



Simbag sa Emerhensya asin Dagdag Paseguro

Mutual Benefit Association, Inc. (SEDP MBA)

2nd Floor SEDCen Bldg. Block 7, Landco Business Park,

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	- Board Secretary
Ms. Rosana Ballarbare	- Treasurer
Ms. Teresita Galang, CPA	- Independent Trustee
Ms. Rochelle Apoon	- Member
Ms. Amalia Clarianes	- Member

MEMBER REPRESENTATIVE

Ms. Irene Sierra	- MBA Coordinator, Bacacay 1, Albay
Ms. Maritess Balaguer	- MBA Coordinator, Bacacay 2, Albay
Ms. Rosnie Blance	- MBA Coordinator, Malilipot, Albay
Ms. Janeth Britanico	- MBA Coordinator, Malinao, Albay
Ms. May Ann Carillo	- MBA Coordinator, Tabaco City, Albay
Ms. Jennifer Casco	- MBA Coordinator, Tiwi, Albay
Ms. Ana Bravo	- MBA Coordinator, Albay, Legazpi City
Ms. Marissa Nacor	- MBA Coordinator, Camalig, Albay
Ms. Marissa Loverez	- MBA Coordinator, Daraga, Albay
Ms. Fatima Daguiso	- MBA Coordinator, Manito, Albay
Ms. Amy Bombuhay	- MBA Coordinator, Rapu-Rapu, Albay
Ms. Lanie Sario	- MBA Coordinator, Libon, Albay
Mr. Jesie John Panga	- MBA Coordinator, Polangui City, Albay
Ms. Lailane Suez	- MBA Coordinator, Pioduran, Albay
Ms. Evelyn Laut	- MBA Coordinator, Nabua, Camarines Sur
Ms. Catherine Reblora	- MBA Coordinator, Goa, Camarines Sur
Ms. Michelle Sayson	- MBA Coordinator, Pili, Camarines Sur
Ms. Emilda Praxides	- MBA Coordinator, Baao, Camarines Sur
Ms. Elizabeth Alagbate	- MBA Coordinator, Buhi, Camarines Sur
Ms. Rizza Nocidal	- MBA Coordinator, Libmanan, Camarines Sur
Ms. Lorelie Luna	- MBA Coordinator, Pasacao, Camarines Sur
Ms. Menchu Mariñas	- MBA Coordinator, Sipocot, Camarines Sur
Ms. Jocelyn Safe	- MBA Coordinator, Catanduanes
Ms. Gemma Añonuevo	- MBA Coordinator, Bulan, Sorsogon
Mr. Victor Rivera	- MBA Coordinator, Castilla, Sorsogon
Ms. Carmen Furio	- MBA Coordinator, Irosin, Sorsogon
Mr. Luis Ras	- MBA Coordinator, Pilar, Sorsogon
Ms. Thelma Jaranlla	- MBA Coordinator, Sorsogon City
Ms. Joyce Ann Espiel	- MBA Coordinator, Aroroy, Masbate
Mr. Rodolfo Baylon	- MBA Coordinator, Catarman, Northern Samar
Ms. Marigold Villar	- MBA Coordinator, Claveria, Masbate
Ms. Rowena Hermocilla	- MBA Coordinator, Masbate City

NOTICE OF ANNUAL GENERAL MEMBERSHIP MEETING

The 2024 Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association Inc. (SEDP MBA) will be held on May 25, 2024, 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 2023 Annual General Membership Meeting
5. Discussion of the Business Arising from the Previous General Meeting
6. Presentation of 2023 Annual Report
7. Presentation and Acceptance of 2023 Audited Financial Statements
8. Presentation and Ratification of 2023 Summary of Board Resolution

9. Presentation and Approval of the 2024 Plan and Budget
10. Approval of the Appointment of External Auditor
11. Board of Trustees Election
12. Presentation of Elected Board of Trustee
13. Questions and Answers
14. Adjournment

Herewith is the attached detail of the proposed 2024 Annual General Membership Meeting Agenda.

Thank you and God bless.

Signed this 12th day of April 2024 at Legazpi City, Albay.


REV. FR. RAFAEL SAMBAJON
Board Secretary

Noted By:


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

PROPOSED 2024 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 2023 Annual General Membership

The previous minutes encompass all matters discussed in the Agenda presented during the conduct of the 2023 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 14th Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Inc., (SEDP MBA) held on 27th May 2023 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 of 2023 Annual Report

The General Manager will deliver the Annual Report to promote transparency, accountability, and trust among stakeholders, aiding in informed decision-making, and ensuring adherence to regulatory requirements.

7. Presentation and acceptance of 2023 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 2023 Audited Financial Statements of the Simbag sa Emerhensya at Dagdag Paseguro Mutual Benefit Association Inc. (SEDP MBA) is hereby approved.”

8. Presentation and Ratification of 2023 Summary of Board Resolution

The Secretariat 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 2023-December 2023, is hereby approved.”

9. Presentation and Approval of the 2024 Plan and Budget

Presentation of SEDP MBA priority Programs for 2024 and proposed Budget for the operationalization of programs and services to its members and stakeholders.

10. 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 2024 to December 2024.

11. Board of Trustees Election

The terms of office of one (1) member of the Board of Trustees shall expire on May 25, 2024, Therefore one (1) member of the Independent Trustee will be elected during May 25, 2024 Annual General Meeting. The Independent Trustee shall serve for the period of three (3) years effective June 1, 2024.

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

The Secretariat 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 Secretariat 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.

12. 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, 2024.

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

INDEPENDENT TRUSTEE

INDEPENDENT TRUSTEE

OFFICIAL LIST OF NOMINEES



MS. TERESITA Q. GALANG, CPA, DBA, LPT

RELATIVE EXPERIENCE:

Associate Professor IV, Retired
Bicol University, Dept. of Accountancy
Legazpi City

Financial Consultant
Insular Life Assurance Co. Ltd.

Technical Financial Consultant
Diocese of Legazpi

TRAININGS & SEMINARS ATTENDED:

AMLA & Governance Workshop
Microinsurance Forum
Management Forum
Investment Management Seminar
Learning Session on Governance
ACGS Orientation
Risk Management
77th PICPA Annual National Convention

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: 61 Years old



MS. JOYCE B. BESANA, CPA

RELATIVE EXPERIENCE:

Certified Public Accountant

JBB Accounting and Management Services Office
(2008-Present)

Board Member

SEP-Simbag sa Pag-Asenso Inc. (A Microfinance NGO)
(2018-Present)

Vice President

Legazpi Savings Bank (1998-2013)

Professor/ Instructor

Aquinas University of Legazpi (1996-1997)

Div. Chief II/ Accountant

Philippine National Bank (1987-1995)

Board Member

SEP-Simbag sa Pag-Asenso Inc. (A Microfinance NGO)
(2018-Present)

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: 58