

**Quidan Pag-inupdanay Mutual Benefit Association
General Assembly**

May 31, 2019 (8:30 am - 3:00 pm)
Pleasant Pension House
13th Lacson Street, Bacolod City

Opening Program

The meeting was officially started at 9:38 in the morning with an opening prayer followed by the singing of National Anthem played through Audio Visual and led by designated emcee Erwin Palabrica.

The BOT President Ms. Marites Barcoma, opened the Assembly meeting on Friday, 31 May 2019 at 9:38 in the morning, welcomed the delegates and thanked them all for attending the 9th year general assembly of MBA. She also encourages the members to spread the good and beneficial news of MBA to their family, relatives, neighbors, and friends to join and be a member of the association.

The BOT President Ms. Barcoma, introduced the inspirational speaker Rev. Fr. Edwin Laude from Hinakpan, Guihulngan, Negros Oriental. She also encourages all the delegates to clap for the invited speaker of the said assembly.

The invited speaker Rev. Fr. Edwin Laude, started his message, welcomed the attendance of the 9th year general assembly of Quidan Pag-inupdanay Mutual Benefit Association. Delegates were applause.

Rev. Fr. Laude, has been a member of MBA just last year. He shared a story of the three (3) companies on how to deal their respective insurances to people in preparing the future 1st company offered insurance from cradle to grave; 2nd company offered insurance from womb to tomb; and the 3rd company offered insurance from conception to resurrection. But there is no insurance of life except GOD. GOD who gives good services with benefits and without exchange.

He also gave example about the bread winner without insurance, it hurts that he died without a decent burial. In other words being a member of MBA neither you have a savings or not as long as you are insured to MBA, it will helps a lot to have a decent burial. In his eighteen (18) years of being a priest, if the poor died - mouth agape; if the Datu died – smiled. All are laughing. When we pray to GOD, you also locked your door, we also secure, we will able to disseminate to other. If other members cannot pay the insurance fee for the month, center chief made payment for the member. Rev. Fr. Laude leaved a message, “Death

does not choose age, place and year.” We will always pray to GOD. “I will do my best and GOD will the rest”. All were applause.

Determination of Quorum

BOT President Ms. Marites B. Barcoma, requested the BOT Secretary Ms. Jennifer Perdon to report the attendance of the 9th year general assembly. As per registration record there are twenty three (23) representatives from twenty seven (27) branches of partner organization ¹and three (3) Non-P.I. Ms. Perdon declared quorum after stating that seventy-eight (78%) percent out of thirty three (33) invited participants are represented and she announced that the meeting would proceed as provided for the agenda. She welcomed all the representative of each branches and invited guest and thanked to the BOT, PI, MBA members for the cooperation in the meeting.

Approval of the proposed Agenda

Ms. Marites B. Barcoma BOT President presented the provisional agenda of the assembly. Viewed in an AVP for everyone’s information and copies was distributed during the registration. The emcee Mr. Erwin Palabrica asked if there are proposal that they want to be included in the proposed agenda. Since no one answered. Ms. Chingbee Prologo moved for the approval of the proposed agenda which was seconded by Ms. Josephine Dingcong through ***GA Resolution # 01-09.***

Particular	No. of Voting Representative	No. of Votes Approved	No. of Votes Opposed	No. of Votes Abstain
Approval of GA Agenda	26	0	0	0

Reading and Approval of the Minutes of the Previous General Assembly

The BOT Secretary Ms. Jennifer Perdon, reads the minutes of the previous general assembly with an AVP presented and the copies were distributed included in the program during the registration. Minutes of the Previous General Assembly held on 17 may 2017 at PI training Center, Barangay Buenavista, Silay City, Negros Occidental. There being no questioned in the said minutes, Ms Angelie Minada moved for the approval which was seconded by Ms. Pamela Espartero. ***GA Resolution # 02-19 was crafted to this effect Approving the the Previous General Assembly Minutes.***

Particular	No. of Voting Representative	No. of Votes Approved	No. of Votes Opposed	No. of Votes Abstained
Approval of previous GA Meeting Minutes	26	0	0	0

President's Report

The BOT President Ms. Marites B. Barcoma presented with an AVP and copies were attached in the program that was earlier distributed during the registration. In president's report showed the status of the membership, collection, and refund, claims filed and paid, and days of claims settled for the year 2017 and 2018. In which the total members increased 15% from 28,075 to 32,196, number of insured increased 15% from 112,300 to 128,784, total contribution and Premium decreased -3% from 7,546,855.98 to 7,290,000.00, and total refund increased 35% from 1,432,989.00 to 2,188,462.05.

Membership	2017	2018	% Inc (Dec)
Recruited	2,374	5,087	114%
Resigned/Terminated	2,049	966	-53%
Total Members	28,075	32,196	15%
No. of Insured	112,300	128,784	15%

Collection	2017	2018	% Inc (Dec)
Member's Contribution	5,292,851.80	5,816,502.40	10%
Premium	2,254,004.18	1,473,497.60	-35%
Total Contribution and Premium	7,546,855.98	7,290,000.00	-3%

Refund of Contribution	2017	2018	% Inc (Dec)
Equity Value (50% of life)	1,1896,063.23	1,548,585.50	30%
Retirement and Savings Fund	434,344.35	639,876.55	47%
Total Refund	1,623,407.58	2,188,462.05	35%

No.Claims Field and Paid	2017		2018		%Inc (Dec)	
	No.	Amt.	No.	Amt.	No.	Amt.
Life	66	934,500.00	66	811,500.00	0%	-13%
MVAH	13	60,739.00	16	51,156.53	23%	-16%
CLIP	19	437,750.00	16	425,000.00	-16%	-3%

Total Refund	98	1,432,989.00	98	1,287,656.53	0%	-10%
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No. of Days Claims Settled	2017	2018	% Inc Dec
1	23	18	-22%
2	13	30	131%
3	22	17	-23%
4	14	9	-36%
5	3	7	133%
6 Days and above	4	1	-75%
Total	79	82	4%

She also explained that the membership contribution for life insurance with MBA is 25.00/week or 100.00/month. Those settled claims reach for 6 days and above, might have a problem with the required documents.

Mr. Bonifacio Carpena raise questioned about the requirements for the claims and what are the reasons of the delayed payment. Must fill out the necessary documents base on your claims and submit supporting documents such as medical certificate, marriage and birth certificate and if common law spouses reach the 7 to 10 years of cohabitation must submit Barangay Certificate. Some reasons of delayed settlement are those without signature of the assigned signatory and incomplete documents submitted, answered of Ms. Maritess Barcoma with conformation of MBA Executive Director Mr. Rolly Panganiban.

Another questioned from Rev. Fr. Laude is about the Collection in the President report that members' contribution increased for 10% while premium contribution decreased by 35% and the total contribution decreased for 3%. Mr. Panganiban explained that members' contribution are those payment made through the Association in 25/week or 100/month, premium are payment made to insure the loan which is P1 in every 1,000 of loan per month.

Ms. Barcoma, said it would be better if the Executive Director Mr. Panganiban to report the other highlights, as they strived to achieved. Mr. Panganiban presented with AVP the other highlights are as follows:

- Established partnership with community-based formal and informal organizations such as MUAD-GSLAs, Driver's Association (ARATODA), Sipalay BHW Association and SKI.
- Under the Diocese of San Carlos, the Association build partnership with PPCs-BECs of San Carlos Cathedral, Quisi Parish in Hinakpan and Linantuyan (Guihulngan City, Negros Oriental) and Cabagtasán, Codcod.

- Partnership with Local Non-Governmental Organization (NGO) base in Catarman, Northern Samar – Samar crusade Against Poverty (SCPI) serving at least twenty thousand (20,000) poor household.
- Supported and participated in the conduct of Annual General Assembly of mother organization-Pag-inupdanay, Inc. (P.I.).
- Accessed resources with CITIBank Foundation and ICMIF through MIMAP RIMANSI to support the Associations effort in Membership expansion.
- Participated in the conduct of Management Forum, Micro Insurance forum and Learning Sessions on Investment policy Development, AMLC workshop, Data Privacy Workshop and Credit information Commission.
- Conducted several orientations and reorientations on program policies and guidelines to centers.
- Satisfactory result in the recent filed examination conducted by the Insurance Commission.
- Adoption of Chart of Account as prescribed by the Insurance Commission.

Ms. Josephine Dingcong moved for the consideration of President's Report which was seconded by Ms. Rovelyn Sabornido through GA Resolution # 03-09.

Particular	No. of Voting Representative	No. of Votes Approved	No. of Votes Opposed	No. of Votes Abstained
Consideration of President's Report	26	0	0	0

Treasurer's Report

The BOT Treasurer Ms. Chingbee Prologo reported with an AVP in which copies of the report were attached in the program for the guidance of the participants. Ms. Prologo presented the comparative audited balance sheet and profit and loss audited by SGV for the year ended 2018 are followed:

Account Title	Audited Balance December 31,2018	Audited Balance December 31,2017	% Movement
ASSETS			
Cash and Cash equivalents	10,485,972.70	22,425,165.73	-53%
Short-Term Investment	11,006,664.81	8,000,000.00	38%
Long -Term Investment	6,442,573.61	2,756,247.50	134%
Receivables	28,647,796.66	20,665,713.16	39%
Property and Equipment	32,644.94	16,844.77	94%
Other Assets	395,351.43	475,721.49	-17%
Total Assets	57,011.004.15	54,339,692.67	5%

Account Title	Audited Balance December31, 2018	Audited Balance December 31, 2017	% Movement
LIABILITY			
Accounts and other payables	348,538.98	375,367.44	-07%
Reserve Funds	43,322,484.11	40,623,228.63	7%
Total Liabilities	43,671,023.09	40,998,596.07	7%
FUND BALANCE			
Total Member's equity	13,611,483.00	13,341,096.60	2%
Total Liabilities and Members equity	57,011,004.17	54,339,692.67	5%

Account Title	Audited Balance December 31,2018	Audited Balance December 31,2017	% Movement
Revenue			
Gross Earned Premiums	7,290,000.00	7,546,856.02	-3%
Other Revenue	1,454,335.29	1,296,310.94	12%
Total Revenue	8,744,335.29	8,843,167.14	-1%

Account Title	Audited Balance December 31,2018	Audited Balance December 31,2017	% Movement
Cost & Operating Expenses			
Increase in Aggregate Reserves	3,738,032.00	3,7041,067.98	10%
Underwriting Expenses	628,708.00	725,376.32	-13%
Total Insurance Cost & Reservation	4,366,740.00	4,429,444.30	14%
Operating Expenses			
Total Operating Expenses	4,063,983.00	3,017,793.70	34%
Total Cost and Operating Expenses	8,702,224.41	7,447,238.00	17%
Excess of Revenue Over Expenses	313,612.00	1,395,929.14	-77%
OTHER COMPREHENSIVE INCOME (LOSS)	-12,426.39	-	0%
TOTAL COMPREHENSIVE INCOME	301,186.00	1,395,929.14	-78%

Since no questioned raised, Mr. Panganiban clarifies the aggregate reserved of 50% of the contribution for the premium that includes reserved for life insurance and if nothings happen, this reserve is being reversed for the following fiscal year. For example a members filed claims and it was denied, we need to book a reserve because it might be contested by the members. Another example we invested 2 Million then the stock dropped, for audited accounting this will be declared expenses. He also said that the most important we don't have unsettled members, claim and we did not consume the reserved funds for our cost. It was explained and understood well by all participants.

Ms. Imelda Domadiego moved for the approval of the treasurer's report which was seconded by Ms. Mercy Neirves and GA Resolution 04-09 was crafted to this effect.

Particular	No. of Voting Representative	No. of Votes Approved	No. of Votes Opposed	No. of Votes Abstained
Acceptance of Treasurer's Report	26	0	0	0

Mr. Palabrica, encourage everyone to check the website QPI-MBA.ORG. to show the accounting reports made by the President and Treasurer.

Approval and Ratification

Mr. Panganiban with the management and staff of PI-MBA come up with some major resolutions for 2018. Approval of policy on inclusion of reimbursement of medicine brought outside the hospital as long as it is related to the incident with policy to be observed, reported investment of 1.5 Million with Bank of the Philippine island (BPI) Bayanihan Fund, additional 2 staff, Ms. Sarah Antonitte Eleccion and Ma. Criscell Marquez, salary increase for the staff, opening a special time deposit with Asian united Bank (AUB), bank authorized signatories to conform with internal control system, allowance consideration of the President, reproduction of IEC materials, investment of 2 Million with Land Bank of the Philippines (LBP), 2019 plan and budget, SGV will retained as the external auditor of the PI-MBA which every 3 year they change the assigned auditor.

He also presented the QPI MBA 2019 Plans as follows:

Objectives	Objectives	Targets
1. Increase Membership by 15%	1. Market penetration with existing partner	1. MUAD-GSLA 2. PPC-BEC 3. SCPI 4. BBFI
	2. Explore new partners under CITI project.	1. SKI 2. Bikers Ass 3. BHW-Sipalay 4. QK Areas 5. Cabakhawan 6. DSWD SLP 7. DSWD-Isabela
	3. Utilize /adaption of ISLA technology as a strategy in membership expansion.	- Orientation with the BOT and staff. - Joint training with QK on ISLA.
2. Enhance knowledge of members and partner frontliners in MBA implementation	1. IEC materials reproduction and distribution	- Ilongo and English brochure reproduced and available for distribution
	2. Reproduction of poster	- 1 poster reproduced and available for distribution
	3. Conduct of Pulong-pulong by BOT members	- at least one (1) pulong-pulong per quarter conducted by each BOT
3. Strengthen the fund established that will provide assistance to members and their family.	- Presentation and approval of proposal additional fund for BOT consideration.	- Increase calamity fund
		- Increase educational assistance fund
4. On time payment of claims and refund of contribution of members/legal dependents		- Claims acted within 1-3-5 policy
		- Denied Claims acted with-in 1 day after receipt of complaint
		- Refund of contribution and RSF acted within 1 day of filling
5. Strengthen members data base that will give reliable information of members .		
6. Strengthen support to branches and partner organization		
7. Implementation of capacity building program that will build the capability of frontline partners (branch officers and staff; GCELS; center leaders and members		
8. Strengthen management and administrative capacity among MBA staff to become more responsive to the demand of clients and other institution.		

After presentation of Mr. Panganiban, Ms. Barcoma asked for the approval of all the plans of the BOT. ***Ms. Cela Mae Getida from Candoni moved for the the Consideration of Major Board and Management Action and the 2019 Plans which was seconded by Ms. Rhea Regala from Lemery through GA Resolution No. 05-09***

Mr. Palabrica reiterate and presented to the General Assembly for approval to retain SGV as official external auditor of the QPI-MBA, ***Ms. Josephine Dingcong motioned the approval of SGV as retained external auditor which was seconded by Mr. Bonifacio Carpena that prompted the crafting of GA Resolution # 06-09.***

Particular	No. of Voting Representative	No. of Votes Approved	No. of Votes Opposed	No. of Votes Abstained
Approval to Retain SGV as External Auditor	26	0	0	0

Mr. Palabrica takes the opportunity of the assembly for the ceremonial signing of Memorandum of Agreement (MOA) between QPI-MBA represented by BOT President Ms. Marites B. Barcoma and Sipalay BHW represented by Nurse I-BHW coordinator Ms. Josephine D. Dingcong, with the presence of the BOT and staff of QPI MBA.

Open Forum

An open forum was initiated by Mr. Pangaaniban to clarify concerns on the report presented. MBA staff will try to answers all raised questions.

1. There is a member who wants to resign? Where and what he need to do? Raised by Ms. Merma Sevilla who has a co-member in Himamaylan Branch is decided.

Ms. Barcoma, responded that all they need to do is go to the branch for the fill out the necessary documents and the branch will verify the status of the member who wants to resign, the branch will contact the head office to compute the savings for the retirement and will verify if he has a pending loan.

2. If the members default to pay 1 month of the insurance, can he still avail a claim? Asked by Ms. Genelyn Gonzales.
Mr. Panganiban answered the questions of Ms. Gonzales. Members can still avail a claim as long as he did not reach the 45 days default

payment, allowed to pay the indemnity. Refund will be computed based on reserved contribution.

3. Ms. Emilda questioned, the member stop paying, can she still come back anytime to continue her insurance?

It will be a case to case basis on the motive of the members for not paying the insurance within 45 days, for the long payment and must be verified by the branch with the conformity of the head office. Mr. Panganiban took to answered.

4. Question from Ms. Mercy, almost 4 months until now resigned member did not settle her claims.

Mr. Panganiban responded to verify with the branch.

Follow up question from Ms. Mercy the member is 28 years old and her legal dependent is her father who is 75 years old, is it possible?

Legal dependents must be the spouse, children below 20 years old and parents 65 below, Mr. Panganiban replied.

5. Question raised from Mr. Bonifacio, the member is my daughter who is single, who will be her dependent/beneficiaries?

Mr. Panganiban took the lead in responding that the parents who are 65 below can be the priority to be the legal dependent of the member if the parents are not available could it be followed by her siblings, niece/nephew, grandchild and so on.

6. How can avail the educational assistance? Question from Ms. Genelyn.

Must be a member of PI-QKMBA for almost 3 years with good standing, grades of the child and will be verified by the branch. But for now, this assistance was allocated in selected branches with the resolution of the board. Ms. Barcoma responded.

7. Ms. Merma asked, is it possible that insured member of MVAH will not have a savings contribution?

Mr. Panganiban confirmed that possible regardless, cleared from the loan.

8. If the insured member lapse the period of 45 days, can come back? Asked Ms. Rhea.

The member will pay the equivalent of 1 year and 1 week for a total of P1,275.00 but he can avail the claims within 6 months period, 3 months in natural death and has a contestability period of 6 months responded by Mr. Panganiban.

9. Ms. Angelie stated that there is a member who followed up his claim in the center? Who has the responsibility to follow up?

Mr. Panganiban took to answer that the center has no full responsibility in following up his claims he must follow up with the branch.

Ms. Mercy follow up the answer that she paid the fare of the member so that there is no reason why they cannot follow up to the branch their claims regardless, signed a petty cash of the fares.

The assembly breaks at 12:15 in the afternoon for Lunch. Ms. Emilda was requested to lead the prayer for the lunch.

The session resumed at 1:10 in the afternoon and started with the message of Mr. Dan Morata MUAD staff and RU Foundry located at Pahanocoy, Bacolod City, Negros Occidental. He presented the NC2 TESDA Organic Agricultural Course that has 75 slots available as of 31 May 2019 with free board and lodging. The course will complete the 232 hours and will consume 8 hours everyday from Monday to Friday. His campaigning for the willing to enroll in this course for free, the requirements are must know how to read and write and NSO birth and marriage, if any. They priorities the PWD and solo parent, no-age limit provided with a medical certificate that you are physically fit. The 2nd batch of enrollment for this course will be on 3rd week of June 2019. And the good news is the certificate issued by TESDA, recognized all over the world.

Mr. Palabrica gave thanks to Mr. Morata followed by the applause of the participants.

Election of the Board of Trustees

Ms Cindy Marie BOT election officer presented the Election Mechanics and Guidelines (in local dialic) as follows:

1. ANO ANG BOARD OF TRUTEES (BOT)?

Ang BOT amo ang may pinakamata-as nga katungdanan sa Association.

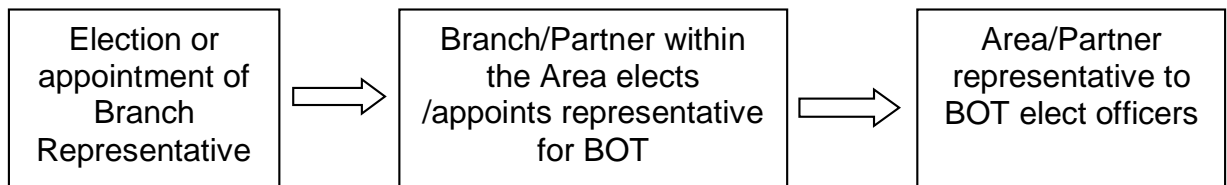
2. ANO ANG RESPONSABILIDAD SANG ISA KA BOT?

- a. Nagantindog bilang “**ROLE MODEL**” nga miembro sang asosasyon ka sang PI
- b. Pagbalay kag pag approve sang mga polisiya sang programa sang asosasyon
- c. Pag plano sang nagakaigo nga serbisyo para sa kaayohan sang katapo/miembro
- d. Naga monitor sang pondo,implementasyon sang polisa kag nag bulig patigayon sang on time release sang benepisyo sang miembro
- e. Tagapamati kag nagahimo sang nagakaigo nga tikang para sa kasolbaran sang isyu nga nag tuhaw sa implementasyon sang program
- f. Tagabulig sa pagpahibalo o pagpa-intiende sa miembro nahanungod sa lakat sang programa kag operasyon sang asosasyon.
- g. Naga panguna sa pag pang recruit sang miembro

3. ANO ANG QUALIFICATION SANG BOT

- a. Miembro in “**GOOD STANDING**” sa PI and MBA.
- b. Masobra sa isa (1) ka tuig kag tunga nga miembro sang PI
- c. May maayo nga reputasyon sa center kag kumunidad

4. PAANO GUINAPILI ANG BOT?



5. PAMAAGI SA PAGPILI-Secret Balloting

6. TERM OF OFFICE

- a. Member – one term is equivalent to 2 years and a maximum of 2 terms
- b. Officers (President, Secretary and Treasurer) 3 years

7. DECLARATION OF VACANCY- 2 VACANCIES for the year 2019

- a. To elect BOT and Alternate BOT for:
 1. CASA
 2. SALVA
- b. To elect Alternate BOT for:
 1. BINHI 1 & 2
 2. CHICTB
 3. BATA
- c. To appoint representative from branch/partner:
 1. Iloilo
 2. Diocese of San Carlos/Non PI

NAME	REASON	AREA
1. IMELDA DOMADIEGO	<i>Term expires</i>	CASA
2. MA. CECILE FLORENDO	<i>Term expires</i>	SALVA
3. ANGELIE MAE MIÑADA	<i>Term expires</i>	CASA

Mr. Palabrica explained the rule of an elected BOT will attend meeting every 2 months and the Alternative BOT will join the meeting with the BOT every 3rd meetings. No question was raised. The independent canvasser assigned by PI and the assign facilitator in every area are:

CASA - Rubelyn and Cindy
SALVA - Jenelyn and NN
BINHI - Jorelyn
CHICTB - Rolly
BATA - Joan and Sarah

Secret Balloting was implemented.

Election Result for the 2019

CASA - Angelie Mae Miñada-BOT
Anecita Himoya-Alternate

SALVA- Pamela Espartero- BOT
Olivia Jocson-Alternate

BINHI- Merma Sevilla-Alternate

CHICTB- Mercy Neirves-Alternate

BATA- Ma. Fe Sacanle

ILOILO- Rhea Regala

The newly elected BOT and Alternate BOT of the selected areas are presented and applauded. Picture taking followed with BOT officers and staff of PI and MBA.

Adjournment

There being no more matters to discuss, since the account was transparently reported and the policies were clearly explained. Mr. Panganiban lead the closing message, in behalf of the management and staff of QPMBA and PI gave thanks for the participants of the Pag-inupdanay Mutual Benefit Association 9th General Assembly. Leaving the commitment to help strengthen and widen the association by inviting others to join.

Mr. Panganiban Executive Director of MBA also informed the newly elected BOT to attend the meeting of MIMAP on June 18, 2019 and close the General Assembly at 2:15 in the afternoon.

