



NOVO ECIJANO TEACHERS'
MUTUAL BENEFIT ASSOCIATION, INC.

MINUTES

Special Meeting of the Board of Trustees
Zoom Meeting on December 21, 2020, 10:00 am

Trustees Present:

Ricardo Gabriel K. Manotoc
Tomas F. Lahom III
Joselito C. Pineda
Fortunato L. Dimagiba, Jr.
Emelita M. Eugenio
Teodora L. Tadique
Ponciano C. Feliciano

Others:

Maria Eloisa V. Dimagiba,	Corporate Secretary
Joselito D. Lim,	Manager
Eariel Fort V. Dimagiba,	Compliance Officer
Rhea B. Adelante,	Chief Accountant

1. **Call to Order**

Chairman Ricardo Gabriel K. Manotoc III called the meeting to order and the Corporate Secretary recorded the minutes thereof.

2. **Proof of Notice**

The Corporate Secretary presented a copy of the notice of meeting as proof that the Trustees have been notified through electronic mail of the meeting.

3. **Certification of Quorum**

The President certified that a quorum existed and declared that the meeting was duly constituted to transact the business in the agenda.

4. **Approval of September 17, 2020 Minutes of Meeting**

The minutes of previous meeting held on September 17, 2020 was presented for approval. A motion to approve the minutes was made by Ms. Mr. Ponciano C. Feliciano and seconded by Ms. Teodora L. Tadique.

5. **Compliance with the Other Requirements on Examination of 2019 Annual Statement**

The Corporate Secretary discussed to the Trustees that in addition to the special assessment to all members, we are also required to give proper notice to all the Association's members before the said special assessment is imposed. She informed the Trustees that the notice was posted on the Association's bulletin board, website and published on national newspaper (Tempo on October 3, 2020) and local newspaper (Philippine Recorder, Nueva Ecija on October 5-11, 2020). We furnished the IC a copy of the newspaper publications. On October 14, 2020, the Association received an electronic mail from IC informing us that we are in full compliance with our requirements and the verification is now considered closed. After some clarifications, the following resolutions were approved:

RESOLUTION NO. 11-NETMBAI-BOT-2020

"WHEREAS, the December 31, 2019 financial condition and methods of doing business of the Association have been audited by the Insurance Commission and rendered opinion on them;

WHEREAS, that the findings and requirements as discussed, have been fully complied and implemented;

BE IT RESOLVED THEREFORE, that the December 31, 2019 Annual Statement of Novo Ecijano Teachers' Mutual Benefit Association be approved."

6. **Registration of the Association's Book of Accounts**

Mr. Joselito D. Lim, Manager discussed to the Board of Trustees that the Association should appoint a representative for the registration of the Association's Book of Accounts with the Bureau of Internal Revenue (BIR) in Cabanatuan City and Baler, Aurora. After clarification and deliberation the following resolutions were approved:

RESOLUTION NO. 12-NETMBAI-BOT-2020

"RESOLVED, that the Board of Trustees of Novo Ecijano Teachers Mutual Benefit Association Inc. ("NETMBAI") hereby authorized, RHEA B. ADELANTE, Accountant of NETMBAI, to transact, file, sign, execute, and deliver, for and in behalf of NETMBAI, any and all agreements and other documents as shall be required for the registration of Book of Accounts of our Cabanatuan City, Nueva Ecija Office.

RESOLUTION NO. 13-NETMBAI-BOT-2020

"RESOLVED, that the Board of Trustees of Novo Ecijano Teachers Mutual Benefit Association Inc. ("NETMBAI") hereby authorized, MARCOS J. BANIAGA, Baler-Aurora Manager of NETMBAI, to transact, file, sign, execute, and deliver, for and in behalf of NETMBAI, any and all agreements and other documents as shall be required for the registration of Book of Accounts of our Baler-Aurora Office.

7. **Interest on Deposit of Members of the Association**

The President informed the Board of Trustees regarding the interest on deposit of members to be given on February 2021. He presented the financial statement and discussed with them the performance of our Association from January to November 2020. Upon some discussion and deliberation the following resolutions were approved:

RESOLUTION NO. 14-NETMBAI-BOT-2020

"RESOLVED, that Novo Ecijano Teachers Mutual Benefit Association Inc. will declare a 1% interest on deposit to all members of the Association;

RESOLVED FURTHER, that the 1% will be based on the average monthly balance of members deposit covering October 2019 to September 2020;

RESOLVED FINALLY, that the Interest on Deposit will be given to all members on February of the following year.

8. **Members Contribution Due and Uncollected as of December 31, 2020**

The Chief Accountant, Ms. Rhea Adelante discussed to the Board that the management have decided to write off the amount of Php676,197.00 from Members Contribution Due and Uncollected, due to its uncollectibility. After some discussions and clarifications, the following resolutions were approved:

RESOLUTION NO. 15-NETMBAI-BOT-2020

"RESOLVED THAT, the Members Contribution Due and Uncollected in the amount of Six Hundred Seventy Six Thousand One Hundred Ninety Seven Pesos (Php676,197.00) is hereby written off and should be properly reflected in the December 2020 Financial Statements of the Association as such;

RESOLVED FURTHER THAT, the Chief Accountant, Rhea B. Adelante, be and is hereby authorized to take all necessary actions to implement the Board decision."

9. Other Matters

Department of Education (DepEd) Extension of Automatic Payroll Deduction System (APDS) Accreditation (TCAA)

(Board of Trustees were provided a copy of the DepEd letter extension)

The Corporate Secretary informed the Board of Trustees that DepEd grant an extension of our Association's Terms and Conditions of the Automatic Payroll Deduction System (APDS) Accreditation (TCAA) under APDS Code No. 0143 and APDS Code No. 2024A-B until March 31, 2021, or upon completion and approval of the re-accreditation process.


Approval of Department of Education (DepEd) to our Request to Grant Calamity Loan due to Recent Typhoons

(Board of Trustees were provided a copy of the DepEd letter of approval)

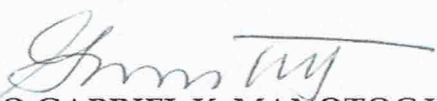
The Corporate Secretary informed the Board of Trustees that the letter request of our Association last December 4, 2020 to DepEd on granting of Calamity Loans due to recent typhoons our country experienced was approved on December 7, 2020.

10. Adjournment


There being no further business to transact, the meeting was adjourned at 12:35 p.m.


MARIA ELOISA V. DIMAGIBA
Corporate Secretary

ATTESTED BY :


RICARDO GABRIEL K. MANOTOC III
Chairman

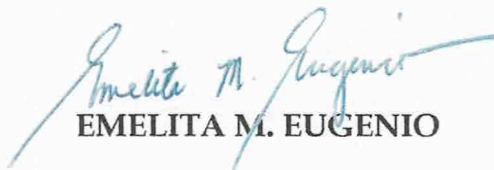
MINUTES READ AND APPROVED:


PONCIANO C. FELICIANO


JOSELITO C. PINEDA


TEODORA L. TADIQUE


FORTUNATO L. DIMAGIBA, JR.


EMELITA M. EUGENIO


TOMAS F. LAHOM III



NOVO ECIJANO TEACHERS'
MUTUAL BENEFIT ASSOCIATION, INC.

MINUTES
Special Meeting of the Board of Trustees
Zoom Meeting on February 19, 2021, 11:00 am

Trustees Present:

Ricardo Gabriel K. Manotoc III
Tomas F. Lahom III
Joselito C. Pineda
Fortunato L. Dimagiba, Jr.
Emelita M. Eugenio
Teodora L. Tadique
Ponciano C. Feliciano

Others:

Maria Eloisa V. Dimagiba,	Corporate Secretary
Joselito D. Lim,	Manager
Eariel Fort V. Dimagiba,	Compliance Officer
Rhea B. Adelante,	Chief Accountant

1. **Call to Order**

Chairman Ricardo Gabriel K. Manotoc III called the meeting to order and the Corporate Secretary recorded the minutes thereof.

2. **Proof of Notice**

The Corporate Secretary presented a copy of the notice of meeting as proof that the Trustees have been notified through electronic mail of the meeting.

3. **Certification of Quorum**

The President certified that a quorum existed and declared that the meeting was duly constituted to transact the business in the agenda.

4. **Approval of December 21, 2020 Minutes of Meeting**

The minutes of previous meeting held on September 17, 2020 was presented for approval. A motion to approve the minutes was made by Ms. Mr. Ponciano C. Feliciano and seconded by Ms. Teodora L. Tadique.

5. **Appointment of Authorized Personnel and Custodians for the Association's Assets**

The Corporate Secretary informed the Board that as part of IC's verification of our annual statement, they are requesting for authorized personnel and custodians of the Association's assets and all documents related thereto. After deliberation, the following resolution were approved:

RESOLUTION NO. 16-NETMBAI-BOT-2020

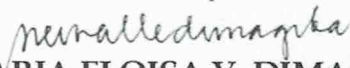
"RESOLVED THAT, Novo Ecijano Teachers' Mutual Benefit Association Inc., hereby appoints the following personnel who handles the Association's assets that are subject to the physical inventory and validation of the Insurance Commission (cash funds, cash in banks/time deposits, and property) and are custodians of all documents in relation thereto, as its authorized signatories on its behalf to individually sign and execute the Association's Affidavits of Authenticity for submission to the Insurance Commission:

1. Joselito D. Lim
2. Rhea B. Adelante
3. Maria Eloisa V. Dimagiba
4. Odgie B. Alta


RESOLVED FURTHER THAT, the authority herein conferred includes the authority to sign, execute and deliver any and all contracts and documents, as well as to do and perform any and all acts as may be necessary to carry into effect the intents and purposes of this resolution.

6. **Adjournment**

There being no further business to transact, the meeting was adjourned at 4:15 p.m.


MARIA ELOISA V. DIMAGIBA
Corporate Secretary

ATTESTED BY:


RICARDO GABRIEL K. MANOTOC III
Chairman

MINUTES READ AND APPROVED:


PONCIANO C. FELICIANO


JOSELITO C. PINEDA


TEODORA L. TADIQUE


FORTUNATO L. DIMAGIBA, JR.


EMELITA M. EUGENIO


TOMAS F. LAHOM III



NOVO ECIJANO TEACHERS'
MUTUAL BENEFIT ASSOCIATION, INC.

MINUTES

Special Meeting of the Board of Trustees
Zoom Meeting on September 17, 2020, 1:00 pm

Trustees Present:

Ricardo Gabriel K. Manotoc
Tomas F. Lahom III
Joselito C. Pineda
Fortunato L. Dimagiba, Jr.
Emelita M. Eugenio
Teodora L. Tadique
Ponciano C. Feliciano

Others:

Maria Eloisa V. Dimagiba,	Corporate Secretary
Joselito D. Lim,	Manager
Eariel Fort V. Dimagiba,	Compliance Officer
Rhea B. Adelante,	Accountant

1. **Call to Order**

Chairman Ricardo Gaabriel K. Manotoc III called the meeting to order and the Corporate Secretary recorded the minutes thereof.

2. **Proof of Notice**

The Corporate Secretary presented a copy of the notice of meeting as proof that the Trustees have been notified through electronic mail of the meeting.

3. **Certification of Quorum**

The President certified that a quorum existed and declared that the meeting was duly constituted to transact the business in the agenda.

4. **Approval of May 25, 2020 Minutes of Meeting**

The minutes of previous meeting held on May 25, 2020 was presented for approval. A motion to approve the minutes was made by Ms. Emelita M. Mercado and seconded by Ms. Teodora L. Tadique.

5. **Insurance Commission Report on Examination of 2019 Annual Statement**

(The Board of Trustees and Officers were furnished a copy of the IC letter dated July 26, 2020, Verification of 2019 Annual Statement.)

The Chief Accountant presented to the Board of Trustees the findings of the Insurance Commission's verification of the Association's 2019 Annual Statement.

I. **Financial Condition**

The Guaranty Fund of Php13,362,118.25 of the Association is compliant with the Php12,500,000.00 Guaranty Fund requirement of the Insurance Commission(IC) as provided in IC Memorandum Circular (IMC) No. 2006-2 dated April 14, 2006.

II. **Risk Based Capital Ratio**

The Risk-Based Capital (RBC) ratio of the Association computed based on IMC No. 11-2006 is 93%, which is not compliant with the minimum RBC ratio requirement. Ms. Adelante informed the Trustees that as a result of non compliant with RBC ratio the Association is required to submit a management plan outlining the strategies that will be done to meet the required RBC ratio of 125%. The following are the management plan given by IC :

- a. Identify the conditions that contributed to the event;
- b. Contain proposals of corrective action that the Association intends to take and that would be expected to result in the lamination of the event;
- c. Provide projections of the Association's Annual Statements for at least two (2) years with and without the proposed corrective actions: including but not limited to projections on the balance sheets, analysis of operations (total), surplus accounts, RBC Exhibits and lines of business information relevant to the RBC plan;
- d. Identify the key assumptions impacting the Association's projections and the sensitivity of the projections to the assumptions; and
- e. Identify the quality of , and problems associated with the Association's business, including but not limited to its assets, anticipated business growth, surplus strain, extraordinary exposure to risk, mix of business and use of reinsurance, if any, in each case.

Ms. Adelante informed the Trustees that as discussed and approved, a special assessment to all members for additional Member's Contribution of Php1,000.00 each to be assigned as Fund for Other Members Benefit. On August 27, 2020 the Association submitted thru electronic mail our reply on the audit verification and the management plan outlining the strategies to comply with the required RBC ratio of 125%. (The Trustees and Officers present were furnished a copy of the Association's letter dated August 27, 2020)

Ms. Dimagiba, discussed further, that in addition to the management plan, IC is also requiring us to submit a Board Resolution authorizing the special assessment and the dissemination of the information to all members of the Association.

After some clarifications the following resolutions were approved:

RESOLUTION NO. 10-NETMBAI-BOT-2020

"WHEREAS, the Risk-Based Capital (RBC) ratio of Novo Ecijano Teachers' Mutual Benefit Association Inc. (NOVO) for December 31, 2019 is 93% only, which is not compliant with the minimum RBC ratio requirement;

WHEREAS, NOVO submitted a corrective actions proposal to Insurance Commission to meet the required RBC ratio and improve its liquidity;

WHEREAS, the Insurance Commission interposes no objection on the implementation of the said RBC plan;

RESOLVED THEREFORE, that NOVO will call for a special assessment to all Members for additional Member's Contribution of One Thousand Pesos (Php1,000.00) each to be assigned as Fund for Other Members Benefit, and for this information to be disseminated to all Members."

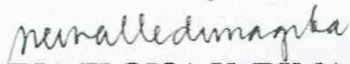
6. **Other Matters**

Approval of Department of Education (DepEd) to our Request to Grant Additional/Calamity Loans due to COVID 19


The Corporate Secretary informed the Board that our letter request last May 6, 2020 to DepEd for granting of additional/calamity loans to all Members due to COVID 19 was approved last July 3, 2020.

7. Adjournment

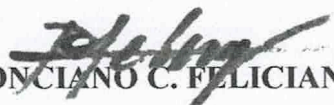
There being no further business to transact, the meeting was adjourned at 4:15 p.m.


MARIA ELOISA V. DIMAGIBA
Corporate Secretary

ATTESTED BY:


RICARDO GABRIEL K. MANOTOC III
Chairman

MINUTES READ AND APPROVED:


PONCIANO C. FELICIANO


JOSELITO C. PINEDA


TEODORA L. TADIQUE


FORTUNATO L. DIMAGIBA, JR.


EMELITA M. EUGENIO


TOMAS F. LAHOM III