

## Solid Waste Workers Association of Barangay Ipil (SWWABI)

City of Ormoc, Philippines

Contact person: Ms. Maria Cristina J. Mesa, +63- 920-1035-905



The Solid Waste Workers Association of Barangay Ipil (SWWABI) is a community-based organization composed of fisherfolk and housewives of Barangay Ipil. They aim to earn an additional livelihood while taking care of the environment by waste recovery and advocating zero-waste lifestyle in their community. The group addresses environmental and social challenges in the community, particularly the problem on plastic waste and the lack of livelihood opportunities. To address these challenges, UN Habitat's Healthy Oceans, Clean Cities Initiative (HOCCI) Project, in cooperation with Ormoc City Environment and Natural Resources Office (ENRO), assisted SWWABI to formalize their organization and be a partner to help in reducing marine litter in Ormoc City. Their main 3Rs social enterprise project includes supplying shredded plastics for the eco-brick making of MEPA. They also have a refilling station/store of commonly fast-moving commodities/goods such as shampoos and soaps, that intends to reduce consumption in sachet packaging.

**Table 1.** Basic facts

Type/Sector	Formal Waste Sector
Registration Number, DOLE	RO8-WLFO-2021-WA-1836
BIR	617-026-817-000
SEC	none
CDA	none
LGU	Accredited on 22 March 2023
Founding Date	17 October 2021
Members, Original, Total during founding	35
Present, Total as of June 2023	42
No. of Women as of June 2023	28
President, Name	Ms. Maria Cristina J. Mesa
Contact Number	+63- 920-1035-905

## BACKGROUND

One of the issues the residents of Barangay Ipil are facing is the increase in waste generation in their barangay which posts a threat to the entire community's health and raises issues on solid waste management in the barangay. SWWABI then was formed with the help of the Ormoc City ENRO and UN Habitat HOCCI Project in the year 2021 to solve the garbage problem in Barangay Ipil. The goal of organizing the SWWABI is to introduce alternative materials made from recycled waste and contribute to waste recovery. Waste recovery from the riverine/coastal is part of their social enterprise operations that will give direct contribution to marine litter reduction and management, at the same time provide additional income to the members of SWWABI.

## ORGANIZATIONAL FORMATION

SWWABI, with the help of HOCCI Project and Ormoc City ENRO, was organized and legalized into a community based organization on October 17, 2021, with initially 32 members. They were then registered with the Department of Labor and Employment (DOLE) on December 10, 2021 and with the Bureau of Internal Revenue (BIR) on November 7, 2022. The association also has been accredited by the City Local Government Unit (CLGU) last 22 March 2023. The Department of Trade and Industry (DTI) registration is to follow soon, so that the association can avail of various government assistance in training, finance, trade, and sustainability open its markets to other sectors as well. A checking account was also opened with the Development Bank of the Philippines for the downloading of grant and monitoring of funds of the association. The PO is also registered with UN Partner Portal as a non-government organization.



**FIGURE 1.** SWWABI attending orientation meeting City ENRO-SWM through the BLGU of Ipil during their organizational formation phase./ 18 October 2021

## **MISSION**

Our mission is to improve the moral, social, and economic well-being of our members and at the same time protect the environment through the use of proper and sustainable waste diversion methods.

## **VISION**

A globally competent, independent, and sustainable association with its core activity centered on proper waste management diversion.

## **FINANCIAL & OPERATIONAL SKILLS DEVELOPMENT**



To date, the following financial and enterprise operations workshops organized by ENRO-SWM and HOCCI Project have been received by SWWABI:

- Strategic Management Training & Workshop for Pos/CBOs/ - November 2021
- UN Habitat Strategic Planning for Pos/CBOs - November 2021
- Organizational Development Workshop - November 2021
- Social Enterprises – City Stakeholders Matching Session - January 2022
- Pricing and Budgeting Training Workshop - March 2022
- Financial Management and Internal Control Training Workshop - March 2022
- Coaching and Mentoring on Agreement of Cooperation (AoC) - August 2022
- Procurement Training Workshop - August 25, 2022
- Social Enterprise Workshop - October 13, 2022
- Social Enterprise Plan Write shop - December 6, 2022
- Refresher on Procurement, Financial & Organizational Management - March 2023



**FIGURE 2.** SWWABI discussing its social enterprise management plan./ 13 October 2022

## TECHNICAL SKILLS DEVELOPMENT

The members of SWWABI were trained on the following technical skills crucial for them to understand the concepts in marine litter reduction, and to produce/enhance their identified products and services in their social enterprise:

- Juan Waste Segregation and Segregated Collection Training - September 2022
- WACS Orientation - November 8, 2022
- Barangay Plan of Action on Marine Litter (BPOA-ML)– November 2022
- Harmonization of the BPOA-ML – November 2022



**FIGURE 1.** SWWABI being trained on waste characterization as they conduct the barangay-level outflow site survey as input to the BPOA-ML of Barangay Ipil. / 8 November 2022 / 18 November 2022



## LIVELIHOOD/ENTERPRISE IMPLEMENTATION

SWWABI has identified the following income-generating activities:

- Plastic Shredding and Glass Pulverizing. SWWABI will shred plastic waste and sell it to Mas Green Eco-Waste Pickers Association and other buyers in the city.
- SWWABI Zero Waste Refilling Store. A refilling station/store of commonly fast-moving commodities/goods such as shampoos and soaps intends to reduce consumption in sachet packaging.



**FIGURE 4.** The operation site of SWWABI in Barangay Ipil (top), and shredder machine as counterpart investment of Ormoc City (bottom). / 14 June 2023



**FIGURE 5.** Sample raw materials processed by SWWABI – pulverized glass (left) and shredded coconut husk (right). / 14 June 2023



**FIGURE 6.** Refilling store for daily consumer goods of SWWABI. / 14 June 2023

## FUTURE PLANS

- SWWABI will continue to sell zero-waste household cleaning products, shampoo and conditioner to Barangay Ipil and plans to expand their products more soon by engaging an efficient supplier which will provide good quality of products with a cheaper cost.



# ANNEX 1: BIR REGISTRATION

BIR FORM

# 2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
 KAGAWAHAN NG PANAHALAPI  
 KAWANGHANG-RENTAS INTERNAS  
 REVENUE REGION NO. 014 - EASTERN VISAYAS  
 REVENUE DISTRICT OFFICE NO. 189 - ORMOG CITY

OCN: 089RC20220000004666

Date OCN Generated: November 7, 2022

## CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 617-026-817 00000	<b>NAME OF TAXPAYER</b> SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL (SWWABI)	<b>TIN ISSUANCE DATE</b> November 7, 2022
<b>REGISTERING OFFICE</b> REGISTERED ADDRESS IPIL 6541 ORMOG CITY LEYTE PHILIPPINES	<input checked="" type="checkbox"/> Head Office	Branch

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
CORPORATE INCOME TAX	1702	January 1, 2023	ANNUALLY	On or before the 15th day of the 4th month following the close of the taxpayer's taxable year.
CORPORATE INCOME TAX	1702Q	April 1, 2023	QUARTERLY	Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year.
<b>TAXPAYER TYPE/S</b>	NON-STOCK NON-PROFIT ORGANIZATIONS (E.G., POLITICAL PARTIES, HOMEOWNERS' ASSOC., BUSINESS LEAGUES, ETC.)			
<b>BUSINESS INFORMATION DETAILS</b>				
<b>TRADE NAME 1</b>	<b>SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL (SWWABI)</b>		<b>CATEGORY</b>	<b>REGISTRATION DATE</b>
(PSIC)	91990 ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS, N.E.C.		Primary	November 7, 2022
<b>Line of Business</b>	ACTIVITIES OF OTHER MEMBERSHIP ORGANIZATIONS			

### REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% income tax rate annually.



BIR FORM  
**2303**

REVISED: APRIL 2019


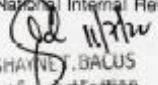
REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANHAN NG BENTAS INTERNAS  
REVENUE REGION NO. 010 - EASTERN VISAYAS  
REVENUE DISTRICT OFFICE NO. 109 - ORMOG CITY

OCN: 089RC20220000004686  
Date OCN Generated: November 7, 2022

### CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 617-020-017-00000	<b>NAME OF TAXPAYER</b> SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL (SWWABI)		<b>TIN ISSUANCE DATE</b> November 7, 2022
<b>REGISTERING OFFICE</b>	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch	
<b>REGISTERED ADDRESS</b> IPIL 6541 ORMOG CITY LEYTE PHILIPPINES			

	I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.
	<p>             SHERLY SHAINET BACUS            OIC Client Support Section            CHONA M. COLASITO            OIC- REVENUE DISTRICT OFFICER            (Signature over Printed Name)         </p>

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

**This establishment MUST issue  
RECEIPT/INVOICE**

**for each service rendered/ sale of goods.**

**SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL  
(SWWABI)**

Business Name

**SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL  
(SWWABI)**

Registered Name

**617-026-917-000**

TIN and Branch Code



**2 TO 4 YEARS IMPRISONMENT  
FOR NON-ISSUANCE OF RECEIPT/INVOICE  
REPORT VIOLATORS TO ANY OF THE FOLLOWING:**

- ☐ Telephone No. 8981-7030
- ☐ contact\_us@bir.gov.ph
- ☐ commissioner@bir.gov.ph
- ☐ ANY BIR OFFICE

**This NOTICE must be posted within this establishment in an area conspicuous to the public view.**

## ANNEX 2: DOLE REGISTRATION



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VIII  
WESTERN LEYTE FIELD OFFICE  
Ormoc City

DOLERO8-ORD-F1  
Revision No. 00  
Date Issued: 11 July 2018

**Registration Certificate No.  
R08-WLFO-2021-12-WA-1836**

**KNOW ALL MEN BY THESE PRESENTS:**

**SOLID WASTE WORKERS  
ASSOCIATION OF  
BARANGAY IPIL (SWWABI)**  
Barangay Ipil, Ormoc City

By virtue of the provisions of the Labor Code, as amended, and its implementing rules 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' association.

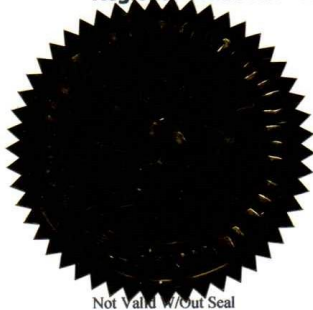
IN WITNESS WHEREOF, we hereunto affixed our signatures with the seal of DOLE Regional Office No. VIII, Tacloban City, Philippines this 10<sup>th</sup> day of December 2021.

*By authority of the Regional Director:*

HENRY JOHN S. JALBUENA  
Regional Director

*Approved by:*

EDGAR B. TABUYAN  
Chief LEO/ Head WLFO



Not Valid w/out Seal

Batitinan St., Sitio Kalipay  
Brgy. Cogon, Ormoc City, Leyte  
Tel No 561-4518  
dolero8\_wlfo@yahoo.com





## ANNEX 3: LGU ACCREDITATION



**ANNEX 4: LIST OF OFFICERS**

Republic of the Philippines

Province of Leyte

City of Ormoc

Barangay Ipil

**SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL (SWWABI)****LIST OF OFFICERS**

<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>ADDRESS</b>
1	Maria Cristina J. Mesa	President	Brgy. Ipil, Ormoc City
2	Emilio D. Quinto Jr.	Vice President	Brgy. Ipil, Ormoc City
3	Eleoniza C. Aparis	Secretary	Brgy. Ipil, Ormoc City
4	Debbie D. Resplandor	Treasurer	Brgy. Ipil, Ormoc City
5	Ma. Nelia S. Merano	Auditor	Brgy. Ipil , Ormoc City
6	Imelda T. Dawal	PIO	Brgy. Ipil , Ormoc City
7	Luzviminda E. Absalon	PIO	Brgy. Ipil , Ormoc City
8	Rodulfo S. Luvite	Sgt. at Arms	Brgy. Ipil , Ormoc City
9	Marcelino P. Delgado	Sgt. at Arms	Brgy. Ipil , Ormoc City

## ANNEX 5: SWWABI Const

~~WORKERS~~  
**SOLID WASTE ASSOCIATION OF BARANGAY IPI (SWABI)**  
Barangay Ipil, Ormoc City, Leyte

**CONSTITUTION AND BY-LAWS**

**PREAMBLE**

We, the residents of Barangay Ipil, Ormoc City, Leyte in order to improve our standards of living and enhance the general welfare of our members, organize ourselves into an association; do hereby promulgate this Constitution and By-Laws.

**ARTICLE I**

NAME AND ADDRESS OF THE ASSOCIATION

SECTION 1. The name of this association is  
SOLID WASTE ~~WORKERS~~ ASSOCIATION OF BARANGAY IPIL (SWABI)

SECTION 2. The address of this association is in  
BARANGAY IPIL, ORMOC CITY, LEYTE

**ARTICLE II**

**VISION, MISSION, AND OBJECTIVES**

SECTION 1. Vision. The vision of this association is  
A globally competent, independent, and sustainable association with its core activity centered on proper waste management diversion.

SECTION 2. Mission. The mission of this association is  
To improve the moral, social, and economic wellbeing of our members and at the same time protect the environment through the use of proper and sustainable waste diversion methods.

SECTION 3. Objectives and Purpose. The objectives and purpose of the association are:

1. To establish an association that will promote mutual aid and protection to its members.
2. To serve as an avenue to avail, secure, and enjoy any form of assistance by the local, national, and international agencies, institutions, associations, and entities.
3. To develop a sustainable livelihood through the conduct of activities with the aim of uplifting the economic condition of its members.

Solid Waste Association of Barangay Ipil (SWABI) Constitution and By-Laws

Page 1 of 12



4. To provide its members knowledge and skills and equip themselves for an effective and innovative way of waste diversion in a proper and sustainable way.
5. To unite and empower people through partnership with other sectors, agencies, association, and entities to have a peaceful, harmonious, effective, and improved community.

### ARTICLE III

#### MEMBERSHIP

SECTION 1. Membership. The membership of this association shall be open to all persons who are of legal age and:

1. Is residing and/or working in the area of operation;
2. Is willing to abide by the constitution and by-laws of this association;
3. Have no pending criminal cases or existing punishment(s) for criminal acts;
4. Accomplish the Membership Registration Form and pay the corresponding membership fee upon the date of registration;

SECTION 2. The application for membership shall be in writing and shall be presented to the officers for action. The applicant shall pay the membership fee on the date of registration.

SECTION 3. The membership of this association, once acquired, shall be permanent otherwise lost due to the grounds stated in Article V Section 3 of this constitution and by-laws.

### ARTICLE IV

#### RIGHTS, DUTIES, AND RESPONSIBILITIES OF MEMBERS

SECTION 1. Rights of Members. Every member have the following rights:

1. Participate in the deliberation during membership meetings;
2. Avail himself/herself of the services of this association without discrimination, conditions, and requirements thereof;
3. Inspect and examine the book of accounts, the minutes book and other records of this association during office hours to exercise other rights and privileges of membership;
4. Exercise the right to vote on all matters relating to this association;

5. Be eligible to any elective or appointive office of this association and;

6. Avail of the facilities of this association.

SECTION 2. Duties and Responsibilities of Members. Every member shall have the following duties and responsibilities:

1. Obey and comply with the constitution and by-laws of this association and such rules and regulations that may be promulgated from time to time;
2. Attend meetings, trainings, and seminars that may be called for requiring attendance of the members of this association;
3. And assist in every way possible the realization of the Mission, Vision, and Objectives of this association.

#### ARTICLE V

#### TERMINATION, WITHDRAWAL AND EXPULSION OF MEMBERS

SECTION 1. Termination of Membership. Membership in the association may be terminated either by withdrawal or expulsion.

SECTION 2. Withdrawal. Any member desiring to terminate his membership by withdrawal shall submit a written application to the officers of this association. However, no member shall be allowed to withdraw or terminate his/her membership during any period in which he/she has pending obligations to this association.

SECTION 3. Expulsion. A member can only be terminated if voted for expulsion by two thirds (2/3) of the total existing members of this association through a general assembly accompanied with relevant documents such as but not limited to Minutes of the Meeting, Photos, etc. A member may be subjected for termination for any of the following cases:

1. Membership in subversive associations or profess of subversive ideas and/or actions.
2. Habitual absences from meetings where his/her attendance is required or at least three (3) consecutive absences without being excused.
3. Conviction of a criminal or administrative act involving moral turpitude.



4. Non-payment of contribution and/or not patronizing the business of this association for a period of one (1) year or more.
5. Failure to comply with existing rules, policies, and regulations of this association as set forth in its constitution and by-laws or any violations of the provision thereof.

**ARTICLE VI****GOVERNMENT**

SECTION 1. The General Assembly. The general assembly of this association shall be composed its officers and members entitled to vote duly assembled and constituting as quorum. Every last Friday of each month.

SECTION 2. Power and Limitation of the General Assembly. The general assembly has the following powers:

1. Elect and remove officers for cause.
2. Hear and pass upon the reports of the officers.
3. Take a final decision regarding any drastic change in the financial policies, subject to legal restrictions.
4. Exercise the final authority of all vital matters affecting this association.
5. Approve the development plans of this association.
6. Exercise all powers expressly provided by the law and this constitution and by-laws.

SECTION 3. Special General Assembly. A special general assembly may be called at any time by a majority vote of the existing officers of this association to consider urgent matters requiring immediate membership decision.

SECTION 4. Notice of General Assembly. Written notice and text of all meetings shall be served by the existing public information officers of this association, through an urgent, upon each member or thru information on board at least one (1) week prior to the general assembly. The notice of general assembly shall be accompanied by the agenda of the meeting and other papers needed by the members to arrive at sound and intelligent decision during the general assembly.

SECTION 5. Fiscal Year. The fiscal year of this association shall be commenced on the first (1st) day of January and end on the last day of December of the same year.



SECTION 6. Agenda. The order of business of each general assembly shall be:

1. Roll call.
2. Proof of due notice.
3. Consideration of the minutes of the last general assembly.
4. Consideration of the consolidated reports of the officers and committees including statements of financial condition and operation.
5. Unfinished business.
6. New business.
7. Adjournment.

SECTION 7. Quorum at the Members Assembly. At the annual or general assembly, fifty percent (50%) plus one (1) of the total number of members entitled to vote shall constitute a quorum.

SECTION 8. Manner of Voting. Members entitled to vote shall be qualified to vote and participate in the general assembly of this association. No member shall be entitled to vote more than one regardless of the share owned. No proxy voting shall be allowed.

SECTION 9. Offices and Members. The business of this association shall be administered by its existing officers and approved by votes of approval by two thirds (2/3) of the total of its existing members through a general assembly accompanied with relevant documents such as but not limited to Minutes of the Meeting, Photos, etc.

SECTION 10. Qualification and Disqualification of Officers. All members entitled to vote who have time and willingness to serve are qualified to be voted as officers, except those under any of the following circumstances which disqualify them to be voted upon the position of officer:

1. Holding any elective position in the government.
2. Having conflicting interest with the business of this association.
3. Having absent for three (3) consecutive meetings of this association without being excused.

4. Facing as respondents for administrative proceedings or civil/criminal suits involving financial and/or property accountability

5. Having been disqualified pursuant to disqualification prescribed by the law.

SECTION 11. Election of Officers. The officers shall be elected by sample ballot of the existing members of this association through a general assembly accompanied with relevant documents such as but not limited to Minutes of the Meeting, Photos, etc. The officers shall hold office for a term of one (1) year unless removed for cause, or have resigned due to incapacity, illness, or death, or until their successors have been elected qualified and have discharged the duties of the office, provided that during the election at the first annual general assembly and registration, one half plus one officers obtaining the highest number of voted shall serve for two years. Provided, that no officer shall serve for more than three (3) consecutive terms.

SECTION 12. Quorum of Officers Meeting. One half plus one of the total officers shall constitute a quorum. A majority vote of the quorum duly assembled in the meeting shall be valid.

SECTION 13. Vacancies. When a vacancy of the officers occur by reason of death, incapacity, removal or resignation, the remaining officers constituting a quorum shall file the vacancy. If the officers do not constitute quorum the vacancy shall be filed by the general assembly in a regular or special meeting called for the purpose. The successors named in either of the two instances, shall serve for the unexpired portion of the term.

SECTION 14. Removal of Officers and Committee Members. Any elected officers or committee members may be removed from the office by a vote of two-thirds (2/3) of the member entitled to vote, present and constituting a quorum at the general or special assembly called for the purpose after having given the opportunity to be heard at the said assembly.

SECTION 15. Powers and Duties of the Officers. The officers as a body have a general supervision and control of the affairs of the association. It shall prescribe policies consistent with the law, these by-laws and the resolutions of the general assembly for the management of its business and guidance of its members and employees.

SECTION 16. Duties and Responsibilities of the Officers.

Chairman/President

a) Preside over all meetings of the association and of the officers meeting.



- b) Perform any and all acts and duties usually performed by a presiding officer.
- c) Sign all communication, revolving fund certificates, contracts and such other papers of the association which the officers may authorize or direct him/her to sign.
- d) Perform such other duties as the officers may prescribe.

Vice Chairman/President

- a) In the absence or disability of the Chairman/President, the Vice Chairman/President shall perform the duties of the Chairman/President provided, however, that in case of death, resignation or removal of the Chairman/President the officers may decide to elect his/her successor.

Secretary

- a) Keep the seal of the association and affix such seal to any paper or instrument requiring the same.
- b) Take custody of the members register and the correspondence files and association.
- c) Perform all such other duties and work as the officers may prescribe from time to time.

Treasurer

- a) Take custody of all monies, securities and papers of the association.
- b) Keep a complete record of its cash transactions for the establishment of proof of his/her cash position at any time and date.
- c) Pay upon the recommendation of the business manager or as authorized by the officers, all money transactions and certified to correctness of the cash position of the association in all financial statement and reports submitted to the officers and the general assembly.

Auditor

- a) Conduct audit on income and expenses and inventory of the association;
- b) Keep books, documents and other financial records of the organization;
- c) Install and maintain an adequate and effective accounting system within the organization;
- d) Render monthly report to the board of directors on the financial condition operations of the organization and annual reports to the general assembly or as maybe required.



## ARTICLE VII

### CAPITAL STRUCTURE

SECTION 1. Source of Funds. The association shall derive its fund from:

1. Membership Fees, Monthly Dues, and Fines
2. Social Fund
3. Fund Raising
4. Revolving Fund
5. Loans and Capital Borrowings
6. Subsidies, Grants in Aid or Donation

SECTION 2. Membership Fees and Monthly Dues. Each member shall be required to pay a total amount of fifty pesos (P50.00) as a one-time membership fee upon admission to the association. Furthermore, each member shall be required to pay a monthly due amounting to a total of twenty pesos (P20.00) during regular general assembly.

SECTION 3. Revolving Fund. The association may hold any activity designed to earn money as part of revolving fund of the association. It is also derived from any interest earnings from loan capital, if any;

SECTION 4. Loans and Capital Borrowing. The officials may solicit or seek donations, grant in aid to any institution, NGO's and Local or National Government to subsidies any livelihood programs and services amongst member;

SECTION 5. Subsidies, Grant in aid Donations. The BOD's may solicit or seek donations, grant in aid to any institution, NGO's and Local or National Government to subsidies any livelihood programs and services amongst members.

## ARTICLE VIII

### ALLOCATION AND DISTRIBUTION OF INCOME

SECTION 1. At the end of the fiscal year, the association shall distribute its net income to the following manner:

1. Five percent (5%) shall set for the organizations education and training fund which amount shall form part of the operational expenses of its operation;
2. Ten percent (10%) shall be set aside as General Reserve Fund. It is created for the purpose of organization stabilization on its operation and to absurd losses if there is any, in its business operations;
3. The remainder of the profit will be proportionately shared by all the members of the organization; otherwise determined by the BOD's in case of delinquent members.

**ARTICLE IX****OPERATION**

SECTION 1. As far as practicable, all revenue transactions of the association shall be on cash basis.

SECTION 2. The association shall procure the production inputs and supplies, consumer goods, and other related needs of its members and the community in bulk from the best sources possible through an association purchasing system to achieve economy and efficiency and shall make these goods available regularly at the right quality and quantity at reasonable price.

SECTION 3. All members shall execute a marketing and/or service agreement with the association. The latter shall market the product of the member and/or provide the needed service in the usual custody manner or any manner it may see fit under the circumstances, having the mind, interest and welfare of its members.

SECTION 4. The association shall mobilize the resources of its members for capital formation toward financing other services needed by them and the community.

**ARTICLE X****AMENDMENTS**

SECTION 1. This Constitution and By-Laws may be amended, altered or repeated in whole or in part, or a new Constitution and By-Laws may be adopted at any regular or special meeting of the General Assembly called for the association.

**ARTICLE XI****EFFECTIVITY**

SECTION 1. This Constitution and By-Laws shall take effect immediately upon ratification by a majority vote of all members of the association.



### ACKNOWLEDGEMENT

Republic of the Philippines  
Province of Leyte


In the City of Ormoc, Province of Leyte on this, 22nd day of October, 2021.


NAME	COMMUNITY TAX CERT. NO.	DATE OF ISSUE	PLACE OF ISSUE
Wendy L. Sartorio	CCI2019-16490596	09-01-2021	Ormoc City
Maybelle Z. Nodalo	CC12019-16487265	07-29-2021	Ormoc City
Robie P. Ybañez	CC12019-16074960	10-21-2021	Ormoc City
Imelda T. Dawal	CCI2019-16451118	01-31-2021	Ormoc City
Marie Janith G. Juba	CCI2019-16474850	04-07-2021	Ormoc City
Marta Nida C. Tambis	CCI2019-16470246	03-09-2021	Ormoc City
Maria Cristina J. Mesa	CCI2019-16487967	08-11-2021	Ormoc City
Arnel D. Cedol	CCI2019-16473202	04-05-2021	Ormoc City
Ma. Nelia S. Merano	CCI2019-16492348	10-22-2021	Ormoc City
Mabeth B. Tapan	CCI2019-16455058	01-25-2021	Ormoc City
Delia C. Villarico	CCI2019-16459491	02-03-2021	Ormoc City
Danilo C. Tolibao	CCI2019-16474170	04-06-2021	Ormoc City
Lourdes M. Yu	CCI2020-16074956	10-21-2021	Ormoc City
Joemarie B. Sacay	CCI2019-16467278	02-24-2021	Ormoc City
Merlyn I. Villarico	CCI2020-16074951	10-21-2021	Ormoc City
Marcelino P. Delgado	CCI2020-16074987	10-22-2021	Ormoc City
Gina P. Yu	CCI2020-16074974	10-22-2021	Ormoc City
Arlene D. Pasturan	CCI2020-16073077	09-24-2021	Ormoc City
Remedios S. Tolibao	CCI2019-06455316	01-26-2021	Ormoc City




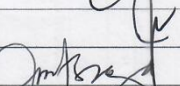
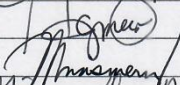
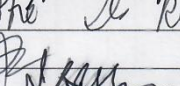
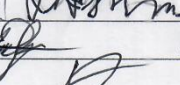
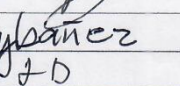
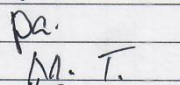
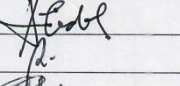
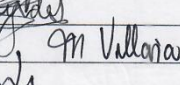
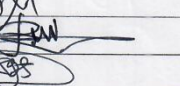
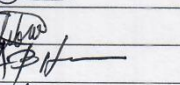
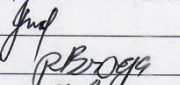
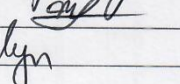
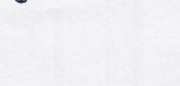






Luzviminda S. Absalon	CCI2019-06455316	01-26-2021	Ormoc City
Arnold S. Bitoon	CCI2019-16486488	07-28-2021	Ormoc City
Josephine M. Delos Santos	CCI2020-16073077	09-24-2021	Ormoc City
Perly M. Braga	CCI2019-16470295	03-18-2021	Ormoc City
Rodulfo S. Luvite	CCI2020-16074427	10-19-2021	Ormoc City
Ma. Shiela F. Bendijo	CCI2019-16481373	06-03-2021	Ormoc City
Evelyn B. Cortes	CCI2019-16476562	05-10-2021	Ormoc City
Rozel D. Capolinas	CCI2020-16076022	10-29-2021	Ormoc City
Debbie D. Resplendor	CCI2020-16076011	10-27-2021	Ormoc City
Jereco C. Magos	CCI2020-16075141	10-28-2021	Ormoc City
Baby Jane M. Pepito	CCI2020-16076025	11-05-2021	Ormoc City
Gemma C. Digman	CCI2019-16471005	04-11-2021	Ormoc City
Emilio D. Quinto Jr.	CCI2020-16076039	11-08-2021	Ormoc City

WE HEREBY CERTIFY that the above named persons are true and bonafide members of Solid Waste Association of Barangay Ipil (SWABI), Barangay Ipil, Ormoc City and the information contained herein are true and correct.

  
**MAYBELLE Z. NODALO**  
 Secretary

  
**WENDY L. SATORIA**  
 President

ADOPTED AND RATIFIED this 22th day of October, 2021, at Barangay Ipil, Ormoc City with the list of members together with their signature, who ratified the same appearing below:

NO.	NAME	SIGNATURE
1	Wendy L. Sartorio	
2	Emilio D. Quinto Jr.	
3	Maybelle Z. Nodalo	
4	Joemarie B. Sacay	
5	Maria Cristina J. Mesa	
6	Ma. Nelia S. Merano	
7	Debbie D. Resplandor	
8	Delia C. Villarico	
9	Luzviminda E. Absalon	
10	Rodolfo S. Luvite	
11	Danilo C. Tolibao	
12	Robie P. Ybañez	
13	Imelda T. Dawal	
14	Marie Janith G. Juba	
15	Marta Nida C. Tambis	
16	Arnel D. Cedol	
17	Mabeth B. Tapan	
18	Lourdes M. Yu	
19	Merlyn I. Villarico	
20	Marcelino P. Delgado	
21	Gina P. Yu	
22	Arlene O. Pasturan	
23	Remedios S. Tolibao	
24	Arnold S. Bitoon	
25	Josephine M. Delos Santos	
26	Perly M. Braga	
27	Ma. Shiela F. Bendijo	
28	Evelyn Cortes	

29	Rozel D. Capolinas	<i>Rozel</i>
30	Gemma C. Digman	<i>Gemma</i>
31	Jereco C. Magos	<i>Jereco</i>
32	Baby Jane M. Pepito	<i>Baby Jane</i>

Prepared by:

*[Signature]*  
**MAYBELLE Z. NODALO**  
 Secretary

Attested By:

*[Signature]*  
**WENDY L. SARTORIO**  
 President



SUBSCRIBED AND SWORN to before me at ORMOC CITY,  
Philippines this DEC 06 2021 day of \_\_\_\_\_ by, \_\_\_\_\_  
with Community Tax Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. 412  
Page No. 83  
Book No. XL  
Series Of 2021

*UJO*  
ATTY. CONRAD P. CONOPIO  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2022  
PER BM NO. 3795 DATED DEC 1, 2020  
PTR No. 6614853 1/01/2021; Ormoc City  
JAP No. 105171 12/16/2020, Leyte Chapter  
ROLL NO. 50904  
NOTARIAL COM. NO. ORM-21-06-010  
ISSUED ON 03-19-2019  
NOLC COMPLIANCE No. VI-6011207

Republic of the Philippines  
Province of Leyte  
City of Ormoc  
Barangay Ipil  
**SOLID WASTE WORKERS ASSOCIATION OF BARANGAY IPIL (SWWABI)**

**FINANCIAL STATEMENT**

Particulars	Amount
Membership Fee ..... Php 50.00/ member 32 members	Php 1,600.00
Monthly Dues for October ..... Php 20.00/ member 32 members	Php 640.00
<b>TOTAL</b>	<b>Php 2,240.00</b>
<b>Expenses</b>	
Printing of Registration Forms & Attendance Sheets.....	Php 150.00
Office Supplies .....	Php 450.00
Encoding and Printing of DOLE Registration requirements .....	Php 250.00
<b>TOTAL</b>	<b>Php 850.00</b>
Cash on Hand .....	Php 1,390.00

Nothing Follows.....

Prepared By:

MAYBELLE Z. NODALO  
Secretary

Attested By:

WENDY L. SATORIA  
President