



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

3/F The Chancery, Cathedral Compound,
Old Albay District, Legazpi City, Albay, Philippines
Telefax: (052) 481-4449 Email: sedp_mba@yahoo.com.ph

To: SEDP MBA BOARD OF TRUSTEES

Rev. Fr. Rex Paul Arjona	- President
Rev. Fr. Jose Victor E. Lobrigo	- Vice-President
Ms. Jennifer Casco	- Secretary
Ms. Amy Bombuhay	- Treasurer
Rev. Fr. Jonnathan Calleja	- Independent Trustee
Ms. Teresita Galang	- Independent Trustee
Mr. Andres Paclibar	- Member

MEMBER REPRESENTATIVE

Ms. Evelyn Laot	- MBA Coordinator, Nabua, Camarines Sur
Ms. Janette Ubalde	- MBA Coordinator, Calatagan, Virac, Catanduanes
Mr. Carlito Estuaría	- MBA Coordinator, Castila, Sorsogon
Ms. Salve Sabangon	- MBA Coordinator, Masbate City
Mr. Rodolfo Baylon	- MBA Coordinator, Catarman, Northern Samar
Ms. Jessica Belarmino	- MBA Coordinator, Tabaco City
Ms. Rochelle Biato	- MBA Coordinator, Albay, Legazpi City
Ms. Lany Sario	- MBA Coordinator, Libon, Albay

NOTICE OF ANNUAL GENERAL MEMBERSHIP MEETING

The 2021 Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association Inc. (SEDP MBA) will be held on May 29, 2021, Saturday at 9:00 in the morning at Sarte Hall, El Palacio, Legazpi City with the following agenda:

1. Call to Order
2. Proof of Notice of Meeting
3. Determination of Presence of Quorum
4. Reading and Approval the Minutes of the 2020 Annual General Membership Meeting
5. Discussion of the Business Arising from the Previous General Meeting
6. Presentation and Acceptance of 2020 Audited Financial Statements
7. Presentation and Ratification of 2020 Summary of Board Resolution and Amendment of By-Laws
8. Presentation and Approval of the 2021 Plan and Budget
9. Approval of the Appointment of External Auditor
10. Board of Trustees Election
11. Questions and Answers
12. Adjournment

Herewith is the attached detail of the proposed 2021 Annual General Membership Meeting Agenda.

In connection with Covid-19 Outbreak protocol, all participants that are physical present during the meeting are advised to wear facemasks and practice physical distancing since the safety and well-being of our employees and members is our highest priority.

Furthermore, the conduct of our Annual General Meeting during this MGCQ period is a combination of virtual (through Zoom) and physical attendance.

Thank you and God bless.

Signed this 25th day of March 2021 at Legazpi City, Albay.


MS. JENNIFER C. CASCO
Corporate Secretary

Noted By:


REV. FR. REX PAUL ARJONA
President

PROPOSED 2021 ANNUAL GENERAL MEMBERSHIP MEETING AGENDA

1. Call to Order

The President of SEDP MBA Rev. Fr. Rex Paul Arjona, will call the meeting to order.

2. Proof of Notice of the Meeting

Ms. Jennifer Casco, the Corporate Secretary will certify that copies of this Notice were published through SEDP MBA Website, SEDP MBA Facebook page and through the SEDP MFI Branches.

3. Determination of Presence of Quorum

Ms. Jennifer Casco, the Corporate Secretary will determine the number of attendees, whether in person or by proxy, for the purpose of determining the presence of a quorum.

4. Reading and Approval of the Minutes for the 2020 Annual General Membership

The previous minutes encompass all matters discussed in the Agenda presented during the conduct of the 2019 AGM Meeting. Significant proposals, reports, amendments, and plans were presented, discussed, approved, and ratified.

The members will be asked to approve the draft Minutes and acknowledge the completeness and accuracy thereof. Below is the proposed resolution:

“RESOLVED, that the reading of the Minutes of the 11th Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Inc., (SEDP MBA) held on 25th July 2020 at SEDP Social Hall, 4th Floor The Chancery Building Cathedral Compound, Legazpi City, as hereby approved.”

5. Discussion of the Business Arising from the Previous General Meeting

The President will present a report on partial developments, Board mandates, and updates on these matters.

6. Presentation and acceptance of 2020 Audited Financial Statements

Financial statements will be presented to update general members regarding the Financial Status of the SEDP MBA. The member will be informed of the stability and sustainability of the Association thereby acknowledging the efficiency of SEDP MBA Operations as regulated by the Insurance Commission. Below is the proposed resolution:

“RESOLVED, that the 2020 Audited Financial Statements of the Simbag sa Emerhensya at Dagdag Paseguro Mutual Benefit Association Inc. (SEDP MBA) is hereby approved.”

7. Presentation and Ratification of 2019 Summary of Board Resolution and Amendment of By-Laws

The President will present and discuss all the Board of Trustees Instruction to the Management, Board decisions and Board Resolutions relevant to the overall SEDP MBA Operations including the appointment of the external auditor. This will be subject to the ratification of the general membership. Below is the proposed resolution:

“RESOLVED, that all the acts and resolutions of the Board of Trustees’ of the SEDP MBA from January 2020-December 2020, is hereby approved.”

8. Presentation and Approval of the 2021 Plan and Budget

Presentation of SEDP MBA priority Programs for 2021 and proposed Budget for the operationalization of programs and services to its members and stakeholders.

9. Approval of the Appointment of External Auditor

Upon the SEDP MBA Management and Board of Trustees recommendation, the Members will be asked to approve the appointment of the accredited External Auditor of the Insurance Commission for the period January 2021 to December 2021.

10. Board of Trustees Election

The terms of office of two (2) members of the Board of Trustees shall expire on May 29, 2021, Therefore two (2) members of the Board of Trustees will be elected during the May 29, 2021 Annual General Meeting. The two (2) new elected Board of Trustees shall serve for the period of one (1) year effective June 1, 2021.

a. Presentation of the Duties and Responsibilities of the Board of Trustees

The General Manager will present the Duties and Responsibility of the Board of Trustees so the nominees will have knowledge of the duties and responsibilities of a Board as stated in the by-laws & Corporate Governance Manual of Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association Inc. (SEDP MBA)

b. Nomination and Election Procedures

The General Manager will present and discuss the election guidelines and procedures as provided under the by-laws in the election of the Board of Trustees. Right after the discussion the Nominees will be presented to the General membership for election.

c. Election of the Board of Trustees

The Board of Trustees of the Association will be elected through a proxy voting system. The members' representatives and the Board of Trustees will cast their votes on the day of the Annual General Meeting. Canvassing of votes shall be governed by the Internal Auditor of SEDP- Simbag sa Pag-Asenso Inc. (A MICROFINANCE NGO). Winning candidates will be announced.

d. Induction of officers.

The newly elected Board of Trustees will take an oath of office before assuming leadership starting on June 1, 2021.

11. Questions and Answers

This portion will be allotted to discuss the other issues and concerns of the members.

12. Adjournment



BOARD OF TRUSTEES ELECTION

GENERAL MEMBERSHIP

INDEPENDENT TRUSTEE

GENERAL MEMBERSHIP

CLUSTER 1

AREA OF COVERAGE

- **TABACO BRANCH**
- **BACACAY 1 SPO**
- **BACACAY 2 SPO**
- **MALINAO SPO**
- **MALILIPOT SPO**
- **TIWI SPO**

OFFICIAL LIST OF NOMINEES

TABACO BRANCH



NAME: **JESSICA BELARMINO**

AGE: **53**

LENGTH OF MEMBERSHIP: **11 YEARS**

REPAYMENT RATE: **100%**

ATTENDANCE RATE: **100%**

EDUCATIONAL ATTAINMENT

SCHOOL: **UNIVERSITY OF STO. TOMAS**

COURSE :

COMMUNITY INVOLVEMENT:

CENTER CHIEF SPFL SAN LORENZO TABACO

DIRECTOR OF LISTED COMPANY: **NONE**

BACACAY 1 SPO



NAME: **IRENE SIERRA**

AGE: **45**

LENGTH OF MEMBERSHIP: **11 YEARS**

REPAYMENT RATE: **100%**

ATTENDANCE RATE: **100%**

EDUCATIONAL ATTAINMENT:

SCHOOL: **AQUINAS UNIVERISTY**

HIGH SCHOOL GRADUATE

COMMUNITY INVOLVEMENT:

4 P's PARENT LEADER

CIBI-SR VOLUNTEER

CHARISMATIC GROUP MEMBER

DIRECTOR OF LISTED COMPANY: **NONE**

BACACAY 2 SPO



NAME: **CECILIA VERGARA**

AGE: **58**

LENGTH OF MEMBERSHIP: **9 YEARS**

REPAYMENT RATE: **100%**

ATTENDANCE RATE: **100%**

EDUCATIONAL ATTAINMENT:

SCHOOL: **DIVINE WORD COLLEGE OF LEGAZPI**

COURSE : **2 YRS. JUNIOR SECRETARIAL**

COMMUNITY INVOLVEMENT:

DIRECTOR OF LISTED COMPANY: **NONE**

MALINAO SPO



NAME: **JOSEPHINE BORJA**

AGE: **47**

LENGTH OF MEMBERSHIP: **11 YEARS**

REPAYMENT RATE: **100%**

ATTENDANCE RATE: **100%**

EDUCATIONAL ATTAINMENT:

SCHOOL: **POLYTECHNIC INSTITUTE OF THE PHILIPPINES**

COURSE : **COMPUTER SCIENCE (UNDERGRAD)**

COMMUNITY INVOLVEMENT: **BARANGAY HEALTH WORKER**

DIRECTOR OF LISTED COMPANY: **NONE**

TIWI SPO



NAME: **MA. CRISTINA CORTEZA**

AGE: **44**

LENGTH OF MEMBERSHIP: **3 YEARS**

REPAYMENT RATE: **100%**

ATTENDANCE RATE: **100%**

EDUCATIONAL ATTAINMENT:

SCHOOL: **TABACO COMMUNITY COLLEGE**
COURSE : **COMPUTER SCIENCE**

COMMUNITY INVOLVEMENT:

4 P's

DIRECTOR OF LISTED COMPANY: **NONE**

INDEPENDENT TRUSTEE

OFFICIAL LIST OF NOMINEES



DR. TERESITA Q. GALANG, CPA, DBA

RELATIVE EXPERIENCE:

ASSOCIATE PROFESSOR II
Bicol University, Dept. of Accountancy
Legazpi City

COST ACCOUNTANT
OSSA International

INSURANCE UNDERWRITER
Philippine American Life Insurance Corporation

TRAININGS & SEMINARS ATTENDED:

AMLA & Governance Workshop
Microinsurance Forum
Management Forum
Investment Management Seminar
Learning Session on Governance
ACGS Orientation

ACADEMIC QUALIFICATIONS:

Doctor in Business Administration
Aquinas University of Legazpi, Legazpi City

Master in Business Administration
Divine Word College Legazpi, Legazpi City

Bachelor of Science in Commerce
Major in Accounting
Divine Word College of Legazpi, Legazpi City

OTHER CORPORATE DIRECTORSHIP:

None

AGE: 58 Years old



MS. JOYCE B. BESANA

RELATIVE EXPERIENCE:

CPA
JBB Accounting and Management Services Office

Vice President
Legazpi Savings Bank

Professor/ Instructor
Aquinas University of Legazpi

Div. Chief II/ Accountant
Philippine National Bank

Board Member
SEP-Simbag sa Pag-Asenso Inc. (A Microfinance NGO)

TRAININGS & SEMINARS ATTENDED:

Mastering tax Reconciliation Taxable Income vs. Accounting
Income
Taxation of Cooperatives
Tax Updates
Related Party Transactions and Transfer Pricing
Taxpayer's Right and Remedies in the BIR Tax Audit
Tax Conference

ACADEMIC QUALIFICATIONS:

BCS-Accounting
University of Nueva Caceres

Master in Business Administration
Aquinas University of Legazpi

Bachelor of Law
Aquinas University of Legazpi

OTHER CORPORATE DIRECTORSHIP:

None

AGE: 55



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Email: sedp_mba@yahoo.com.ph

PROXY FORM OF MEMBERS' REPRESENTATIVE

AREA: _____ DATE: _____
BRANCH/SPO: _____ CENTER: _____
REPRESENTATIVE: _____

NO.	NAME OF MEMBER	ADDRESS	SIGNATURE
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Community Development Worker : _____
Print Name & Signature