		Janu	arv		Fe	bru	arv		Ma	rch			pril	4 FL/		May				une	.0		Ju	lv		A	ugus	t	Se	epter	nbei	r T	0	ctob	er	ΤN	ove	mbei	гT	Dec	embe
Activities	1	2	· · ·	4		2 3	_				4		2 3	3 4	1	2		1 1	2	3	4	1	2	3	4		2 3			2					3 4		2			1 2	
I. Government Compliance																																									
1. Audit Schedule						4-8																																	Т		
3. Audited FS & Income Tax Return						Т																														1				╈	
a. BIR				31			24					1	5																							1				$\top$	
Looseleaf (Books of Acct)		15																																	1				T	T	
Submission of Alpha List				31																																T			Τ	T	
Certificate of Tax w/held 2316						21	L																																Т	T	
Expanded W/holding tax				31										30											31										30	ו			T	T	
b. SEC													24	L																									Τ	T	
c. FS (IC)													17	7																						T				Τ	
4. Annual Statement / Seriatim (IC)														30																						Ι				Τ	
5. GIS (SEC)																		5																	T	T	$\square$		Т	Τ	
6. Business Permit (City Hall)			17																																				Т	Τ	
a. Locational Clearance																		1																	Τ	T	$\square$				18
b. Fire Clearance																													7											Г	
c. Environmental Clearance																																							Т	Τ	18
7. Fidelity Bond Renewal																		1																		Т	$\square$		Т	Т	18
8. Corporate Governance																			10																						
9. CIC (every 10th of the month)																		1																	Τ	Τ	$\square$		Т	Т	
10. Negative List			15										15	5										15										1	5						
11. Investment and FS			20											20											20									2	0				Т	Τ	
12. DOLE				31														1																	Τ	Т	$\square$		Т	Т	
II. Meetings																																									
1. Individual Consultation (staff)	8																																								
2. Staff meeting (every Monday of the mon	6				3			2				6			4			1				6				3			7				5			2				7	
3. BOT Meeting				31			28				27			24			29	)			26				31			28			2	25			30	ו		2	27		
4. Area Coordinator's Meeting				31			28				27			24			29	)			26				31			28			2	25			30	ו		2	27		
5. 13th Annual General Meeting																	31	L																							
6. KSO Coordinating Meeting																																									
III. Trainings and Seminars (KMBA-led)																																									
1. AGM Learning Session					Ι												31	L																							
2. Leadership Training																																									
IV. MIMAP Activities																																									
1. BOT Meetings					Ι						26									18										:	L7	Ι						2	26		
2. AGM											26																														
3. Trainings & Conferences																																						$\Box$	$\Box$		

## **KMBA PLAN OF ACTIVITIES FOR 2020**

		Janu	iary			Febr	ruar	у	N	larc	ı	I	Ap	oril			M	ay			Jun	е		J	luly			Aug	ust		Sept	tem	ber	I	Oct	:obe	r	No	over	nber	Т	Dec	embe
Activities	1	2	3	4	1	2	3	4	1	23	4	1	2	3	4	1	2	3	4	1	2	3	4	1 2	2	3 4	1	2	3	4 1	2	3	3 4	1	2	3	4	1	2	3	4 1	1 2	2 3
a. Leadership Training		8-10																																							2-	-4	
b. Organizational Business Needs Assessn	nent		20																							1															-	Т	$\square$
c. FinPOST Project Planning Workshop			21																																							$\top$	$\square$
d. National Microinsurance Forum				30																																					Т		
e. Annual Statement Workshop														23																												Τ	$\square$
f. Governance & AMLA Workshop																6-8																			14-	·16						Τ	$\square$
g. Writeshop on AMLA MTPP & Code CGP	LΡ																	21-2	22																							Τ	$\square$
h. MBA Coordinators Training																						2	5																		Т	Τ	$\square$
i. Management Forum																									20-	-21															Τ	Т	
V. Value Formation & Teambuilding																																											
1. Annual Recollection (BOT, Coord & Staff	f)									19	-21																														Т	Т	
2. Team Building (BOT, Coordinators)																8																										Τ	$\square$
3. R&R Staff)								26-2	8																																	Τ	$\square$
VI. Monitoring Visit																																											
1. Area/Branch visit (K-Coop)																																									Т	Τ	$\square$
2. Consortium																																									Т	Т	
VII. Quarterly Evaluation																																											
1. 4th Qtr Eval & Planning 2019																																											
2. 1st Qtr Eval & Planning 2020																																											
3. 2nd Qtr Eval & Planning 2020																																											
4. 3rd Qtr Eval & Planning 2020																																											
IX. Support & Services																																											
1. Scholarship																																										Τ	
a. Application deadline																																										T	
b. Examination of new applicants																																										Τ	$\square$
c. Checking and Final List																																										Τ	$\square$
d. Submission of Req. & Eval																																									Т	Т	
e. Release / Orientation																																										Τ	
2. Philhealth enrollment confirmation																																									Т	Τ	$\square$
3. K-Kalinga Enrollment (Staff)																					8																					Τ	
4. HAP Enrollment (Staff)																																											
5. K-Bente Enrollment/Renewal																					9																						
6. KoK Enrollment (Board & Staff)																						2	<b>.6</b>																				
X. Procurement																																											
2. Steel filing cabinet																																											
3. Office Furnitures and Fixtures																																											
4. Laptop													14										Ι																				
XI. MIS																																											

Γ		Janu	uary	,		Feb	ruar	y		Ma	rch			Ар	ril			Ma	у	Т		June		Τ	J	luly			Aug	ust		Sep	tem	ber	Τ	Oc	tobe	er	N	ove	mbe	er	De	cemb	)e
Activities	1	2	2	8 4	1	. 2	3	4	1	2	3	4	1	2	3	4	1	2	3	4 1	L I	2	3 4	4	1 2	2 3	3 4	1	2	3	4	1 2	2	3 4	l 1	L 2	3	4	1	2	3	4	1	2 3	3
1. Licensing																																													
2. CLOUD Storage (upgrade)																																													1
4. Rf Validation Module (Cebu)																																													1
a. Online Remittance pilot test																																													1
b. Full Implementation																																													
6. Members Profile Data																																													
7. Issuance of Member's Certificate																																													
XII. KMBA Building Construction																				Т			Т	Т		Г						Т			Г										
1. Transfer to New Building																																													1
2. Building Blessing																																													1
XIII. Expansion																																													
XIV. Staff Development																																			1										
1. Analyn - NCIII Bookkeeping Licensure																																													1
2. Vangie - Continuing Education																																													1
3. Diobert - Continuing MA																																													1
4. Eve - Continuing - Refresher course																																													1
5. MC - Insurance License																																													1
6. Richard - Insurance License																																													1
7. lan -																																													
XV.Administrative Matters																																													
1. Release of Unused leave		11																																											٦
2. Release of Performance Incentive																																													
3. Release of 13th month																							2	6																	:	27		20	ס
4. Release of Christmas Cash Gift																																												20	כ
XVI. Leave																																													
1. TAP Leave - Diobert																																													٦
2. Compensatory Leave																																													
a. Salve																																													
b. lan														8-13																															
3. Sabbatical																																													
a. Vangie												ĺ																			Ì														1
b. Mcquen																															T		Γ				Ī	Γ							1
XVII. Celebration (KSO)																																													
1. Kasagana-ka Anniversary Celeb																															T														1
2. KaLaro 2020			İ		1												╡			T			Τ								Ť		Γ		1		Ī	1							1
3. Christmas Party																	T			T											T		T				Ī			T					
a. KDCI																															T		Γ				Ī	Γ							1
b. KMBA			İ																	Τ	1		Τ			Τ	T				T		Τ		1	Ī								18	3

		Jan	uary	'		Feb	rua	ſy		Ma	rch			Ар	ril			Ma	y			June	j			July			Αι	igus	t	Se	epte	embe	er		Octo	ober		No	vemk	ber	De	cembe
Activities	1	ź	2 3	4	4	1 2	3	4	1	2	3	4	1	2	3	4	1	2	3	4 1	L	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
XVIII. Building Maintenance																																												
a. Aircon Cleaning	20																							2	20																			18



