



Republic of the Philippines  
**REGIONAL FIELD OFFICE - CORDILLERA ADMINISTRATIVE REGION**  
 BPI Compound, Guisad, Baguio City  
 Telephone No. (074) 445-4973 / (074) 443-4621

**APPLICATION FORM FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATION/S (CSO)**

**AS BENEFICIARY OF GOVERNMENT OR PUBLIC FUNDS BASIC INFORMATION:**

Information on previous DA CSO Accreditation if applicable	
Previous DA CSO Accreditation No.	
Date Issued	
Date of Expiration	

Complete name of CSO (as stated/indicated on the registration papers)		
Other Name (e.g., acronym, short name, previous name, etc.)		
Principal address or place where the CSO operates as a group	No. and Street	
	Barangay	
	Municipality	
	Province	
	Zip code	
Head of CSO	Name	
	Position/Designation	
Contact Details	Landline No.	
	Mobile No.	
	Email Address	
	Website	
Coordinator/Staff-in- Charge of Branch or Satellite Office/s if there is any	Name	
	Position/Designation	
	Contact Number	
Purposes or reasons for organizing or forming as a group		
Government Agencies (Gas) from which the CSO expects to receive public funds		
Estimated amount of public funds to be requested from the Gas		

**SOCIAL PREPARATION:**

Social Issue/Problem	Description of Program/Project	Geographical Location (pls. indicate specific Barangay, City/ Municipality, Province and Region)	Beneficiary Sector/s: (Fisher folks, Farmers, Persons with Disabilities, Children, Indigenous People, Older Persons, Cooperative members, mixed group, etc.)

**AUTHORIZATION:**

On behalf of the CSO Applicant, I hereby:

- (a) Authorize the DA to inspect the premises of the office(s) of the CSO Applicant, as well as the site of any past or present project or program of the CSO Applicant, and;
- (b) Authorize any concerned person to disclose to the DA any fact material to the validation of any information provided by the CSO Applicant in this application or in any of the documents submitted in support thereof.

<b>AFFIANT-Authorized Representative</b>	Signature	
	Name	
	Position/Designation	
	Government ID Type & No.	
	Place & Date of Issue	
	Valid Until	
Date executed		
Place executed		

SUBSCRIBED AND SWORN to before me, this \_\_\_\_ day of \_\_\_\_ 2025 at \_\_\_\_\_ Philippines.

**NOTARY PUBLIC**

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**FARMERS ASSOCIATION**  
**Address**

January 3, 2025

**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 the Administrative Order No. 23 series of 2012, AO No.1 Series of 2014 and amended by AO No. 13 and 19 series of 2020 which were 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 **AAAAAAA FARMERS ASSOCIATION** with office address at BPI Compound would like to seek for CSO Accreditation by the Department of Agriculture.

In support to 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 Local Chief Executive
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. Audited financial statement for the past 3 years
16. Accomplishment report of the Organization
17. Certification of Good standing from government agencies and other partners who provided interventions to the organization (If there are interventions provided). If none, certification from the President/Chairman that FA's/Organization did not receive any interventions from any GA.

Thank you very much.

Very truly yours,

**AAAAAAA B. CCCCCC**  
**President/Chairman**

**VEN'S FARMERS ORGANIZATION  
BPI Compound, Guisad, Baguio City**

Excerpt from the minutes of the special meeting held last \_\_\_\_\_ at BPI Compound, Guisad, Baguio City.

**RESOLUTION No. \_\_\_\_, SERIES OF 2025**

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

**WHEREAS**, the AAAAAAAAAA FARMERS ASSOCIATION is an association/organization duly registered with the **Department of Labor and Employment (DOLE)** under Registration **CAR** with office address at BPI Compound, Guisad, Baguio City:

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

**RESOLVED FURTHER**, to designate and authorize AAAAAAAAA B. CCCCC, whose specimen signature appears below, shall be authorized as the official representative/signatory in 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);

<b>Name</b>	<b>Designation</b>	<b>Specimen Signature</b>
AAAAA B. CCCCC	<b>President/Chairman</b>	

**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 \_\_\_\_\_, 2025 at BPI Compound, Guisad, Baguio City.

Attested by:

**AAAAAA B. CCCCC**

Secretary

CTC NO.: \_\_\_\_\_

Date of Issued: \_\_\_\_\_

Issued at: \_\_\_\_\_

**Approved Unanimously.**

AAAAAA B. CCCCCC  
Vice President

AAAAAA B. CCCCCC  
Treasurer

AAAAAA B. CCCCCC  
Auditor

AAAAAA B. CCCCCC  
Business Manager

AAAAAA B. CCCCCC  
Public Information Officer

AAAAAA B. CCCCCC  
Sgt. At Arms

AAAAAA B. CCCCCC  
President

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Republic of the Philippines)  
Province of Apayao ) S.S  
Municipality/City \_\_\_\_\_)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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**OMNIBUS SWORN STATEMENT**

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Republic of the Philippines)  
Province of \_\_\_\_\_ ) S.S  
Municipality \_\_\_\_\_)

**AFFIDAVIT**

I, Aaaaaaa B. Cccccc of legal age, Filipino, married and residing at BPI Compound, Guisad, Baguio City after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of AAAAAAAAA ASSOCIATION with office address at BPI Compound, Guisad, Baguio City;
2. I am granted full power and authority to facilitate, transact and perform any and all necessary acts in relation to CSO accreditation for AAAAAAAAA FARMERS ASSOCIATION;
3. All supporting documents submitted in satisfaction of the accreditation are authentic, true, and correct;
4. The AAAAAAAAA FARMERS ASSOCIATION is not in default or delay in liquidating public funds received from any government agency;
5. Neither the AAAAAAAAA FARMERS ASSOCIATION nor any of its members have not been blacklisted by any government agency;
6. None of the officers and members of the AAAAAAAAA FARMERS 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 AAAAAAAAA FARMERS ASSOCIATION is aware of, understands, and agrees to abide by the guidelines for accreditation of Civil Society Organizations.

**IN WITNESS WHEREOF**, we have hereunto set our hand this \_\_\_\_ day of January 2023 at \_\_\_\_\_, Philippines.

Name	Gov't. Issued ID/Issued on/Issued at	Signature
Aaaaaaa B. CCCCC		

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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**AAAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION  
BPI Compound, Guisad, Baguio City**

**AFFIDAVIT OF DISCLOSURE OF OTHER RELATED BUSINESS**

We,

Name	Position	Address
Aaaaaaa B. Cccccc	President	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Vice President	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Secretary	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Auditor	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Treasurer	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Business Manager	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Public Information Officer	Aaaaaaaaaaaaaaa
Aaaaaaa B. Cccccc	Sgt. At Arms	Aaaaaaaaaaaaaaa

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

1. We are the elected Officers of the **AAAAAAA FARMERS ASSOCIATION** an association duly registered, accredited and existing under and by virtue of laws of the Republic of the Philippines, with principal office address at BPI Compound, Guisad, Baguio City;
2. We have 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. 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 **AAAAAAAAAAAAA FARMERS 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 \_\_\_\_\_ 2023.

Name	Gov't. Issued ID/Issued on/Issued at	Signature
Aaaaaaa B. Cccccc		

SUBSCRIBED AND SWORN to before me, this \_\_\_\_ day of \_\_\_\_ 2025 at \_\_\_\_\_ Philippines.

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**AAAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION  
BPI Compound, Guisad, Baguio City**

**SECRETARY'S AFFIDAVIT DISCLOSURE OF NO RELATIONSHIP**

I, Aaaaaaa B. Cccccc of legal age, Filipino and with address at BPI Compound, Guisad, Baguio City, after having been duly sworn in accordance with law, certify that:

1. I am the Secretary of the **AAAAAAAAA FARMERS ASSOCIATION**, an association duly organized and existing under and by virtue of laws of the Republic of the Philippines, with office address at BPI Compound, Guisad, Baguio City;
2. None of its Board of Directors, Trustee, or Key Personnel is related within the fourth civil degree of consanguinity or affinity to any key official of the government agency involved in processing of its accreditation, or any official of the government agency funding or implementing the programs or project to be implemented by the CSO;
3. This certificate is being made and executed for whatever legal purpose it may serve.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at BPI Compound, Guisad, Baguio City.

**AAAAAAA B. CCCCCC**  
Secretary

CTC NO.: \_\_\_\_\_  
Date of Issued: \_\_\_\_\_  
Issued at: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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**AAAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION  
BPI Compound, Guisad, Baguio City**

**SECRETARY'S CERTIFICATE FOR INCUMBENT OFFICERS**

I, AAAAAA B. CCCCCC, Filipino and of legal age residing at BPI Compound, Guisad, Baguio City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the Secretary of **AAAAAA FARMERS ASSOCIATION** with office address at BPI Compound, Guisad, Baguio City;
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;

Name	Position
Aaaaaaa B. Ccccccc	Aaaaaaaaaaaaaa

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

Issued this \_\_\_\_ of \_\_\_\_\_, 2024 at BPI Compound, Guisad, Baguio City.

**AAAAAA B. CCCCCC**  
Secretary

CTC NO.: \_\_\_\_\_  
Date of Issued: \_\_\_\_\_  
Issued at: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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**AAAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION  
BPI Compound, Guisad, Baguio City**

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that the **AAAAAAAAAAAAA FARMERS ASSOCIATION** with office address at BPI Compound, Guisad, Baguio City has only partnership with the Department of Agriculture.

This further certifies that no interventions, projects and programs from other government agencies implemented or received by the Association 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 \_\_\_\_\_ 2025 at BPI Compound, Guisad, Baguio City.

**AAAAAA B. CCCCCC**  
President/Chairman

**Note: This is required from the CSO if they only receive interventions from DA.**

**AAAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION  
BPI Compound, Guisad, Baguio City**

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

This is to certify that the **AAAAAA FARMERS ASSOCIATION** with office address at BPI Compound, Guisad, Baguio City did not receive any interventions, projects and 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 \_\_\_\_\_ 2025 at BPI Compound, Guisad, Baguio City.

**AAAAAA B. CCCCCC**  
President/Chairman

**Note: This is required from the CSO if they did not receive any interventions from any Government Agencies.**

**AAAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION**

**Malayugan, Flora, Apayao**

**ACCOMPLISHMENT REPORT**

**For the period \_\_\_\_\_**

<b>Name of Project/Activity</b>	<b>Brief description (Activities conducted; objectives; participants or beneficiaries; where and when conducted; other relevant information)</b>	<b>Partner Agency and Amount</b>

AAAAAAAAAAAAAAAAA FARMERS ASSOCIATION  
BPI Compound, Guisad, Baguio City  
DOLE Reg. No.: CAR-0000-00-000

Excerpt from the minutes of the special meeting held last \_\_\_\_\_ at BPI Compound, Guisad, Baguio City.

RESOLUTION NO. \_\_, SERIES OF 2025

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

WHEREAS, the AAAAAAAAAAAAA FARMERS ASSOCIATION is an association/organization duly registered with the Department of Labor and Employment (DOLE) under Registration CAR-APAYAO-2009-002 with office address at BPI Compound, Guisad, Baguio City:

WHEREAS, the AAAAAAAAAAAAA FARMERS ASSOCIATION expressed its interest to apply for Civil Society Organizations (CSO) accreditation of 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 on its start-up stage of operation physically and financially wherein audited financial statement report for two years as required in the CSO Accreditation cannot be provided;

WHEREAS, the **production of GAP certified highland vegetable products, transfer knowledge on GAP to other farmers, and actively participate in the conduct of forums, meetings trainings regarding 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 AAAAAAAAAAAAA FARMERS ASSOCIATION shall commit to serve 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 \_\_\_\_\_, 2025 at \_\_\_\_\_.

Attested by:

AAAAAA B. CCCCCC

Secretary

CTC NO.: \_\_\_\_\_

Date of Issued: \_\_\_\_\_

Issued at: \_\_\_\_\_

Approved Unanimously.

AAAAAA B. CCCCCC  
Vice President

AAAAAA B. CCCCCC  
Treasurer

AAAAAA B. CCCCCC  
Auditor

AAAAAA B. CCCCCC  
Business Manager

AAAAAA B. CCCCCC  
Public Information Officer

AAAAAA B. CCCCCC  
Sgt. At Arms

AAAAAA B. CCCCCC  
President

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Republic of the Philippines)  
Province of \_\_\_\_\_ ) S.S  
Municipality/City \_\_\_\_\_ )

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ at  
\_\_\_\_\_, Philippines.

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**AAAAAAAAAAAAAAAAAAAA FARMERS ASSOCIATION**  
**BPI Compound, Guisad, Baguio City**  
**DOLE Reg. No.: CAR-0000-00-000**

**ACTION PLAN FOR 2024-2028**

Activities	Output Indicator	Target	Responsible Person/Office	Time Frame	Estimated Cost	Target Fund Source
<b>1. Participate in the conduct of training on:</b>  <b>a. Organizational Dev't.</b>  <b>b. Simple Bookkeeping and recording</b>  <b>c. Business Plan/Project Proposal Preparation</b>  <b>d. Monitoring and Report Preparation</b>	  # of members trained  # of members trained  # of Project Proposal/Business Plan prepared and packaged  # of reports prepared and submitted	  15  15  3  3	  LGU/DA    	  Sept-Oct. 2022  	  00,000.00  	  LGU/Ass.  
<b>2. Submission of Project Proposal/Business Plan</b>	# of Project Proposal/Business Plan submitted	4	Ass. Sec/Pres		0,000.00	Association
<b>3. Project Implementation</b>  <b>a. Seed Storage</b>  <b>b. Spring Dev't.</b>	  # of units completed  	  2  2	  DA-RFO CAR/Ass.  LGU	  	  000,000.00  000,000.00	  DA/LGU/Ass.  

4. Operation and Maintenance of Projects	# of Operation and maintenance policy prepared	2	Ass. Officer/Members		00,000.00	Association
	# of maintenance conducted	6				
5. Monitoring and Inspection of Projects	# of monitoring and inspection report prepared & submitted	6	Association		0,000.00	Association
6. Conduct of Meetings  a. Quarterly Meeting  b. General Assembly	# of meetings conducted	5	Ass. officers & members		0,000.00	Association
		3			0,000.00	
7. Participation to Community Service Responsibility activities	# of activity conducted		Ass. officers & members			

**Prepared by:**

**Reviewed and approved;**

**AAAAAA B. CCCCC**  
Secretary

**AAAAAA B. CCCCC**  
President/Chairman

## APPLICANT PROFILE

<b>Name of CSO applicant</b>		
<b>Principal address</b>		
<b>Authorized representative/Position</b>		
<b>Mobile number</b>		
<b>Email address</b>		
<b>Registering Agency</b>		
<b>Date of Registration and Registration Number</b>		
<b>Total number of members (Male/Female)</b>		
<b>Total number of active members</b>		
<b>Occupation of members</b>		<b>0</b>
<b>Major commodities</b>		
<b>Status of RSBSA registration of members (% registered)</b>		
<b>Trainings attended by officers and members of the CSO applicant:</b>		
<b>Topic</b>	<b>Sponsor</b>	<b>Date</b>
<b>Main organization businesses/Nature of services</b>		
<b>Current business projects (including contracts)</b>		
<b>Partnerships with the DA (Intervention/Year)</b>		
<b>Partnerships with other agencies (Intervention/Year)</b>		
<b>CSR/Community projects</b>		

**FARMERS ASSOCIATION**

Address: \_\_\_\_\_

DOLE Reg. No. :

**STATEMENT OF FINANCIAL POSITION**

As of December 31, 2024, December 31, 2023 and December 2022

(Amounts in Philippine Peso)

	2024	2023	2022
<b>Current Assets</b>			
Cash on Hand			
Cash in Bank			
Loans Receivable			
Other receivables			
<b>Total Current Assets</b>			
<b>Non-Current Assets</b>			
Property			
Equipment			
Grants			
_____			
_____			
_____			
Other Non-Current Assets			
<b>Total Non-Current Assets</b>			
<b>LIABILITIES AND MEMBERS EQUITY</b>			
Current Liabilities			
Savings			
Accounts and Other Payables			
<b>Total Liabilities</b>			
Members Equity			
Paid-up share capital			
Retained earnings			
Donations			
<b>Total Equity</b>			
<b>Total Liabilities and Members Equity</b>			

**FARMERS ASSOCIATION**

Address:

DOLE Reg. No. :

**STATEMENT OF FINANCIAL PERFORMANCE**

For the years ended December 31, 2024 and December 31, 2023, December 31, 2022

(Amounts in Philippine Peso)

	2024	2023	2022
<b>GROSS RECEIPTS</b>			
Membership Fee			
Annual Dues			
Rental from Equipment			
Interest Income from Loans			
Service Fee			
Fines and Penalties			
Others.....			
<b>Total Expenses</b>			
<b>OPERATING EXPENSES</b>			
Office Supplies			
Transportation Expense			
Taxes and Licenses			
Other Expenses			
<b>Total Operating Expenses</b>			
<b>NET SURPLUS</b>	0	0	0