



KASAGANA-KA Mutual Benefit Association, Inc.
6th Regular Meeting of the Board of Trustees
KMBA Members' Center #5 Matimpiin St. Pinyahan, Quezon City
August 1, 2022, 9:00 am

In Attendance:

Board of Trustees:

- | | |
|--|---------------------------|
| 1. Marlin C. Perez | -President |
| 2. Nelly S. Vengano | -Vice President |
| 3. Myrna N. Verdadero | -Board Member |
| 4. Jeronima C. Teodoro | -Board Member |
| 5. Philip Arnold P. Tuaño | -Independent Board Member |
| 6. Atty. Maria Cleofe Gettie C. Sandoval | -Independent Board Member |

Also Present:

Board of Advisers:

7. Chona B. Capayas
8. Isabel M. Iliw-iliw
9. Dexter V. Flores

Board Member Emeritus

10. Leticia T. Rodriguez
11. Wenifreda F. Rodriguez

Management and Staff

- | | |
|--------------------------|----------------------|
| 12. Silvida R. Antiquera | -General Manager |
| 13. Evelyn A. Lagmay | -Finance Manager |
| 14. Analyn A. Shih | -Executive Assistant |



ORDER OF BUSINESS

A. Board Agenda

- I. Call to Order
- II. Prayer
- III. Determination of Quorum
- IV. Approval of Proposed Agenda
- V. Reading and Approval of the minutes of the previous meeting
- VI. Business arising from the previous meeting
- VII. Financial Report
 - a. Financial Statement (May and June 2022)
 - b. Investment as of June 30, 2022
- VIII. For Discussion and Matters Requiring Resolutions
 - a. Additional Guaranty Fund
 - b. MIMAP Legal and Research Fund
 - c. DOLE Wage Increase
 - d. K-Kabataan
 - e. Application for CSO Accreditation
 - f. Updating of Authorized Signatory in Government Agencies
 - g. Board and GM Performance Evaluation
 - h. Motorcycle Transfer of Ownership
 - i. For Information: Job Evaluation
- IX. Other Matters
- X. Schedule of Next Board Meeting
- XI. Adjournment



DISCUSSION HIGHLIGHTS

I. The meeting started at 9:03 am with a prayer.

II. Quorum and Agenda

In the absence of the Board Secretary, the President, Ms. Marlin C. Perez conducted a roll call and determined the presence of a quorum. President Marlin Perez presented the proposed agenda for the day's meeting. The proposed agenda was approved and duly seconded.

III. Reading and Approval of the Minutes of the Meeting

VP Nelly S. Vengañó read the minutes of the previous Board meeting. FM Evelyn made a correction on page 3 on the investment portion, under total cash in bank as of March 31, 2022. It was noted that the total Cash in Bank should be Php 25,407,199.75 and not Php 28,387,815.77. Aside from this, no clarification or comments on the minutes were made. The minutes of the previous meeting was move for approval by BoT Jeronima and duly seconded by BoT Nelly.

IV. Business Arising

GM Salve reported that there are no pending assignment.

V. Financial Report

A. Financial Statements for May and June 2022

Finance Manager, Evelyn Lagmay presented the Statement of Financial Position for the month May and June 2022. The summary of the report is provided below:

Year to Year Comparison

Particular	As of April 30, 2022	As of April 30, 2021	Variance	
			Amount	%
Total Assets	Php 231, 673,374.17	Php 235,133,031.32	Php (3,459,657.15)	-1.47%
Total Liabilities	125,527.436.03	153,883,816.16	(28,356,380.14)	-18%
Total Fund Balance	106,145,938.15	81,249,215.16	24,896,722,.99	30.64%

Month to Month Comparison

Particular	As of June 30, 2022	As of May 31, 2022	Variance	
			Amount	%
Total Assets	Php 231, 673,374.17	Php 232,812,293.82	Php (1,385,530.85)	-.59%
Total Liabilities	125,527.436.03	126,364,422.27	(26,692,213.88)	-17%
Total Fund Balance	106,145,938.15	106,447,871.56	25,306,683.04	31.19%

Finance Manager Evelyn also mentioned that the reason for the decrease in liabilities is the reclassification of retirement funds that are 3 years and above into the Fund Balance.



On the other hand, the summary of the Income Statement for the months of May and June 2022 is as follows:

Particulars	As of June 30, 2022	As of June 30, 2021	Variance in Amount
Gross Revenue	Php 4,766,160.64	Php 4,323,073.30	Php 443,087.34
Total Benefit Expense	3,950,192.69	2,916,502.97	1,033.689.72
Total Operating Expense	900,617.97	1,063,769.42	(163,151.45)
Total Investment Revenue and Other Income	214,825.23	345,918.38	(131,093.15)
Net Surplus (Loss) before Income Tax	130,175.22	688,719.29	(558,544.08)
Income Tax Expense	-	-	-
Net Surplus (Loss)	130,175.22	688,719.29	(558,544.08)

B. Investments as of July 28, 2022

The portfolio mix as of July 28, 2022, is as follows:

Type of Investment	As of April 30, 2022	As of May 27, 2022
Cash in Bank	Php 23,525,215.57	Php 28,839,051.21
Time Deposit	3,191,173.51	3,191,309.42
UITF	22,619,545.88	22,619,545.88
Government Securities	73,178,366.33	73,178,366.33
Corporate Bonds	6,000,000.00	6,000,000.00
Mutual Fund	5,676,855.36	5,676,855.36
Stocks	14,130,100.00	14,130,100.00
LTNCD	5,000,000.00	5,000,000.00
Investment Property	63,626,256.98	63,626,256.98
TOTAL INVESTMENTS	Php 216,947,513.63	Php 221,261,485.18

The Financial Report and the Investment Mix as of 28 July 2022 was accepted upon motion of BoT Nelly and seconded by BoT Jeronima.

VI. For Discussion

a. Additional Guaranty Fund

KMBA received a notice from the Insurance Commission informing that currently, the amount of the guaranty fund deposited with them is Php 29,000,000.00. However, based on their review, the guaranty fund that should be set aside is Php 30,816,939.68. With this, there is a deficiency amounting to Php 1,816,939.68 that must be set aside in compliance with section 405 of the Amended Insurance Code and Insurance Memorandum Circular No. 9-2006.

The Board accepted and approved the additional guaranty fund amounting to One Million Eight Hundred Sixteen Thousand Nine Hundred Thirty Nine pesos 68/100 (Php 1,816,939.68) upon motion by BoT Nelly and seconded by BoT Myrna.



**BOARD RESOLUTION NO. 2022-15:
ADDITIONAL GUARANTY FUND**

***RESOLVED**, to approve the additional guaranty fund amounting to One Million Eight Hundred Sixteen Thousand Nine Hundred Thirty Nine pesos (Php 1,816,939.68), in compliance to section 405 of the Amended Insurance Code at Insurance Memorandum Circular No. 9-2006*

- b. MIMAP Legal and Research Fund
- Due to the challenges faced by many microinsurance organization regarding the implementation of FPRS and tax assessment, the management of MIMAP decided to form a group of tax experts and accountants to study and serve as a guide regarding this concern. Because of this there is a need for funding to do the necessary research on this. All MBAs will contribute to this fund, and the amount of KMBA contribution will be Seventy Thousand pesos (Php 70,000.00).

The Board approved and accepted KMBA's contribution to the MIMAP Legal and Research Fund amounting to Seventy Thousand pesos (Php 70,000.00) upon motion by BoT Nelly and seconded by BoT Jeronima.

**BOARD RESOLUTION NO. 2022-16:
CONTRIBUTION TO MIMAP LEGAL AND RESEARCH FUND**

***RESOLVED**, to approve the contribution of KMBA to MIMAP legal and research fund amounting to Seventy Thousand pesos (Php 70,000.00).*

- c. DOLE Wage Increase
- At the beginning of the discussion, GM Salve mentioned that the topic to be presented was already discussed and reviewed by the HR Committee in a meeting held on July 1, 2022. The change in the salary scheme resulting from the DOLE wage order NCR-23 was discussed, where the amount of minimum wage was raised in NCR:

Previous Minimum Wage Amount	New Minimum Wage Amount
11,814	12,540

It was also explained that in the proposed change in the salary scheme, only the amount of the new minimum wage was changed and there was no change in the formula and percentages. But since the salary scale is following a formula, there will be a general increase in wages for everyone so that the adjustments would not result to wage distortion. It was also explained that only one salary scale is used throughout the KSO.

The wage order became effective on June 4, 2022 so the salary adjustment will have a retroactive effect on the employees' salaries. The salary adjustment will result in an additional Php 26,061.78



in KMBA's monthly expenses. The total additional expenses due to this increase from June to December 2022 will be Php 182,432.04

The Board approved the salary adjustment and the new salary scheme upon motion by BoT Nelly and seconded by BoT Jeronima.

**BOARD RESOLUTION NO. 2022-17:
APPROVAL OF THE SALARY ADJUSTMENT**

RESOLVED, to approve the salary adjustment, in compliance to DOLE Wage Order NCR-23 effective on June 4. 2022.

- d. K-Kabataan
This year, KSO will provide K-Kabataan benefits to all regular employees, as well as Coordinators and Board Members:

KATANGIAN NG EMPLEYADO	TAGAL SA SERBISYO	BILANG NG BENEFISYARYO
Single, May asawa pero wala pang anak na nag-aaral	1 taong regular	1 kapatid na nag-aaral sa kolehiyo
May anak na nag-aaral	1 taong regular	1 anak
	2 taong regular	2 anak
	3 taong regular o higit pa	3 anak (maximum)

The total amount to be disbursed are as follows:

Mga Mabibigyan ng K-Kabataan	Bilang	Halaga
Board Adviser	5	15,000
Board Members	9	27,000
Coordinators	21	63,000
Employees (may pinag-aaral)	6	18,000
Employees (Financial assistance)	6	6,000
KABUUANG HALAGA FOR DISBURSEMENT		129,000.00

The granting of K-Kabataan benefits as well as Special Financial Assistance was approved by the Board upon motion by BoT Jeronima and seconded by BoT Myrna.

- e. Application for CSO Accreditation
GM Antiquera explained that The Department of Interior and Local Government (DILG) issued Memorandum-Circular No. 2022-083, encouraging all civil society organizations to participate in local special bodies by accreditation to their respective local government unit. The following were submitted for Board approval:

1. Allow KMBA to participate in the CSO accreditation in Quezon City LGU, so that KMBA may also participate in the local special bodies,



2. Approve the Resolution expressing intent to participate in the CSO accreditation, which is one of the documentary requirements, and
3. Authorize Ms. Silvida Antiquera and Ms. Evelyn Lagmay, General Manager and Finance Manager respectively, to serve as principal and alternate representatives.

Ms. Antiquera further explained that said accreditation is part of the strategic direction of the organization to proactively engage the local government by collaborating in the design, implementation and monitoring of appropriate programs and projects that will benefits the members and the communities as well. KMBA's accreditation towards becoming a member of the City Development Council will help in the furtherance of KMBA's mission.

With a majority vote, the Board approved KMBA's application for accreditation of civil society organization for possible membership in the Quezon City Development Council.

**BOARD RESOLUTION NO. 2022-14:
EXPRESSING INTENT TO PARTICIPATE IN CSO ACCREDITATION
FOR PARTICIPATION IN LOCAL SPECIAL BODIES IN QUEZON CITY**

RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Panlungsod pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and to apply for membership in a local special body in Quezon City.

f. Updating of Authorized Signatories to Government Agencies

Due to the change in the composition of the KMBA Board, it is also necessary to update new signatories in government agencies as follows:

OFFICIAL SIGNATORY	DESIGNATION
1. Marlin Perez	President
2. Nelly Vengano	Vice President
3. Emelda Castro	Treasurer
4. Silvida Antiquera	General Manager

The change in signatories was approved upon motion by BoT Nelly and seconded by BoT Myrna.

**BOARD RESOLUTION NO. 2022-18:
UPDATE ON AUTHORIZED SIGNATORIES TO GOVERNMENT AGENCIES**

RESOLVED, to approve the update on authorized signatories to government agencies.



g. Board and GM Performance Evaluation

The performance evaluation for January to June 2022 has been announced. In this process, all the Board and the General Manager will be evaluated and graded, at the same time the performance evaluation of the employees will be conducted on which it will be the basis of performance bonus.

h. Motorcycle Transfer of Ownership

The following are the names of the employees who availed the motorcycle benefit in the year 2018, where the said motorcycles are already been paid in full by the employees, and thereby the ownership could be transferred to them:

1. Richard Monteron
2. McQueen Abellano
3. Dobert Calanza
4. Adrian San Andres

The board approved the transfer of ownership of the motorcycles upon motion by BoT Nelly and seconded by BoT Jeronima.

BOARD RESOLUTION NO. 2022-19:

AUTHORIZING THE TRANSFER OF OWNERSHIP OF MOTORCYCLES UNDER THE MOTORCYCLE BENEFITS

RESOLVED, to approve the transfer of ownership of the motorcycles under the motorcycle benefits processed in 2018 and that a deed of absolute sale be executed in favor of the employees mentioned in this instrument.

i. For Information: Conduct of Job Evaluation

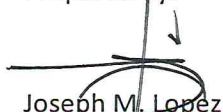
The entire KSO is going through a structural and organizational changes in furtherance of its strategic objectives. The KMBA also goes through this process where the job description and job evaluation will be reviewed to determine the weight and extent of the work and subsequently determine the appropriate level for each position. After this process, it may have an effect on the salary level of each position.

XI.


Adjournment

The next meeting will be on September 30, 2022. There being no other matters discussed, the meeting ended at at 11:52 am, with the motion of BoT Nelly and seconded by BoT Jeronima.

Prepared by:


Joseph M. Lopez
Secretary

Attested by:


Marlin C. Perez
President



Attendance Sheet
6th Regular Meeting of the Board of Trustees
KMBA Members' Center #5 Matimpiin St. Pinyahan, Quezon City
August 1, 2022, 9:00 am

Board of Trustees:

- | | |
|--|---------------------------|
| 1. Marlin C. Perez | -President |
| 2. Nelly S. Vengano | -Vice President |
| 3. Myrna N. Verdadero | -Board Member |
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| 5. Philip Arnold P. Tuaño | -Independent Board Member |
| 6. Atty. Maria Cleofe Gettie C. Sandoval | -Independent Board Member |

