

MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
Registration Number
Contact Numbers

Date

ATTY. JENNILYN M. DAWAYAN, CESO III

Regional Executive Director

Department of Agriculture – RFO CAR

BPI Compound, Guisad, Baguio City

ATTENTION: DA RFO CAR Technical Secretariat for CSO Accreditation

Dear Director Dawayan:

In response to DA-Administrative Orders issued for the accreditation of Civil Society Organization (CSO) in the implementation of projects funded by the Department of Agriculture (DA), kindly be informed that the **MANNALON ASSOCIATION** with office address at **Sito, Barangay, Municipality, Province** would like to pursue for CSO Accreditation by the Department of Agriculture.

In support of this application are the following documentary requirements:

1. Accomplished Application Form
2. Board Resolution of Application
3. Current Organizational Structure
4. Secretary's Certification of Incumbent Officers
5. Biodata/CV of current Chairperson/President
6. Omnibus Sworn Statement
7. Disclosure of Related Business from CSO officers
8. Sworn Affidavit of Secretary on non-relationship between CSO officers and accreditation officials
9. Certificate of Good Standing from LCE or Religious Organization from the area of operation
10. Valid Mayor's/Business Permit
11. BIR registration
12. Certificate of good standing from **DOLE/SEC**
13. Certificate of Registration
14. Constitution and By-Laws
15. Financial Report
16. Accomplishment report of physical activities
17. Certification issued by Chairperson (Partnership with DA only/ No interventions received from any GA's)

Thank you very much.

Very truly yours,

AAAAAA B. CCCCC
President/Chairperson

MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
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Excerpt from the minutes of the special meeting held last _____ at **Sito, Barangay, Municipality, Province**

RESOLUTION No. ___, SERIES OF 2026

A RESOLUTION TO APPLY FOR CIVIL SOCIETY ORGANIZATIONS (CSO) ACCREDITATION TO DA-PCAF TO BE ENGAGED AS PARTNERS IN THE IMPLEMENTATION OF AGRI-FISHERY PROJECTS OF THE DEPARTMENT OF AGRICULTURE (DA).

WHEREAS, the **MANNALON ASSOCIATION** is an association/organization duly registered with the Department of Labor and Employment (DOLE)/Securities and Exchange Commission under Registration **DOLE/SEC Reg. No. _____** with office address at **Sito, Barangay, Municipality, Province**.

WHEREAS, the **MANNALON ASSOCIATION** expressed its interest in applying for Civil Society Organizations (CSO) accreditation of the Department of Agriculture to be engaged as a partner and beneficiary in the implementation of Agri-fishery projects of the Department of Agriculture (DA).

NOW, THEREFORE, on motion duly approved and seconded by the majority;

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the **MANNALON ASSOCIATION** shall apply for Civil Society Organizations (CSO) accreditation to be engaged by the Department of Agriculture (DA) as partner and beneficiary in the implementation of Agri-fishery projects.

RESOLVED FURTHER, to designate and authorize **AAAAAA B. CCCCCC**, whose specimen signature appears below, shall be authorized as the official representative/signatory on behalf of the Association to facilitate and transact with the accrediting agency and to sign all documents, deeds, and papers pertinent thereto which may be required by the Department of Agriculture (DA);

Name	Designation	Specimen signature
Aaaaa B. Ccccc	President	

RESOLVED FINALLY, that the Department of Agriculture be furnished a copy of the foregoing resolutions for its guidance, reference, and consideration and may continue to rely on the authority conferred thereon.

Done this _____ day of _____, 2026 at **Sito, Barangay, Municipality, Province**.

Attested by:

AAAA B. CCCCC
Secretary
CTC NO.: _____
Date of Issued: _____
Issued at: _____

Approved Unanimously.

AAAA B. CCCC
Vice President

AAAAA B. CCCCC
Treasurer

AAAAA B. CCCCC
Auditor

AAAA B. CCCC
Business Manager

AAAA B. CCCC
Business Manager

AAAA B. CCCC
Public Information Officer

AAAA B. CCCC
President

Republic of the Philippines)
Province of _____) S.S
Municipality/City _____)

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2026 at _____, Philippines.

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OMNIBUS SWORN STATEMENT

Republic of the Philippines)
Province of _____) S.S
Municipality _____)

AFFIDAVIT

I, Aaaaa B. Ccccc of legal age, Filipino citizen, married, and a resident of Sito, Barangay, Municipality, Province after having been duly sworn by law, do hereby depose and state that:

- 1. I am the duly authorized and designated representative of MANNALON ASSOCIATION with office address at Sito, Barangay, Municipality, Province;
- 2. I am granted full power and authority to facilitate, transact, and perform any necessary acts in relation to DA-CSO accreditation for MANNALON ASSOCIATION;
- 3. All supporting documents submitted in satisfaction of the accreditation are authentic, true, and correct;
- 4. The MANNALON ASSOCIATION is not in default or delay in liquidating public funds received from any government agency;
- 5. The MANNALON ASSOCIATION nor any of its officers and members have not been blacklisted by any government agency;
- 6. None of the officers and members of the MANNALON ASSOCIATION has been convicted in any case, or is currently a defendant/accused/respondent in any pending case, related to the use of public funds;
- 7. The MANNALON ASSOCIATION is aware of, understands, and agrees to abide by the guidelines for accreditation of Civil Society Organizations.

IN WITNESS WHEREOF, I have hereunto set our hand this ____ day of _____ 2025 at _____, Philippines.

Name Gov't. issued ID/Issued at/Issued on Signature

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2026 at _____, Philippines.

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MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
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AFFIDAVIT OF DISCLOSURE OF NO OTHER RELATED BUSINESS

We,

Name	Position	Address

all of legal age and Filipino citizen after having been duly sworn by law, certify and state that:

- 1. We are the elected Officers of the **MANNALON ASSOCIATION (AGPA)** an association duly registered, and existing under and by virtue of laws of the Republic of the Philippines, with principal office address at **Sito, Barangay, Municipality, Province**;
- 2. We have no other related business the same as the business/services of the association, and if there will be other related business, we shall immediately report it to the Department of Agriculture including any extent of ownership therein;
- 3. We are 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. We understand and accept that any false statement in this respect will render the **MANNALON ASSOCIATION** and its authorized officials liable for possession to the full extent of the law;
- 5. This certificate is being made and executed for whatever legal purpose it may serve.

IN WITNESS WHEREOF, we have hereunto set our hand this ____ day of _____ 2026.

Name	Gov't. Issued ID/Issued on/Issued at	Signature

SUBSCRIBED AND SWORN to before me, this ____ day of ____ 2025 at _____ Philippines.

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MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
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SECRETARY’S AFFIDAVIT OF DISCLOSURE OF NO RELATIONSHIP

I, **Aaaaaa B. Cccccc**, Filipino citizen, of legal age and a resident of **Sito, Barangay, Municipality, Province** after having been duly sworn in accordance with law, do hereby depose and state that:

- 1. I am the Secretary of the **MANNALON ASSOCIATION**, an association duly organized and existing under and by virtue of laws of the Republic of the Philippines, with office address at **Sito, Barangay, Municipality, Province**;
- 2. None of its Key Personnel is related within the fourth civil degree of consanguinity or affinity to any key official of the government agency involved in processing its accreditation, or any official of the government agency funding or implementing the programs or project to be implemented by the CSO;
- 3. This affidavit is being made and executed for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 2026 at _____.

Aaaaaa B. Cccccc
Secretary

TIN.: _____
Date of Issued: _____
Issued at: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2026 at _____, Philippines.

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MANNALON ASSOCIATION
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SECRETARY’S CERTIFICATE FOR INCUMBENT OFFICERS

I, **Aaaaaa B. Ccccc**, Filipino citizen, of legal age and a resident of **Sito, Barangay, Municipality, Province** after having been duly sworn by law, do hereby depose and state that:

- 1. I am the Secretary of **MANNALON ASSOCIATION** with office address at **Sito, Barangay, Municipality, Province**;
- 2. I do hereby certify that the following persons were duly elected and appointed to the positions indicated, and said persons shall continue to act as designated to the end of their tenure;

<u>Name</u>	<u>Position</u>
	President
	Vice President
	Secretary
	Treasurer
	Auditor
	Business Manager
	PRO

This certification is issued to support the application of **MANNALON ASSOCIATION** for Civil Society Organization (CSO) Accreditation of the Department of Agriculture (DA) and for any legal purposes it may serve.

Issued this _____ day of _____, 2026 at **Sition, Barangay, Municipality, Province**.

AAAAA B. CCCCC
Secretary

Gov’t. issued ID No: _____
Date of Issued: _____
Issued at: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2026 at _____, Philippines.

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MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
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CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the **MANNALON ASSOCIATION** with office address at **Sitio, Barangay, Municipality, Province** did not receive any interventions, projects, or programs from government agencies for the past three years.

This certification is issued to support the application of the Association for the Civil Society Organization (CSO) Accreditation of the Department of Agriculture (DA).

Issued this ____ day of _____ 2026 at **Sitio, Barangay, Municipality, Province**.

AAAAAA B. CCCCCC
President/Chairperson

MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
Registration Number
Contact Numbers

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the **MANNALON ASSOCIATION** with an office address at **Sito, Barangay, Municipality, Province** has only a partnership with the Department of Agriculture.

This further certifies that no interventions, projects, or programs from other government agencies implemented or received by the Organization for the past three years.

This certification is issued to support the application of the Organization for the Civil Society Organization (CSO) Accreditation of the Department of Agriculture (DA) and other legal purposes it may serve.

Issued this ____ day of _____ 2026 at Sito, Barangay, Municipality, Province.

AAAA B. CCCCCC
President/Chairperson

MANNALON ASSOCIATION
Sito, Barangay, Municipality, Province
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Contact Numbers

Excerpt from the minutes of the special meeting held last _____ at **Sito, Barangay, Municipality, Province.**

RESOLUTION NO. ___, SERIES OF 2025

RESOLUTION OF COMMITMENT TO SERVE THE PURPOSE OF THE **MANNALON ASSOCIATION BEING CSO ACCREDITED BY THE DEPARTMENT OF AGRICULTURE AS PARTNER IN THE IMPLEMENTATION OF AGRI-FISHERY PROJECTS OF THE AGENCY.**

WHEREAS, the **MANNALONASSOCIATION** is an association/organization duly registered with the **Department of Labor and Employment (DOLE)/Securities and Exchange Commission (SEC)** under Registration Number _____ with office address at **Sito, Barangay, Municipality, Province:**

WHEREAS, the **MANNALON ASSOCIATION** expressed its interest in applying for Civil Society Organizations (CSO) accreditation of the Department of Agriculture to be engaged as partner and beneficiary in the implementation of Agri-fishery projects of the Department of Agriculture (DA).

WHEREAS, the **ASSOCIATION** is in its start-up stage of operation physically and financially wherein an audited financial statement report and physical accomplishment report for two years as required in the CSO Accreditation cannot be provided;

WHEREAS, the **MANNALON ASSOCIATION** is committed to growing and sustaining the association through the production of quality **corn and rice**, and actively participating in the conduct of forums, meetings training regarding the implementation of Agri-fishery projects;

NOW THEREFORE, on motion duly approved and seconded by the majority;

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the **MANNALON ASSOCIATION** shall commit to serving its purpose being CSO Accredited by the Department of Agriculture (DA) and actively participate in the implementation of programs, projects, and activities of the Agency to ensure food security;

RESOLVED FURTHER, to prepare an action plan to be part of this resolution as guidance in the implementation of activities that will improve and sustain the operation of the association as well as the livelihood of the members.

RESOLVED FINALLY, that the Department of Agriculture be furnished a copy of the foregoing resolution for its guidance, reference, and consideration.

Done this _____ day of _____, 2026 at **Sito, Barangay, Municipality, Province.**

Attested by:

AAAAA B. CCCCC
Secretary
ID NO.: _____

Date of Issued: _____
Issued at: _____
Approved Unanimously.

AAAAA B. CCCCC
Vice President

AAAAA B. CCCCC
Treasurer

AAAAA B. CCCCC
Auditor

AAAAA B. CCCCC
Business Manager

AAAAA B. CCCCC
Business Manager

AAAAA B. CCCCC
Public Information Officer

AAAAA B. CCCCC
President

Republic of the Philippines)
Province of Benguet) S.S
Municipality/City _____)

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, Philippines.

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ACTION PLAN FOR 2026

Activities	Output Indicator	Target	Responsible Person/Office	Target Date	Estimated Cost	Target Fund Source
1. Participate in the conduct of training on: a. Organizational Dev't. b. Simple Bookkeeping and recording c. Business Plan/Project Proposal Preparation d. Monitoring and Report Preparation	# of members trained # of members trained # of Project Proposal/Business Plan prepared and packaged # of reports prepared and submitted		LGU/DA			LGU/Ass.
2. Submission of Project Proposal/Business Plan	# of Project Proposal/Business Plan submitted		Ass. Sec/Pres			Association
3. Project Implementation a. Seed Storage b. Spring Dev't.	# of units completed		DA-RFO CAR/Ass. LGU			DA/LGU/Ass.
4. Operation and Maintenance of Projects	# of Operation and maintenance policy prepared # of maintenance conducted		Ass. Officer/Members			Association
5. Monitoring and Inspection of Projects	# of monitoring and inspection report prepared & submitted		Association			Association
6. Conduct of Meetings a. Quarterly Meeting b. General Assembly	# of meetings conducted		Ass. officers & members			Association
7. Participation to Corporate Service Responsibility activities	# of activity conducted		Ass. officers & members			Association

Prepared by:

Reviewed and approved;

AAAA B. CCCC
Secretary

AAAA B. CCCC
President