KMBA PLAN OF ACTIVITIES FOR 2019

	January				February				March				April				May				June				July				August				September				October				Nove	
Activities	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
I. Government Compliance																																										
1. Audit Schedule						4-8																																				
2. Submission of Alpha List				29																																						
3. Audited FS & Income Tax Return																																										
a. BIR	14							26						11																												
b. SEC														25																												
c. FS (IC)																29																										
4. Annual Statement / Seriatim (IC)																29																										
5. GIS (SEC)																					5																					
6. Business Permit (City Hall)	3																																									
7. Fidelity Bond Renewal																					5																					
8. Corporate Governance																						14																				
9. CIC (every 10th of the month)																																										
10. Negative List	14													12												12												14				
11. Investment and FS		18													16											19												18				
12. DOLE		10																																								
II. Meetings																																										
1. Individual Consultation (staff)	8																																									
2. Staff meeting (every Monday)		9			4				4				1				6				3				1				5				2				1				4	
3. BOT Meeting					1				1				5							31				28				26				30				27				25		
4. Area Coordinator's Meeting					2				1				5											28				26				30				27				25		
5. 13th Annual General Meeting																				31																						
6. KSO Coordinating Meeting																																										
III. Trainings and Seminars (KMBA-led)																																										
1. AGM Learning Session																				31																						
2. Leadership Training																																										
IV. Trainings and Conferences (Rimansi-led)																																										
1. Microinsurance Forum			22																																							
2. AMLA and Good Governance																																										
3. Management Forum																																										
4. AGM Learning Session																																										
5. Microinsurance Roadshow																																										
6. Forum with chamber of Commerce																																										
V. Election of BOT																																										
1. Meeting with AMs and SMs					1																																					
2. Nomination of Candidates																																										

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Activities	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
- Identify potential candidates					4 - 7																																					
- Center Nomination						11	-	22																																		
- Gathering of nomination forms								27 - 7																																		
- Finalize candidate list									8																																	
- Panel Interview										11	-	22																														
3. Conduct of Proxy Voting																																										
- Conduct of Proxy Voting													1		-			15																								
- Gather Proxy Voting Forms																		16-17																								
- Tabulation of Proxy Votes																			23-24																							
- Election Day of BOT members																				31																						
VI. Support & Services																																										
1. Scholarship																																										
a. Application deadline														15-1	30																											
b. Examination of new applicants																	2-8																									
c. Checking and Final List																		9-15																								
d. Submission of Req. & Eval																			16	-	14																					
e. Release / Orientation																								29																		
2. Philhealth enrollment confirmation												13										15												13								
3. K-Kalinga Enrollment																																										
4. K-Bente Enrollment/Renewal																						9																				
5. Calamity Assistance																																										
VII. Procurement																																										
2. Steel filing cabinet																																										
3. Office Furnitures and Fixtures																																										
4. Laptop																																										
5. Housekeeping & Security Services																																										
VIII. MIS																																										
1. Licensing																																										
2. CLOUD Storage (upgrade)																																										
4. Rf Validation Module (Cebu)																																										
a. Online Remittance pilot test																																										
b. Full Implementation																																										
6. Members Profile Data																																										
7. Issuance of Member's Certificate																																										
IX. KMBA Building Construction																																										
1. End of construction contract (S-Curve)		15																																								
2. End of construction (actual)																																										
3. Transfer to New Building																																										

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Activities	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
X. Staff Development																																										
1. Analyn - NCII Bookkeeping Licensure																																										
2. Vangie - Continuing Education																																										
3. Diobert - Continuing MA																																										
4. Eve - Continuing - Refresher course																																										
5. MC - Insurance License																																										
6. Richard - Insurance License																																										
7. Ian -																																										
XI.Administrative Matters																																										
1. Release of Unused leave																																										
2. Release of Performance Incentive																																										
3. Release of 13th month																				27																						
4. Release of Christmas Cash Gift																																										
XII. Leave																																										
1. Sabbatical																																										
a. Salve																																										
XIII. Celebration (KSO)																																										
1. Kasagana-ka Anniversary Celeb																																										
2. KaLaro 2017																																										
3. Christmas Party																																										
a. KDCI																																										
b. KMBA																																										

mber		December			
3	4	1	2	3	4
			12		
		2			
	29				
	29				

mber		December			
3	4	1	2	3	4

mber		December			
3	4	1	2	3	4
	27			20	
				20	