



**COOPERATIVE ALLIANCE FOR RESPONSIVE ENDEAVOR**

**MUTUAL BENEFIT ASSOCIATION, INC.**

39 Ilang-ilang St., Zaballero Subd., Brgy. Gulang-gulang, Lucena City

Tel # (042) 373-7789

Email ad [mbacare@yahoo.com.ph](mailto:mbacare@yahoo.com.ph)



#### BOARD OF TRUSTEES

**Criselda R. Abuel**  
President

**Luzviminda G. Calzado**  
Vice-President

**Perseverando C. Fajardo**  
Treasurer

**Armiel A. Azul**  
**Lucilo G. Jimenez**  
Trustees

**Gaudioso A. Lavadia**  
**Mary Juliet D. R. Labitigan**  
Independent Trustees

#### ELECTION COMMITTEE

Myrna T. Salvaleon - Chairperson  
Engr. Sonia J. Mayuga- Vice-Chair.  
Milagros A. Decena - Secretary

#### AUDIT & RELATED PARTY TRANSACTIONS COMMITTEE OFFICERS

Gaudioso A. Lavadia  
Lucilo G. Jimenez  
Paz L. Bobadilla, CPA  
Dominador S. Tamayo, CPA  
Melody L. Bringel

#### BOARD RISK OVERSIGHT COMMITTEE OFFICERS

Gaudioso A. Lavadia  
Criselda R. Abuel  
Perseverando C. Fajardo  
Armiel C. Azul  
Lucilo G. Jimenez

#### CORPORATE GOVERNANCE COMMITTEE OFFICERS

Mary Juliet D. R. Labitigan  
Luzviminda G. Calzado  
Perseverando C. Fajardo  
Erlene E. Barandino  
Myrna T. Salvaleon

#### REMUNERATION COMMITTEE OFFICERS

Criselda R. Abuel  
Paz L. Bobadilla, CPA  
Erlene E. Barandino  
Melody L. Bringel

#### Board of Adviser

Paz L. Bobadilla, CPA

**Corporate Secretary**  
Erlene E. Barandino

**Internal Auditor**  
Melody I. Bringel

**General Manager**  
Pelagia C. Mendones

### NOTICE OF CARE MBA, Inc. 14<sup>th</sup> ANNUAL GENERAL MEETING

**TO : CARE MBA, Inc. Partners**  
**RE : 14<sup>th</sup> ANNUAL GENERAL MEETING**  
**DATE : April 03, 2024**

Dear Fellow Members

**NOTICE** is hereby given as **INVITATION** for the **14<sup>th</sup> Annual General Meeting** on **May 31, 2024 (Friday) 9:00 a.m. - 3:00 p.m.** at St. Jude Cooperative Hotel and Event Center with a theme: **"SUSTAINABLE MICROINSURANCE PROTECTION"**

Order of Business:

#### A. Invocation

Prayer will be led by the facilitator of the program.

#### B. Call to Order

The President of the Board and presiding officer shall call the meeting to order.

#### C. Proof of Due Notice

The Corporate Secretary will inform the body regarding sending of Notice of 14<sup>th</sup> Annual General Meeting. It is also posted on CARE MBA's website and Facebook account. It is also distributed to our partners one month before the AGM.

#### D. Roll Call and Determination of Quorum

The Corporate Secretary will make a roll call and determine the quorum, at least two-thirds of the active members' attendance constitutes a quorum.

#### E. Approval of the Proposed Agenda

The representatives/members may suggest and approve the proposed agenda.

#### F. Reading and Approval of the Minutes of the 13<sup>th</sup> Annual General Meeting

The representatives/members will read and review the minutes of the 13<sup>th</sup> Annual General Meeting held last May 26, 2023 at St. Jude Cooperative Hotel and Event Center. The said minutes is posted on CARE MBA website on the same date.

#### G. Business Arising from the Minutes of last 13<sup>th</sup> Annual General Meeting

Report of unfinished business/es, updates for members, questions and clarifications from the previous meeting, if any.

#### H. Annual Report

##### 1. President's Report

Mrs. Criselda R. Abuel the President of the association will render her report, for acceptance of the General Assembly.

##### 2. Operations Report

The operations report will be delivered by the General Manager.

#### I. Treasurer's Report

The summary report of the Key Financial Statement's figures as of December 31, 2023, as reported by QUILAB & GARSUTA, CPAs, external auditor is to be reported by the Treasurer of CARE MBA, Inc.

#### J. Committee Reports

The respective Committee Chairpersons will render their report of accomplishments for the year 2023.

**BOARD OF TRUSTEES**

**Criselda R. Abuel**  
President

**Luzviminda G. Calzado**  
Vice-President

**Perseverando C. Fajardo**  
Treasurer

**Armiel A. Azul**  
**Lucilo G. Jimenez**  
Trustees

**Gaudioso A. Lavadia**  
**Mary Juliet D. R. Labitigan**  
Independent Trustees

**ELECTION COMMITTEE**

Myrna T. Salvaleon - Chairperson  
Engr. Sonia J. Mayuga- Vice-Chair.  
Milagros A. Decena - Secretary

**AUDIT & RELATED PARTY  
TRANSACTIONS COMMITTEE  
OFFICERS**

Gaudioso A. Lavadia  
Lucilo G. Jimenez  
Paz L. Bobadilla, CPA  
Dominador S. Tamayo, CPA  
Melody L. Bringel

**BOARD RISK OVERSIGHT  
COMMITTEE OFFICERS**

Gaudioso A. Lavadia  
Criselda R. Abuel  
Perseverando C. Fajardo  
Armiel C. Azul  
Lucilo G. Jimenez

**CORPORATE GOVERNANCE  
COMMITTEE OFFICERS**

Mary Juliet D. R. Labitigan  
Luzviminda G. Calzado  
Perseverando C. Fajardo  
Erlene E. Barandino  
Myrna T. Salvaleon

**REMUNERATION COMMITTEE  
OFFICERS**

Criselda R. Abuel  
Paz L. Bobadilla, CPA  
Erlene E. Barandino  
Melody L. Bringel

**Board of Adviser**  
Paz L. Bobadilla, CPA

**Corporate Secretary**  
Erlene E. Barandino

**Internal Auditor**  
Melody I. Bringel

**General Manager**  
Pelagia C. Mendones

**K. Matters for Approval and Ratification**

- **Board and Management Action** -The General Assembly will approve the Consolidated Reports of the Board of Trustees and Management, presented by the President.
- **Appointment of the External Auditor**- The representatives/members will approve the appointment of the External Auditor to be presented by the Chairperson of the Audit Committee.
- **Approval of 2024 Budget** - The representatives/members will approve the 2024 budget.

**L. Election Proper**

The Chairman of Election Committee will present the election guidelines, introduce the candidates and discuss the process of voting system for the following vacant positions:

- Three (3) Board of Trustees
- One (1) Independent Trustee
- Two (2) Election Committee

**M. Awarding of Certificates**

CARE MBA, Inc. will give recognition to the following who contributed to the association’s growth and development:

- Recognition of New Partners
- Top 3 Highest New Members Enrolled on 2023
- Top 3 Highest Members Retention 2023
- Awarding of Certificates to Outgoing Officers
- Employees Loyalty Award

**N. Result of Election 2024**

The Chairman of the Election Committee will announce the result of election validated by the Chairperson of the Audit Committee/Independent Trustee.

**O. Other Matters/Open Forum**

The floor is open for open forum and discussions. Members/representatives may raise issues and concerns to the general assembly.

**P. Oath taking/Induction of Newly Elected Officers**

The newly elected officers will take an oath in front of representatives/members before assuming their positions as Board of Trustees, Independent Trustee and Election Committee.

**Q. Adjournment**

There having no other matters to be discussed, the Annual General Assembly Meeting ends.

In relation to this, please find the enclosed pro forma of **PROXY STATEMENT**, of your **official representative/s** for your cooperative/organization during the said Annual General Meeting. Also attached is the list of candidates for election.

For inquiries and confirmation of your participation, please contact us through our phone number **(042) 373-7789**, cell phone number **0998-861-0358** or **0947-997-9224**, or e mail at [mbacare@yahoo.com.ph](mailto:mbacare@yahoo.com.ph) on or before **May 10, 2024**.

Thank you!

  
**ERLENE E. BARANDINO**  
Corporate Secretary

Noted by:

  
**CRISELDA R. ABUEL**  
President

