



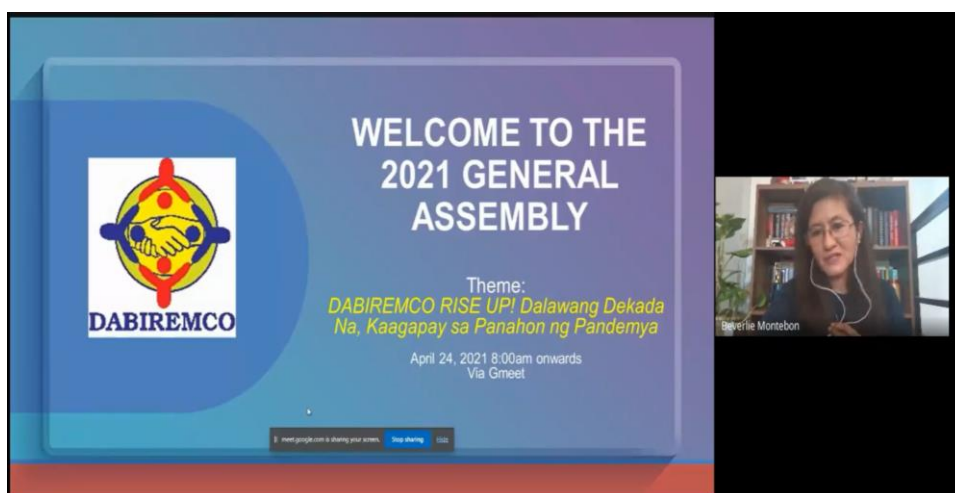
DAVAO BIR EMPLOYEES MULTIPURPOSE COOPERATIVE
MINUTES OF 20th ANNUAL REGULAR GENERAL ASSEMBLY MEETING
April 24, 2021 8:00 a.m.

THEME: DABIREMCO RISE UP!

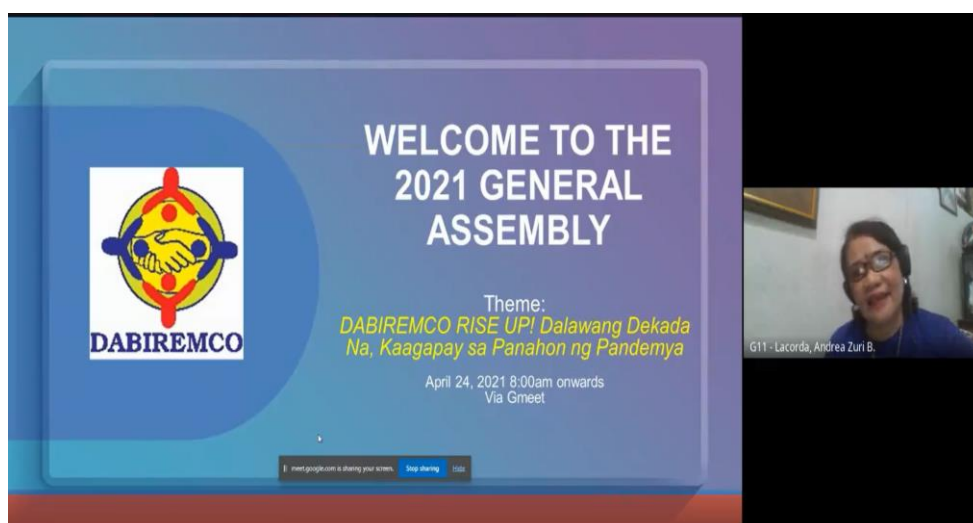
Dalawang Dekada Na, Kaagapay sa Panahon ng Pandemya!

April 24, 2021 marked a new milestone for DAVAO BIR MULTIPURPOSE COOPERATIVE (DABIREMCO) to hold its first Online Annual Regular General Assembly Meeting (ARGAM) using the Google Meet Platform. 255 Members wearing their blue DABIREMCO shirts gathered virtually and participated with their big smiles.

The momentous event kicked off with a prayer, the singing of the National Anthem and Cooperative Hymn, the recitation of the Cooperative Pledge, Vision-Mission and Values. The virtual ARGAM was hosted by Dir. Beverlie Montebon leading the virtual assembly in an air of positivity and thanking the Cooperative Development Authority Regional Office XI for the approval and support.



Member of the Board, Dir. Abilia S. Bentulan welcomed the assembly to the *First Virtual Annual General Assembly Meeting* of DABIREMCO and hold the *First Electronic Online Voting of Officers*. Thanking everyone for the usual support and invited them to stay online until the end of the meeting. She was quoted saying that “the pandemic is not a hindrance for our cooperative to improve and render services to the members, customers and the community... Let us continue to be active members of our own cooperative for DABIREMCO to really rise up and become a model cooperative under the medium category in Davao City.”





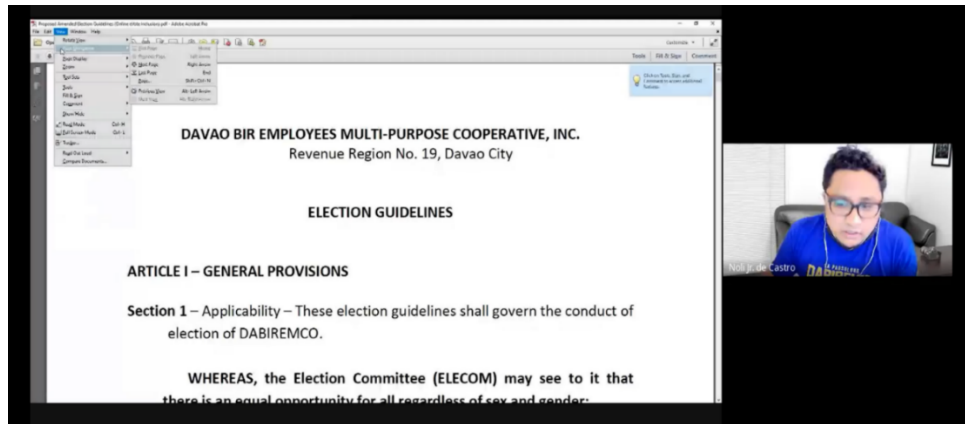
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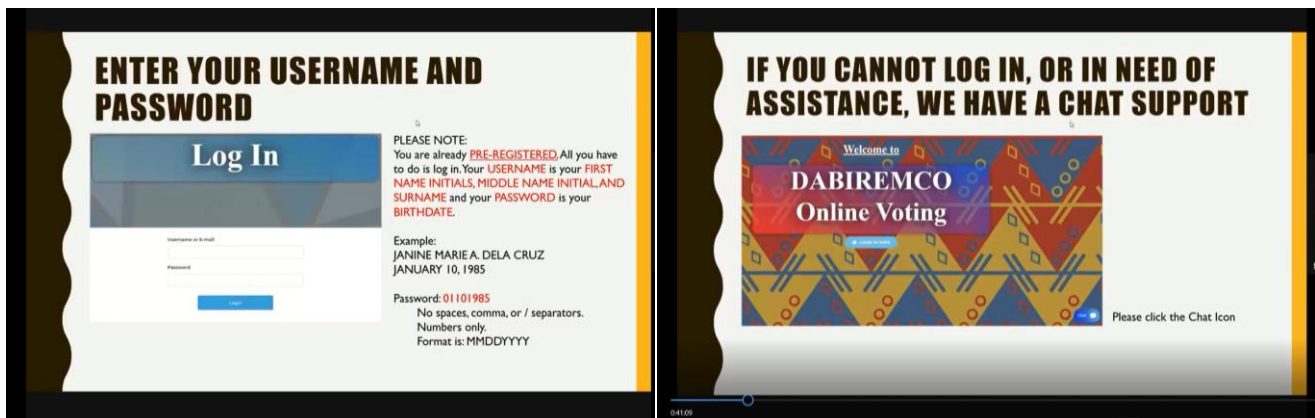
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PART I: PRESENTATION OF ONLINE ELECTRONIC VOTING AND RATIFICATION OF ELECTION GUIDELINES

Following Memorandum Circular 2020-10 series of 2020 and 2021-06 series of 2021 of the Cooperative Development Council (CDA) on the conduct of Annual Regular General Assembly Meeting in the time of pandemic, Election Committee Chairperson Noli H. De Castro Jr. first presented the electronic online voting guidelines for its ratification by the general assembly.



He also informed the assembly that the committee and the technical team is ready for any assistance thru chat support in case any of the members entitled to vote (METV) encounter a technical problem.



DABIREMCO Chairperson Dir. Susan D. Tusoy facilitated the ratification of election guidelines and approval of the electronic online voting. A motion to approve was moved by Dir. Bentulan and it was duly seconded by Ms. Sharon R. Saupi and Ms. Chastine Diaz. There being no objection of the amendments; Updated Election Guidelines was ratified.

GA Resolution No. 01-2021





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PRESENTATION OF THE LIST OF CANDIDATES:

Election Committee Vice Chairperson, Ms. Georgina Polinar presented the list of candidates to wit:

LIST OF CANDIDATES
2021 Election
General Assembly
April 24, 2021

FOR BOARD OF DIRECTORS



Amodia, Bavilyn, R.



Calonia, Anecito Jr., L.



Camiña, Christine Diwata, T.



Montebon, Beverlie, C.



Pabatao, Karlo A.



Perido, Rex Vincent, O.



Pombo, Alberto A.



Tusoy, Susan D.

Seven (7) seats available for the Board of Directors

FOR AUDIT COMMITTEE



Pia, Nerissa, A.



Torreon, Janmin, E.



Torres, Dayanarra, N.



Valentin, Karl, D.

Three (3) seats available for Audit Committee

FOR ELECTION COMMITTEE



Llenado, Sunshine S.



Rauch, Peter D.



Samama, Edres Jr. V.



Yap, Kenry R.

Three (3) seats available for Election Committee

Online voting link was posted in the chat box for the Members Entitled To Vote (METV) to access. It was also informed that voting will be closed at 10:00 a.m.; late voting beyond the time announced will not be entertained.



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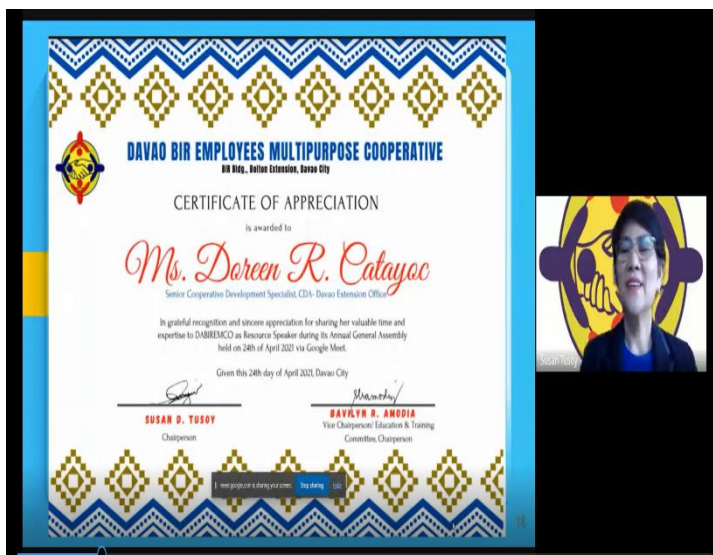
INSPIRATIONAL MESSAGE FROM THE GUEST SPEAKER

Member of the Board, Dir. Bavilyn R. Amodia introduced the guest speaker: Ms. Doreen R. Catayoc, Senior Cooperative Development Specialist of CDA.



Ms. Doreen welcomed the assembly and congratulated everyone for celebrating its 20th year as a cooperative. If compared to a human being, DABIREMCO is now probably a 3rd year college student who started from infancy stage that is totally dependent to its Community Development Fund. And through the years accomplished so much and goals are within reach. She encouraged everyone to look back in the past and remember bittersweet memories and always remember that a cooperative needs unity; to continually work together and rise up as one.

Certificates of Appreciation was also presented:





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PART II: BUSINESS PROPER

- **CALL TO ORDER**

The Chair called to order to start the 20th DABIREMCO Annual Regular General Assembly at 8:00 A.M.

- **ROLL CALL**

Roll call of the Board of Directors and Officers present was conducted. Followed by the acknowledgment of the regular and associate members who were able to attend the first online ARGAM.

- **PROOF OF DUE NOTICE**

Board Secretary, Ms. Chastine Diaz and informed the body that Notice of the Annual Regular General Assembly Meeting and Agenda was sent electronically to all members last April 17, 2021. It was also posted on the cooperative's official webpage and facebook page.

- **DECLARATION OF PRESENCE OF QUORUM**

As of 8:15 A.M., attendance was two hundred five (205) out of the three hundred sixty-three (363) Members In Good Standing (MIGS). With two hundred one (201) regular members and four (4) associates present.

A quorum was declared by the Chairperson at 08:20 A.M. The 205 attendees are higher than the required of at least twenty-five percent (25%) of the 363 members entitled to vote, as stated in the Article 3, Section 9 of the Cooperative By-Laws.

- **CONSIDERATION OF THE MINUTES OF THE PREVIOUS GENERAL ASSEMBLY**

Since the minutes of the previous ARGAM was already published and posted and as there was no correction raised, Dir. Bavilyn R. Amodia moved for the approval of the minutes of the previous ARGAM held last March 23, 2019 to which Ms. Juliet R. Dayupay seconded the motion.

GA Resolution No. 02-2021

- **UNFINISHED BUSINESS**

None

- **CONSIDERATION OF REPORTS (All Reports were published in DABIREMCO's Official Website)**

MANAGEMENT REPORT: presented by Chairperson Tusoy; emphasizing that on the cooperative's 20th year, DABIREMCO has withstood the test of time.

In the early part of 2019, photocopying and catering services were adversely affected by policy changes and in the later part of the year, canteen was temporarily closed due to building stability issues as a result of the earthquake that hit Davao City.

In 2020, operation was hardly hit due to COVID 19 pandemic. The canteen and store operations experienced business reverses due to lockdowns of offices within region 19, clustering of BIR employees, and inaccessibility of DABIREMCO's location to external clients. But despite the challenges, DABIREMCO was able to continue its operation but with a reduced net surplus of 44.3% compared to previous years' operation.



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BOARD RESOLUTIONS:

Year 2019: 105 Resolutions

Year 2020: 77 Resolutions

Ms. Teodora Rellon moved for the approval of the Year 2019 board resolutions. Motion was duly seconded by Ms. Grace D. Ditan. Meanwhile, Year 2020 board resolutions was moved for approval by Mr. Joel Diansay and duly seconded by Ms. Veronica Estremos.

GA Resolution No. 03-2021

STATEMENT OF FINANCIAL CONDITIONS AND OPERATIONS:

| STATEMENT OF FINANCIAL CONDITIONS AND OPERATIONS | | |
|---|-------------------|-------------------|
| | 2020 | 2021 |
| Current Assets | 34,914,565 | 31,952,000 |
| Non-Current Assets | 1,751,956 | 1,186,928 |
| Total Assets | 36,666,521 | 33,138,928 |
| Current Liabilities | 10,368,351 | 9,659,244 |
| Members' Equity | 23,230,537 | 20,756,821 |
| Statutory Funds | 3,067,633 | 2,722,863 |
| Total Liabilities and Members' Equity | 36,666,521 | 33,138,928 |

| STATEMENT OF FINANCIAL CONDITIONS AND OPERATIONS | | |
|---|------------------|-------------------|
| | 2020 | 2021 |
| Revenue from Credit Operations | 3,167,814 | 4,329,073 |
| Revenue from Service Operation | 753,989 | 2,244,129 |
| Revenue from Consumer Operation | 2,276,229 | 5,060,682 |
| Other Income | 708,113 | 588,400 |
| Total Gross Revenue | 6,906,145 | 12,222,283 |
| Direct Cost | 1,900,311 | 4,420,990 |
| Gross Profit | 5,005,834 | 7,801,293 |
| Operating Expenses | 3,168,432 | 4,502,258 |
| Net Surplus for the Year | 1,837,402 | 3,299,035 |

| DISTRIBUTED AS FOLLOWS: | | |
|---|------------------|------------------|
| | 2020 | 2019 |
| STATUTORY FUNDS: | | |
| General reserve fund | 183,740 | 329,904 |
| Cooperative education and training fund – APEX | 91,870 | 164,952 |
| Cooperative education and training fund – Local | 91,870 | 164,952 |
| Optional fund | 128,618 | 230,932 |
| Community development fund | 55,121 | 98,971 |
| Total | 551,220 | 989,711 |
| Interest on Share Capital | 900,328 | 1,616,527 |
| Patronage Refund | 385,855 | 692,797 |
| GRAND TOTAL | 1,837,402 | 3,299,035 |

There being no objections, the Statement of Financial Conditions and Operations was moved for approval by Dir. Bavilyn R. Amodia and duly seconded by Dir. Karlo Pabatao.

GA Resolution No. 04-2021

COMPUTATION OF INTEREST ON SHARE CAPITAL AND PATRONAGE REFUND

| COMPUTATION OF INTEREST ON SHARE CAPITAL AND PATRONAGE REFUND | |
|--|----------------------|
| | 2020 |
| TOTAL PAID SUBSCRIPTION | |
| REGULAR | 22,362,382.21 |
| ASSOCIATE | 848,869.92 |
| TOTAL | 23,211,252.13 |
| AVERAGE MONTHLY PAID-UP SHARE | |
| REGULAR | 42,834 SHARES |
| ASSOCIATE | 1,631 SHARES |
| NET SURPLUS | 1,837,402.08 |
| GENERAL RESERVE FUNDS | 551,220.62 |
| AMOUNT AVAILABLE FOR INTEREST ON SHARE CAPITAL AND PATRONAGE REFUND | 1,286,181.46 |

Dividend and Patronage Refund were deposited in the members' individual LandBank payroll account or in their respective DABIREMCO savings account as they requested. Motion to approve the computation of interest on share capital and patronage refund was raised by Ms. Sharon R. Saupi and was duly seconded by Mr. Karl Valentin. **GA Resolution No. 05-2021**



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| | 2020 |
|---|-------------------|
| 70% INTEREST ON SHARE CAPITAL | 900,327.02 |
| Associate (3% or P15.00/share x 1,631 shares) | 24,465.00 |
| Regular P20.448 per share x 42,834 shares | 875,862.02 |
| 30% FOR PATRONAGE REFUND | 385,854.44 |
| Canteen Sales P846, 225 x 5% | 42,311.25 |
| on Loans P3,005,854.66 x P0.114 per peso on Interest paid | 343,543.19 |
| Total amount available to members | 1,286,181.46 |
| 10% retention for regular member | 126,170.79 |
| Loan Arrears | 50,603.98 |
| Total amount distributed | 1,109,406.69 |

TREASURER'S REPORT:

Presented by the DABIREMCO's Treasurer, Ms. Grace D. Ditan.

1. As of December 31, 2020
2. As of April 22, 2021

Motion to approve the Treasurer's Report was raised by Ms. Teresa Miranda and was duly seconded by Dir. Karlo Pabatao. **GA Resolution No. 06-2021**

AUDIT AND INVENTORY COMMITTEE REPORT:

Presented by Audit and Inventory Committee Chairperson, Mr. Noel Albarico Jr.

1. Audit Findings/Observations
2. Audited Financial Statements
3. CAPR
4. Social Audit Report
5. Performance Audit Report

Motion to approve the Audit and Inventory Report raised by Ms. Veronica Estremos and duly seconded by Dir. Bavilyn Amodia. **GA Resolution No. 07-2021**

CREDIT COMMITTEE REPORT

Credit Committee Chairperson, Ms. Juliet Dayupay presented the highlights of credit operations as of December 31, 2020 with comparative figures as of December 31, 2019.

Raised queries:

1. How come less members availed DABIREMCO loan products? (Ms. Veronica Estremos)
Answer: Due to COVID 19, members has no motivation to avail additional loan products due to lockdowns and classes were cut off/stopped.
2. Is there any way that past due accounts be restructured so that delinquent accounts can still be collected? (Ms. Veronica Estremos)
Answer: Restructuring of loans were already offered and as of March 31, only six (6) members remained to be delinquent.
3. Are delinquent members not covered by loan insurance? (Shirley Sabornido)
Answer: If Loan insurance is not covered if already with past due.
4. Who / Name that one delinquent member. (Girly Fernandez)
Answer: Due to Data Privacy Act, the chairperson of the committee is not allowed to say/broadcast the member's name.

Motion to approve the Credit Committee Report raised by Ms. Sharon Saupi and duly seconded by Ms. Shirley Sabornido. **GA Resolution No. 08-2021**



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**At 10:22 A.M. Election Committee Chair, Mr. Noli de Castro Jr declared that voting of candidates is closed; voting site can no longer be accessed. Tallying of votes will be started.

Query: RID Chief is asking why he cannot cast a vote.

Answer: METV is as of December 31, 2020 and Mr. Alberto K. Daba applied for membership in January, 2021.

EDUCATION AND TRAINING COMMITTEE REPORT

Dir. Bavilyn Amodia reported that trainings were deferred due to COVID 19 Pandemic. And virtual trainings are very costly that reaches ₱2,000.00 per person per training.

But as means to respond to the identified learning gaps of the officers, members and employees of DABIREMCO, the Education and Training Committee embarked on a Training Needs Analysis (TNA) endeavor which led to the identification of learning gaps which can be addressed by subject matter experts outsourced from other agencies/offices and other private entities.

PURPOSE:

- A. As DABIREMCO's basis for the creation of the learning and development plan for CY 2021;
- B. Records all the recommended course of actions pertaining to learning gaps and raised concerns and preferences; and
- C. The Top Management will have a ready reference of the lacking required training from CDA and the members would also have knowledge on the officers who lacks the required training courses, so that it will be prioritized right after the commencement of the General Assembly as soon as the new elected Board of Directors and their appointed and elected officers be determined.

Raised question:

1. Are trainings opened for non-officers? (Girly Fernandez)

Answer: Yes, but only limited for virtual trainings as again it is very costly.

2. Bakit mas mahal ang virtual training? (Sharon Saupi)

Answer: Because they are now charging per participant unlike before they are charging per training.

Raised suggestions:

- Request to issue a Certificate of Lifetime Membership for "DAYONG" (Carmelita Catingub)

Motion to approve the Education and Training Committee Report raised by Ms. Girly Fernandez and duly seconded by Ms. Veronica Estremos. **GA Resolution No. 08-2021**

ETHICS COMMITTEE REPORT

Ethics Committee Chair, Ms. Tahan Tiarah Ralan reported the Summary of Customer Feedback on Food Quality, Service Quality with 220 respondents for Year 2019 and 48 respondents for Year 2020.

Motion to approve the Ethics Committee Report raised by Dir. Abilia Bentulan and duly seconded by Dir. Bavilyn Amodia. **GA Resolution No. 09-2021**



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GENDER AND DEVELOPMENT COMMITTEE REPORT

Gender and Development Chair, Dir. Karlo Pabatao reported the GAD Accomplishment Report emphasizing the crafting of a 5-Year GAD Agenda and conducted several virtual trainings (GAD FORUM, GENDER SENSITIVITY) for DABIREMCO employees.

Motion to approve the Gender and Development Committee Report raised by Ms. Sharon Saupi and duly seconded by Ms. Girly Fernandez. **GA Resolution No. 10-2021**

INVESTMENT COMMITTEE REPORT

Investment Committee Chair, Ms. Charisse Queme reported the following:

1. Accreditation with Maxicare Healthcare Corporation
2. Re-accreditation with CareHealth Plus
3. Investment in LBP Retail Treasury Bonds
4. 2021 Investment Committee Plans

Also invited Mr. Geanuel A. Tayone, Territory Sales Supervisor, Alternative Channel of Maxicare Healthcare Corp. who talked more about MAXICARE HMO.

Motion to approve the Investment Committee Report raised by Ms. Chastine Diaz and duly seconded by Dir. Beverlie Montebon. **GA Resolution No. 11-2021**

DATA MANAGEMENT COMMITTEE (PRESENTATION OF MEMBERS PROFILING)

Presentation of members' profiling was presented by the Data Management Committee Chair, Mr. Noli De Castro Jr. He explained the who, what, purpose, where to access, and how to access the link. He appealed the members to access and answer so that the cooperative can have an updated record of members as required by CDA.

Motion to approve the Investment Committee Report raised by Ms. Chastine Diaz and duly seconded by Dir. Beverlie Montebon. **GA Resolution No. 12-2021**

• **APPOINTMENT OF CDA ACCREDITED EXTERNAL AUDITOR**

Chairperson Tusoy opened the body for the approval of the appointment of CDA Accredited External Auditor, Ms. Thelma S. Ciudadano, a partner of Ampil, Elises, Ciudadano and Co., CPAs as the External Auditor of DABIREMCO for Year 2021.

There being no objection, Dir. Beverlie Montebon moved for the motion raised and duly seconded by Ms. Sheila Orias. **GA Resolution No. 13-2021**

• **NEW BUSINESS**

MAXICARE – explained during Investment Committee Report



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• **RESULTS OF THE ELECTION OF BOARD OF DIRECTORS AND COMMITTEE OFFICERS**

At 11:38am, Mr. De Castro, Chairman of the Election Committee, announced the newly elected officers. Although the poll tally statistics is viewable immediately due to results being shown in real time, the poll logs were generated at 11:48am to form part of the election report and to be considered as basis for any audit or election protests.

Results for Board of Directors (7 vacancies):

Top 4 (2-Year Term)

1. Tusoy, Susan, D. 16.68% (198 votes)
2. Montebon, Beverlie, C. 15.10% (172 votes)
3. Camiña, Christine Diwata, T. 14.84% (169 votes)
4. Amodia, Bavilyn, R. 14.75% (168 votes)

Top 5 to 7 (1-Year Term) *

1. Calonia, Anecito Jr., L. 11.85% (135 votes)
2. Perido, Rex Vincent, O. 10.80% (123 votes)
3. Pabatao, Karlo, A. 10.71% (122 votes)

Losing Candidate/s:

4. Pombo, Alberto, A. 5.27% (60 votes)

Results for Audit Committee (3 Vacancies):

1. Torres, Dayanarra, N. 34.16% (165 votes)
2. Pia, Nerissa, A. 27.12% (131 votes)
3. Valentin, Karl, D. 18.43% (89 votes)*

Losing Candidate/s:

4. Torreon, Janmin, E. 20.29% (89 votes)*

Results for Election Committee (3 Vacancies):

1. Yap, Kenry, R. 29.60% (148 votes)
2. Rauch, Peter, D. 27.80% (139 votes)
3. Llenado, Sunshine S. 24.20% (121 votes)

Losing Candidate/s:

4. Samama, Edres Jr., V. 18.40% (92 votes)

• **ADJOURNMENT**

There being no matters further to be discussed, re-elected Board of Director Bavilyn R. Amodia moved for the adjournment of the General Assembly and was duly seconded by Ms. Abilia Bentulan and Mr. Dennis Lasat.
GA Resolution No. 14-2021

The General Assembly was adjourned with a prayer led by re-elected Board of Director Susan D. Tusoy at 12:02 P.M.



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PRIZES:

- Twenty (20) early attendees

- MINOR PRIZES
 - 7 units Globe Prepaid WIFI
 - 1 Asahi Flat Iron
 - 15 pcs. eReady Prepaid MAXICARD

- MAJOR PRIZES
 - 4 units Rice Cooker
 - 1 Oven Toaster
 - 1 Urban Luggage
 - 2 Electric Fans
 - 1 Bread Toaster

- GRAND PRIZES
 - 1 unit SHARP Washing Machine
 - 1 unit EZY Refrigerator

Prepared By:

CHASTINE T. DIAZ

Board Secretary

Approved By:

BAVILYN R. AMODIA

Chairperson