



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

2nd Floor SEDCen Bldg. Block 7, Landco Business Park,
Bitano, Legazpi City, Philippines
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To: SEDP MBA BOARD OF TRUSTEES

Rev. Fr. Jose Victor E. Lobrigo	- Chairperson
Rev. Fr. Rex Paul Arjona	- Vice- Chairperson
Rev. Fr. Rafael Sambajon	- Secretary
Ms. Rosana Ballarbare	- Treasurer
Ms. Teresita Galang, CPA	- Independent Trustee
Ms. Ma. Christina Corteza	- Member
Ms. Rochelle Apoon	- Member

MEMBER REPRESENTATIVE

Ms. Evelyn Laot	- MBA Coordinator, Nabua, Camarines Sur
Ms. Janette Ubalde	- MBA Coordinator, Calatagan, Virac, Catanduanes
Mr. Victor Rivera	- MBA Coordinator, Castila, Sorsogon
Ms. Salve Sabangan	- 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 2023 Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association Inc. (SEDP MBA) will be held on May 27, 2023, 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 2022 Annual General Membership Meeting
5. Discussion of the Business Arising from the Previous General Meeting
6. Presentation and Acceptance of 2022 Audited Financial Statements
7. Presentation and Ratification of 2022 Summary of Board Resolution
8. Presentation and Approval of the 2023 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 2023 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 is a combination of virtual (through Zoom) and physical attendance.

Thank you and God bless.

Signed this 27th day of February 2023 at Legazpi City, Albay.


REV. FR. RAFAEL SAMBAJON
Board Secretary

Noted By:


REV. FR. JOSE VICTOR E. LOBRIGO
Board of Trustees- Chairperson

PROPOSED 2023 ANNUAL GENERAL MEMBERSHIP MEETING AGENDA

1. Call to Order

The Chairman of the Board of SEDP MBA Rev. Fr. Jose Victor E. Lobrigo, will call the meeting to order.

2. Proof of Notice of the Meeting

Rev. Fr. Rafael Sambajon, the Board 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

Rev. Fr. Rafael Sambajon, the Board 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 2022 Annual General Membership

The previous minutes encompass all matters discussed in the Agenda presented during the conduct of the 2022 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 13th Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Inc., (SEDP MBA) held on 28th May 2022 at Sarte Hall, El Palacio, Legazpi City, as hereby approved.”

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

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

6. Presentation and acceptance of 2022 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 2022 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 2022 Summary of Board Resolution

The Chairman of the Board 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 2022-December 2022, is hereby approved.”

8. Presentation and Approval of the 2023 Plan and Budget

Presentation of SEDP MBA priority Programs for 2023 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 2023 to December 2023.

10. Board of Trustees Election

The terms of office of two (2) member of the Board of Trustees shall expire on May 27, 2023, Therefore two (2) member of the Board of Trustees one (1) General Membership and one (1) Independent Trustee will be elected during the May 27, 2023 Annual General Meeting. The two (2) new elected Board of Trustee shall serve for the period of three (3) years effective June 1, 2023.

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 Selection Procedures

The General Manager will present the election guidelines and procedures as provided under the by-laws in the election of the Board of Trustees will be discussed.

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 Elected New Board of Trustees.

The newly elected Board of Trustees will take an oath of office before assuming leadership starting on June 1, 2023.

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**
- **MALILIPOT**
- **MALINAO**
- **TIWI**
- **BACACAY 1**
- **BACACAY 2**

OFFICIAL LIST OF NOMINEES

TABACO



Member's Name : May Ann B. Carillo
Birthday : December 13, 1986
Age : 36 years old
Membership Date : October 24, 2012
Length of Membership : 11 years
Center Name : Skk-Sac1
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment :
Course : Computer Secretarial
Community Involvement: Lector and Commentator
Purok Officer

Director of Listed Company: None

MALILIPOT



Member's Name : Yvonne V. Belchez
Birthday : November 30, 1971
Age : 51 years old
Membership Date : July 3, 2003
Length of Membership : 19 years
Center Name : SKBT
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : College Level
Course : Secretarial
Community Involvement: Kalipi Vice President

Director of Listed Company: None

MALINAO



Member's Name : Josephine Borja
Birthday : November 19, 1973
Age : 49 years old
Membership Date : October 19, 2004
Length of Membership : 18 years
Center Name : ESEO-1B
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : College Under Graduate
Course : BS Computer Science
Community Involvement: Barangay Health Worker
Center Chief

Director of Listed Company: None

TIWI



Member's Name : Amalia T. Clarianes
Birthday : April 15, 1965
Age : 57 years old
Membership Date : August 10, 2006
Length of Membership : 17 years
Center Name : St. Dominic Org (SDO 1)
Attendance Rate : 90%
Payment Rate : 100%
Educational Attainment : College Graduate
Course : Junior Secretarial
Community Involvement: Lector and Commentator Medalla

Milagrosa Association- member

Apostleship of Prayer- member

Director of Listed Company: None

BACACAY 1



Member's Name : Irene Ayleon Sierra
Birthday : July 23, 1975
Age : 47
Membership Date : January 25, 2010
Length of Membership : 12 years
Center Name : SKB2 Baclayon
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course : -
Community Involvement: Charismatic Movement Member
Center Chief

Director of Listed Company: None

BACACAY 2



Member's Name : Carmen B. Barrameda
Birthday : March 10, 1967
Age : 56 years old
Membership Date : March 30, 2006
Length of Membership : 17 years
Center Name : CGBA-1
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : Vocational
Course :
Community Involvement: Barangay Kagawad

Director of Listed Company: None

INDEPENDENT TRUSTEE

OFFICIAL LIST OF NOMINEES



REV. FR. RAFAEL SAMBAJON

RELATIVE EXPERIENCE:

Parochial Vicar

St. Gregory de Great Cathedral, Legazpi City

TRAININGS & SEMINARS ATTENDED:

- Governance and Anti-Money Laundering Act (AMLA) Workshop for Mi-MBAs
- 2022 MCPI Annual Conference
- MCPI 2023 Reboot Microfinance Sustainability Summit

ACADEMIC QUALIFICATIONS:

AB Philosophy

Mater Salutis College Seminary Sipi, Daraga, Albay

BA Theology

Holy Rosary Major Seminary Graduate School of Theology Concepcion Pequeña, Naga City

OTHER CORPORATE DIRECTORSHIP:

None

AGE: 40 Years Old



REV. FR. GEM NORRIES PENETRANTE

RELATIVE EXPERIENCE:

Parochial Vicar

St. Gregory de Great Cathedral, Legazpi City

Assistant Chancellor

Diocese of Legazpi

ACADEMIC QUALIFICATIONS:

University of Santo Tomas Central Seminary

OTHER CORPORATE DIRECTORSHIP:

None

AGE: 34 Years Old