



Simbag sa Emerhensya asin Dagdag Paseguro
Mutual Benefit Association, Inc. (SEDPA MBA)
2nd Floor SEDCen Bldg. Block 7, Landco Business Park,
Legazpi City, Philippines
Contact #: 09171871373
Email: sedp_mba@yahoo.com.ph

To: SEDPA MBA BOARD OF TRUSTEES

- | | |
|---------------------------------|-------------------------|
| Rev. Fr. Jose Victor E. Lobrigo | - Chairperson |
| Ms. Teresita Galang, CPA | - OIC Vice- Chairperson |
| Rev. Fr. Rafael Sambajon | - Board Secretary |
| Ms. Rosana Ballarbare | - Treasurer |
| Rev. Fr. Rex Paul Arjona | - 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. Rosmie Blance | - MBA Coordinator, Malilipot, Albay |
| Ms. Marelyn Deris | - 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. Fe Llanera | - MBA Coordinator, Anislag, Daraga, Albay |
| Ms. Fatima Daguiso | - MBA Coordinator, Manito, Albay |
| Ms. Amy Bombuhay | - MBA Coordinator, Batan, Rapu-Rapu, Albay |
| Ms. Mabeth Perciva | - MBA Coordinator, Rapu-Rapu, Albay |
| Ms. Andy Ozaeta | - MBA Coordinator, Libon, Albay |
| Mr. Jesie John Panga | - MBA Coordinator, Polangui City, Albay |
| Ms. Lailane Sueaz | - 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. Marivic Adote | - 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 Jaranilla | - MBA Coordinator, Sorsogon City |
| Ms. Joyce Ann Espiel | - MBA Coordinator, Aroroy, Masbate |
| Mr. Agnes Carias | - 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 2025 Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Mutual Benefit Association Inc. (SEDPA MBA) will be held on May 31, 2025, 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 2024 Annual General Membership Meeting
5. Discussion of the Business Arising from the Previous General Meeting
6. Presentation of 2024 Annual Report

7. Presentation and Acceptance of 2024 Audited Financial Statements
8. Presentation and Ratification of 2024 Summary of Board Resolution
9. Presentation and Approval of the 2025 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 2025 Annual General Membership Meeting Agenda.

Thank you and God bless.

Signed this 8th day of April 2025 at Legazpi City, Albay.


REV. FR. RAFAEL SAMBAJON
Board Secretary

Noted By:

On Official Leave

REV. FR. JOSE VICTOR E. LOBRIGO/ MS. TERESITA Q. GALANG, CPA
Board of Trustees- Chairperson/ OIC Chairman of the Board

PROPOSED 2025 ANNUAL GENERAL MEMBERSHIP MEETING AGENDA

1. Call to Order

The OIC Chairman of the Board of SEDP MBA Ms. Teresita Q. Galang, 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 2024 Annual General Membership

The previous minutes encompass all matters discussed in the Agenda presented during the conduct of the 2024 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 15th Annual General Membership Meeting of the Simbag sa Emerhensya asin Dagdag Paseguro Inc., (SEDP MBA) held on 25th May 2024 at Sarte Hall, El Palacio, Legazpi City, as hereby approved.”

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

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

6. Presentation of 2024 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 2024 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 2024 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 2024 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 2024-December 2024, is hereby approved.”

9. Presentation and Approval of the 2025 Plan and Budget

Presentation of SEDP MBA priority Programs for 2025 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 2025 to December 2025.

11. Board of Trustees Election

The terms of office of one (1) member of the Board of Trustees shall expire on May 31, 2025, Therefore one (1) member of the General membership will be elected during May 31, 2025 Annual General Meeting. The shall serve for the period of Two (2) years effective June 1, 2025.

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, 2025.

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

CLUSTER 1

AREA OF COVERAGE

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

OFFICIAL LIST OF NOMINEES

TABACO



Member's Name : Mary Ann B. Carillo
Birthday : December 13, 1986
Age : 38 years old
Membership Date : August 24, 2012
Length of Membership : 12 years
Center Name : Skk-Sac1
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : College Graduate
Course : Computer Secretarial
Community Involvement : Purok officer
Barangay Coordinator
PREX
Director of Listed Company : None

MALILIPOT



Member's Name : ROSMIE V. BLANCE
Birthday : May 6,1981
Age : 43 years old
Membership Date : May 5, 2004
Length of Membership : 20 years
Center Name : SPKSI 1
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : High School Level
Course :
Community Involvement : None
Director of Listed Company : None

MALINAO



Member's Name : MARELYN V. DERIS
Birthday : March 17, 1982
Age : 42 years old
Membership Date : October 18, 2005
Length of Membership : 19 years
Center Name : ESEO- 6
Attendance Rate : 90%
Payment Rate : 100%
Educational Attainment : College Under Graduate
Course : BSBA- ENTREP
Community Involvement : El Shaddai Choir
Director of Listed Company : None

TIWI



Member's Name : Marieta V. Gavino
Birthday : July 29, 1974
Age : 50 years old
Membership Date : September 15, 2010
Length of Membership : 14 years and 7 months
Center Name : CSVWG 2
Attendance Rate : 90%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course :
Community Involvement : Barangay Pastoral Council Member

Director of Listed Company : None

BACACAY 1



Member's Name : Irene A. Sierra
Birthday : July 23, 1975
Age : 49 years old
Membership Date : January 25, 2010
Length of Membership : 15 years
Center Name : SKB2
Attendance Rate : 90%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course : -
Community Involvement : Charismatic Movement Member

Director of Listed Company : None

BACACAY 2



Member's Name : MARITESS B. BALAGUER
Birthday : September 25, 1977
Age : 47 years old
Membership Date : January 13, 2013
Length of Membership : 12 years
Center Name : CIP 1
Attendance Rate : 90%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course :
Community Involvement : None

Director of Listed Company : None

CLUSTER 2

AREA OF COVERAGE

- **ALBAY DISTRICT**
- **CAMALIG**
- **DARAGA**
- **ANISLAG**
- **LEGAZPI PORT**
- **MANITO**
- **RAPU-RAPU**
- **BATAN**

OFFICIAL LIST OF NOMINEES

ALBAY DISTRICT



Member's Name : ANA G. BRAVO
Birthday : September 4, 1987
Age : 37 years old
Membership Date : March 26, 2009
Length of Membership : 15 years
Center Name : CMIG 2
Attendance Rate : 85%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course : Computer Secretarial
Community Involvement : 4P'S Parent Leader

Director of Listed Company : None

CAMALIG



Member's Name : MARISA S. NACOR
Birthday : June 12, 1993
Age : 32 years old
Membership Date : February 16, 2027
Length of Membership : 8 years
Center Name : SPA
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course :
Community Involvement : Purok President
Parish Pastoral Secretary

Director of Listed Company : None

DARAGA



Member's Name : MARISA L. LOVERES
Birthday : January 28, 1984
Age : 41 years old
Membership Date : June 26, 2009
Length of Membership : 15 years
Center Name : BCB
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course :
Community Involvement : Purok Officer

Director of Listed Company : None

ANISLAG



Member's Name : FE M. LLANERA
Birthday : October 28, 1978
Age : 47 years old
Membership Date : March 6, 2008
Length of Membership : 17 years
Center Name : BIWG 4
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : 2 Year Course Graduate
Course : Computer Secretarial
Community Involvement : Barangay Health Worker

Director of Listed Company : None

LEGAZPI PORT



Member's Name : Elsie Abuedo
Birthday : November 27, 1978
Age : 46 years old
Membership Date : December 8, 2008
Length of Membership : 16 years
Center Name : CEA
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : High School Graduate
Course :
Community Involvement : Barangay Health Worker

Director of Listed Company : None

MANITO



Member's Name : FATIMA A. DAGUIO
Birthday : March 13, 1967
Age : 57 years old
Membership Date : June 6, 2007
Length of Membership : 17 years
Center Name : PSMWA 3
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : 2 year Course (under graduate)
Course : Midwifery
Community Involvement : Purok Leader
Parish Pastoral Officer

Director of Listed Company : None

RAPU-RAPU



Member's Name : MABETH B. PERCIVA
Birthday : March 27, 1996
Age : 28 years old
Membership Date : October 5, 2021
Length of Membership : 3 years
Center Name : MAFFO
Attendance Rate : 100%
Payment Rate : 100%
Educational Attainment : College Undergraduate
Course : Bachelor in Elem. Education
Community Involvement :

Director of Listed Company : None

BATAN



Member's Name : JULIA B. ANSANO
Birthday : July 30, 1965
Age : 59 years old
Membership Date : February 10, 2010
Length of Membership : 15 years
Center Name : CSBA-2
Attendance Rate : 99%
Payment Rate : 100%
Educational Attainment : College Undergraduate
Course : Education
Community Involvement : Catechist
BPC Officer
Youth Facilitator
Former Community Development Worker (DSWD)

Director of Listed Company : None



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

CENTER PROXY FORM

TO: **FR. RAFAEL SAMBAJON**, *Secretary – SEDPA MBA Board of Trustees*

We, the Center Members of _____ with
postal address _____ are authorizing our
Cluster representative _____ to vote on our behalf during the conduct of SEDPA
MBA Annual General Assembly to be held on May 31, 2025 at El Palacio, 61 Sikatuna Street, Old Albay District,
Legazpi City.

CLUSTER: _____ DATE: _____

NO.	NAME OF MEMBER	SIGNATURE
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Approved by: _____
Center Chief/Print Name & Signature *Center Secretary/Print Name & Signature*

Attested by: _____
CDW/Print Name & Signature