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KCCDFI Mutual Benefit Association, Inc.

DATE: September 10, 2025

TO: Board of Trustees and Member Representatives

Ms. Ma. Cristina D. Bugay, President
Ms. Rachel S. Natividad, Vice President
Ms. Hermie A. Hasan, Secretary
Ms. Janette G. Pejana, Treasurer
Ms. Lida A. Santos, Member
Ms. Nevilyn P. Abualas, Independent Trustee
Ms. Dulcita F. Estrada, Independent Trust
Atty. Ibarra A. Malonzo, Advisory Board
Ms. Mercedes G. Faustino, Advisory Board
Ms. Myrna D. Gregorio, Coordinator
Ms. Imelda F. Bautista, Coordinator
Ms. Denia D. Gaudicos, Coordinator
Ms. Rosie S. Tantiado, Coordinator

Ms. Argelyn P. Pable, Coordinator
Ms. Maricel R. Calabria, Coordinator
Ms. Lovelyn L. Manalo, Coordinator
Ms. Alona D. Inso, Coordinator
Ms. Melanie B. Dela Cruz, Coordinator
Ms. Risalyn P. Reyes, Representative
Ms. Shillah S. Belamides, Representative
Ms. Jenny I. Regalado, Representative
Ms. Ruth Marie B. Hechanova, Representative
Ms. Alma A. Tawasil, Representative
Ms. Floramae M. Belandres, Representative
Ms. Raidah A. Nebrija, Representative
Ms. Marsha D. Villarubia, Representative

THRU: **Ms. Maria Teresa C. Gonzales**, General Manager


SUBJECT: **Notice of Annual General Membership Meeting**


This is to respectfully request your presence and participation to the 2025 Annual General Membership Meeting (**16th AGMM**) of KCCDFI Mutual Benefit Association, Inc. (KCCDFI MBA) on October 10, 2025, Friday at 8:00 o'clock in the morning to be held at Sycamore, WINN Hotel, Mayor Jaldon Street, Canelar, Zamboanga City to consider and approve matters set forth in the following agenda.

1. **Call to Order;**
2. **Proof of Notice of Meeting;**
3. **Determination of Presence of Quorum;**
4. **Approval of the Agenda;**
5. **Reading and Approval of the Minutes of the 2024 Annual General Membership Meeting(15th AGMM) held on October 30, 2024;**
6. **Business Arising from the Previous Annual General Membership Meeting;**
7. **President's Report;**
8. **Treasurer's Report;**
9. **Ratification of Management and Board Actions;**
10. **Revised Nomination and Selection Procedures**
11. **Amendment of Articles of Incorporation and By-Laws**
12. **Appointment of External Auditor;**
13. **Questions and Answer; and**
14. **Adjournment.**

Details and rationale of the agenda is available on the next page.

For any inquiries and/or for more details, please call (062) 990-2429, 0955-579-3477/0955-579-3476 or email us at kccdfi_mba@yahoo.com.ph.


Ma. Perla J. Medina
Corporate Secretary

Noted by: 
Ma. Cristina D. Bugay
BOT President



KCCDFI Mutual Benefit Association, Inc.

2nd Floor KCCDMFI Bldg., MCLL Highway, Guiwan, Zamboanga City

Details and Rationale of the Agenda

1. **Call to Order.** The Chairman of the Board of Trustees and President of KCCDFI MBA, Ms. Ma. Cristina D. Bugay, will call the meeting to order.
2. **Proof of Notice of the Meeting.** The Corporate Secretary, Ms. Ma. Perla J. Medina, will certify that copies of this Notice were published through KCCDFI MBA website, Facebook page and through an advisory served to the members through the KCCDMFI Branches.
3. **Determination of Presence of Quorum.** The Board of Trustees' Secretary, Ms. Hermie A. Hasan, will determine the number of attendees, whether in person or by proxy for the purpose of determining the presence of quorum to validly transact business. A simple majority (50%+1) of the voting membership will constitute a quorum (16th Annual General Membership Meeting).
4. **Approval of the Agenda.** The President of the Board of Trustees, Ms. Ma. Cristina D. Bugay, will present the agenda for the 2025 Annual General Membership Meeting.
5. **Reading and Approval of the Minutes of the 2024 Annual General Membership Meeting (15th Annual General Membership Meeting) held on October 30, 2024.** A copy of the draft Minutes is with the Office of the Corporate Secretary and is available at the website of KCCDFI MBA, (www.kccdfimba.com). Members will be asked to approve the draft Minutes and acknowledge the completeness and accuracy thereof. Below is the excerpt of the proposed resolution:

“RESOLVED, that the Minutes of the 15th Annual General Membership Meeting of the KCCDFI Mutual Benefit Association, Inc., held on October 30, 2024, be, as they are hereby approved.”

6. **Business Arising from the Previous General Assembly Meeting.** The President, Ms. Ma. Cristina D. Bugay, will present a report on the unfinished business/es and updates on these matters, if any.
7. **President's Report.** The President, Ms. Ma. Cristina D. Bugay, will deliver her report to the association which needs acceptance by the general membership.
8. **Treasurer's Report.** The Treasurer, Ms. Janette G. Pejana, will present the 2024 Audited Financial Statements for approval by the Members. Below is the excerpt of the proposed resolution:

“RESOLVED, that the 2024 Audited Financial Statements of the KCCDFI Mutual Benefit Association, Inc., be, as they are hereby approved.

9. **Ratification of Management and Board Actions.** The ratification of all the acts and



resolutions of the Board of Trustees will be requested from the Members. A documentation of the acts and resolutions of the Board of Trustees are with the Office of the Corporate Secretary and may be examined by anyone interested. Below is the excerpt of the proposed resolution:

“RESOLVED, that the acts and resolutions of the Board of Trustees of the KCCDFI Mutual Benefit Association, Inc. for the year 2024, be, as they are hereby ratified and approved.”

- 10. Revised Nomination and Selection Procedures.** The Chairman of the Nomination and Election Committee, Ms. Nevilyn P. Abualas, Independent Trustee will present the revised guidelines of the nomination and selection process for the upcoming 2026 Board of Trustees Elections for ratification. Below is the excerpt of the proposed resolution:

“RESOLVED, that the the revised guidelines of the nomination and selection process for the upcoming 2026 Board of Trustees Elections, be, as they are hereby ratified and approved.

- 11. Amendment of Articles of Incorporation and By-Laws.** The Corporate Secretary, Ms. Ma. Perla J. Medina will present the amendments made in the Articles of Incorporation and By Laws of the Association. Below is the excerpt of the proposed resolution:

“RESOLVED, that the amendments made in the Articles of Incorporation and By Laws, be, as they are hereby ratified and approved.”

- 12. Appointment of External Auditor.** Upon recommendation of the Audit Committee, the Chairperson, Ms. Dulcita F. Estrada, Independent Trustee will be going to ask the Members to approve the appointment of the External Auditor.

“RESOLVED, that Quilab and Garsuta, CPAs’, be as they are hereby reappointed as external auditor of KCCDFI Mutual Benefit Association, Inc., for the year 2024-2025 for a remuneration to be approved by the Board.”

- 13. Questions and Answers.** There will be an open forum for the members to ask questions for clarification on issues and matters concerning them.

14. Adjournment