



JOINT SAC & SEDP ANNUAL GENERAL ASSEMBLY
SEDP Social Hall, The Chancery, Cathedral Compound
Albay District, Legazpi City
November 29, 2019, 4:00PM – 6:25PM



MINUTES OF THE GENERAL ASSEMBLY
“Solidarity in Prayer, with the Poor, and for the Planet”

I. Preliminaries

The Joint SAC and SEDP General Assembly began with an opening prayer led by Fr. Anthony Pabon, SEDP-Simbag Microfinance Executive Assistant, followed by the singing of the National Anthem. Ms. Nerissa Casin, BCDI Executive Director, Emcee of the event, acknowledged the attendees and guests who were present composing of SAC-Legazpi and SEDP-Simbag Microfinance’s automatic members, regular members, auxiliary members representing the government sector, academe sector, business sector, professional sector, CSO/NGO/PO, At-Large, VCSC and PCSC, and SAC-Legazpi and SEDP-Simbag Microfinance’s employees.

II. Opening Message

Most Reverend Joel Z. Baylon, D.D., Bishop of the Diocese of Legazpi and Chairman of both SAC and SEDP-Simbag Microfinance, began his opening message by acknowledging the achievements of the Diocese of Legazpi through its SAC and SEDP-Simbag Microfinance and with the support, collaboration, and active participation of all members present and the organizations they represent. He also acknowledged those men working on the ground or the “foot soldiers”, many of whom were not present in the assembly but made the efforts of the Diocese meaningful, fruitful, and successful.

As far as SEDP-Simbag Microfinance is concerned, Bp. Baylon recognized that it has already achieved its 60,000 target membership and has even reached beyond the expectation. As for SAC-Legazpi, it continuously responds to the many different needs of the people in various situations such poverty and disaster.

He said that the year 2020 is calling us for a greater commitment and to recognize that there is so much that each of the institution can offer to the Diocese and outside. He mentioned that the Diocese has reached out to several bishops in the Philippines to present its best practices on microfinance. Similarly, Fr. Jose Victor E. Lobrigo, SEDP-Simbag Microfinance President and CEO, has been invited in several regions to present to other bishops the positive impact of microfinance in the Diocese and in Bicol region. On the other hand, Fr. Rex Paul B. Arjona, SAC Executive Director, continues doing plans and activities with the National Secretariat for Social Action (NASSA), the arm of the Catholic Church in the Philippines that responds to the different social concern in the country.

1 Looking forward to 2020 and relating it to the 20/20 vision, Bishop Baylon Baylon said that
2 he hope for everyone not only to be able to see perfectly in every aspect the challenges
3 and reality around us, but to be able to see what we need to see at any particular situation
4 given the various instruments that we have and the different collaborators present and
5 supporting the endeavors of the Diocese in order to respond accordingly in the coming
6 future.

7 8 **III. Keynote Message**

9 Fr. Eric B. Martillano, SAC Assistant Executive Director, introduced the keynote speaker of
10 the assembly, Hon. Noel E. Rosal, Legazpi City Mayor and Chairman of Regional
11 Development Council (RDC).

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13 As the RDC Chair, Mayor. Rosal presented his region-wide development priorities. One of
14 which is to push for the continuous development of the tourism industry. He believed that
15 tourism is an economic driver in the region, especially in Legazpi City, with the services
16 sector – from hotels, restaurants, souvenir shops and transportation - getting the largest
17 champ of the Bicol economy. Tourism has been a major growth driver of the Bicol
18 economy. He added that he will push for the tourism alliances between and among the
19 provinces – the famous ALMASOR (Albay, Masbate and Sorsogon) and the triple-C
20 (Camarines Norte, Camarines Sur and Catanduanes) - because he believe in connectivity.

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22 The major road networks for ALMASOR and triple-C will be given priority to improve
23 connectivity and to promote tourism circuits between and among the destinations, be it by
24 sea, by land or even by air. He said that we can have Legazpi-Masbate, Legazpi-
25 Catanduanes flight since we will have our International Standard Airport.

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27 He further said that there will be more investments, and he is pushing the agriculture
28 sector. The local government should be engaged, especially for the provision of
29 supplements. He shared what they did in Legazpi, that they have a program for hybrid rice
30 which resulted to increased rice production.

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32 He also said that manufacturing is a big push for RDC. Electricity and water supply are also
33 his priorities. Transportation will be very crucial and other allied services to support the
34 growth of the tourism sector.

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36 Moreover, he believed that tourism will also be the thrust of the six provinces in Bicol. The
37 continued construction and improvement of access roads connecting the service centers of
38 tourism sites through the tourism road infrastructure program will largely contribute to the
39 tourism industry.

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41 Another priority of RDC is for the micro, small, and medium enterprises (MSMEs). He said
42 that an increase in investment on MSMEs will improve the region's labor and employment
43 situation. Agri-based enterprises will be pursued; innovations through research and
44 development will further the development of enterprises. To create a favorable business

1 environment, an enabling supportive economic development should be put in place by
2 ensuring peace and security, mitigating the impacts of disaster and accelerating strategic
3 infrastructure development.

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5 He said that upgrading of facilities and completion of airports and seaports, coupled with
6 public and private investments and tourism related assets are among his top priority. He
7 believe that these projects will elevate Bicol region from one of the poorest regions. And
8 finally, the continuity of sustained peace building efforts.

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10 Hon. Rosal ended his talk by thanking everyone for the opportunity to present his
11 development priorities in this assembly.

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13 **IV. Call to Order and Determination of Quorum**

14 Msgr. Ramon C. Tronqued, Vicar-General for Formation called the meeting to order. There
15 having 52 out of 72 members present in the general assembly, Fr. Rex Paul B. Arjona, SAC
16 & SEDP-Simbag Microfinance Corporate Secretary, declared a quorum.

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18 **V. Reading and Approval of the Minutes of Previous Meeting Held on November 26, 2018**

19 There being no clarifications, comments and corrections to the minutes, upon motion duly
20 made by Atty. Milagros G. Quijano and seconded by Mr. Carlos Ante, the General Assembly
21 approved the minutes of the 26 November 2018 Joint SAC and SEDP General Assembly.

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23 **VI. Ratification of Board Actions**

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25 **A. SAC Board Actions**

26 Ms. Nancy Bendaña-Dizon, SAC-Legazpi Admin, Compliance and HR Officer, presented
27 the SAC Board actions during the year 2019 for ratification, as follows:

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29 **BOT Meeting held last February 27, 2019**

Board Resolution No. 1	RESOLVED, that the reading of the minutes of meeting held last November 23, 2018 is corrected and approved.
Board Resolution No. 2	RESOLVED, that the proposed agenda is approved.
Board Resolution No. 3	RESOLVED, that the Protection Policy as corrected is approved.
Board Resolution No. 4	RESOLVED, that the proposed writing-off of non-functional/non-existing equipment is approved.
Board Resolution No. 5	RESOLVED, that the proposed enrollment of SAC Legazpi's staff to SEDP HMO is approved.
Board Resolution No. 6	RESOLVED, that the proposed 2019 operational plan and budget is approved.

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BOT Meeting held last November 20, 2019

Board Resolution No. 7	RESOLVED, that the minutes of meeting last February 27, 2019 as corrected is approved.
Board Resolution No. 8	RESOLVED, that the proposed agenda is approved.
Board Resolution No. 9	RESOLVED, that the proposed additional Cash Gift amounting to Nine Thousand pesos (Php9,000) for regular staff and Three Thousand pesos (Php3,000.00) for Project Based , for this year only is approved.

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After the presentation, upon motion duly made by Mr. Ante and seconded by Mr. Ramon C. Lawenko, the General Assembly ratified the SAC Board Actions.

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B. SEDP-Simbag Microfinance Board Actions

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Ms. Marie Grace G. Ubalde, SEDP-Simbag Microfinance Management Support Officer-Trainee, presented the following SEDP-Simbag Microfinance’s 2019 Board actions for ratification:

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BOT Meeting held last March 27, 2019

Board Resolution No. 01	Resolved, that the agenda of the SEDP-Simbag’s Board of Trustees meeting on 27 March 2019 be, as it is hereby approved.
Board Resolution No. 02	Resolved, that the minutes of the Board of Trustees held on 20 November 2018, be as it is hereby approved.
Board Resolution No. 03	Resolved, that the selection of Jyosna, Inc. as SEDP-Simbag’s MIS service provider as endorsed by the Joint Audit and Finance Committee be, as it is hereby ratified.
Board Resolution No. 04	Resolved, that the Financial Projection for Year 2019 as endorsed by the Joint Audit and Finance Committee be, as it is hereby ratified.
Board Resolution No. 05	Resolved, that the proposal to write off 446 delinquent accounts as of September 30, 2018 with outstanding principal loan balance amounting to P2,257,096.32 as endorsed by the Joint Audit and Finance Committee be, as it is hereby ratified.
Board Resolution No. 06	Resolved, that the 2018 Audited Financial Statements of SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) be, as it is hereby approved.
Board Resolution No. 07	Resolved, that the proposed activities for the 25 th anniversary celebration of SEDP-Simbag and the budgetary requirement of P12.5Mn be, as it is hereby approved with the details of the proposed budget be presented to the Finance Committee.

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BOT Meeting held last August 12, 2019

Board Resolution No. 08	Resolved, that the agenda of the SEDP Board of Trustees meeting on 12 August 2019 be, as it is hereby approved.
Board Resolution No. 09	Resolved, that the minutes of the Board of Trustees Meeting held on 27 March 2019, be as it is hereby approved.
Board Resolution No. 10	Resolved, that the proposed budgetary requirement of Php4,070,530.00 for the SEDP Leaders' Conference and other events on June 21-22, 2019 as endorsed by the Finance and Risk Management Committee be, as it is hereby ratified.
Board Resolution No. 11	Resolved, that Management's proposal to revise the amount of Restricted Fund from Php69,197,775.88 to Php40,000,000.00 as endorsed by the Finance and Risk Management Committee be, as it is hereby ratified.
Board Resolution No. 12	Resolved, that the proposed risk limits and Risk Dashboard as endorsed by the Finance and Risk Management Committee be, as it is hereby ratified.
Board Resolution No. 13	Resolved, that the action undertaken by Management authorizing Microfinance Data Sharing, Inc. (MiDAS) to send credit report to the Credit Information Corporation (CIC) on behalf of the SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) be, as it is hereby ratified.
Board Resolution No. 14	Resolved, that the action undertaken by Management appointing Ms. Fe B. Bataller as the authorized representative of SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) to sign the Submitting Entity Information Sheet to be submitted to the Credit Information Corporation (CIC) be, as it is hereby ratified.
Board Resolution No. 15	Resolved, that the action undertaken by Management authorizing the following employees: Lorna Lynn Sabando Delgado – Operations Officer, MiDAS, Ella Siat Gonzalo – Regional Operations Officer, Hermarex Nantes Ordan – Regional Operations Officer, Naneth Nosares Mujar – Regional Operations Officer, and Ruffalyn Lopez Carullo – Management Support Staff-Trainee, to submit credit data of SEDP-Simbag's borrowers or data subject to the Credit Information Corporation, as well as access the error report folders of CIC's Credit Information System be, as it is hereby ratified.
Board Resolution No. 16	Resolved, that the proposed Memorandum of Understanding between the Roman Catholic Bishop of Legazpi, Inc. and the SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) for the implementation of programs and services that complement and contribute toward the attainment of shared mission of evangelization, formation, and parish integration be, as it is hereby ratified.

Board Resolution No. 17	Resolved, that the proposed Memorandum of Understanding between the Social Action Center-Legazpi and SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) for the implementation of programs and services that promote the welfare of the poorest of the poor families be, as it is hereby approved.
Board Resolution No. 18	Resolved, that the Manual on Good Governance of the SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) be, as it is hereby approved.
Board Resolution No. 19	Resolved, that the proposed Succession Plan of the SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) be, as it is hereby approved with instruction to study adding a position for Vice-President in the organizational structure and to institutionalize it next year.
Board Resolution No. 20	Resolved, that the renewal of accreditation of SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) with the Sangguniang Panlalawigan of Albay for eventual membership to local special bodies be, as it is hereby approved. Resolved Further, that Fr. Jose Victor E. Lobrigo-President and CEO, and MS. Salvi Rufina Angela M. Morcoso-Director for Finance and Administration are authorized as Principal and Alternate Representatives, respectively, to attend in the general assembly meeting/selection of POs/NGOs membership/representation in the local special body and in such related activities.
Board Resolution No. 21	Resolved, that the appointment of Ms. Marie Grace G. Ubalde as the new Data Protection Officer of SEDP-Simbag sa Pag-asenso, Inc. (A Microfinance NGO) to replace Ms. Ma. Daisy M. Gianan who retired effective July 7, 2019 be, as it is hereby approved.

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Approved/Ratified by the Board Via Referendum

Board Resolution No. 22	Resolved, that the list of Automatic, Regular, and Auxiliary Members to be invited in the Annual General Assembly with the Social Action Center on November 29, 2019 as endorsed by the Governance Committee be, as it is hereby ratified.
Board Resolution No. 23	Resolved, that the proposed addendum to the existing policy on members' savings as endorsed by the Governance Committee be, as it is hereby ratified.
Board Resolution No. 24	Resolved, that the proposed guidelines on the participation of Board Members in Board Meetings through teleconferencing as endorsed by the Governance Committee be, as it is hereby ratified.
Board Resolution	Resolved, that the proposed performance evaluation tools for the

No. 25	Board and Board Committees as endorsed by the Governance Committee be, as it is hereby ratified.
Board Resolution No. 26	Resolved, that the proposed alternative intra-corporate dispute resolution as endorsed by the Governance Committee be, as it is hereby ratified.
Board Resolution No. 27	Resolved, that the Proposed Revision on Staff Travel and Transportation Allowance as endorsed by the Joint Finance and Human Resources Committee be, as it is hereby ratified.
Board Resolution No. 28	Resolved, that the Proposed Policy on the Diocesan MSI Staff Transfer of Employment as endorsed by the Joint Finance and Human Resources Committee be, as it is hereby ratified.
Board Resolution No. 29	Resolved, that the Proposed Succession Plan for the President & CEO with the following instructions for improvement: 1) present several options on how to come up with a President & CEO; 2) allocate funds for the training and formation of the future successor; 3) improve the selection processes by incorporating the roles of the Board, qualifications and tenure of the President & CEO, and roles of the Selection Committee as endorsed by the Joint Finance and Human Resources Committee be, as it is hereby ratified.
Board Resolution No. 30	Resolved, that the Proposed Reclassification of Loans Payable-SAC to Capital Contribution as endorsed by the Joint Finance and Human Resources Committee be, as it is hereby ratified.
Board Resolution No. 31	Resolved, that the proposed total budget for the 2019 Parish Day and Members' Gathering amounting to P12,643,078.35 wherein the total SEDP-Simbag's counterpart amounted to P6,048,658.35 while the total members' counterpart amounted to P6,558,420.00 as endorsed by the Joint Finance and Human Resources Committee be, as it is hereby ratified.
Board Resolution No. 32	Resolved, that the Proposed 2019 Year-End Benefits for the Staff composed of the following: 1) bonus; 2) productivity pay/anniversary gift; 3) monetized unused sick leave; 4) remaining de minimis as endorsed by the Joint Finance and Human Resources Committee be, as it is hereby ratified.

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Upon motion duly made by Atty. Milagros G. Quijano and seconded by Dr. Nora L. Licup, the General Assembly ratified the SEDP-Simbag Microfinance Board Actions during the year 2019.

VII. Performance Highlights and Future Directions

A. SAC Performance Highlights and Future Directions

1 A video presentation of the SAC-LEgazpi performance highlights for 2019 was
2 presented, viz:

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- 4 • 430 undernourished children improved their health and 115 walk-in clients were
5 provided with medical needs through the supplemental feeding under the
6 Integrated Nutrition, Education and Livelihood Program.
- 7 • Five (5) TADA scholars and 24 Youth Servant Leadership and Education Program
8 scholars received regular tuition subsidy and monthly allowance.
- 9 • By building resilient farming and fishing families in Bicol through sustainable
10 agriculture, 300 small scale farmers were capacitated on sustainable agriculture
11 production; 28 Vermi Bin facilities were constructed in 10 barangays; seeds and
12 organic fertilizers were distributed.
- 13 • Sustainable enterprises and markets for naturally grown products were established
14 – trade fair participation, and operationalization of trading post in Tiwi, Albay; and
15 developed strong partnership among key agriculture stakeholders for the
16 promotion of sustainable agriculture.
- 17 • Through HARONG PAGLAOM, the pastoral care program of the Diocese for
18 substance users, 2,671 low risks and mild users were able to complete community-
19 based rehabilitation program in the LGUs of Legazpi, City, Ligao City and Oas.
- 20 • Engaged in synchronized local and national elections and served as PPCRV
21 Provincial Command Center for 47 parishes and mobilized more than 3,000
22 volunteers.
- 23 • Provided assistance to affected communities of Tropical Depression Usman – 1,160
24 households provided with critical non-food and hygiene items through shopping
25 event, 877 households provided with cooking ware, kitchen utensils and food
26 packs, 20 transitional shelters were constructed for displaced families affected by
27 landslides and flash flood with P1,500 worth of gift check for NFI, water sanitation
28 and hygiene facilities completed in 3 barangays in Polangui, and distributed DRR
29 emergency stockpile and conducted Disaster Risk Reduction Management and
30 contingency planning workshop in Manito and Polangui.

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32 After the video presentation, Fr. RP Arjona shared the future directions of SAC-Legazpi
33 for next year which includes: continuous partnership with SEDP-Simbag Microfinance,
34 livelihood program, formation, TADA program and the sustainable agriculture with
35 BCDI. Further, Fr. RP Arjona continued his presentation by sharing the Development
36 and Advocacy Priorities of SAC-Legazpi for 2020, as follows:

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- 38 1. Laudato Si Model Farm at Quibongbongan, Guinobatan, Albay
- 39 2. Sula Channel Coastal Resource Management Project – Bacacay, Albay
- 40 3. Andam Lahar Scaling-Up Project
- 41 4. Harong Paglaom Prison Ministry
- 42 5. People’s Development Agenda Monitoring
- 43 6. Parish Protection Desk

7. FBO Bicol Faith & Action.

B. SEDP-Simbag Microfinance Performance Highlights and Future Directions

SEDP-Simbag Microfinance’s 25-year journey was presented through a video presentation, followed by the performance highlights presented by Ms. Fe B. Bataller, Director for Operations. As of September 2019, the institution established partnership with 6 Dioceses in the province of Bicol Region and Northern Samar, with 33 branches: 17 branches in Albay, 7 branches in Camarines Sur, 5 branches in Sorsogon, 2 branches in Masbate, and 1 branch each in Catanduanes and Northern Samar. Its workforce is composed of 425 staff. Currently, the institution has 72,916 clients with a total of PHP434M loan portfolio and PHP250M savings. She also mentioned current partnership of SEDP-Simbag Microfinance with various national and local government agencies, NGOs, and private companies such as: Social Security System (SSS), Unilever, Philippine Crop Insurance Corporation (PCIC), Small Business Corporation (SBC), Habitat Foundation and Water.org, and GLP/HSSI/Power 4 All for the implementation of its programs and services.

The table below summarizes the Value Added Services provided by SEDP-Simbag Microfinance to its members.

SEDP-SIMBAG MICROFINANCE’S VALUE ADDED SERVICES		
As of September 2019		
Health Program	Simbag Salud (Medical Mission)	5,145 beneficiaries
	COPA health check-up	151 beneficiaries
	Health education session at the center	250 beneficiaries
Education	Scholarship Program	<u>212 scholars:</u> 204 Academic scholars 7 seminarians 1 Diocesan Scholar
	Total Graduates since inception of program	600 scholars
	2019 Board Passers	8 scholar-graduates
	Distributed school bags	6,510 qualified clients’ children
Training and Spiritual Formation for Members	Basic Bible Orientation(BBO) / Basic Bible Facilitation (BBF) /Commitment Building Ceremony (CBC)	26,240 attendees
	Recollection	15,744 attendees
	Center Officers’ Training (COT) 1&2	1,994 attendees
Social Protection	Members’ Mutual Benefit Association (MBA)	70,197 insured

Services	Basic Life Insurance Plan (BLIP)	533 claims/(PhP 11.2M)
	Daily Hospitalization Income Benefit (DHIB)	Php 472,000.00
	Credit Life Insurance Plan (CLIP)	164 claims/(PhP 2.4M)
	SEDP Eternal Care	18,225 enrollees/ 39 claims
	SSS	9,748 enrollees/ 5 claims
	PCIC	288 enrollees/ 10 claims
	Lamay Package	121 Beneficiaries
	Wedding Benefit	62 Beneficiaries
	Calamity Assistance	4,234 Beneficiaries/ PhP 3.9M
Enterprise Development Services (EDS) Training	Trainings	3,313 trained
	Product Development	305 members
	Business formally registered	82 businesses
	FDA registered	8 businesses

Ms. FB Bataller added that SEDP-Simbag Microfinance is accredited as a MF-NGO per RA 10693 otherwise known as the Microfinance NGO Act. Further, SEDP-Simbag Microfinance is the pioneering MF-NGO in the Philippines audited by the Microfinance NGO Regulatory Council (MNRC) examiners for its compliance, with few and minor findings noted.

Finally, Ms. FB Bataller presented SEDP-Simbag Microfinance’s 2020 target, as follows:

1. To reach and serve 88,600 clients (443,000 family members)
2. 5 additional branches (38 total branches)
3. 624M Loan Portfolio
4. 312M Clients’ Savings

After the presentation, the General Assembly noted the reports on the 2019 performance highlights and future directions by both SAC-Legazpi and SEDP-Simbag Microfinance.

VIII. Open Forum

Msgr. Crispin C. Bernarte, Jr. suggested for SEDP-Simbag Microfinance to coordinate with Radio Veritas for the playing of its video presentation in Veritas TV occasionally throughout the year to educate viewers about the institution. Also, as a positive response to the call of the soon to be launched Year of Ecumenism, Interreligious Dialogue and Indigenous People, he suggested to also invite representatives from other churches to be part of the governing body. In response, Fr. JVE Lobrigo said that the first suggestion is well taken. As

1 to the second suggestion, he said that said proposal will be brought to the Board for
2 discussion.

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4 Fr. RP Arjona informed the body that SAC-Legazpi sent a total of PhP1M assistance for the
5 earthquake victims in Mindanao. Half of said amount came from SEDP-Simbag
6 Microfinance and the other half came from SAC-Legazpi and parishes.

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8 **IX. Adjournment**

9 There being no more business to discuss, Bishop JZ Baylon declared the Joint General
10 Assembly adjourned and gave his final blessing at 6:25 PM.

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