less Item 2) (To Schedule IIIA, Item 7A)	0

**Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO)**

(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

Year Incurred	Net Operating Loss A) Amount	B) NOLCO Applied Previous Year/s
4	0	0
5	0	0
6	0	0
7	0	0

Continuation of Schedule IIIA (Item numbers continue from table above)

	C) NOLCO Expired	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied) [ E = A Less (B + C + D)]
4	0	0	0
5	0	0	0
6	0	0	0
7	0	0	0
8	Total NOLCO (Sum of Items 4D to 7D)		0

**Schedule IV - Computation of Minimum Corporate Income Tax(MCIT)**

Year	A) Normal Income Tax as Adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax
1	0	0	0
2	0	0	0
3	0	0	0

Continuation of Schedule IV (Item numbers continue from table above)

	D) Excess MCIT Applied/Used in Previous Years	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Succeeding Year/s [G = C Less (D + E + F)]
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	Total Excess MCIT Applied (Sum of Items 1F to 3F)			0

**Schedule V - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)**

1	Net Income/(Loss) per Books	14,000
Add: Non-deductible Expenses/Taxable Other Income		
2		0
3		0
4	Total (Sum of Items 1 to 3)	14,000
Less: A) Non-Taxable Income and Income Subjected to Final Tax		
5		0
6		0
B) Special Deductions		
7		0
8		0
9	Total (Sum of Items 5 to 8)	0



# TAYAO AUDITING FIRM

0157 Quezon Street, Bagong Lungsod, Tandag City  
DTI Certificate No. 2415477

## INDEPENDENT AUDITOR'S REPORT

### THE BOARD OF DIRECTORS

### KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN

Purok 2, Gamuton, Lanuza, Surigao del Sur

### Opinion

I have audited the financial statements of **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN**, which comprises the statements of financial condition as of December 31, 2024, the statement of comprehensive income, statement of changes in owner's equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial condition of **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN** as of December 31, 2024 and its financial performance and its cash flows for the year then ended in accordance with Philippine Financial Reporting Standards (PFRS) for SMEs.

### Basis for Opinion

I conducted my audit in accordance with Philippine Standards on Auditing (PSAs). My responsibility under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. I am independent of the Company in accordance with the ethical requirements that are relevant to my audit of the financial statements in the Philippines, the *Code of Ethics for Professional Accountants in the Philippines*, and I have fulfilled the other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Philippine Financial Reporting Standards (PFRS) for SMEs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements



My objectives is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with PSA will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with PSAs, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and to obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exist related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

#### **Report on Other Legal and Regulatory Requirements**

My audit was conducted for the purpose of forming an opinion on the basic financial statement taken as a whole. The supplementary information on taxes, duties and licenses fees to the financial statements is presented for purposes of filing with the Bureau of Internal Revenue and is not a required part of the basic financial statements. Such information is the responsibility of the management. The information has been subjected to the auditing procedures applied in our audit of the basic financial statements. In my opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

  
**MANOLITO U. TAYAO, CPA**

Board Certificate No 060014

PTR No. 1338279 dated January 10, 2025 at Tandag City

TIN 109-979-472-000

BOA /PRC Reg. No. 4904 - Expiry 02/28/2028

CDA Reg. No. CDA CEA No. 0596 - Expiry 06/14/2029

BIR AN. RR17-000000-003-2022 Expiry 01/03/2028

March 30, 2025

Tandag City

## **TAYAO AUDITING FIRM**

0157 Quezon Street, Bagong Lungsod, Tandag City  
DTI Certificate No. 2415477

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### **STATEMENT OF REPRESENTATION**

#### **TO THE DEPARTMENT OF LABOR AND EMPLOYMENT:**

In connection with my examination of the financial statements of **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN**, Purok 2, Gamuton, Lanuza, Surigao del Sur, covering the period ended December 31, 2024 which are submitted to the Commission, I hereby represent the following:

1. That I am in the active practice of the accounting profession and duly registered with the Board of Accountancy (BOA) per accreditation No. 04904;
2. That said financial statements were presented in conformity with the Philippine Financial Reporting Standards for SMEs in all cases where I shall express an unqualified opinion; except that in case of any departure from such principles, I shall indicate the nature of the departure, the effects thereof, and the reason why compliance with the principles would result in a misleading statement, if such is a fact;
3. That I shall fully meet the requirements of independence as provided in under the Code of the Professional Ethics for CPAs;
4. That in the conduct of my audit, I adhered to the generally accepted auditing standards promulgated by the Board of Accountancy; in case of any departure from such standards or any limitation in the scope of my examination, I shall indicate the nature of departure and the extent of the limitation, the reasons therefore and the effects thereof on the expression of my opinion or which may necessitate the negation of the expression of an opinion;
5. That I shall comply with the applicable rules and regulations of the Securities and Exchange Commission in the preparation and submission of financial statements; and
6. That relative to the expression of my opinion on the said financial statements, I shall not commit any acts discreditable to the profession as provided under the Code of Professional Ethics for CPAs.

As a CPA engaged in public practice, I make these representations in my individual capacity.

  
**MANOLITO U. TAYAO, CPA**

Board Certificate No 060014

PTR No. 1338279 dated January 10, 2025 at Tandag City

TIN 109-979-472-000

BOA /PRC Reg. No. 4904 - Expiry 02/28/2028

CDA Reg. No. CDA CEA No. 0596 - Expiry 06/14/2029

BIR AN. RR17-000000-003-2022 Expiry 01/03/2028

March 30, 2025

Tandag City

# **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN**

Purok 2, Gamuton, Lanuza, Surigao del Sur  
DOLE Reg. No. 21-SDS-WA-0414; TIN 499-121-611-000

## **STATEMENT OF MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS**

The Management of **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN** is responsible for the preparation and fair presentation of the financial statements including the schedules attached therein, for the year ended December 31, 2024 in accordance with the prescribed Philippine Financial Reporting Standards indicated therein, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable matters related to going concern and using the going concern basis of accounting unless management intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

The Association is responsible for overseeing the Company's financial reporting process.

The Association reviews and approves the financial statements including the schedules attached therein, and submits the same to the members.

**Manolito U. Tayao, CPA**, the independent auditor appointed by the association, has audited the financial statements of the **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN** in accordance with Philippine Standards of Auditing, and in its report to the stockholders or members, has expressed its opinion on the fairness of presentation upon completion of such audit.

March 30, 2025  
Tandag City



**MYRNA M. OPITAN**  
Chairman & President

**AURITA M. BACHICHA**  
Treasurer

# KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN

Barangay Pakwan, Lanuza, Surigao del Sur  
DOLE Reg. No. 21-SDS-WA-04-14; TIN 499-121-611-000

## STATEMENT OF FINANCIAL POSITION

As of the Year Ended December 31, 2024

<b>ASSETS</b>	<u>2023</u>	<u>2024</u>
Current Assets		
Cash and Cash Equivalents	1,521,899.49	546,185.00
Accounts Receivables - LGU	741,000.00	741,000.00
Total Current Assets	<u>2,262,899.49</u>	<u>1,287,185.00</u>
Property and Equipment		
Warehouse 2 Building	900,000.00	900,000.00
Spende Stripping Machines	1,760,000.00	1,760,000.00
Motorcycle 4 Units	480,000.00	480,000.00
Hauling Truck (6 Wheelers)	2,700,000.00	2,700,000.00
2 Units Fishing Cage	120,000.00	120,000.00
Furniture and  Fixtures	82,496.26	82,496.26
Other Assets	437,524.25	1,526,495.74
Total Property and Equipment	<u>6,480,020.51</u>	<u>7,568,992.00</u>
Biological Assets (Carabao)	<u>290,000.00</u>	<u>290,000.00</u>
<b>Total Assets</b>	<b><u>9,032,920.00</u></b>	<b><u>9,146,177.00</u></b>
Liabilities and Fund Balance		
Liabilities		
Other Payables	-	<u>99,257.00</u>
Fund Balance		
Fund Balance Beginning	10,738.94	20,738.94
Additional Equity	1,410,020.51	1,410,020.51
Grant - DA -PRDP PSO - LP	3,455,800.55	3,455,800.55
Grant - DA -PRDP PSO - EU	2,432,400.00	2,432,400.00
Grant - DA -PRDP PSO - GOP	972,960.00	972,960.00
GRANT -DOLE	741,000.00	741,000.00
Net Surplus	10,000.00	14,000.00
Total Fund Balance	<u>9,032,920.00</u>	<u>9,046,920.00</u>
<b>Total Liabilities and Fund Balance</b>	<b><u>9,032,920.00</u></b>	<b><u>9,146,177.00</u></b>

# KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN

Barangay Pakwan, Lanuza, Surigao del Sur  
DOLE Reg. No. 21-SDS-WA-04-14; TIN 499-121-611-000

## STATEMENT OF RECEIPTS & DISBURSEMENTS

For the Year Ended December 31, 2024

	2023	2024
Receipts		
Miscellaneous Income	70,000.00	432,928.00
Other Income	7,602.00	-
Monthly Dues	13,600.00	-
Members Contributions	1,360.00	-
Gross Receipts	<u>92,562.00</u>	<u>432,928.00</u>
Less : Operating Expenses		
Direct Labor	40,000.00	68,550.00
Purchases	-	295,850.00
Travel and Transportation	20,562.00	30,500.00
Documentation	10,000.00	5,500.00
Taxes and Licenses	2,000.00	8,528.00
Training and Seminars	10,000.00	10,000.00
Total Expenses	<u>82,562.00</u>	<u>418,928.00</u>
Net Surplus	<u>10,000.00</u>	<u>14,000.00</u>

# KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN

Barangay Pakwan, Lanuza, Surigao del Sur  
DOLE Reg. No. 21-SDS-WA-04-14; TIN 499-121-611-000

## STATEMENT OF CHANGES IN FUND BALANCE

As of the Year Ended December 31, 2024

	2023	2024
Fund Balance Beginning	10,738.94	20,738.94
Additional Equity	1,410,020.51	1,410,020.51
Grant - DA -PRDP PSO - LP	3,455,800.55	3,455,800.55
Grant - DA -PRDP PSO - EU	2,432,400.00	2,432,400.00
Grant - DA -PRDP PSO - GOP	972,960.00	972,960.00
GRANT -DOLE	741,000.00	741,000.00
Net Surplus	10,000.00	14,000.00
	<hr/>	<hr/>
Total Fund Balance	9,032,920.00	9,046,920.00

# KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN

Barangay Pakwan, Lanuza, Surigao del Sur  
DOLE Reg. No. 21-SDS-WA-04-14; TIN 499-121-611-000

## STATEMENT OF CASH FLOW For the Year Ended December 31, 2024

	2023	2024
Cash Flows from Operating Activities		
Net Surplus	10,000.00	14,000.00
Increase in Accounts Receivable	(741,000.00)	-
Increase on Store Inventory	-	-
Increase on Other Payables	-	99,257.00
Net Cash Provided by Operating Activities	<u>(731,000.00)</u>	<u>113,257.00</u>
Cash Flows from Investing Activities		
Non-Current Assets	(5,498,968.00)	(1,088,971.49)
Biological Assets		
Net Cash Provided by Investing Activities	<u>(5,498,968.00)</u>	<u>(1,088,971.49)</u>
Cash Flows from Financing Activities		
Capital Build-Up	138,968.00	-
Grant and Subsidy - Government DA -Dole	7,612,160.55	-
Net Cash Provided by Financing Activities	<u>7,751,128.55</u>	<u>0.00</u>
Net Increase in Cash and Cash Equivalents	1,521,160.55	(975,714.49)
Add: Cash Balance, January 1	10,738.94	1,521,899.49
Cash Balance - December 31, 2023	<u>1,531,899.49</u>	<u>546,185.00</u>

## KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN

Barangay Pakwan, Lanuza, Surigao del Sur

DOLE Reg. No. 21-SDS-WA-04-14; TIN 499-121-611-000

December 31, 2024

### 1. General Information

Kababayenhan Alang sa Malamboong Panginabuhian(KAMAANAN) is a non profit organization registered with the Department of Labor and Employment with DOLE Reg. No. 21 - SDS - WA - 04 - 14 on April 1, 2014. The primary purposes is to manage and protect the Community Based Forest Management (CBFM) area and to provide other activities for the members such as livelihood project by planting falcata trees and other fruit trees on the plantable mountain reserves, to educate the members with the spirit of cooperativism, and unity, to link other government agencies and private sector for livelihood project; to engage projects from ther government agencies and to generate funds for the sustainability of the organization.

The association has 74 active female members. The area of operation is approximately 77.9 hectares of plantable agricultural upland land. The association is one of the beneficiary of the National Greening Project of the government. The association presently is engaged in the production and buy and sell of abaca fibers.

The principal office of the association is located at Barangay Pakwan, Lanuza, Surigao del Sur. The financial statement was approved for release by the Board of Directors on January 20, 2024.

### 2. Summary of Significant Accounting Policies

#### 2.1 Basis of Preparation of Financial Statements

The accompanying financial statements have been prepared in accordance with the Philippine Financial Reporting Standards for SMEs.

#### 2.2. Accounting Method Used

The organization uses the cash basis of accounting for its transactions.

#### 2.3 Significant Accounting Judgment and Estimates

In the process of applying the organization's accounting policies, management has made judgments and estimates that are continually evaluated based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### 2.4 Property and Equipment

Property and Equipment are to be stated at cost less accumulated depreciation and any impairment in value. The cost of asset comprises its purchase price and directly attributable costs of bringing the asset to working condition for its intended use. Expenditures for additons and renewals are capitalized; expenditures for repairs and maintenance are charged to expense as incurred.

#### 2.5 Gross Receipts

The organization is not operating for profit but rather for service. Income comes from subsidy from the government, monthly dues and annual contributions from the members and grants from government agencies to be used for tree planting activities.

### 3. Cash And Cash Equivalentents

	2023	2024
Cash in Bank	1,521,899.49	546,185.00

The cash on hand is under the custody of the Treasurer if there is any, while the cash in bank is deposited with the LBP under savings account earning interest at the bank's prevailing interest rate.

3. Cas Accounts Receivable -LGU	2023	2024
Accounts Receivable -LGU	741,000.00	741,000.00

Grant from the Department of Labor and Employment credited to account of the LGU for account of the Association for purchase of rice products for resale as the livelihood project of the association. For release this January 2024.

4. Non Current Assets of the Association	2023	2024
Warehouse 2 Building	900,000.00	900,000.00
Spende Stripping Machines	1,760,000.00	1,760,000.00
Motorcycle 4 Units	480,000.00	480,000.00
Hauling Truck (6 Wheelers)	2,700,000.00	2,700,000.00
2 Units Fishing Cage	120,000.00	120,000.00
Furniture and Fixtures	82,496.26	82,496.26
Other Assets	437,524.25	1,526,495.74
Total Property and Equipment	6,480,020.51	7,568,992.00

Biological Assets (Carabao)	290,000.00	290,000.00
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5 Fund Balance	2023	2024
Fund Balance Beginning	10,738.94	20,738.94
Additional Equity	1,410,020.51	1,410,020.51
Grant - DA -PRDP PSO - LP	3,455,800.55	3,455,800.55
Grant - DA -PRDP PSO - EU	2,432,400.00	2,432,400.00
Grant - DA -PRDP PSO - GOP	972,960.00	972,960.00
GRANT -DOLE	741,000.00	741,000.00
Net Surplus	10,000.00	14,000.00
Total Fund Balance - End	9,032,920.00	9,046,920.00

Republic of the Philippines  
Province of Surigao del Sur  
Municipality of Lanuza  
Barangay Pakwan

**OFFICE OF THE KABABAYENHAN ALANG SA MALAMBOONG  
PANGINABUHAN (KAMAANAN)**

Minutes of the Annual Meeting of Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) Excerpts from the minutes of the regular meeting of KAMAANAN held at Purok 1 KAMAANAN Warehouse at Pakwan, Lanuza, Surigao del Sur, on July 08, 2025 at exactly 9:00 in the morning.

Attendance here to attached:

Agenda:

1. CSO Accreditation from;
  - a) Barangay
  - b) Municipality
  - c) Provincial
  - d) Regional is on going pa. Expiry date is on December 2027.
2. Tractor Machineries
3. Application on Request of Coffee Plantation
4. Other Matters:

Minutas misugod sa pag quorum sa membro, ang presider si Vice Josita M. Juagpao.

Call to Order:

Opening prayer Mrs. Nenita M. Gabe, kamaanan member. Gibasa sa Secretary si Christine Grace A. Sumanda, kamaanan secretary, ang attendance. Ang presider nag order nga meeting is quorum.

Ang paghisgot ni Chairwoman Myrna M. Opitan sap ag bag-o sa accreditation tungod kay bag-o na ang atong Municipal Mayor Hon. Gerri H. Irizarri. Board member Dailinda M. Juagpao nitingog nga walay problema kay ang tanang dukumento updated man kay kanunay man yearly ang pag ang renewal niini.

Board member Kris A. Montenegro order ug nagsugod na sugdan sa Secretary ang pag comply sa mga documents nga gikinahanglan ug giyunan sa tanan membro ug opisyalis.

Ang Secretary Christine Grace A. Sumanda nagpahibalo nga kining Annual Meeting ang tanan nga dokumento gikan sa Calendar Year 2022-2024 up to present walay problima.

Ang Vice-President Josita M. Juagpao naghango nga kon mahimo makapa accredit n akita karong nga bulan sa August 2025.

Board member Myrna M. Dawog nga siya maghatag na ug Brgy. Certificate for goodstanding.

Matapos kini nga annual meeting giasahan sa tanan nga matapos ang accreditation sa bulan sa Agosto aron maforward sa probinsiya.

7.8  
Myrna M. Opitan nagatapos sap ag-ingon ng akita 3yrs na na CSO ug apil na sap ag-apil sa tanan nga activities sa civil society organization.

Natapos ang hisgotanan sa Accreditation magpasa ug letter of Intent sa DA Lanuza, Surigao del Sur para sa Coffee plantation.

Meeting natapos sap ag-ampo ni Mrs. Eden J. Gabe. Oras 11: 45 sa udto.

We HEREBY CERTIFY to the correctness of the above information.

*Christine Sumanda*  
**CHRISTINE GRACE A. SUMANDA**  
Kamaanan Secretary

**MYRNA M. DAWOG**  
Kamaanan BOD

*Kris*  
**KRIS A. MONTENEGRO**  
Kamaanan BOD

*Dailinda*  
**DAILINDA M. JUAGPAO**  
Kamaanan BOD

*Sol*  
**SOLINA J. DAWOG**  
KAMAANAN BOD

*Ailyn*  
**AILYN M. MACA**  
Kamaanan BOD

*Myrna*  
**MYRNA M. OPITAN**  
Kamaanan Chairperson

**ORGANIZATIONAL PROFILE**

NAME OF ORGANIZATION: **Kababayan an Alang sa Malambuog Panginabuhian (KAMAANAN)**

ADDRESS: **PAKWAN, LANUZA SURIGAO DEL SUR**  
                     Barangay                      Municipality                      Province

DATE ORGANIZED: **APRIL 4, 2014**

REGISTERED WITH: **DOLE: CARAGA-21-SDS-WA-04-14**

OTHERS ( Please Specify): \_\_\_\_\_

NO.OF MEMBERSHIP: **MALE : FEMALE : 68**

CIVIL STATUS : **MARried**

AGE: 25- 35 :45 36-50: 14 50- 60 : 4 and above : 10

HIGHEST EDUCATIONAL ATTAINMENT OF MEMBERS ; **High school Grad. College Grad.**

PROJECT/S OF ORGANIZATION: **ABACA, FISHERIES & VEGETABLE GARDENING , *lunstrokes***

OTHER COMMUNITY INVOLMENT: **Membership to BDC, Brg. Gagawad, brgy. Captain, treasurer, book keeper**

PRIORITY TRAINING NEEDED: **Organic Farming, Technology on ABACA Production and ABACA FIBER AND MARKETING, Vegetables**

NAME OF CONTACT PERSON: **MYRNA OPITAN**

ADDRESS & CONTACT No. **Purok 2, Pakwan, Lanuza Surigao Del Sur.**

**NAME OF OFFICERS**

NAME	POSITION	CONTACT NO.	SIGNATURE
MYRNA M. OPITAN	President	09855253156	<i>[Signature]</i>
JOSITA M. JUAGPAO	Vice President	09483272003	<i>[Signature]</i>
VERGINIA O. MACURAY	Secretary	09706124110	<i>[Signature]</i>
AURITA M. BACHICHA	Treasurer		<i>[Signature]</i>
ELMA M. BAUZON	Auditor	<i>0945 602 89 072</i>	<i>[Signature]</i>
MYRNA DAWOG	BOARD		<i>[Signature]</i>
DAILINDA M. JUAGPAO	BOARD		<i>[Signature]</i>
AILYN MACA	BOARD		<i>[Signature]</i>
KRIS A. MONTENEGRO	BOARD		<i>[Signature]</i>
SOLINA DAWOG	BOARD	09102046106	<i>[Signature]</i>

Prepared By: *[Signature]*  
**VERGINIA MACURAY**  
 Secretary

NOTED By: *[Signature]*  
**MYRNA M. OPITAN**  
 President

Command ==> IMI3

DDA STATEMENT INQUIRY  
 PRDR - KABABAYENHAN ALANG MALAMBOONG Account 000-0-0-0000-0792031838  
 PANGINABUHAN - IREAP - PG EQUITY Date Last Statement 07/31/25  
 LANUZA SURIGAO DEL SUR 8314 Date This Statement 08/22/25

\*\*\* DDA TRANSACTIONS \*\*\*

Balance Last Statement	Checks/Other Nbr	Debits Total Amount	Deposits/Other Nbr	Credits Total Amount	Balance This Statement
11232.00	0	0.00	1	55522.00	566754.00

Date	Check Nbr	Amount	Transaction Desc	Orig	Balance
08/19		55522.00	13 LOCAL CHK DEPOSIT		566754.00

PF1-Fwd PF2-Bkwd PF12-Help PA2-Prompt  
 TSIMMSE1 IM0455 I: WITH RM UPDATE

LAST

8/13/25

# CUSTOMER REQUEST FOR (CRF)

**LANDBANK**

Branch of Account: \_\_\_\_\_ Control Number: \_\_\_\_\_  
 Name (Last Name, First Name, Middle Initial): \_\_\_\_\_ Modulating Branch: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ Card No. (last 6 & last 4 digits only): \_\_\_\_\_

Statement of Account/Bank Certification  
 Bank Certification of Deposit Balance Purpose: \_\_\_\_\_  
 Bank Statement Period Covered: **NEW ACCOUNT**  Snapshot  
 Re-order of Checkbook: \_\_\_\_\_ No. of Booklet/s: \_\_\_\_\_  
 Personal  Commercial  MDS Destination Branch: \_\_\_\_\_

For Authorized Representative: \_\_\_\_\_ This is to authorize \_\_\_\_\_ whose signature appears below, to acknowledge receipt of the above document.  
 Authorized Representative (Signature over Printed Name) 

Stop Payment Order (SPO)  
 Check No. From: \_\_\_\_\_ Amount: \_\_\_\_\_ Payee: \_\_\_\_\_ Date/Time Received: \_\_\_\_\_  
 Cancellation of SPO  
 To: \_\_\_\_\_ Date of Check: \_\_\_\_\_ Reason: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Note: This request is subject to the Terms and Conditions stated at the back of this form.

ATM Card Request:  
 LANDBANK Proprietary Card  LANDBANK Visa Debit Card  LANDBANK Cash Card  
 LANDBANK Master Card  eCard/RRD  Others  
 Request for:  
 Card Replacement  
 PIN Mailer Issuance  
 PIN Nomination in any LANDBANK ATM Terminal  
 Card Tagging as "Lost/Stolen"  
 Card Tagging as "Hot Card"  
 PIN Change  PIN Mailer Issuance  PIN Nomination  
 PIN Retries Count Reset  eBanking PIN Reset  
 Card locking  Domestic  International  
 Card unlocking  Domestic  International  
 Others (Please specify): \_\_\_\_\_  
 Reasons (Please specify):  
 Card was \_\_\_\_\_ damaged \_\_\_\_\_ expired  
 Card was \_\_\_\_\_ lost/stolen \_\_\_\_\_ possible compromised  
 Exempted from submission of Affidavit of Loss (per DepEd MDA)  
 Change name from \_\_\_\_\_ to \_\_\_\_\_  
 PIN was forgotten  
 Others (Please specify): \_\_\_\_\_

Mode of Payment:  Cash  Debit Account No. \_\_\_\_\_  
 Hold Fund  Account Balance  
 Release of Hold  Specific Amount: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

For iAccess (Existing enrolled accounts only)  
 Maintenance  
 Unlocking of iAccess ID  
 Password Resetting  
 Updating of Profile  
 Fund Transfer  
 Account Number: \_\_\_\_\_  
 Third Party Destination: \_\_\_\_\_  
 User ID: \_\_\_\_\_  
 Enabling  
 Reactivation/Disabling  
 Deletion of iAccess ID  
 Resend Activation Code  
 Details: \_\_\_\_\_ New Data: \_\_\_\_\_  
 Source: \_\_\_\_\_ Destination: \_\_\_\_\_ Addition: \_\_\_\_\_ Deletion: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_

Note: This is subject to the same Terms and Conditions stated in the iAccess Enrollment and Maintenance Form.  
 Authorized Signatory/ies:  
 I hereby certify that I am the cardholder and that I am the only one who has knowledge of my PIN. It being personally inputted by me. Transactions arising from the unauthorized use of my card shall be my sole responsibility. In case of report of loss of ATM card/request for cancellation of lost/stolen card/request for replacement of card, I undertake to hold the Bank free from any liability or damage that may arise out of its cancellation or dishonor of the subject ATM card.

 (Signature over Printed Name/Date)  
 (Signature over Printed Name/Date)

**FOR BANK'S USE ONLY**  
 Processed by: \_\_\_\_\_  
 Customer Associate-NAC/Date (Signature over Printed Name): **MILA D. ALBA**  
 Branch Officer (Signature over Printed Name): \_\_\_\_\_

## CRF CLAIM STUB

Name (Last Name, First Name, Middle Initial): \_\_\_\_\_ Account Number: \_\_\_\_\_ Control Number: **NEW ACCOUNT**  
 Approved for release by: \_\_\_\_\_ Released by: \_\_\_\_\_ Received by: \_\_\_\_\_

8/13/25

Machine Validation

JULY 2023

**Philippine Rural Development Project**

**Enterprise Operations Monitoring**

**Form: 1**

**A. Enterprise:**

- Subproject Title: Abaca Fiber Processing and Marketing
- Subproject Cost: 6,861,160.55
  - Infra : 800,000.00
  - Enterprise: ₱ 432,928.00

**B. Contract:**

Contact Person : Myrna M. Opitan  
Position : Chairperson  
Contact Number : 09855253156  
Start of Enterprise Operation : April 09,2024

**C. Income Statement:**

- Gross Income : 624,960.00
- Cost of Good Sale : 3,099,128.00 = 3,099,128
- Gross Profit : 113,257.00
- Operating Expenses : 511,569.00

**D. Distribution of Net Income:**

- Patronage Refund : 15,402.09
- Divided sharing's : 31,248.00
- Retained Earnings : 66,607.00

Name of the Proponent Group: **Kababayenhan Alang sa Malamboong Panginabuhi**

Enterprise Name : **Abaca Fiber Processing and Marketing**

Subproject ID : **PRDD-IR-R013-SDS-OO5-000-000-2022-AF2**

Location : **Barangay Pakwan, Lanuza, Surigao del Sur**

For the Month of **April-December 2024**

- Sales Form : 3,099,128
- Sales Grain : 624,960.00

Operating Expenses: Salaries wages

- Man Power - 14 Pay
- Regular - 8 Pay x 7,000 = 56,000
- Contractual- 1 Pay x 1,500 = 1,500
- Volunteer - 5 Pay x 3,500 = 17,500
- 75,000
  
- Permit Silence : 16,000.00
- Office Supplies : 20,000.00
- Fuel: Motor/Truck : 20,000.00
- Repair and Maintenance : 50,000.00
- Traveling : 20,000.00
- Rental or Lease : 30,000.00
- Training Education : 20,000.00
- 208,000.00**

Total Expenses : ₱ 511,569.00  
Total Sales : 3,099,128.00  
Total Gross income : 624,920.00  
Total Profit : 113,257.00  
Total Sharing : 31,248.00  
Total Patronage : 15,402.09  
Total Retained Earning Balance: ₱ 66,607.00

55,930 kls	Sale From:
<u>X 10</u>	Sales Gross
559,300.00	
<u>-228,569.00</u>	Expenses: Hauling/Deliveries
338,731.00	
<u>56,000.00</u>	Regular (Salary Wage @ Mos.)
272,731.00	
<u>16,000.00</u>	Permit Silence
256,731.00	
<u>20,000.00</u>	Office Supplies
236,731.00	
<u>52,000.00</u>	Repair and Maintenance
184,731.00	
<u>20,000.00</u>	Travelling
164,731.00	
<u>30,000.00</u>	Rental/Lease
134,731.00	
<u>20,000.00</u>	Training Education
114,731.00	
<u>52,000.00</u>	Fuel and Oil
62,731.00	
<u>27,965.00</u>	Dividend Sharing
X .20 34,766.00	
<u>4,728.17</u>	Patronage Refund
30,037.82	Retained Earnings

27,965.00	Dividend Sharing
<u>x.20</u>	
34,766.00	
<u>4,728.17</u>	Patronage
30,037.00	Retained Earnings

Prepared by;

  
**AURITA M. BACHICHA**  
Kamaanan Treasurer

Certified and correct by;

  
**MYRNA M. OPITAN**  
Kamaanan Chairperson



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Surigao del Sur Provincial Office  
Tandag City



## Certificate of Registration

Registration Certificate No. 21-SDS-WA-04-14

### KNOW ALL MEN BY THESE PRESENTS:

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

### **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN**

Brgy. Pakwan, Lanuza, Surigao del Sur

*Has this day been registered as and conferred with all the rights and privileges of a legitimate workers' association established for the mutual aid and protection of its members. It shall promote the moral, social and economic well-being of its members and shall have the right to represent them in accordance with its constitution and by-laws and for purposes not contrary to law.*

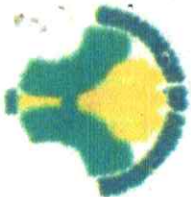
*This certificate of registration shall subsist unless cancelled in the manner provided for by the Labor Code and its implementing rules, and at all times shall be subject to compliance by said workers' association with all applicable laws and regulations relating to workers' associations.*

*IN WITNESS WHEREOF, we have hereunto affixed our signatures, with the seal of DOLE Regional Office, Butuan City, Philippines, this 1st day of April Two Thousand Fourteen.*

*By Authority of the Regional Director*



*Luth M. Longos*  
**LUTH M. LONGOS**  
Chief LEO/Provincial Officer



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 11  
Capitol Sta., Batuan City 8000

**DA-CSO ACRN No. 2022-33**

**CERTIFICATE OF ACCREDITATION  
REGIONAL LEVEL**

is issued to the

**Kababagayan Along sa Malabong Pangasinan (KAWANAD)**  
**as Co-Implementer**

with address in

**Purok 2, Palawan, Lanza, Surigao del Sur**

For having satisfactorily complied with the requirements for accreditation as a legitimate Civil Society Organization (CSO) to be engaged by the Department of Agriculture (DA) as partner CSO in the implementation of agriculture and fishery programs, projects and activities pursuant to the Administrative Circular No. 03, Series of 2022.

This Certificate of Accreditation shall be valid for five (5) years from the date of issuance, unless suspended or revoked prior to its expiration through a written notice issued by the DA.

Issued on the 17th day of November 2022 in Batuan City, Philippines.

**ENGR. RICARDO M. ORATE, JR.**  
Regional Executive Director

SEARCHED	INDEXED
SERIALIZED	FILED
NOV 20 2022	
REGIONAL FIELD OFFICE 11	
CAPITOL ST., BATUAN CITY 8000	
R-R-10112	

ANY REISSUANCE OR ALTERATION HEREON nullifies THIS CERTIFICATION  
NOT VALID WITHOUT THE DEPARTMENT OF AGRICULTURE DRY SEAL









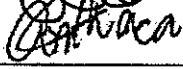

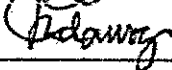


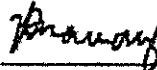
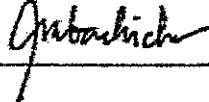




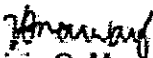
ARTICLE XII- EFFECTIVITY

SECTION 1. This constitution and by-laws shall take effect upon its ratification.

Unanimously adopted and ratified this 5<sup>th</sup> day of May 2023 at Barangay Pakwan, Lanaza, Surigao del sur.

NAME	SIGNATURE
1. Myrna M. Opitan	
2. Josita M. Juagpao	
3. Ailyn M. Maca	
4. Dainlinda M. Juagpao	
5. Myrna M. Dawog	
6. Solina J. Dawog	
7. Kris A. Montenegro	
8. Verginia O. Macuray	
9. Aurita M. Bachicha	

Certified Correct:

  
Verginia O. Macuray  
Secretary


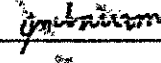


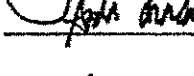
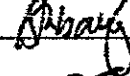

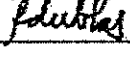


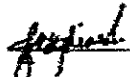




Attested By:

  
Myrna M. Opitan  
President

ARTICLE XII- EFFECTIVITY

SECTION 1. This constitution and by-laws shall take effect upon its ratification.

Unanimously adopted and ratified this 5<sup>th</sup> day of May 2023 at Barangay Pakwan, Lanuza, Surigao del sur.

NAME	SIGNATURE
10. Decinifa M. Juagpao	
11. Rebecca M. Tello	R. Tello
12. Tereita D. Tubay	T. Tubay
13. Elma M. Bauzon	
14. Marivic S. Gabe	
15. Jesriel M. Juagpao	
16. Aida M. Maca	
17. May-may Sandag	M.S.
18. Angela B. Dawog	
19. Emily s. Sandag	
20. Ronalyn A. Dublas	
21. Pinina Abao	P.A
22. Jayra a. Lumayno	J.L.
23. Monica D. Salupan	
24. Angelica U. Opitan	
25. Josephine M. Azarcon	
26. Jessica M. Opitan	_____
27. Junalyn D. Dublas	
28. Mary Grace Guja M. Opitan	
29. Jennefer M. Agustin	
30. Marilyn A. Baclohan	

31. Marissa A. Agustin

Agustin

32. Mary-ann D. Frias

Mary ann Frias

33. Rosalinda B Juagpao

RJ

34. Antonio M. Juagpao

A-J

35. Felemon S. Maca

F Maca

36. Welmer D. Sandag

D.S

37. Angela U. Salahay

A.C.

38. Jessica E. Opitan

J-E

39. Editha H. Maca

E Maca

40. Kenny boy M. Dawog

K Dawog

41. Lucia B. Daging

L-D.

42. Acila D. Ondao

A. Ondao

43. Annaliza D. Opitan

Annaliza D. Opitan

44. Rosalina U. Dawog

R-U-D.

45. Carmilita O. Abas

C.A

46. Tella M. Bat-ao

T B

47. Enicita C. Ochavillo

Ochavillo

48. Eden J. Gabe

E Gabe

49. Nenita M. Gabe

N M Gabe

50. Alma M. Gabe

Alma

51. Marvie D. Opitan

M D Opitan

52. Verginia M. Tindugan

V T

53. Lucena A. Angeles

Lucena L.A

54. John Emmanuel D. Tabunan

J D Tabunan

55. Judith M. Cahilig

Judith Cahilig

56. Judy-Ann M. Cahilig

Judy Cahilig

57. Judilyn M. Cahilig

Judilyn Cahilig

58. Trinidad M. Abao

T. Abao

59. Nowena D. Macuray

Nowena D. Macuray

60. Jamaica D. Macuray

Jamaica D. Macuray

61. Tarcesia I. Dawog

T. I. Dawog

62. Rosinda S. Maca

Rosinda S. Maca

63. Rosalina U. Dawog

R. U. Dawog

64. Gemalyn E. Dawog

G. E. Dawog

65. Rosie M. Hayahay

Rosie M. Hayahay

66. Evelyn S. Opitan

E. S. Opitan

67. Arlyn A. Dawog

A. A. Dawog

68. Jeriel M. Juagpao

Jeriel M. Juagpao

Certified Correct:

Virginia O. Macuray  
Secretary

Attested By:

Myrna M. Opitan  
President



**OFFICIAL RECEIPT**  
 Republic of the Philippines  
**PROVINCE OF SURIGAO DEL SUR**  
 Office of the Provincial Treasurer  
*PAKUBAN*



<b>Accountable Form No. 51</b> (Revised June 2008)	<b>ORIGINAL</b>
DATE <i>July 18, 2025</i>	<b>1646341 A</b>

AGENCY <i>UGU LANZA</i>	FUND
-------------------------	------

PAYOR <i>KAMABANAN</i>	<i>Mona M. Ojeda</i>
------------------------	----------------------

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
<i>Municipal Permit - Adaca</i>		<i>P 200.00</i>
<i>Sanitary fee</i>		<i>100.00</i>
<i>Sanitation fee</i>		<i>100.00</i>
<i>Health Card</i>		<i>200.00</i>
<i>Medical fee</i>		<i>200.00</i>
<i>Weight &amp; Measure</i>		<i>200.00</i>
<i>Occupational fee</i>		<i>200.00</i>
<i>Examination fee</i>		<i>200.00</i>
<b>TOTAL</b>		<b>P 1,320.00</b>

AMOUNT IN WORDS  
*One thousand three hundred twenty*

<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	DRAWEE BANK	NUMBER	DATE

Received the amount stated above

*MAH*

Collecting Officer

NOTE: Write the number and date of this receipt on the back of check or money order received.



Republic of the Philippines  
Municipality of Lanuza  
Office of the Municipal Mayor

## Business Permit

### To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.

BUSINESS NAME	OWNER'S NAME	BUSINESS ID NO.	BUSINESS PLATE NO.	BUSINESS PERMIT NO.
KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHIAN (KAMAANAN)	MYRNA MACA OPITAN	O-166810-00007	310	2025-1606810000-0315
DATE ISSUED	TYPE OF BUSINESS	PAYMENT MODE	OFFICIAL RECEIPT NO.	OR DATE
2025-07-22	Cooperative	Annual	1646341	Jul. 22, 2025
BUSINESS ADDRESS	TYPE OF APPLICATION	LINE OF BUSINESS		
PUROK 2 PAKWAN, LANUZA, SURIGAO DEL SUR	Renewal	WHOLESALE OF ABACA AND OTHER FIBERS, EXCEPT SYNTHETIC FIBER		
VALID UNTIL	BUSINESS TIN	CDA REGISTRATION NO.	NO. OF EMPLOYEES	
Dec. 31, 2025	499-121-611-00000		2	
KIND OF FEE/TAX	AMOUNT		NOTE/S	
Mayor's Permit - Retailer/Wholesaler (Asset)	250.00		<b>NOTES:</b> 1. Exhibit this Permit in Your Establishment. 2. This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws, Ordinances and conditions set forth in the Permit. 3. This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges. 4. Your Business Establishment is subject to final inspection or regulatory compliance. 5. Surrender this Permit upon retirement of your Establishment.	
Weight and Measure (Kilogram)	20.00			
Sanitary Fee	150.00			
Medical Certificate Fee	200.00			
Occupational Fee	200.00			
Health Card	200.00			
Tax Clearance/Certification Service or Examination Fee	100.00			
	200.00			
Interest	0.00			
Surcharge	0.00			
	<b>GRAND TOTAL</b>	1,320.00		

Approved:

**ALGERICO H. TRIZARI, M.D.**  
Local Chief Executive

**Emergency Hotline: 911**  
**PNP Hotline: 09399173645 /**  
**09985987367**  
**BFP Hotline: 09317218762**



Remarks

Republic of the Philippines  
Province of Surigao del Sur  
Municipality of Lanuza

OFFICE OF THE MAYOR  
-oOo-

### AFFIDAVIT OF UNDERTAKING

I, **MYRNA M. OPITAN**, President of **KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHAN (KAMAANAN)** hereby bind myself to strictly follow the conditions imposed by the Local Government Unit of Lanuza, Surigao Del Sur provided below, to wit;

1. Cleanliness must be strictly observed within and outside the premises of our establishment and its extensions;
2. That our establishment should provide its own duly labeled garbage or trash receptacles for Biodegradable waste (Malata), Recyclable Materials (for empty bottles glass and plastics, doypacks, tin cans, rubber and metals, etc.) and Residual wastes (for candy and ice candy wrappers, used cellophanes, cigarette butts, rags, used clothing, etc.),
3. Shall ensure the segregation of waste at source and adhere no collection policy for unsegregated waste,
4. Shall religiously abide Section 4 of Ordinance No. 97, series of 2015 – An ordinance regulating the operation of Computer Gaming Stations and Internet Cafes, Billiard Halls, Videoke /Karaoke in the Municipality of Lanuza,
5. This Affidavit of Undertaking must be framed and posted in a conspicuous place within office/establishment together with the framed business permit.

Any violation of the above conditions shall be a ground for the suspension and/or cancellation of our Business Permit.



**MYRNA M. OPITAN**  
PRESIDENT OF KAMAANAN

**SUBSCRIBED AND SWORN TO BEFORE ME**, this **18<sup>th</sup>** day of **July, 2025** at Lanuza, Surigao del Sur. Affiant exhibited to me his/her CTC no. **10789066** issued on **August 23, 2025** at Lanuza, Surigao del Sur.



**ALGERICO H. RIZARI, M.D.**  
Municipal Mayor



Republic of the Philippines  
Department of Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
National Headquarters  
Agham Road, Brgy. Bagong Pag-asa, Diliman,  
Quezon City  
**OFFICIAL RECEIPT**



Received from : Bureau of Fire Protection  
Date : 2025-07-21  
Issued To : KAMAANAN / MERNA M OPITAN  
OR No. : OR-676241

	<b>Particulars</b>	<b>Amount</b>
	Fire Safety Inspection Fee	500.00
	<b>Total</b>	<b>500.00</b>

REGION XIII (Caraga) SURIGAO DEL SUR  
SURIGAO DEL SUR, Lanuza Fire Stn  
 Herrera St., Zone 2, Lanuza, Surigao del  
 Sur Zone II (Pob.), LANUZA

Republic of the Philippines  
 Department of Interior and Local  
 Government  
**BUREAU OF FIRE PROTECTION**  
 ORDER OF PAYMENT

OPS No: OPS-0000707188  
 Date:2025-07-21T02:05:44.000000Z

NAME OF ESTABLISHMENT/PROJECT KAMAANAN  
 LOCATION,  
 OWNER/NAME OF REPRESENTATIVE MERNA M OPITAN / MERNA M OPITAN  
 FIRE SAFETY CLEARANCE APPLYING FOR:

Fire Safety Evaluation Clearance (FSEC)      Fire Safety Inspection Certificate (FSIC)      Others: (Pls indicate)

**APPLICABLE FEES (Fill-up)**

NATURE OF PAYMENT	ACCOUNT CODE	BASIS OF COMPUTAION	TOTAL
Fire Code Construction Tax (0.10% of the verified estimated value of buildings or structures to be erected, from the owner thereof, but not to exceed to PhP 50,000.00)	628 - BFP - 01	₱0.00	₱0.00
Fire Code Realty Tax (0.01% of the assessed value of buildings or structures annually payable upon payment of the real estate tax, except on structures used as single family dwellings)	628 - BFP - 02	₱0.00	₱0.00
Fire Code Premium Tax (2% of all premiums, excluding re-insurance premiums for the sale of fire, earthquake and explosion hazard insurance collected by companies, persons or agents licensed to sell such insurances in the Philippines)	628 - BFP - 03	₱0.00	₱0.00
Fire Code Sales Tax (2% of gross sales of companies, persons or agents selling firefighting equipment, appliances or devices, including hazard detection and warning systems)	628 - BFP - 04	₱0.00	₱0.00
Fire Code Proceeds Tax (2% of the service fees received from fire, earthquake, and explosion hazard reinsurance surveys and post loss service of insurance adjustment companies doing business in the Philippines directly through agents)	628 - BFP - 05	₱0.00	₱0.00
Fire Safety Inspection Fee (15% of all fees charged by the Local Government Unit or Philippine Economic Zone Authority (PEZA), but in no case shall be lower than PhP 500.00)	628 - BFP - 06	₱1,320.00	₱500.00
Storage Clearance Fee ( based on the storage capacity as indicated on RIRR of RA 9514 Section 12.0.0.4)	628 - BFP - 07	₱0.00	₱0.00
Conveyance Clearance Fee ( based on their capacity as indicated on RIRR of RA 9514 Section 12.0.0.4)	628 - BFP - 08	₱0.00	₱0.00
Installation Clearance Fee ( refer to Section 12.0.0.4 of the RIRR of RA 9514)	628 - BFP - 09	₱0.00	₱0.00
Fire Code Administrative Fines (Fire Code Administrative Fines is based on RIRR of RA 9514 Section 12.0.0.4)	628 - BFP - 10	₱0.00	₱0.00
Other Fees ( refer to Section 12.0.0.4 of the RIRR of RA 9514)	628 - BFP - 11-a	₱0.00	₱0.00
Certificate of Competency (COC) Fees	628 - BFP - 11-b	₱0.00	₱0.00
Filing Fee:			₱0.00
<b>TOTAL AMOUNT OF FIRE CODE FEES: ₱500.00</b>			

TOTAL AMOUNT IN (WORDS): Five Hundred

Official Receipt No: OR-676241

Amount Paid: ₱500.00

Payment Date: 7/21/2025

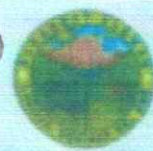
Edziel Venus  
 Fire Officer II

**Name and Signature of Fire Code Fee Assessor**

PAALALA: "MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAGREKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER"  
 "FIRE SAFETY IS OUR MAIN CONCERN"

BFP-QSF-FSED-030 Rev. 02 (11.27.19)

This is a system generated document, signature is not required.



Main Office: Purok 4, Brgy. Pakwan Lanuza, Surigao Del Sur  
 (8314) Email Address: Brgy. Pakwan@gmail.com

**BARANGAY BUSINESS CLEARANCE**

Date: July 18, 2025

**PAKWAN BARANGAY OFFICIALS  
 CY 2023-2024**

**HON. IRISH M. PIRNG**

Chairman Committee on EDUCATION

**HON. ARNEL D. BAUZON**

Chairman Committee on INFRASTRUCTURE

**HON. BERNARD O. QULLANO**

Chairman Committee on PEACE & ORDER

**HON. EMILY M. SANDAG**

Chairman Committee on APPROPRIATION

**HON. JOSE ANTHONY A. MACRAY**

Chairman Committee on HEALTH & SANITATION

**HON. TERESA M. ANGELO**

Chairman Committee on AGRICULTURE

**HON. ALENER S. ASAO**

Committee on SPORTS - MEMBER/  
 MEMBER OF WATERS & ENVIRONMENT

**HON. KRISHNA MAS M. OPTAN**

Chairman Committee on Sports  
 or Chairman

**BATU DAVID P. ABRO**

PHS Representative

**MARIYRA BACLOSAN**

Barangay Treasurer

**AURITA M. BACHICA**

Barangay Secretary

**HON. MYRNA M. DAWOG**

Barangay Captain/President

To Whom It May Concern:

This is to certify that KABABAYENHAN ALANG SA MALAMBOONG PANGINABUHIAN (KAMAANAN), located at Purok 1, Pakwan, Lanuza, Surigao del Sur, has satisfactorily complied with all the necessary requirements and regulations mandated by the Barangay for operating business within its jurisdiction.

This certifies further that the said establishment has obtained a Barangay Business Clearance to secure legal document required by the Barangay authorities for engaging a ABACA ENTERPRISE. It has demonstrated adherence to the Barangay's ordinances and regulations Pertaining to its line of business.

This clearance is issued to declare that there are No Derogatory records against the aforementioned individual or establishment within the jurisdiction of this barangay.

Issued this 18<sup>th</sup> day of July, 2025 at Barangay Pakwan, Lanuza, Surigao del Sur.



Thumbmark



*Myrna M. Dawog*  
**MYRNA M. DAWOG**  
 Punong Barangay

## BIO-DATA



### Personal Information

Name : Myrna Maca Opitan  
Position : President  
Home Address : Purok 2 Brgy. Pakwan, Lanuza, Surigao del Sur  
Date of Birth : December 20, 1974  
Contact Number : 0910-339-0844  
Nationality : Filipino

### Educational Attainment

College : Undergraduate  
Course: Midwifery  
High School : Surigao Sur Institute of Technology (SSIT)  
Elementary : Don Gonzalo Puyat Memorial Elementary School

### Employment Record

Position : Barangay Kagawad  
Employer : Brgy. Pakwan, Lanuza, Surigao del Sur  
Dates : May 9, 1994 - 2014  
Duties : Legislator, designated as Chairman on Committee on Health

Position : Community Organizer  
Employer : ACH - Action Contra El Hambre, Tandag City, Surigao del Sur  
Dates : May 6, 2006 - 2009  
Duties : Facilitate community organization and association capability development plans

### CERTIFICATION

I, the undersigned, certify that these data are true and correct.

  
**MYRNA M. OPITAN**  
President

## SECRETARY'S CERTIFICATE

I, **VERGINIA O. MACURAY**, Secretary, of legal age, Filipino and with address at Purok 2, Brgy. Paakwan, Lanuza, Surigao del Sur after having been duly sworn in accordance with law, certify that:


1. I am the Secretary of Kababayenhan Alang sa Malambuog Panginabuhian (KAMAANAN), a cooperative duly organized and existing under and by virtue of laws of the Republic of the Philippines, with office address at Brgy. Pakwan, Lanuza, Surigao del Sur;
2. That none of its incorporators, organizers, directors or official in an agent of, or related by consanguinity of affinity up to the fourth civil degree to the officials of the implementing agency who are authorized to process accreditation and application;
3. That this certificate is being made and executed for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this 10<sup>th</sup> day of February 2022 in Lanuza, Surigao del Sur.

  
**VERGINIA O. MACURAY**  
 Secretary

SUBSCRIBED AND SWORN TO before me this 23 FEB 2022 day of \_\_\_\_\_ 2022, affiant/s exhibit/s to me VIN: 6810-0030A-CJ0273VOM 20000 issued on \_\_\_\_\_ issued at \_\_\_\_\_

Doc No. 364  
 Page No. 073  
 Book No. LXXV  
 Series of 2022

  
**NOTARY PUBLIC**  
**ATTY. AVELINO U. FALCON**  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES ON. 12-31-21  
 MADRID, SURIGAO DEL SUR  
 MCLE NO. VI-0008442 ROLL NO. 30508  
 PTR NO. 9702904 DATE: 01-10-22  
 IBP NO. 199609 DATE: 01-19-22

**SECRETARY'S CERTIFICATE OF INCUMBENT OFFICERS**

I, **Verginia O. Macuray**, Secretary, of **Kababayenhan Alang sa Malambuog Panginabuhian (KAMAANAN)** duly organized under the laws of the Philippines do hereby certify that I maintain complete and accurate minute books on behalf of the **Association**. I do further certify that any of those identified below, is authorized, in the name and on behalf of the **Association**, to enter into, complete and execute agreements, and to give instructions on behalf of the **Association** in writing or by telephone, facsimile transmission, telegram, teletype, electronics means, or otherwise, with respect to all transactions, including but not limited to instructions to pay, deliver or transfer property or cash of the **Association** to any third party whatsoever.

I further certify that the following are officers of the **Association** elected or appointed until their successors are elected or appointed and that you shall be entitled to rely upon their continued incumbency and empowerment to act for the **Association** until you have been furnished with a duly certified notice to the contrary.

NAME	TITLE/ POSITION	CONTACT NUMBER
Myrna M. Opitan	Chairperson, BOD	09103390844
Josita m. Juagpao	Vice-Chairperson, BOD	09653354851
Ailyn M. Maca	Member, BOD	09109096790
Myrna M. Dawog	Member, BOD	09487406134
Solina J. Dawog	Member, BOD	
Kris A. Montenegro	Member, BOD	
Dailinda M. Juagpao	Member, BOD	09274069006

IN WITNESS OF WHICH, I have hereunto set my hand as Secretary of the **Association** on this 10<sup>th</sup> day of February 2022 in Lanuza, Surigao del Sur.

*Verginia O. Macuray*  
**VEGINIA O. MACURAY**  
 Secretary

SUBSCRIBED AND SWORN TO before me this 23 FEB 2022 day of \_\_\_\_\_ 2022, affiant/s exhibit/s to me VIN: 6810-0030A-CJ0273VOM 20000 issued on \_\_\_\_\_ issued at \_\_\_\_\_

Doc No. 365  
 Page No. 073  
 Book No. LXXV  
 Series of 2022

*[Signature]*  
 NOTARY PUBLIC  
**ATTY. AVELINO U. FALCON**  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES ON: 12-31-21  
 MADRID, SURIGAO DEL SUR  
 MCLE NO. VI-0008442 ROLL NO. 30508  
 PTR NO. 9702904 DATE: 01-10-22  
 IBP NO. 199609 DATE: 01-19-22

**AFFIDAVIT OF DISCLOSURE OF OTHER RELATED BUSINESS**

I, **MYRNA M. OPITAN**, CSO Chairperson, of legal age, Filipino and with address at Purok 2, Brgy. Pakwan, Lanuza, Surigao del Sur after having been duly sworn in accordance with law, certify that:

1. I the Chairperson of the Kababayenhan Alang sa Malambuog Panginabuhian (KAMAANAN), a cooperative duly organized and existing under and by virtue of laws of the Republic of the Philippines, with principal office address at Brgy. Pakwan, Lanuza, Surigao del Sur;
2. The Cooperative has no other related business and in the event that there will be other related business, we shall immediately report it to the Department of Agriculture including any extent of ownership therein;
3. That I am making this statement in compliance with Section 4.4.4. Commission on Audit (COA) Circular No. 2007-001 dated October 25, 2007 and in accordance with the requirement of the Department of Agriculture;
4. I understand and accept that any false statement in this respect will render the Cooperative and its authorized officials liable for possession to the full extent of the law;
5. That this certificate is being made and executed for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this 10<sup>th</sup> day of February 2022 in Lanuza, Surigao del Sur.

  
**MYRNA M. OPITAN**  
Chairperson

SUBSCRIBED AND SWORN TO before me this 23 FEB 2022 day of \_\_\_\_\_ 2022, affiant/s exhibit/s to me TIN: 456-62-7-510-000 issued on August 22, 2014 issued at \_\_\_\_\_.

Doc No. 367  
Page No. 074  
Book No. LXXV  
Series of 2022

  
**ATTY. AVELINO N. TALSON**  
NOTARY PUBLIC  
MY COMMISSION EXPIRES ON: 12-31-21  
MADRID, SURIGAO DEL SUR  
MCLE NO. VI-0008442 ROLL NO. 30508  
PTR NO. 9702904 DATE: 01-10-22  
IBP NO. 199609 DATE: 01-19-22

Present

Republic of the Philippines )  
Province of Surigao del Sur ) s.s  
Municipality of Lanuza

**AFFIDAVIT**

I, **VERGINIA O. MACURAY**, Filipino, of legal age, married, and a resident of Brgy. Pakwan, Lanuza, Surigao del Sur, Philippines, under oath, hereby state that:

1. I am the same person described above;
2. I am the Secretary of Kababayenhan Alang sa Malamboong Panginabuhian (KAMAANAN) with office address at Purok 2A, Brgy. Pakwan, Lanuza, Surigao del Sur;
3. That the Kababayenhan Alang sa Malamboong Panginabuhian is applying for the Department of Agriculture Special Project – the Philippine Rural Development Project (PRDP) under its Investments for Rural Enterprises in Agriculture and Fisheries Productivity (I-REAP) or the Enterprise Development Component of the Regional Project Coordination Office (RPCO) Caraga Region, Butuan City;
4. I hereby attest to the best of my personal knowledge that I am not related with any incorporators, organizers, directors or officials as an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the government agency authorized to process and/ or approve the enterprise subproject, the Memorandum of Agreement and the release of funds;
5. I am executing this affidavit in order to attest to the truth of the foregoing facts to comply with the requirements of the PRDP I-REAP RPCO Caraga Region and for whatever legal intent and purposes it may serve.

IN WITNESS WHEREOF, I hereby affix my signature this 10 AUG 2022 day of \_\_\_\_\_ 2022 at Lanuza, Surigao del Sur, Philippines.

*Virginia O. Macuray*  
**VERGINIA O. MACURAY**  
Affiant  
CTC No. 22560619  
Issued on 02-04-22  
Issued at Lanuza, Surigao del Sur

SUBSCRIBED AND SWORN TO BEFORE ME THIS 10 AUG 2022 day of \_\_\_\_\_ 2022 at Lanuza, Surigao del Sur, Philippines. Affiant exhibiting to me her proof of identity, the details of which are indicated below her name.

*[Signature]*  
**ATTY. AVELINO U. FALCON**  
NOTARY PUBLIC  
MY COMMISSION EXPIRES ON: 12-31-21  
MADRILENE  
**NOTARY PUBLIC**  
MCLE NO. VI-0008442 ROLL NO. 30508  
PTR NO. 9702904 DATE: 01-10-22  
IBP NO. 199609 DATE: 01-19-22

Doc. No. 278  
Page No. 059  
Book No. LXXXV  
Series of 2022

Notarial Commission  
Extended up to 12-31-22  
Per S.C "B.M. 3795"

## OMNIBUS SWORN STATEMENT

I, **MYRNA M. OPITAN**, Filipino, of legal age designated as **Chairperson of Kababayenhan Alang sa Malambuog Panginabuhian (KAMAANAN)** with registered address located at Purok 2 Brgy. Pakwan, Lanuza, Surigao del Sur, do hereby Certify the following:

- The CSO has authorized the application for accreditation and has authorized the person actually filling the application to represent the CSO in the application.
- All supporting documents are authentic, true and correct.
- The CSO is not in default or delay in liquidating public funds received from any government agency.
- Neither the CSO nor any of its member(s) has been blacklisted by any government agency.
- None of the members of the CSO has been convicted in any case, or is currently a defendant/ accused/ respondent in any pending case, related to the use of public funds.
- The CSO is aware of, understand, and agrees to abide by the guidelines for accreditation of CSOs.
- There are no other related businesses of the CSO and its key personnel.

  
**MYRNA M. OPITAN**  
 Chairperson

Kababayenhan Alang sa Malambuog Panginabuhian

IN WITNESS WHEREOF, I have hereunto set my hand this 23<sup>rd</sup> day of February 2022 in Balunan, Lanuza, Surigao del Sur.

23 FEB 2022

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_ 2022, affiant/s exhibit/s to me TIN: 456-62-7-510-000 issued on August 22, 2014 issued at \_\_\_\_\_.

  
**ATTY. AVELINO T. PONCE**  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES ON: 12-31-21  
 MADRID, SURIGAO DEL SUR  
 MCLE NO. VI-0008442 ROLL NO. 30508  
 PTR NO. 9702904 DATE: 01-10-22  
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Doc No. 366  
 Page No. 074  
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Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**  
Caraga Administrative Region  
**PROVINCIAL OFFICE**  
Capitol Hills, Tandag, Surigao del Sur  
Telefax No. (086) 214-3937

**CERTIFICATION**

10/26/22

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Barangay Pakwan, Lanuza, Surigao del Sur is one of the tribal communities recognized by this office with an active and functioning Indigenous Political Structure (IPS).

This is to certify further that the abovementioned ICCs/IP's has established Kababayenhan Alang sa Malambo-ong Panginabuhi-an (KAMAANAN) as their economic and technical Indigenous Peoples Organization (IPO) operating within their ancestral domain, with the following information;

1. The officers and members primarily belongs to the Manobo ICC's and bonafide residents of Barangay Pakwan, Lanuza, Surigao del Sur;
2. The areas of operation cover Barangay Pakwan, Lanuza, Surigao del Sur;
3. That the objectives of the abovementioned IPO is primarily to engage in various livelihood projects and avail basic services from the government and non-government offices;
4. That the KAMANAAN wants to avail the Provincial Community Investment Plan supported by the Department of Agriculture – Philippine Rural Development Program (PRDP).

In line with the guidelines of the NCIP, particularly the Administrative Order No. 2, Series of 2012, recognition of Indigenous Peoples Organization (IPO) and as well as the stipulation of its duties and functions are the sole rights and responsibilities of the Indigenous Political Structure, (Tribal Council of the Ancestral Domain) being considered as the highest governing body of the tribal communities.

As such, this office recognized Kababayenhan Alang sa Malambo-ong Panginabuhi-an as an IPO operating within Barangay Pakwan, Lanuza, Surigao del Sur subject to the compliance of other documents required for the IPO recognition as contained in the NCIP guidelines.

This certification is being issued upon request of the community for whatever purposes it may serve them best.

Done and given this 26<sup>th</sup> day October, 2022 at NCIP Provincial Office, Tandag City, Surigao del Sur, Philippines.

  
**ENGR. CHARLYN G. BINGHOY, MPA**  
Provincial Officer