



JOINT SAC & SEDP ANNUAL GENERAL ASSEMBLY

Sarte Hall, El Palacio
Cor. Magsaysay St., Legazpi City
May 27, 2023, 1:30PM – 4:00PM



MINUTES OF THE JOINT SAC AND SEDP ANNUAL GENERAL ASSEMBLY

Theme: Simbahan na Nagbabaklay Kaiba an mga Dukha"

I. Preliminaries

The Joint SAC and SEDP Annual General Assembly (GA) began with an opening prayer led by Fr. Rafael Sambajon, Understudy/SEDP MDS Spiritual Director, followed by the singing of the National Anthem. Ms. Noemi A. Bonaobra, SEDP MPC Executive Director and Overall Moderator, acknowledged all present, both physically and via remote communication, which includes the automatic, regular and auxiliary members, Board of Trustees, Management, and Officers (attached to this minute is the attendance sheet).

II. Opening Remarks

Fr. Eric B. Martillano, SAC Executive Director, commenced his opening remarks by extending a warm welcome to all the guests and participants gathered in the assembly. Fr. Martillano emphasized the role of the church as a beacon of hope, exemplifying compassion and bringing solace to those in need.

Quoting Pope Francis, Fr. Martillano highlighted the words that remind us of our duty as Christians: to serve as instruments of God for the liberation and promotion of the poor, and for enabling them to be fully part of society. This responsibility necessitates attentiveness and a willingness to respond to the cry of the poor and come to their aid. In this context, one can understand Jesus' command to his disciples of not only addressing the immediate needs of the poor but also working towards eliminating the structural causes of poverty and promoting the integral development of the poor which entails daily acts of solidarity.

Thus, the SAC & SEDP as an arm of the Diocese of Legazpi, converged all their efforts, expertise, and insights to better reach out and create a more transformative path towards more sustainable development, social justice, inclusivity, and empowerment of the poor.

Fr. Martillano recognized the presence of all passionate individuals who possess the expertise and experiences in their respective fields to make a meaningful difference. He expressed optimism that this assembly will unify each and everyone's commitment and create collaboration and partnership so as to address the challenges and difficulties being faced by these marginalized communities and make a tangible impact on the lives of the poor.

47 **III. Keynote Message**

48
49 Fr. Rex Paul B. Arjona, SEDP President and CEO, introduced the keynote speaker, Ms. Maria Anna
50 de Rosas-Ignacio, President of Kasagana-Ka Development Center, Inc. and Board Adviser of the
51 K-Coop.

52
53 Ms. Ignacio focused her message on the three simple points about journey: 1) journeying with
54 the poor (paglalakbay kasama ang mga dukha); journeying with the organizations or supporting
55 institutions; and 3) journeying of self into self (paglalakbay sa sarili tungo sa sarili).

56
57 On the first point, Ms. Ignacio stressed the importance of continuously journeying with the poor
58 in order to have a deeper understanding of their situation. She said, “Ang gawain ng pagbabago
59 ay hindi instant. Ang paglalakbay kasama ang mahihirap ay matagal.” According to her, the
60 hardest part of the journey is that we cannot give everything; the poor has to learn otherwise,
61 the change will only be temporary. There will be disappointments and frustrations however,
62 these are part of the journey, of helping the poor.

63
64 On the second point, Ms. Ignacio emphasized the importance of the culture of an organization
65 and of being faithful to that culture. She said, “We continue to become transforming and
66 transformed organization.” The key is to be faithful to the culture and to have faith that the Lord
67 will not forsake or abandon us amidst the challenges.

68
69 She also shared the following values they uphold in their organization: 1) Simplicity. “Mapanatili
70 ang pagiging simple dahil ang pinaglilingkuran natin ay simple”; 2) Stewardship. “Tayo ay
71 simpleng mga ingat-yaman”; 3) Service. “Ginagawa natin kasi ginugusto nating gawin”; and 4)
72 Sincerity. “Pagiging tapat sa sarili.”

73
74 For the last point, she underscored the importance of having time to reflect in order to have a
75 better understanding of one’s strengths and weaknesses, to have a curiosity of what is
76 happening, and to be excited to learn more.

77
78 In her final message, Ms. Ignacio said that the last journey is very important because it is a
79 journey of challenge and also of affirmation. That all of us are called to lead and to serve. And to
80 serve requires humility and giving the best. Because the poor deserves our best.

81
82 **IV. Call to Order and Determination of Quorum**

83
84 Bishop Joel Z. Baylon called the meeting to order. There having 74 out of 88 members present,
85 Fr. Martillano declared a quorum.

86
87 **V. Reading and Approval of the Minutes of Previous Meetings**

88
89 **A. Minutes of the SAC General Assembly on 09 December 2022**

90 There being no comments or corrections, upon motion duly made by Mr. Carlos Ante and
91 seconded by Mr. Romeo Tan, the General Assembly approved the minutes of the 09
92 December 2022 SAC General Assembly.

93
94 **B. Minutes of the SEDP General Assembly on 28 May 2022**
95

96 There being no comments and corrections, the General Assembly unanimously approved the
97 minutes of the 28 May 2022 SEDP General Assembly.
98

99 **VI. Ratification of Board Actions**
100

101 **A. SAC Board Actions**
102

103 Ms. Nancy Dizon, SAC Admin, HR and Compliance Officer, presented the SAC Board actions
104 during its meeting on 21 March 2023 which include the approval of the agenda, approval of
105 the minutes of the previous meeting, ratification of resolutions adopted by the SAC Board HR
106 and Finance Committee during its meeting, and approval of auxiliary members.
107

108 There being no comment, upon motion duly made by Mr. Tan and seconded by Mr. Ante, the
109 General Assembly ratified the actions of the SAC Board of Trustees.
110

111 **B. SEDP-Simbag Microfinance Board Actions**
112

113 Ms. Marie Grace G. Ubalde, SEDP Management Support Officer and Board Secretariat,
114 presented the following SEDP Board actions in 2022:
115

- 116 • approval of agenda of meetings
- 117 • approval of minutes of previous meetings
- 118 • approval of officers of the board and new members of the board committees
- 119 • ratification of resolutions adopted by the board committees in its meetings
- 120 • approval of opening and closing of bank accounts, and change in bank signatories
- 121 • ratification of endorsement of Ms. Laarni Alilano as full-fledged Director for Finance and
122 Administration
- 123 • approval of re-accreditation with Albay Provincial and Legazpi City Government Units for
124 the purpose of representation in the local special body
- 125 • approval of pre-financing of pre-registered household beneficiaries under the WFP-BCDI
126 Project
- 127 • approval of the revised memorandum of agreement between the SEDP and the Roman
128 Catholic Bishop of Caceres
- 129 • re-nomination of Fr. Jose Victor E. Lobrigo to the Microfinance NGO Regulatory Council as
130 MF NGO Sector Representative.
131

132 There being no comment, upon motion duly made by Ms. Marlene Catalina P. Rodriguez and
133 seconded by Dr. Nora L. Licup, the General Assembly ratified the actions of the SEDP Board
134 of Trustees.
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136
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VII. For Confirmation: 2022 Audited Financial Statements & Assignment of 2023 External Auditor

A. SAC 2022 Audited Financial Statements and Assignment of 2023 External Auditor

Ms. Jane Ricafort, SAC Finance and Accounting Officer presented the highlights of the 2022 Audited Financial Statements, viz:

- Assets, Liabilities and Equity – 11% increase from 2021; the major increase in the assets and liabilities is due to the additional projects in 2022;
- Cash and Asset Held in Trust – 72% decrease;
- Advances and Receivables – 2% decrease due to collection to the beneficiaries of the housing project;
- Short-term Investment – 9% increase due to the interest earned carried forward to its principal;
- Property and Equipment – 14% decrease; no major procurement of property and equipment;
- Fund Held in Trust– 98% increase from last year due to additional projects in 2022;
- Fund Balance – increase by 11%;
- Revenues – 77% decrease due to the Super Typhoon Yolanda roll-out operation;
- Personnel Expenses – 15% increase due to hiring of additional project staff;
- Program Project Cost – 90% increase due to the implementation of the additional projects in 2022;
- Operating Expenses – 17% increase;
- Administrative Expenses – 140% decrease.

The external auditor's opinion is that the accompanying financial statements present fairly, in all material respects, the financial position of SAC Legazpi as at December 31, 2022 and 2021, and its financial performance and its cash flows for the years then ended in accordance with the Philippine Financial Reporting Standards for Small Entities (PFRS for Small Entities).

Further, Ms. Ricafort requested confirmation of the assignment of Napili Bonacua & Associates as the external auditor for the 2023 financial statements.

Ms. Nerissa S. Casin, BCDI Executive Director, clarified that the partner of SAC in some of its projects such as the Sustainable Agriculture and DRRM is the BCDPI instead of AECID and Misereor.

After presentation, upon motion duly made by Ms. Gladys Redillas and seconded by Mr. Ante, the General Assembly confirmed the 2022 SAC Audited Financial Statements and the assignment of Napili Bonacua & Associates as the external auditor for the SAC 2023 financial statements.

183 **B. SEDP 2022 Audited Financial Statements and Assignment of 2023 External Auditor**

184
185 Ms. Riza Barrameda, SEDP Internal Auditor, presented the highlights of 2022 Audited
186 Financial Statements as endorsed by the SEDP Audit Committee and approved by the Board
187 of Trustees:

- 188
189
 - Cash and Cash Equivalents – 71% increase from 2021 due to an additional loan obtained
 - 190 from Small Business Corporation;
 - 191 • Financial Assets at FVPL – 98% increase due to the additional investment in debt securities
 - 192 in corporate bonds;
 - 193 • Loans and Other Receivables, Net – increase by P5%, majority of these are Loans
 - 194 Receivables from microfinance clients;
 - 195 • Allowance for expected credit losses – increased by 61% from last year's status;
 - 196 • Accounts and Other Payables – increase by 32%; composed of third party, accrued
 - 197 expenses government liabilities, and others;
 - 198 • Revenues from Microfinance Operations – increased by 4% from last year;
 - 199 • Net Income – increased by 2% in 2022.

200

201 Ms. RB Barrameda clarified that the only adjustment proposed by the external auditor is the
202 adjustment based on the actuarial valuation report due to the delay in the submission of said
203 report to SEDP. The said adjustment is expected by Management.

204
205 The external auditor's opinion is unqualified which means that the accompanying financial
206 statements are presented fairly in all material respects as at December 31, 2022 and 2021,
207 and its financial performance and its cash flows for the years then ended in accordance with
208 the PFRS.

209
210 Further, Ms. Barrameda requested confirmation of the assignment of Moore Roxas Cruz Tagle
211 and Co. as the external auditor for the 2023 financial statements.

212
213 After presentation, upon motion duly made by Dr. Licup and seconded by Ms. Amy B.
214 Bombuhay, the General Assembly unanimously confirmed the 2022 Audited Financial
215 Statements and the assignment of Moore Roxas Cruz Tagle and Co. as the external auditor
216 for the 2023 financial statements.

217
218 **VIII. Performance Highlights and Future Directions**

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220 A video presentation of the SEDP's accomplishment report as of December 31, 2022 and future
221 directions were presented which include the areas of operations, operational status, status of
222 value-added services, current partnerships, programs and services beneficiaries, and operational
223 target for 2023 and 2024.

224
225 Ms. Myrna Llanes, SAC Operations Officer, presented the SAC accomplishment report as of
226 March 2023 and future directions based on its seven development works of mercy i.e. TADA,
227 Health, Education, Livelihood, Protection, Empowerment, and DRR-CCA.

228 **IX. Open Forum**

229
230 Atty. Leandro Millano, Dean of UST-Legazpi College of Law, made mention of the services being
231 offered by the College of Law Legal Resource Center which includes free legal advice. He said
232 that he is willing to extend this service to the diocese.
233

234 Ms. Edna Cynthia Berces, NEDA Region V Assistant Regional Director, noted the membership of
235 Fr. Eric B. Martillano in the Regional Development Council with special assignment for the
236 fisheries sector. She suggested including in the SAC's 2023 priorities activities or projects for the
237 fisheries sector esp. that the data for fishery production has shown a decline from 2021 to 2022.
238 In response, Ms. Casin clarified that SAC has existing projects for fishers particularly in Bacacay.
239

240 On the SAC report regarding 54 beneficiaries of housing project, Ms. Salvi Rufina Angela
241 Morcoso, LGU-Daraga Consultant, inquired whether the social preparation and all the
242 components of the housing programs are included in the housing project, and if the beneficiaries
243 have any form of counterpart. In response, Fr. Martillano clarified that the house and lot are
244 donated, and the beneficiaries have no counterpart. Ms. Morcoso suggested that it would be
245 beneficial if the beneficiaries could contribute efforts in building their homes to foster a sense
246 of ownership and care for the property.
247

248 On the query of Fr. Jose Victor E. Lobrigo regarding the purchase of a lot by SAC for the housing
249 project considering the sizable lot owned by the diocese in Guinobatan, Fr. Martillano clarified
250 that there are informal settlers occupying the lot in Guinobatan which could complicate the
251 situation, and the urgency to start the construction of houses.
252

253 In relation to the point raised by Ms. Berces on the fishery sector, Mr. Ante pointed out the
254 construction of buildings near the sea coast due to rapid urbanization which affects the sea
255 grasses, mangrove, the source of food. Add to that is the construction of roads along coastal
256 areas and fish pens which pose environmental risks and problems.
257

258 On the concern regarding marine fisheries, Mr. Cedric Daep, Head of APSEMO, clarified that the
259 province has an approved ordinance prohibiting the use of fish pens and nets. The province has
260 to reiterate the enforcement of the said ordinance. As to the concern about quarry operations,
261 Mr. Daep said that he has issued certification in Guinobatan regarding concentrating the de-
262 silting and dredging only along the river channels.
263

264 Regarding quarry operations, Ms. Marlene Catalina Rodriguez, SEDP Trustee, also raised concern
265 regarding quarry activities in Guinobatan being done everywhere rather than in river channels.
266 She opined that the LGU should take full responsibility in implementing and regulating the
267 granting of permits and licenses, in coordination with other agencies to address the potential
268 environmental risks associated with quarrying activities.
269

270 Bishop Baylon requested the SAC to gather data from the affected communities and areas in
271 order to come up with a statement supported by these data.
272
273

X. Election and Announcement of New Members of the SEDP Board of Trustees

Bp. Baylon said that an election will be held during the assembly in view of the terms of office of Atty. Milagros Quijano and Ms. Marlene Catalina Rodriguez which will end on May 28, 2023. Per SEDP By-laws, the two members will be elected in this General Assembly by the automatic and regular members of the corporation. Elected members of the Board will hold office for three years.

The nominees were as follows:

- | | |
|---|---|
| 1. Atty. Marylou Duka-Castillo
<i>Technical Consultant, Provincial Government of Albay</i>
<i>Retired Regional Director, SEC-Legazpi Extension Office</i> | Ms. Noemi B. Bonaobra
<i>Executive Director, SEDP MPC</i>
<i>Former Executive Director, Bicol Microfinance Council, Inc.</i> |
| 2. Ms. Salvi Rufina Angela Morcoso
<i>Consultant, LGU-Daraga</i>
<i>Director for Finance and Administration, Diocesan Multimedia Services</i> | Ms. Nerissa Casin
<i>Executive Director, Bicol Consortium for Development Initiatives</i>
<i>Part-time Professorial Lecturer, BU JMRIGD</i> |

He then proceeded with the announcement of the result of the election. The new members of the Board are as follows:

1. Atty. Marylou Duka-Castillo
2. Ms. Salvi Rufina Angela Morcoso.

XI. Launching of the SEDP 30th Anniversary Celebration

A video presentation was presented for the launching of the SEDP 30th anniversary celebration. Fr. Rex Paul Arjona also presented the initial activities for the anniversary celebration:

- Theme: *"Sarabay sa Pagbaklay, Daramay sa Pagsimbag"*
- To reach 100,000 outreach
- Activation of Council of Leaders
- Activities:
 - Sarabay sa Paglakbay Roadshows highlighting members, development services
 - 30th Anniversary Leaders' Conference
 - Inspiring Nanay and Families Awards
 - Members' Loyalty and Achievement Awards
 - 30th Anniversary Staff Year-End Activity
 - SEDP Impact Stories Documentary Films/Book
- Renew partnership with dioceses

XII. Closing Remarks

In his closing remarks and in line with the upcoming Solemnity of Pentecost, Bp. Baylon highlighted the importance of speaking the same language with the poor if we want to relate with them. The language that is being asked of us to share with the poor is the language of love.

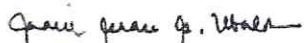
Bp. Baylon said that it is through this language of love that we will be able to understand and connect with the people we serve. He said, "When we make this the motive for why we serve the poor and the inspiration for why we reach out to them, then we will be able to succeed even in the midst of failures and difficulties."

Bp. JZ Baylon said that the challenge for SAC and SEDP is rather than presenting ourselves as saviors with solutions, our role is to accompany and journey with them.


XIII. Adjournment

There being no more business to discuss, Bishop JZ Baylon declared the Joint SAC and SEDP General Assembly adjourned at 4:00 PM and gave his final blessing.

Prepared By:


MARIE GRACE G. UBALDE
MSO

Attested True and Correct By:


FR. ERIC B. MARTILLANO
Corporate Secretary



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AUTOMATIC MEMBERS

No.	Name	Proxy	Signature
1	Bishop Joel Z. Baylon, D.D		
2	Msgr. Crispin C. Bernarte, Jr.	Fr. Jose Victor E. Lobrigo	
3	Msgr. Ramon C. Tronqued	Fr. Rafael Sambajon	
4	Fr. Eduardo R. Ramin Jr.	Fr. Rafael Sambajon	
5	Fr. Sotero M. Ubalde III	Ms. Fe Bataller	
6	Fr. Levi Euprepres C. Quitasol	Fr. Rafael Sambajon	
7	Fr. Lyndon F. Balubar		
8	Fr. Paulo B. Barandon	Fr. Rafael Sambajon	
9	Fr. Jojit B. Borromeo		
10	Fr. Eric B. Martillano		
11	Fr. Wilson B. Bejo Jr. II	Fr. Jose Victor E. Lobrigo	
12	Fr. Gerard B. Arroyo	Fr. Rafael Sambajon	
13	Fr. Jose B. Baranda Jr.		
14	Fr. Ar-gie Salvador G. Nuarin		
15	Fr. Gerard Paul D. Lagata	Fr. Rafael Sambajon	
16	Fr. Arjey O. Remendado		
17	Fr. Edgar M. Sayson	Fr. Rafael Sambajon	
18	Fr. Jose Victor E. Lobrigo		



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REGULAR MEMBERS

No.	Name	Proxy	Signature
1.	Fr. Ramoncito S. Segubiense		
2.	Fr. Antonio Pedro O. Ballares	Fr. Rafael Sambajon	
3.	Fr. Teody John A. Camba	Fr. Rafael Sambajon	
4.	Fr. Neil Jose C. Aranas		
5.	Fr. Mark Anthony V. Cayago		
6.	Fr. JC Omar Socrates T. Vita, II		
7.	Fr. Laurence C. Bringino	Fr. Rafael Sambajon	
8.	Fr. Antonio S. Sial		
9.	Fr. Anthony B. Pabon		
10.	Fr. Kevin James Fonacier	Fr. Rafael Sambajon	
11.	Fr. Rex Paul B. Arjona		
12.	Fr. Jonathan L. Calleja	Fr. Rafael Sambajon	
13.	Fr. Rafael B. Sambajon		



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AUXILIARY MEMBERS

No.	Name	Proxy	Signature
GOVERNMENT SECTOR			
1.	Ms. Edna Cynthia S. Berces		
2.	Mr. Norman S. Laurio		
3.	Mr. Cedric D. Daep		
4.	Ms. Salvi Rufina Angela M. Morcoso		
5.	Mr. Carlos Ante		
6.	Ms. Joy Codorniz	Fr. Jose Victor E. Lobrigo	
7.	Ms. Soledad P. Preña		
8.	Ms. Cecilia Arcilla		
9.	Mr. Maui Damo		Via remote communication
10.	Engr. Rodrigo Royo		
11.	Ms. Jessica Salve L. Roslim		
12.	Dr. Fulbert Alec Gillego		
ACADEME SECTOR			
13.	Dr. Nora L. Licup		
14.	Dr. Renelyn E. Bautista		
15.	Dr. Baby Boy Benjamin D. Nebres III	Dr. Renelyn E. Bautista	
16.	Krismelleh Cassandra Millare		
17.	Atty. Norly P. Reyes		
18.	Atty. Leandro Millano		Via remote communication
19.	Ms. Romella Figuracion	Fr. Rafael Sambajon	
BUSINESS SECTOR			
20.	Mr. Joseph B. Lim, CPA	Fr. Jose Victor E. Lobrigo	
21.	Mr. Jose Misael B. Moraleda		
22.	Mr. Romeo Tan		
23.	Dr. Juan B. Estevez Jr.		
24.	Mr. Jaime Verdida		
25.	Ms. Joy Manalili		Via remote communication
PROFESSIONAL SECTOR			
26.	Ms. Joyce B. Besana	Fr. Jose Victor E. Lobrigo	
27.	Atty. Edna P. Hingco	Ms. Marlene Catalina P. Rodriguez	



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28.	Ms. Teresita Q. Galang		
29.	Atty. Noel Remolacio		Via remote communication
CSO/NGO/PO			
30.	Ms. Noemi A. Bonaobra		
31.	Mr. Roberto A. Dalit		
32.	Ms. Nerissa S. Casin		
33.	Ms. Amable M. Bolinas		Via remote communication
34.	Ms. Jessica L. Belarmino		
35.	Ms. Amy B. Bombuhay		
36.	Ms. Evelyn Laot		
37.	Ms. Janette Ubalde	Joezel Tablado	Via remote communication
38.	Mr. Victor Rivera		
39.	Ms. Salve Sabangan		Via remote communication
40.	Mr. Rodolfo O. Baylon	Fr. Jose Victor E. Lobrigo	
41.	Ms. Rochelle Biato		
42.	Ms. Lany Sario	Fr. Rafael Sambajon	
43.	Mr. Danny Billudo		
44.	Ms. Ruby Desolo		
45.	Mr. Jason Balasta		
46.	Fr. Eduardo Cerbito		
AT-LARGE			
47.	Atty. Milagros G. Quijano	Fr. Rafael Sambajon	
48.	Ms. Marlene Catalina P. Rodriguez		
49.	Ms. Joy Blanco	Fr. Jose Victor E. Lobrigo	
50.	Dr. Arnulfo M. Mascariñas		Via remote communication
51.	Atty. Marylou Duka-Castillo		
VCSC			
52.	Ms. Gladys Redillas		
53.	Ms. Antonia Brofas		
54.	Mr. Vic Vista		
55.	Ms. Rosana Ballarbare		
56.	Mr. Noel Ajero		
57.	Ms. Salvacion Macabeo		



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SAC STAFF

Name	Signature
1. MARY JANE B. RICA FORT	
2. Sheena Pugaño- Debon	
3. Nilo B. Bascayon Jr.	
4. NORY A. DEZA	
5. Therese P. Nouty	
6. JOHN N. BASTOSTA	
7. Gie Barzola	
8. NANCY B. ORON	
9. Jason D. Sevilla	
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SEDP STAFF

Name	Signature
1. ANNES R. BAYNA	
2. ELLA S. CODRADO	
3. MARCEL N. NUJAL	
4. LARAWI P. ALICANO	
5. REX LOZARITA	
6. JOHN MARTIN BACON	
7. JOE P. PUYAN	
8. MARIE GRACE UBALDE	
9. HERMOGENE N. ORDAN	
10. PE GEPIN	
11. JOULYN V. DIAZ	
12. GRACE A. CORTEZ	
13. GITHANN AREVALO	
14. RUFFIN CORULLO	
15. RIZ BARBARO	
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