

## BY-LAWS

### OF

#### Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association (SEDP MBA), Inc.

#### ARTICLE I – NAME

Section 1 – The name of the organization shall be;

Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association (SEDP MBA), Inc.  
*herein referred to as SEDP MBA*

#### ARTICLE II – OBJECTIVES

Section 1 - That the purpose for which SEDP MBA is formed is to advance the interests and promote the welfare of the *Catholic faithful who belong to the financially disadvantaged sector of the society* in particular and the interest and welfare of the Philippines in general. Specifically the SEDP MBA shall seek:

1. To extend financial assistance to its members, spouse, siblings, children and parents in the form of death benefits, sickness benefits, provident savings and loan redemption assistance;
2. To ensure continued access to benefits/ resources by actively involving the members in the management of the SEDP MBA that will include implementation of policies and procedures geared towards sustainability and improved services.

#### ARTICLE III - MEMBERSHIP

Section 1. Qualifications for Membership:

- a) Applicants must be at least 18 years old but not more than 60 years old as of the enrollment date.
- b) He/she must be an active member of Simbag sa Pag-Asenso Inc.; personnel and staff of Simbag sa Pag-Asenso Inc. and SEDP MBA and other organized groups duly accredited by SEDP MBA .
- c) Those persons occupying the following titles and positions in the Diocese of Legazpi, during their incumbency, shall be considered as automatic and honorary members of the association :
  1. The Bishop;
  2. The Vicar (s) General; and
  3. The Vicars Forane of the three vicariates;
- d) Only those applicants who can meet all of the requirements stated above shall be eligible for membership

Section 2. Rights of Members - A member shall have the following rights:

- a. To vote on all matters relating to the affairs of the SEDP MBA;
- b. To be eligible to any elective or appointive office in the SEDP MBA;
- c. To be present and to participate in the deliberations of the SEDP MBA;
- d. To avail of all the facilities of the SEDP MBA upon proper approval of the duly authorized officer;
- e. To examine and inspect the records and books of the SEDP MBA during business hours, provided, however, that any and all information therefrom shall be treated as privileged and can not be used against the SEDP MBA, otherwise, the member may be refused of this right.

Section 3. Duties and Responsibilities of the Members – A member shall have the following duties and responsibilities:

- a. To obey and comply with the by-laws, rules and regulations that may be promulgated by the SEDP MBA from time to time;
- b. To attend all meetings that may be called by the Board of Trustees;
- c. To pay membership dues and other assessments of the SEDP MBA.
- d. To participate in the governance and to protect the fund of the SEDP MBA.
- e. Continuously give suggestions and comments on how to better run the SEDP MBA.

Section 4. – A member may transfer from one branch to another subject to the guidelines issued by the Board of Trustees.

Section 5. – SEDP MBA shall issue membership certificates to members specifying the benefits to which such members are entitled. Such certificates, together with the Articles of Incorporation of SEDP MBA and its by-laws and all existing laws as may be pertinent shall constitute the agreement, as of the date of its issuance, between the SEDP MBA and the member.

The Certificate of membership shall continue during the life of the member unless otherwise terminated by death, total and permanent disability, resignation, or expulsion.

#### **ARTICLE IV – ANNUAL MEMBERSHIP MEETING**

Section 1. Annual Meeting - The annual meeting of the members shall be held every 1<sup>st</sup> Saturday of May of each year. Special meetings of the members shall be called as the need thereof arises, by the Board of Trustees or the President or upon petition of one third (1/3) of the general membership.

Section 2. Place of Meeting – Meetings, regular or special, of the members shall be held in the principal office of SEDP MBA or at any place designated by the Board of Trustees.

Section 3. Notice of Meeting – Notices for regular meetings shall be sent by the Secretary to each member by personal delivery or by mail at his last known post office address or by email at least two (2) weeks prior to the date of the meeting (inclusive of Saturdays, Sundays and Holidays). The notice shall state the place, date and hour of the meeting and the purpose or purposes for which the meeting is called.

Notices for special meetings may be made by written notice delivered personally, or by email, at least five (5) days before the meeting. The written notice shall contain the particular matters to be discussed. Only matters specified in the notice of special meeting can be the subject of motions or deliberations at such meetings.

Section 4. Quorum – In all regular or special meeting of members, at least fifty percent (50%) of the general membership of good standing plus one (1) must be present or represented by proxy in order to constitute a quorum provided that all area of coverage are well represented. A member may be represented by a proxy, through a written notice to the Secretary. The authorization shall be valid only on the date of the meeting indicated thereon. If no quorum is constituted, the meeting shall be adjourned until the requisite number of members shall be present.

Section 5. - Conduct of Meeting – Meetings of the members shall be presided over by the President, or in his absence the Vice-President or in the absence of the Vice-President, members of the Board of Trustees present at the meeting may appoint from among them the presiding officer. The Secretary shall act as Secretary every meeting or in his absence the presiding officer shall appoint a secretary for that particular meeting.

Section 6. - Manner of Voting - Members shall be entitled to one vote, and they may vote whether in person or by proxy. The authorization of which shall be made in writing and filed with the Secretary of the SEDP MBA before the scheduled meeting.

Section 7. – The members of the Board shall not receive any salary, as such trustees, but shall be entitled to gratuity, per diem and reimbursement of all necessary expenses incurred on account of attendance in committee and board meetings, however, all other entitlements, benefits, and emoluments other than per diems and reimbursement of incidental expenses may be granted to the trustees by the vote of the members representing at least a majority of the membership at a regular or special membership meeting.

## ARTICLE V - BOARD OF TRUSTEES

Section 1. – The corporate powers and general management of the corporation shall be exercised, all business conducted and all property of the corporation controlled and held by the Board of Trustees.

Without prejudice to the general powers herein conferred and as may be granted by law, the Board of Trustees shall have the following express powers:

- a. from time to time, to promulgate rules and regulations consistent with these by-laws, and to review, revise or amend the same when it deems necessary for the management of the SEDP MBA's business and affairs.

- b. to purchase, receive, take or grant, hold, convey, sell, lease, pledge, mortgage and otherwise deal with such real and personal property, including securities and bonds of other corporations, as the transaction of the lawful business of the corporation may reasonably and necessarily require, subject to the limitations prescribed by law and the Constitution.
- c. to invest the funds of SEDP MBA in other corporations or business or for any purpose other than the primary purpose for which the SEDP MBA was organized, provided it is approved by a majority of the board of trustees and the intended investment is reasonably necessary to accomplish the primary purpose of SEDP MBA as stated in the Articles of Incorporation.
- d. to incur indebtedness as the Board may deem necessary, to issue evidence of indebtedness including notes, deeds of trust, bonds, debentures, or securities, subject to such approval of the members as may be required by law, and/or pledge, mortgage, or otherwise encumber part of the properties of SEDP MBA.
- e. to establish pension, retirement, bonus, or other types of incentives or compensation plans for the members, employees, including officers and Trustees of SEDP MBA.
- f. to prosecute, maintain, defend, compromise, submit arbitration or abandon any lawsuit in which SEDP MBA or its officers are either plaintiffs or defendants in connection with the affairs of SEDP MBA.
- g. to implement these by-laws and to act on any other matter not covered by these By-laws, provided such matter does not require the approval or consent of the members of SEDP MBA under the Corporation Code.
- h. to appoint and dismiss any employee of SEDP MBA whether regular, probationary, casual, or contractual, fix or adjust their salaries and all other personnel movements.
- i. to delegate any of its powers or function to an executive committee or to any officer of SEDP MBA or to any standing or special committee or to any officer or agent and to appoint any person to be an agent of SEDP MBA.
- j. to approve all contracts for construction and major repairs or maintenance work, and other contracts involving significant amounts.
- k. to approve all contracts involving the sale of non-current assets;
- l. to exercise such other powers as may be essential or necessary to carry out its purpose or purposes as stated in the Articles of Incorporation.

Section 2. - The Board of Trustees of SEDP MBA shall consists of seven (7) members who are practicing Catholic namely the following: three (3) trustees shall be elected by the active members with existing loans funded by the Simbag sa Pag-Asenso Inc.; two (2) independent trustees, to be elected by the active members and two (2) members, one (1) of whom is appointed by the Simbag sa Pag-Asenso, Inc. and one (1) from SAC appointed by the Bishop of the Diocese of Legazpi;

Section 3. - The Board of Trustees shall be elected every three years by a majority of its members during its annual meeting.

The independent trustees shall be elected by the majority of its members from among the nominees of the Nomination Committee constituted by the Board of Trustees. Notwithstanding the foregoing, for the duration that the SEDP MBA is under a conservatorship of the Insurance Commissioner, the independent trustees shall be appointed by, and shall serve at the pleasure of the Insurance Commissioner.

Section 4. - The elected members of the Board of Trustees shall serve beginning immediately following their election for a term of three (3) years until their successors shall have been elected. Provided, that no member shall serve as member of the Board of Trustees for more than two (2) consecutive terms.

Section 5. - The trustee eligible for election/nomination must be of legal age, a recognized active member of SEDP MBA, has consistently performed very satisfactorily for at least the last three (3) years in her/his membership, has an ongoing business/es funded by loan from Simbag sa Pag-Asenso Inc. and is willing to perform the functions of a trustee without any remuneration.

The independent trustee as nominated by the Nomination Committee of SEDP MBA shall possess the necessary experience and exposure in corporate governance particularly in audit and finance, and is actively involved in church related activities of the Diocese of Legazpi.

Section 6. – Disqualification of trustees or officers. No member convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) years, or a violation of the Corporation Code of the Philippines committed within five (5) years prior to the date of her/his election or appointment, shall qualify as a Trustee or Officer. In addition, a member whose membership has been terminated for cause, and/or has resigned from membership with SEDP MBA or any of its affiliates, shall also be disqualified from being a Trustee or Officer.

Section 7. – Removal of trustees. A trustee may be removed from office with or without cause by a vote of at least two-thirds (2/3) of the members entitled to vote and in the manner provided for by law: Provided, That removal without cause may not be used to deprive minority members of the right of representation to which they may be entitled under Section 24 of the Corporation Code.

Section `8. – Vacancies in the office of the trustee. Any vacancy occurring in the board of trustees other than by removal by the members or by expiration of term, may be filled by the vote of at least a majority of the remaining trustees, if still constituting a quorum; otherwise said vacancies shall be filled by the members in a regular or special meeting called for that purpose. A trustee so elected to fill a vacancy shall be elected only for the unexpired term of her/his predecessor in office.

## ARTICLE VI – NOMINATION COMMITTEE

Section 1. – Shall be composed of at least three (3) members to be elected from among the board of trustees one of whom must be an independent trustee, and the members of the committee shall serve for three (3) years.

Any vacancy other than by removal by the members or by expiration of term, may be filled by the vote of at least a majority of the remaining trustees, if still constituting a quorum; otherwise said vacancy shall be filled only after the vacancy in the board of trustees has been filled. A member of the committee so elected to fill a vacancy shall be elected only for the unexpired term of her/his predecessor in office.

Section 2. - Duties and Responsibilities:

- a. Shall review and evaluate the qualifications of all persons nominated to the Board as well as those nominated to other positions requiring appointment by the Board of Trustees.
- b. Shall nominate independent trustees eligible to be elected to the Board, subject to the promulgated guidelines and qualifications.
- c. Shall prepare a description of the roles and capabilities required of a particular appointment.

Section 3. – The SEDP MBA Nomination Committee is hereby vested sole authority to conduct and supervise the elections for the members of the Board of Trustees and other officers and proclaim the winners. The nomination committee shall likewise be the judge of all electoral contests, including questions on the qualification of candidates and its decision shall be final unless appealed to the Board of Trustees whose decision shall be non-appealable.

Section 4. - The members of the nomination committee shall serve immediately after their election until after the next election.

Section 5. – The nomination committee may deputize such personnel of the head office of the SEDP MBA which it may deem necessary to enable it to perform its function.

Section 6. – The members of the nomination committee shall not be entitled to any salary, as such members, but shall be entitled to per diem and reimbursement of actual expenses for attendance of official meetings equal to those received by members of the Board of Trustees.

Section 7. – No member elected as a member of the Nomination committee shall be eligible for election to any position during her/his term of office even if she/he resigns or is removed from office for any reason.

## ARTICLE VII – OVERSIGHT AND AUDIT COMMITTEE

Section 1. - Shall be composed of at least three (3) members to be appointed by the board of trustees from among the trustees with background in accounting and finance, including an independent trustee who shall be the Chairperson of the committee.

Section 2. - Duties and Responsibilities:

- a. Provides oversight of the institution's internal and external auditors.
- b. It shall be responsible for the setting-up of internal audit department, provide for the qualifications of internal auditors and independent external auditors, and to recommend to the board of trustees the appointment of the internal auditors and independent external auditors upon review and evaluation by the Nomination Committee of the qualifications of the nominees.
- c. It shall monitor and evaluate the adequacy and effectiveness of the internal control system of the SEDP MBA

Section 3. – The committee shall meet at least quarterly at the head office of SEDP MBA.

Section 4. – The members of the Oversight Committee shall not be entitled to any salary, as such members, but shall be entitled to per diem and reimbursement of actual expenses for attendance of official meetings equal to those received by members of the Board of Trustees.

Section 5. – The members of the Oversight Committee shall serve for three years, or co terminus with the Board of Trustees.

Any vacancy other than by removal by the members or by expiration of term, may be filled by the vote of at least a majority of the remaining trustees, if still constituting a quorum; otherwise said vacancy shall be filled only after the vacancy in the board of trustees has been filled. A member of the committee so elected to fill a vacancy shall be elected only for the unexpired term of her/his predecessor in office.

## ARTICLE VIII – OTHER COMMITTEES OF THE BOARD OF TRUSTEES

Section 1. – There shall be an Executive Committee of the Board of Trustees which shall consists of not less than three (3) and not more than five (5) members to be appointed by the Board of Trustees from among themselves or from among its active members in good standing.

The President and the immediate past president, if still a member of the Board of Trustees, shall be ex-officio members of the Executive Committee.

Section 2. – Duties and Responsibilities:

- a. To monitor the operations and finances of SEDP MBA,
- b. To ensure that decisions of the Board are executed by the management; and,

- c. When (*where*) urgent circumstances require, to act for and in behalf of the Board, by majority vote of all its members, on such specific matters within the competence of the board, as may be delegated to it in the by laws or on a majority vote of the board, subject to such guidelines and limitations provided for by law and the Board.
- d. The concurrence of at least a majority of the members of the Executive Committee shall be necessary to make an Executive Committee decision valid. All business transactions by the Executive Committee shall be subject to confirmation by the Board of Trustees at its next scheduled meeting.

Section 3. – The Board shall create a Finance Committee, Human Resource Committee, Governance Com., Grievance Com. and other committees it may deem necessary, with not less than three (3) or more than five (5) members each with such specific duties as it may deem proper.

Section 4. – The Executive Committee shall meet monthly unless there is a necessity to call for a meeting. The other committees shall meet immediately before a regular and/or special meeting of the Board, except as may be otherwise authorized by the Board of Trustees.

#### ARTICLE IX – BOARD MEETINGS

Section 1 – That the initial or organizational meeting of a newly elected Board of Trustees shall be held immediately after the conclusion of the General Assembly at which they are elected while the last meeting shall be held before the beginning of the General Assembly at which the new Board of Trustees is scheduled to be elected.

Section 2 – That the Board of Trustees shall meet quarterly at the main office of SEDP MBA unless otherwise previously agreed upon by the members of the Board of Trustees. A special or emergency meeting of the Board of Trustees may be called for by the President or the Secretary upon request of a majority of the incumbent members of the board and at least three (3) days notice to all members of the board.

Section 3 – An official journal shall be kept to record the minutes of the meetings and all resolutions passed by the Board of Trustees during its three year term which shall be consecutively numbered.

Section 4 – The members of the Board shall not receive any salary, as such trustees, but shall be entitled to gratuity, per diem and reimbursement of all necessary expenses incurred on account of attendance in committee and board of meetings, however, all other entitlements benefits, emoluments other than per diems and reimbursement of incidental expenses may be granted to the trustees by the vote of the members representing at least a majority of the membership at a regular or special membership meeting.

Section 5 – A majority of the number of trustees as fixed in the Articles of Incorporation shall constitute a quorum for the transaction of corporate business, and every decision of at least a majority of the trustees present at a meeting at which there is a quorum shall be valid as a corporate act, except for the election of officers which shall require the vote of all the members of the board.

Trustees cannot attend or vote by proxy at board meetings.



Section 6 – The order of the business at regular/special meeting of the Board of Trustees shall be a) Call to Order, b) Roll Call, c) Approval of Agenda, minutes, d) Unfinished business, e) Board Committee Reports, f) Management Reports on Finances and Operations, g) New Business, h) Other Matters and i) Adjournment

#### ARTICLE X – OFFICERS

Section 1. Officers - The officers of the SEDP MBA who shall be elected by the Board of Trustees from among themselves, are the President, Vice President, Secretary, and Treasurer.

Section 2. Term of Office of Officers - The term of office of the officers shall be co-terminus with the Board which elected/appointed them, unless sooner removed from office by a majority vote of all the members of the Board of Trustees. In case an office becomes vacant due to death, resignation, retirement, disqualification, incapacity or any other cause, the incumbent Board of Trustees by a majority vote, may fill the vacancy who shall hold office for the unexpired term; provided, further, that in case of the temporary absence of any officer for any reason, the Board may delegate the powers and duties of such officer to another qualified person.

Section 3. - The officers of SEDP MBA may be removed from office for a cause, including nonfeasance or misfeasance of duties, violation of these By-laws, conduct detrimental to the interest of the SEDP MBA, incompetence and/or loss of confidence.

Section 4. - The MBA Manager, Administrative & Finance Officer and Auditor shall receive such salary and/or benefits as may be fixed by the Board. The President, Secretary and Treasurer shall receive no salary, but may receive allowances, in addition to per diems and other emoluments authorized for members of the Board of Trustees.

#### ARTICLE XI - FUNCTIONS AND POWERS OF OFFICERS

Section 1. President - The President shall be the Chief Executive Officer of the SEDP MBA and shall exercise the following functions:

- a.) to preside in all meetings of the members of the SEDP MBA.
- b.) to execute all resolutions of the Board of Trustees.
- c.) to be charged with directing and overseeing the activities of the SEDP MBA.
- d.) to submit to the Board as soon as possible after the close of each calendar, and to the members of each annual meeting, a complete report of the activities and operations of the SEDP MBA for the calendar year under his term.
- e.) to represent SEDP MBA in all functions and proceedings;
- f.) to appoint, remove, suspend or discipline employees of SEDP MBA, to prescribe their duties and determine their salaries subject to confirmation by the Board of Trustees;

- g.) to execute in behalf of SEDP MBA all contracts, agreements and other instruments affecting the interest of SEDP MBA which may require approval of the Board of Trustees unless otherwise directed by the Board;
- h.) to perform such other duties as are incident to his office or are entrusted to him by the Board of Trustees.

Section 2. Vice President – The Vice President shall have the following specific powers and duties:

- a.) to preside in all meetings of the members of the association in the absence of the President
- b.) to perform such other duties as are incident to his office or are entrusted to him by the Board of Trustees.

Section 3. Secretary - The Secretary shall have the following specific powers and duties:

- a.) to give all notices required by these by-laws and keep the minutes of all meetings of the members and of the Board of Trustees in a book kept for the purpose.
- b.) to keep the seal of the SEDP MBA and affix such seal to any paper or instrument requiring the same.
- c.) to have custody of the members' register and the correspondence files of the SEDP MBA.
- d.) to certify to such corporate acts, countersign corporate documents or certificates, and make reports or statements as may be required of him by law or by government rules and regulations;
- e.) also perform all such other duties and work as the Board of Trustees may from time to time assign to her/him.

Section 3. Treasurer - The Treasurer shall have the following duties:

- a.) to keep full and accurate accounts/records of the receipts and disbursements of SEDP MBA.
- b.) to take and have custody of, and be responsible for, all the funds, securities, bonds, and certificates of titles of SEDP MBA.
- c.) to deposit in the name of SEDP MBA in such banks as may be designated from time to time by the Board of Trustees, all the money, funds, securities, bonds and similar valuables belonging to SEDP MBA which may come under his/her control.
- d.) to prepare an annual statement showing the financial condition of SEDP MBA and such other financial reports as the Board of Trustees or the President may from time to time require.

- e.) to prepare such financial reports, statements, certifications and other documents that may, from time to time, be required by government rules and regulations and to submit the same to the proper government agencies.
- f.) to pay all authorized expenses by check and effect petty cash payments in accordance with policies and procedures approved by the Board of Trustees.
- g.) to assist management in retrieval of all receivables of SEDP MBA from whoever they maybe due.
- h.) to prepare and submit to the Board of Trustees for consideration and approval the annual budget on or before its regular meeting and furnish a copy of the approved annual budget.
- i.) to ensure that all expenditures are duly authorized and are for the best interest of SEDP MBA.
- j.) to post a bond in such amount as may be required by the Board of Trustees;
- k.) to suspend or withhold payments of accounts incurred not in accordance with the policies of the Board of Trustees or which are otherwise irregular or improperly authorized; and
- l.) to perform such other duties as may be assigned by the President, the MBA Manager and the Board of Trustees.

#### ARTICLE XII - SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP

Suspension, expulsion and termination of membership, shall be in accordance with the rules and regulations of the SEDP MBA.

Any member of the SEDP MBA may file charges against a member by filing a written complaint with the Secretary of the SEDP MBA. The Board of Trustees shall call a special meeting to consider the charges. The affirmative vote of majority of all the trustees shall be necessary to suspend a member; Provided that where the penalty is expulsion, the affirmative vote of majority of all the members of the SEDP MBA or the affirmative vote of all the members of the Board of Trustees, shall be necessary.

#### ARTICLE XIII – FUND

Section 1. Funds - The funds of the SEDP MBA shall be derived from members' contributions and special assessments of members, gifts or donations.

- a. Members shall be charged contribution per week for Basic Life Insurance Plan as stipulated in the IRR for the payment of death or total and permanent disability of a member or any member's legal spouse, or any of the member's biological and/or legally adopted children, two (2) weeks old but not more than 21 years old and single; or biological children over 21 years old, single but disabled and incapacitated to work, or

biological parent of a single (unmarried) member who are below 65 years old in accordance with the attached Table of SEDP MBA *Life Insurance Benefits*. Credit Life Insurance Plan shall charge 1.5% per annum from every loan approved for Loan Redemption and Refund.

- b. MBA shall deduct not more than 20% from the weekly premium contribution of its members for Basic Life Insurance and not more than 35% from the Credit Life Insurance as administrative expenses. The remaining 80% of the member's weekly contribution shall be used for paying mutual benefits as in accordance with the attached Table of SEDP MBA Life Insurance Benefits while the remaining 65% shall be used for collection fee, guaranty fund and loan redemption and refund.
- c. The contributions may be adjusted by the Board of Trustees as may be necessary to maintain the funds of the SEDP MBA at a level adequate to meet its benefit obligations or commitments under the plan.
- d. Every outstanding membership certificate must have an equity value equivalent to at least fifty per centum (50%) of the total premium collected thereon. A surrender charge equal to THIRTY PER CENTUM (30%) of the Equity Value may however be imposed by SEDP MBA for member's termination, occurring in the first three (3) years of membership.
- e. The Board of Trustees shall set up each year sufficient reserves for the payment of claims and other obligations in accordance with actuarial procedures approved by the Insurance Commission. If the reserves become impaired, the Board of Trustees shall require all members to pay SEDP MBA the amount of the member's equitable proportion of such delinquency as ascertained by the Board of Trustees. If the payment is not made, it shall stand as an indebtedness against the members and draw interest not to exceed five per centum (5%) per annum compounded annually.

Section 2. Disbursements - Withdrawals from the funds of the SEDP MBA, whether by check or any other instrument shall be signed by at least two persons designated by unanimous vote of the Board of Trustees.

#### ARTICLE XIV - CORPORATE SEAL

Section 1. Form - The corporate seal of the SEDP MBA shall be in such form and design as may be determined by the Board.

#### ARTICLE XV – AMENDMENTS OF THE BY-LAWS

Section 1. Amendments – These by laws, or any provision thereof, may be amended, repealed or new by-laws adopted by a majority vote of the members and by majority of the Trustees at any regular or special meeting duly held for the purpose.

Adopted this 7<sup>th</sup> day of December 2013 in Legazpi City by the affirmative vote of the undersigned members representing a majority of the members of the SEDP MBA in annual general assembly meeting held for the purpose.

NAME	TIN	SIGNATURE
RAMONCITO S. SEGUBIENSE	269-096-162	Signed
PRECIOSA E. BELLEZA	101-202-176	Signed
ARNEL B. AMARGO	931-003-661	Signed
FE B. BATALLER	934-131-600	Signed
CONCHITA A. RODRIGUEZA	924-201-705	Signed
MARLYN A. ARBOLEDA	430-574-993	Signed
DOLORES B. SUMIDO	439-555-774	Signed

#### ACKNOWLEDGMENT

Republic of the Philippines  
Series of 2014

BEFORE ME, a Notary Public in and for Legazpi City, Philippines this 20<sup>th</sup> day of August 2014 personally appeared the following:

NAME	CTC No. / Date & Place Issued	Type of ID & Card No.
RAMONCITO S. SEGUBIENSE	04918980 / Jan. 2, 2014 / Ligao City	SSS # 05-0633943-7
PRECIOSA E. BELLEZA	EB2883468 / July 2, 2011 / Legazpi City	SSS # 03-1153608-5
ARNEL B. AMARGO	17539828 / Jan. 2, 2014 / Malilipot, Albay	TIN # 931-003-661
FE B. BATALLER	26593282 / Jan. 7, 2014 / Legazpi City	TIN # 934-131-600
CONCHITA A. RODRIGUEZA	26613573 / Feb. 25, 2014 / Legazpi City	TIN # 924-201-705
MARLYN A. ARBOLEDA	33211557 / Jan. 5, 2014 / Guinobatan, Albay	TIN # 430-574-993
DOLORES B. SUMIDO	17480913 / Feb. 4, 2014 / Sto. Domingo, Albay	TIN # 430-555-774

who have satisfactorily proven to me their identities through their respective identifying documents, that they are the same persons who executed the foregoing By Laws and they acknowledged to me that the same are their free and voluntary acts and deeds.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first written above.