

**KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN
(KASAMAKA COOPERATIVE)**

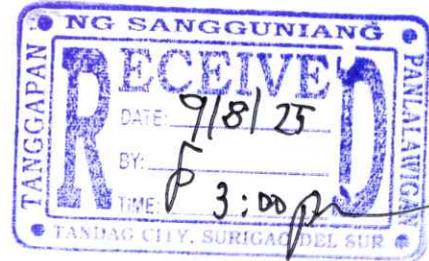
Poblacion, Marihatag, Surigao del Sur
Registration Number: 9520-13015319

Refer To: Committee on Cooperatives and Livelihood

Date: August 4, 2025

Noted

Hon. Manuel O. Alameda Sr.
Provincial Vice Governor
Sangguniang Panlalawigan- Presiding Officer



Dear Hon. Vice Governor,

Good Day !!!

The KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN (KASAMAKA COOPERATIVE) with Office Address at Barangay Poblacion, Marihatag, Surigao del Sur, with the CDA registration Number: 9520-13015319, would like to seek re - accreditation by the Sangguniang bayan of the Municipality of Marihatag, Surigao del Sur.

In support of this application are the following administrative requirements.

1. Duly Accomplished Application Form for Accreditation;
2. Board/Officers Resolution;
3. Certificate of Registration;
4. Certificate of Compliance/Good standing;
5. List of Current Officers and members, Addresses with corresponding signature;
6. Copy of the Minutes and Attendance Sheet of the Organizational Assembly Meeting;
7. Copy of Constitution and By-Laws accompanied by the name and signature of ratifying members;
8. Financial Statement as of December 31, 2024.

Very truly yours,

ROSARIO M. TABUYAN
KASAMAKA President

Tanggapan ng Sangguniang Panlalawigan

SURIGAO DEL SUR

OSSP-SDS-2025-05000

Telephone No.: (086) - 211 - 5832
E-Mail: tpsurigaosur@yahoo.com

Date: _____
Time: _____

Received by: _____

APPLICATION FORM FOR ACCREDITATION:

Name of Organization : KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN (KASAMAKA COOPERATIVE)

Registered Address : Poblacion, Marihatag, Surigao del Sur

Contact Number : 09187570610 Email Address (optional):

Date Organized : March 22,2010

Sector/s Represented: Farmers

Purpose/Objectives:

1. To Extend loans to members for provident and productive purposes.
2. To provide quality consumer goods, services and requirements of the members at reasonable price;
3. To engage in any activities in connection with the handling, storing, processing, marketing, selling or utilization of members products;
4. To engaged in reforestation projects, protection and conservation of forest, mineral and aqua-marine resources.
5. To engage in the utilization, processing and marketing of all forest, mineral and aqua-marine products.

Services that the organization provides or can participate in:

1. To attain increased income, savings, investments, productivity, and purchasing power, and promote among themselves equitable distribution of net surplus through maximum utilization of economies of scale, cost sharing and risk - sharing;
2. To provide optimum social and economic benefits to its members;
3. To teach members efficient ways of doing thing in a cooperative manner;
4. To propagate cooperative practices and new ideas in business and management;
5. To allow the lower income and less privileged groups to increase their ownership in the wealth of the nation;
6. To actively support the government, other cooperative and people-oriented organizations, both local and foreign, in promoting cooperatives as a practical means towards sustainable socio-economic development under a truly just an democratic society;

Registering Agency:

Date Registered: March 22, 2010

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlement and Urban Development (DHSUD)
- National Commission on Indigenous People (NCIP) *certification

Accrediting Agency:

Date Accredited:

- Department of Labor and Employment (DOLE)
- Commission on Population and Development (POPCOM)
- Department of Agriculture (DA)
- Department of Public Works and Highways (DPWH)
- Department of Social Welfare and Development (DSWD)
- Department of Health (DOH)
- Department of Interior and Local Government (DILG)
- National Commission for Culture and the Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Others, Please specify _____

Organization Level (Check Appropriate Box)

- Barangay-Level
- Chapter
- Affiliate of Large Organization (identify organization):
- Others, specify: Municipality level

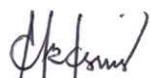
Projects Implemented in the (Province/ Surigao Del Sur/ Municipality) of (name of LGU)

Year	Project	Cost	Financing Source/scheme	Beneficiaries	Status	
					Completed	Ongoing

Depending on your organization's technical area of expertise and scope of activity which local special are you most capable to be a member of?

- Local Development Council
- Local Health Board
- Local School Board
- Local Peace and Order Council

WE HEREBY CERTIFY to the correctness of the above information.


EMELITA L. DE JESUS
 Secretary


ROSARIO M. TABUYAN
 President

KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN (KASAMAKA COOPERATIVE)

Marihatag, Surigao del Sur
Registration Number: RN: 9520-13015319

EXCERPTS FROM THE MINUTES OF MEETING OF THE OFFICERS OF KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN (KASAMAKA COOPERATIVE), ON JULY 26, 2025 HELD AT THE FLGC-II OFFICE, CASTING BAYAN, MARIHATAG, SURIGAO DEL SUR AT 9:00 A.M.

PRESENT:

ROSARIO M. TABUYAN-----BOD CHAIRPERSON
MA. CHONA L. AVILA-----BOD VICE CHAIRPERSON
EVANGELITA A. PONTILLO-----BOD
ROBERTO P. TOLENTINO-----BOD
FELDA A. ALVIZO-----BOD
AN TONIETO SIMPLICIO-----BOD
CHITO D. CERVANTES-----BOD
PURITA D. JUALO-----TREASURER
EMELITA L. DE JESUS-----SECRETARY
SABENIANO B. CATAMURA-----MANAGER

**RESOLUTION NO. 21
Series of 2025**

"A RESOLUTION TO SIGNIFY OUR INTENTION AS AN ACCREDITED CIVIL SOCIETY ORGANIZATION TO THE SANGGUNIANG PANLALAWIGAN, OF THE PROVINCE OF SURIGAO DEL SUR PURSUANT TO THE PROCEDURES AND GUIDELINES SET FORTH IN SECTION 108 OF THE LOCAL GOVERNMENT CODE OF 1991 AND DILG MEMORANDUM CIRCULAR 2025- 060;

WHEREAS, Section 108 of the Local Government Code of 1991 [RA 7160] provides for the accreditation of civil society organizations.

WHEREAS, on June 23, 2025 the Department of the interior and Local Government issued Memorandum Circular No. 2025- 060, on the guidelines on the accreditation of the Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

WHEREAS, during The KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN (KASAMAKA COOPERATIVE) Officers Meeting held at, FLGC-II office, Casting Bayan, Marihatag, Surigao Del Sur, last July 26, 2025 attended by all Officers, the following resolution was approved and adopted;

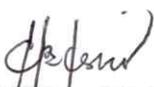
RESOLVED, AS IT IS HEREBY RESOLVED, to signify our intention to be an accredited civil society organization with the Sangguniang Bayan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular No. 2025- 060.

RESOLVED FURTHER, to forward a copy of this RESOLUTION to the chair of the Sanggunian Committee on Accreditation;

RESOLVED FURTHERMORE, that the following representative/s of the Organization is/are authorized and directed to take any action necessary to effectuate the foregoing resolution: Mrs. Rosario M. Tabuyan.

ADOPTED unanimously by the Officers of The KAHUGPONGAN SA MGA MARIHATAGNON ALANG SA KAUSWAGAN (KASAMAKA COOPERATIVE), this 26th day of July 2025, at, FLGC-II office, Casting Bayan, Marihatag, Surigao Del Sur.

Certified Correct


EMELITA L. DE JESUS
Secretary

Attested/Approved:


ROSARIO M. TABUYAN
KASAMAKA President



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
DEPARTMENT OF FINANCE
COOPERATIVE DEVELOPMENT AUTHORITY

Reg.No. 9520-13015319

CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

This is to certify that

KASAMAKA Cooperative

CIN-0104130265

with address at Poblacion, Marihatag, Surigao Del Sur , duly registered with the Authority under Certificate of Registration/Confirmation No. CR-036-DVO dated Mar 14, 1991 has complied with the requirements prescribed by the Authority for the issuance of New Certificate of Registration under Article 144 of RA 9520 otherwise known as the "Philippine Cooperative Code of 2008".

By virtue of the powers and duties vested in me by law, the KASAMAKA Cooperative is hereby registered with the Cooperative Development Authority and shall continue to enjoy the rights and privileges in accordance with RA 9520 and all other laws appurtenant thereto unless this Certificate is suspended or cancelled for cause.

Given in Quezon City, Philippines, this 22nd day of March, 2010.




LECIRA V. JUAREZ
Chairperson

07/07/

This replaces Certificate No. CR-036-DVO dated Mar 14, 1991



Republic of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY
Region XIII Extension Office



CERTIFICATE OF COMPLIANCE

is conferred upon

KASAMAKA COOPERATIVE

Poblacion, Marihatag, Surigao Del Sur

A cooperative duly registered with this Authority under Registration No. **9520-13015319** issued on **March 22, 2010** for being compliant with all the requirements of the law and issuances of the Authority as a newly registered cooperative or pertaining to required reports submission.

This Certificate is issued and shall be valid until **April 30, 2025**, unless revoked.

Issued this 4th day of October 2024

MONATAO HONEYA R. ALAWI, PHD

Regional Director

COC No. 16-2024-08750

KASAMAKA COOPERATIVE

Marhatag, Surigao del Sur
CDA RN: 9520 - 13015319

LIST OF MEMBERS

No.	NAME	POSITION	ADDRESS	BIRTHDAY	CONTACT NO.
1.	Rosario M. Tabuyan	Chairperson	Pob., Marhatag, SDS	February 6, 1965	09187570610
2.	Ma. Chona L. Avila	Vice-Chairperson/ Chairperson Committee on Education	Bayan, Marhatag, SDS	May 17, 1967	09076377804
3.	Felda A. Alvizo	Board of Director	Pob., Marhatag, SDS	May 6, 1964	09099083907
4.	Antonieto Semplicio	Board of Director	Pob., Marhatag, SDS	June 11, 1948	09632612973
5.	Roberto P. Tolentino	Board of Director/ GAD Committee Chairperson	Pob., Marhatag, SDS	May 13, 1958	09093933902
6.	Evangelita A. Pontillo	Board of Director	Pob., Marhatag, SDS	November 14, 1970	09187056912
7.	Chito D. Cervantes	Board of Director	Bayan, Marhatag, SDS	March 27, 1959	09709831406
8.	Sabeniano B. Catamora	Manager	Bayan, Marhatag, SDS	January 24, 1962	
9.	Emelita L. De Jesus	Secretary/ Education Committee	Bayan, Marhatag, SDS	November 19, 1965	09105173936
10.	Purita D. Jualo	Treasurer	Pob., Marhatag, SDS	March 5, 1974	09469631041
11.	Mary Ann M. Pedere	Audit and Inventory Committee	Pob., Marhatag, SDS	April 17, 1973	09124710711
12.	Nelécia A. Abejaron	Audit and Inventory Committee	Mararag, Marhatag, SDS	August 4, 1962	09070251462
13.	Lorenzita R. Aldonza	Audit and Inventory Committee	Arorogan, Marhatag, SDS	February 2, 1954	
14.	Felix Sanchez	Election Committee	Bayan, Marhatag, SDS	November 20, 1959	
15.	Joelito B. Catamora	Election Committee	Bayan, Marhatag, SDS	March 25, 1973	
16.	Roberto N. Lumpot	Election Committee	Bayan, Marhatag, SDS	June 7, 1954	0927061519
17.	Martin Tomalon	Mediation and Conciliation Committee	Pob., Marhatag, SDS	July 27, 1964	

18.	Porferio A. Catamora	Mediation and Conciliation Committee	Bayan, Marhatag, SDS	September 15, 1952	
19.	Marcial B. Catamora	Mediation and Conciliation Committee	Bayan, Marhatag, SDS	April 16, 1951	
20.	Renel B. Taton	Ethics Committee	Pob., Marihatag, SDS	May 17, 1992	09510920006
21.	Julita P. Ong	Ethics Committee	Pob., Marihatag, SDS	July 6, 1954	09187046639
22.	Emma C. Catamora	Ethics Committee	Bayan, Marhatag, SDS	May 27, 1970	09469155380
23.	Arturo R. Lerog, Jr.	Education Committee	Pob., Marihatag, SDS	July 8, 1965	099775668305
24.	Violeta C. Alabe	GAD Committee	Pob., Marihatag, SDS	February 17, 1952	09184474386
25.	Leonila T. Alecha	GAD Committee	Pob., Marihatag, SDS	July 7, 1968	09631837567
26.	Virgilio R. Tuga	Member	Bayan, Marhatag, SDS	May 9, 1964	09128678196
27.	Edgar L. Garcia	Member	Pob., Marihatag, SDS	December 20, 1955	
28.	Marcelino T. Agosto	Member	Pob., Marihatag, SDS	April 26, 1954	09073090101
29.	Jose B. Garcia	Member	Bayan, Marhatag, SDS	April 6, 1953	
30.	Petronilo S. Macheca	Member	Mararag, Marihatag, SDS	December 27, 1963	09123788213
31.	Capistrano T. Moreno	Member	Pob., Marihatag, SDS	April 17, 1938	09632433579
32.	Rodulfo V. Macheca	Member	Pob., Marihatag, SDS	November 14, 1967	
33.	Luther M. Daraido	Member	Pob., Marihatag, SDS	December 20, 1972	096659475808
34.	Mena D. Estrabas	Member	Pob., Marihatag, SDS	November 11, 1971	09099083646
35.	Alejandrito D. Portillo	Member	Bayan, Marihatag, SDS	April 22, 1964	09381578837
36.	Juanita Laurente	Member	Bayan, Marhatag, SDS	March 15, 1950	
37.	Rose Duman-ag	Member	Bayan, Marhatag, SDS	January 16, 1967	
38.	Corazon R. Tolentino	Member	Mararag, Marihatag, SDS	December 27, 1961	09705340960
39.	Delisa S. Campos	Member	Bayan, Marhatag, SDS	April 23, 1980	09855876106

40.	Leonila S. Garcia	Member	Bayan, Marihatag, SDS	January 11, 1944	
41.	Eva C. Macheca	Member	Pop., Marihatag, SDS	August 17, 1974	09126599387
42.	Estrella M Macheca	Member	Pop., Marihatag, SDS	November 1, 1966	09631325343
43.	Letecia T. Navarro	Member	Arorogan, Marihatag, SDS	December 19, 1966	09515308315
44.	Leonardo P. De Jesus	Member	Bayan, Marihatag, SDS	December 3, 1962	
45.	Imelda O. Orbeta	Member	Pop., Marihatag, SDS	June 17, 1970	09515136295
46.	Honorato A. Catamora	Member	Bayan, Marihatag, SDS	January 16, 1959	
47.	Dionesio N. Tocong	Member	Bayan, Marihatag, SDS	May 24, 1961	09197467312
48.	Januario A. Duman-ag	Member	Bayan, Marihatag, SDS	April 19, 1963	
49.	Adelito C. Orbeta	Member	Pop., Marihatag, SDS	January 29, 1959	09630722856
50.	Lamberto C. Navarro Jr.	Member	Pop., Marihatag, SDS	July 31, 1954	09079994154
51.	Bernardino L. Aguilar	Member	Pop., Marihatag, SDS	October 11, 1957	09816061501
52.	Leon Christopher Tocmo	Member	Arorogan, Marihatag, SDS	May 24, 1975	09810959528
53.	Felipe B. Lariba	Member	Bayan, Marihatag, SDS	May 26, 1975	096399323987
54.	Francisco C. Tabuyan	Member	Pop., Marihatag, SDS	April 13, 1960	09951961227
55.	Bernardita L. Tejano	Member	Pop., Marihatag, SDS	September 24, 1969	09464202646
56.	Clemencia S. Tejano	Member	Pop., Marihatag, SDS	March 21, 1965	
57.	Rogelio Tomalon	Member	Pop., Marihatag, SDS	March 14, 1960	
58.	Ma. Nimfa T. Montajes	Member	Pop., Marihatag, SDS	March 21, 1965	
59.	Edna L. Campos	Member	Bayan, Marihatag, SDS	September 14, 1972	
60.	Rosalie Silot	Member	Bayan, Marihatag, SDS	May 19, 1980	
61.	Francisco N. Tocong	Member	Bayan, Marihatag, SDS	December 4, 1964	
62.	Marilyn S. Cativo	Member	Pop., Marihatag, SDS	November 4, 1970	

63.	Pedro S. Pontillo	Member	Pop., Marihatag, SDS	July 2, 1964	
64.	Aproniano D. Comiling	Member	Bayan, Marihatag, SDS	February 2, 1960	09183453864
65.	Lucia S. Salgado	Member	Pop., Marihatag, SDS	May 15, 1960	09506817325
66.	Luiza G. Sajor	Member	Pop., Marihatag, SDS	June 21, 1960	
67.	Margarita S. Guillen	Member	Mararag, Marihatag, SDS	December 27, 1958	
68.	Bernando T. Pontillo	Member	Pop., Marihatag, SDS	July 23, 1965	092933831820
69.	Romeo G. Taton Sr.	Member	Bayan, Marihatag, SDS	November 22, 1953	
70.	Virginia Catamora	Member	Bayan, Marihatag, SDS	September 21, 1954	
71.	Beatriz L. Silot	Member	Bayan, Marihatag, SDS	August 26, 1950	
72.	Florida Orbeta	Member	Pop., Marihatag, SDS	June 9, 1956	
73.	Cristina Aboy	Member	Pop., Marihatag, SDS	January 26, 1956	
74.	Hermentio Pelegro	Member	Pop., Marihatag, SDS	December 5, 1956	
75.	Antonieto C. Orbeta	Member	Pop., Marihatag, SDS	September 3, 1953	
76.	Edgardo C. Portillo	Member	Pop., Marihatag, SDS	April 2, 1968	
77.	Ferdinand R. Lerog	Member	Pop., Marihatag, SDS	September 26, 1969	
78.	Ramil Campos	Member	Bayan, Marihatag, SDS	May 28, 1971	
79.	Rolando B. Bandibas	Member	Arorogan, Marihatag, SDS	November 18, 1970	
80.	Claudio Abendan	Member	Mararag, Marihatag, SDS	November 8, 1938	
81.	Eufracito O. Alvizo	Member	Pop., Marihatag, SDS	February 4, 1960	
82.	Nora T. Saligumba	Member	Pop., Marihatag, SDS	March 6, 1968	
83.	Narie Macheca	Member	Pop., Marihatag, SDS	September 9, 1985	
84.	Joy Malinao	Member	Bayan, Marihatag, SDS	January 17, 1978	
85.	Imelda Quevedo	Member	Pop., Marihatag, SDS	January 1, 1966	

86.	Estanislao B. Catamora	Member	Bayan, Marihatag, SDS	May 7, 1952	
87.	Ramil Silot	Member	Bayan, Marihatag, SDS	February 25, 1972	
88.	Emiliano Sabatin	Member	Pob., Marihatag, SDS	November 4, 1974	
89.	Cecelia C. Beldia	Member	Pob., Marihatag, SDS	August 26, 1960	
90.	Hermilando R. Celis	Member	Pob., Marihatag, SDS	December 14, 1947	
91.	Juanito R. Sabatin	Member	Pob., Marihatag, SDS	January 6, 1942	
92.	Rosie Pontillo	Member	Pob., Marihatag, SDS	May 28, 1971	
93.	Wenefrida Adlawan	Member	Mararag, Marihatag, SDS	January 2, 1967	09709149867
94.	Marissa C. Jala	Member	Pob., Marihatag, SDS	April 20, 1969	09480381686
95.	Teddy Macheca	Member	Mararag, Marihatag, SDS	November 6, 1970	09487859185
96.	Reinario Comiling	Member	Bayan, Marihatag, SDS	April 11, 1961	09482292636
97.	Heberto Corvera	Member	Mararag, Marihatag, SDS	July 13, 1965	
98.	Marcelito M. Oser	Member	Arorogan, Marihatag, SDS	June 6, 1971	09707821998
99.	Arnel C. Catamora	Member	Bayan, Marihatag, SDS	April 11, 1989	
100.	Florida Absalon	Member	Mararag, Marihatag, SDS	March 12, 1951	
101.	Emelda Gapasin	Member	Bayan, Marihatag, SDS	March 4, 1974	
102.	Gina Galos	Member	Bayan, Marihatag, SDS	October 30, 1969	

Prepared by:

Approved by:


EMELITTA L. DE JESUS

Secretary

ROSARIO M. TABUYAN

Chairperson

KASAMAKA COOPERATIVE

Marihatag, Surigao del Sur
CDA RN: 9520 – 13015319

MINUTES OF THE ANNUAL REGULAR GENERAL ASSEMBLY MEETING OF THE KASAMAKA COOPERATIVE HELD ON MARCH 30, 2025 AT THE FLGC II BUILDING, CASTING BAYAN, MARIHATAG, SURIGAO DEL SUR.

PRESENT:

ROSARIO M. TABUYAN	Chairperson/Presiding Officer
MA. CHONA L. AVILA	Vice Chairperson
ROBERTO P. TOLENTINO	Board of Director
ANTONIETO C. SIMPLICIO	Board of Director
FELDA A. ALVIZO	Board of Director
EVANGELITA A. PONTILLO	Board of Director
CHITO D. CERVANTES	Board of Director
SABENIANO C. CATAMORA	Manager
PURITA D. JUALO	Treasurer
EMELITA L. DE JESUS	Secretary

Attended by 53 Member as indicated in the attendance sheet on file

Agenda:

1. Call to Order
 - A. Prayer
 - B. Pambansang Awit
 - C. Declaration/Consideration of Presence of Quorum
2. Reading of minutes of previous Annual Regular General Assembly Meeting
 - A. Adoption
 - B. Deliberation/Approval
3. Chairman's Report
4. Manager's Report
5. Treasurer's Report
6. Unfinished Business
 - A. CBU
 - B. Store Establishment
 - C. Proposed Project – Purchase of whole coconut
7. New Business
 - A. Dividend and Interest on Capital
 - B. Loan (Short Term)
 - C. Combine Harvester
8. Election of the Officers
9. Other Matters

ANNUAL GENERAL REGULAR ASSEMBLY MEETING PROPER

Call to order/Declaration/Consideration

The Annual Regular General Assembly meeting was called to order by the Chairperson of the Board 1:45 PM. An opening prayer led by Mr. Leonardo P. De Jesus followed by the National Anthem led by Mrs. Nelecita A. Abejaron. The chair asked the Secretary in the attendance to constitute quorum.

The Secretary informed the chair that there are 53 members who actually signed in the attendance sheet which constitute quorum since per RA 9520, 25% of total members constitute quorum. The Chairperson declared that the Annual Regular General Assembly Meeting is quorum.

READING OF MINUTES PREVIOUS ANNUAL REGULAR GENERAL ASSEMBLY:

The Secretary reads the minutes of the previous meeting from the short program until the General Assembly Proper, the Chairman's report, manager's report, treasurer's report, propose adoption and approval of resolutions until the election of officers, declaration of elected officials and the adjournment.

Director Roberto P. Tolentino have a motion to adopt the minutes of the previous Annual Regular General Assembly Meeting duly seconded by Mr. Felix Sanchez. So, Chairperson Tabuyan declared the adoption of the previous minutes.

Since the secretary read clearly the minutes, a little deliberation done and clarification, then Mrs. Mary Ann M. Pedere moved to approved the minutes of the previous meeting seconded by Mr. Marcial Catamora so the chair declared the minutes of previous Annual Regular General Assembly Meeting is approved.

Chairman's Report:

1. A. Training Attended – by the CDA
B. Regional Cooperative Congress last October 17-18, 2024 at Cabadbaran City.
C. Mindanao Summit – CFC – Davao City last November 25-26, 2024
2. PCA Accreditation is Approved – Member must register to NCFRS – National Coconut Farmers Registry System so that we can avail projects from PCA like the Dwarf Coconut Seedling. The requirement is only land Title/Tax Declaration for the owner of the land and for the tenant is a certification form the Brgy. Captain of the area tenanted or cultivated and photocopy of ID.
3. RPC – According to Mayor Justin Pelenio the DA Regional Executive Director will fund the RPC.
4. NFA – Price of Palay clean and dry – Php23.00/kg
During our PFAC Meeting, Chairman especially from San Miguel, SDS told us that the price of palay is only Php14.00/kg. So, we will encounter problem now, we purchase our palay in a high price and the price of rice is low. The price of our rice is still Php1,100.00/sack (25kg).

5. Mandatory Training – Director Antonieto Simplicio, Felipe Lariba, and Nelecita Abejaron attended but Joelito Catamora did not attend. Need to undergo training so that the CDA will issue us Certificate of Compliance.

Manager's Report:

1. We have low income from Rice Mill because of the mechanical trouble since our unit is old but now it is repaired and ready for operations.
2. Combine Harvester has an income because we have less maintenance.
3. We have still stocks of palay since we purchased our palay at high price and the price of rice is low.

Treasurer's Report:

Attached is the Statement of Financial Operation and we have Net Surplus of Php282,767.01

Unfinished Business:

1. CBU – The member is required to put up share capital in the amount of Php5,000.00 for the capitalization of our new business.
2. Store Establishment – We will establish store and all members will patronize to our coop.
3. Propose Project – Purchase whole nuts – We will sell the whole nuts or be processed.

New Business:

1. Dividend and Interest on Capital
Mary Ann Pedere ask if we can put up share capital, we can received dividend. Chairperson Tabuyan answered that you will have to patronize the products and services of the coop. The income of the coop will be divided according to percentage or allocation:

a. Reserve Fund	–	10%
b. Education and Training Funds	–	10%
c. Community Development Fund	–	3%
d. Optional Fund	–	7%
e. Patronage and Interest on Capital	–	70%
a. Patronage Refund	–	60%
b. Interest on Capital	–	40%
2. Loan (Short Term) – 6 month loan only at 10% and 80% from the share you put up the members can avail.
3. Combine Harvester – Sharing of CH is for the member = 11 sacks = 10 sacks for the members and 1 sack for the coop. For non-members = 10 sacks = 9 sacks/1sack.

Election of Officers:

Board of Directors:

- | | | | | |
|------------------------|---|----|---|-----------------|
| 1. Maria Chona Avila | - | 45 | - | 2 nd |
| 2. Evangelita Pontillo | - | 40 | - | 3 rd |
| 3. Chito D. Cervantes | - | 46 | - | 1 st |

Audit and Inventory Committee

- | | | | | |
|----------------------|---|----|---|-----------------|
| 1. Nelecita Abejaron | - | 39 | - | 2 nd |
| 2. Lorenzita Aldonza | - | 35 | - | 3 rd |
| 3. Mary Ann Pedere | - | 43 | - | 1 st |

Election Committee

- | | | | | |
|---------------------|---|----|---|-----------------|
| 1. Felix Sanchez | - | 41 | - | 1 st |
| 2. Roberto Lumpot | - | 25 | - | 3 rd |
| 3. Joelito Catamora | - | 27 | - | 2 nd |

Other Matters:

Mr. Marcial Catamora request assistant for rice mill operator. Chairperson Tabuyan answered that Mr. Januario Duman-ag is the official reliever of the rice mill operator.

Adjournment at 5:00 PM:

- | | | |
|----------|---|-------------------|
| Move | - | Roberto Tolentino |
| Seconded | - | Felix Sanchez |
| | | Marcial Catamora |

Prepared by:


EMELITA L. DE JESUS
Secretary

Approved by:


ROSARIO M. TABUYAN
Chairperson



Republic of the Philippines
Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
Science City of Muñoz, Nueva Ecija
ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 CERTIFIED



Certificate of Good Standing

This is to certify that the **KASAMAKA Cooperative** located at Brgy. Poblacion, Marhatag, Surigao del Sur is a recipient of RCEF Mechanization Program.

This is to further certify that the abovementioned association has a good standing in our agency that they have complied and submitted all the required documents and attended relevant trainings for the benefit of their association.

This certification is issued upon the request of **KASAMAKA Cooperative**, in connection for any legal purposes it may serve.

Issued this **25th day of July 2025** at **PHILMEch Caraga Office, PEEDMO Building, Capitol Site, Butuan City.**

Certified by:


ENGR. JINSIE T. PALOMA
Regional Field Coordinator / PHILMEch Caraga





CERTIFICATION

RCEF Mechanization Program Recipient

This is to certify that **KASAMAKA COOPERATIVE**, with address at **Poblacion, Marihatag, Surigao del Sur**, is a bona fide recipient of the Rice Competitiveness Enhancement Fund (RCEF) Mechanization Program, having been granted the following agricultural machinery and equipment under the respective fund sources:

1. *One (1) unit Four-Wheel Tractor under the 2019 Fund - Php 945,000;*
2. *Five (5) units Walking Type Tractor under the 2019-2020 Fund - Php 688,690.00*
2. *One (1) unit Rice Combine Harvester under the 2020 Fund - Php 1,805,000.00.*

Based on the records and evaluation of the Facility Management and Field Operations Division, the above-mentioned recipient is currently in good standing with the Program as of this date. This means that:

The awarded machinery and equipment/s are properly operated and maintained;

Program guidelines and obligations as stipulated in the Memorandum of Agreement (MOA) are consistently observed; and

The recipient has shown commitment to the proper utilization of government resources to enhance rice production and competitiveness.

This certificate is issued upon the request of the above-named recipient for whatever legal purpose it may serve.

Issued this 25th day of July, 2025, at **PhilMech Caraga Region, Butuan City**.


ENGR. JINGLE P. TINAMBACAN
Regional Field Coordination
PhilMech Caraga

Main Office: CLSU, Science City of Muñoz, Nueva Ecija, Philippines
Mobile Nos.: (+63) 917-800-4526/ (+63) 917-813-0852
Email: od@philmech.gov.ph

Liaison Office: 3rd Floor, ATI Bldg., Elliptical Road, Diliman, Quezon City
Email: lo@philmech.gov.ph



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
 2nd Floor Yu Bldg., South Montilla Blvd., Butuan City, Philippines
 Tel. No.: (085) 225-0382; Email: regionxiii@gmail.com
 Website: pca.gov.ph

PHILIPPINE COCONUT AUTHORITY - CARAGA

grants this

**CERTIFICATE
 OF
 ACCREDITATION**

No. PCA-R13-SS-2024-11-042

To

KASAMAKA COOPERATIVE

BARANGAY POBLACION, MARIHATAG, SURIGAO DEL SUR

for having fulfilled the requirements for Accreditation as Coconut Farmers Organization/Association/Federation/Cooperative/Indigenous Group in accordance with PCA Memorandum No.2 Series of 2004.

Issued this 14th day of November, 2024


CHRISTIAN G. HIBAYA
Acting Division Chief


MANOLITO L. CASAPAO
 Acting Regional Manager III

KASAMAKA ANNUAL GENERAL ASSEMBLY
MARCH 30, 2025

ATTENDANCE

NO.	NAME	ADDRESS	CELL NO.	SIGNATURE
1.	Emelita L. de fya	Castig	09105173936	[Signature] - 100. pd
2	Leonardo P. de Jesus	Castina		[Signature] - 100. pd
3	Luther M. Daraych	Puvall Ipiay	09659475808	[Signature] - 100. pd
4	Lorenzita R. Aldemza	P. Mulye		[Signature] - 100. pd
5	Shern G. Saligumba	P-3	09683540950	[Signature] - 100. pd
6	SABASIANO B. CATANORA	CUOVADA		[Signature] - 100. pd
7	Rodulfo v. Machuca	Ptk Langoyon		[Signature] - 100. pd
8	NIMFA I. Montijo	Papadimon-i		[Signature] - 100. pd
9	Anisa G. Sajon	Ipi-i-pi		[Signature] - 100. pd
10	Emma C. Catanora	cuovada		[Signature] - 100. pd
11	Marcial B. Catanora	cuovada		[Signature] - 100. pd
12	Jammasie A. Durian - ag			[Signature] - 100. pd
13	Roberto D. Luayjat			[Signature] - 100. pd
14	Romeo Taton			[Signature] - 100. pd
15	Francisco M. Zocary			[Signature] - 100. pd
16	Chito D. Uerantes			[Signature] - 100. pd
17	Jessita P. Ong			[Signature] - 100. pd
18	Cristina V. Abayme			[Signature] - 100. pd
19	Bernardita L. Igoano			[Signature] - 100. pd
20	Cassiano T. Masud			[Signature] - 100. pd
21	Violeta C. Alabe			[Signature] - 100. pd
22	Porfirio A. Catanora	CASTINA		[Signature] - 100. pd
23	Rosalinda C. Portillo			[Signature] - 100. pd
24	Joselito B. Catanora			[Signature] - 100. pd
25	MARIA ANITA L. Anila		09674382110	[Signature] - 100. pd
26	Emesfa Portillo			[Signature] - 100. pd
27	Suaneta Laurente			[Signature] - 100. pd
28	Royaldo Tonalan			[Signature] - 100. pd
29	Roberto P. Tolentino			[Signature] - 100. pd
30	Harminio E. Palicio			[Signature] - 100. pd
31	Petronillo P. Machuca			[Signature] - 100. pd
1:30 PM 32	Antonio C. Simplicio			[Signature] - 100. pd
33	Antonio Orbeta			[Signature] - 100. pd
34	Renel Taton			[Signature] - 100. pd
35	Vergilio Tuqa			[Signature] - 100. pd
36	PURITA D. TUMI			[Signature] - 100. pd

34	Rene Taton				
35	Vergilio Tuga				
36	PURITA D. JUALO				
37	WALTER A. M. DAKAYLO				
38	Eufracio O. Alvaro				
39	ROSARIO M. TABUYAN				
40	FRANCISCO C. TABUYAN				

page

41	Rosalie Silot	Casting			
42	Edna L. Campos	II			
43	Emangulita Portillo	POB			
44	Ricky Silot	Casting			
45	Dryan Tejaro	Clemencia pagbahanan	09094365228		
46	Dionecio Tocom	Corveda			
47	Horlato Cafarera	II			
48	Bonie v Silot	Casting			
49	FELDA A. ALVIZO	POB			
50	Maryann M. Pefere	POB			
51	Adelto Orbeta	POB			
52	Nelecita A. Agaron	Mararag			
53	Felix Sanchez	BA/AN			
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Republic of the Philippines
OFFICE OF THE PRESIDENT
DEPARTMENT OF FINANCE

COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-13015319
Amendment No: 9520-13015319-2

**CERTIFICATE OF REGISTRATION
OF AMENDMENT**

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

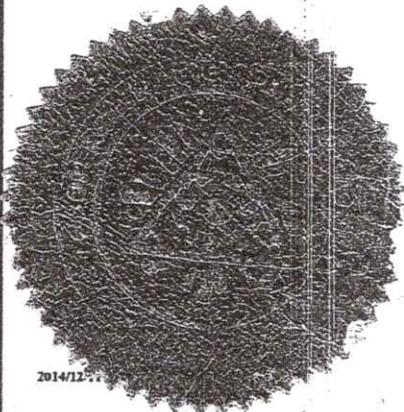
By virtue of the authority vested in me by law, I hereby certify that the application of the:

KASAMAKA Cooperative

with office address at **Poblacion, Marihatag, Surigao Del Sur, Philippines** to **amend** its Articles of Cooperation and Bylaws **by substitution**, was presented for approval of the Authority and after having complied with the provisions of RA 9520 and the rules and regulations prescribed by the CDA, the same application is hereby **APPROVED**.

This Certificate is hereby issued as evidence that the **new Articles of Cooperation and Bylaws** of the said cooperative is duly registered with the Cooperative Development Authority pursuant to the pertinent Circular thereto and the powers of the Authority under RA 6939.

Given in Quezon City, Philippines, this **11th day of December, 2014**.



2014/12/11

EULOGIO T. CASTILLO, Ph.D.
Officer-in-Charge, CDA

COOPERATIVE DEVELOPMENT AUTHORITY
CARAGA REGIONAL OFFICE
SURIGAO CITY
CERTIFIED TRUE COPY
DATE: 28 FEB 2023

ARTICLES OF COOPERATI

OF

KASAMAKA COOPERATIVE

KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned Filipino citizens, all of legal age and residents of the Philippines, have voluntarily agreed to organize a **primary** cooperative, under the laws of the Republic of the Philippines.

AND WE HEREBY CERTIFY:

Article I

Name of the Cooperative

That the name of this Cooperative shall be KASAMAKA COOPERATIVE.

Article II

Type and Purpose(s)

That the type of this cooperative is Multi-purpose and the purpose(s) for which this Cooperative is organized is/are to engage in:

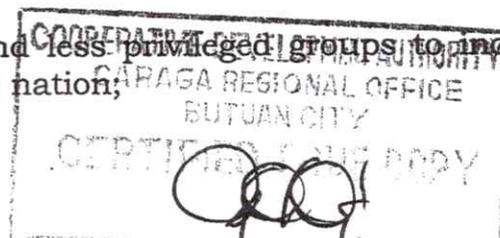
1. To extend loans to members for provident and productive purposes;
2. To provide quality consumer goods, services and requirements of the members at reasonable price;
3. To engage in any activities in connection with the handling, storing, processing, marketing, selling or utilization of members products;
4. To engaged in reforestation projects, protection and conservation of forest, mineral and aqua-marine resources.
5. To engage in the utilization, processing and marketing of all forest, mineral and aqua-marine products.

Article III

Goals

That the goals of this cooperative is to help improve the quality of life of its members and in furtherance thereto shall aim:

1. To attain increased income, savings, investments, productivity, and purchasing power, and promote among themselves equitable distribution of net surplus through maximum utilization of economies of scale, cost-sharing and risk-sharing;
2. To provide optimum social and economic benefits to its members;
3. To teach members efficient ways of doing things in a cooperative manner;
4. To propagate cooperative practices and new ideas in business and management;
5. To allow the lower income and less privileged groups to increase their ownership in the wealth of the nation;



ARTICLES OF COOPERATION

OF

KASAMAKA COOPERATIVE

KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned Filipino citizens, all of legal age and residents of the Philippines, have voluntarily agreed to organize a **primary** cooperative, under the laws of the Republic of the Philippines.

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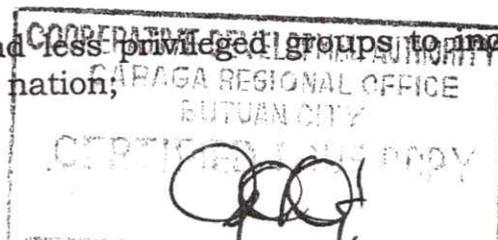
1. To extend loans to members for provident and productive purposes;
2. To provide quality consumer goods, services and requirements of the members at reasonable price;
3. To engage in any activities in connection with the handling, storing, processing, marketing, selling or utilization of members products;
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2. To provide optimum social and economic benefits to its members;
3. To teach members efficient ways of doing things in a cooperative manner;
4. To propagate cooperative practices and new ideas in business and management;
5. To allow the lower income and less privileged groups to increase their ownership in the wealth of the nation;



6. To actively support the government, other cooperatives and people oriented organizations, both local and foreign, in promoting cooperatives as a practical means towards sustainable socio-economic development under a truly just and democratic society;
7. To institutionalize a dynamic savings mobilization and capital build-up schemes to sustain its developmental activities and long-term investments, thereby ensuring optimum economic benefits to the members, their families and the general public;
8. To implement policy guidelines that will ensure transparency, equitable access to its resources and services, and promote the interests of the members; and
9. To adopt such other plans as may help foster the welfare of the members, their families and the community.

Article IV Powers and Capacities

That the powers, rights and capacities of this cooperative are those prescribed under Article 9 of Republic Act 9520.

1. To the exclusive use of its registered name;
2. To sue and be sued;
3. Of succession;
4. To amend its articles of cooperation in accordance with the provisions of RA 9520;
5. To adopt by-laws not contrary to law, morals or public policy, and to amend and repeal the same in accordance with RA 9520;
6. To purchase, receive, take or grant, hold, convey, sell, lease, pledge, mortgage, and otherwise deal with such real and personal property as the transaction of the lawful affairs of the cooperative may reasonably and necessarily require, subject to the limitations prescribed by law and the Constitution;
7. To enter into division, merger, or consolidation, as provided under RA 9520;
8. To form subsidiary cooperatives and join federations or unions, as provided in this Code;
9. To avail of loans, be entitled to credit and to accept and receive grants, donations and assistance from foreign and domestic sources subject to the conditions of said loans, credits, grants, donations or assistance that will not undermine the autonomy of the cooperative. The Authority, upon written request, shall provide necessary assistance in the documentary requirements for the loans, credit, grants, donations and other financial support;
10. To avail preferential rights granted to cooperatives under RA 7160, otherwise known as the Local Government Code, and other laws, particularly those in the grant of franchises to establish, construct, operate and maintain ferries, ~~soy~~ ~~herives~~, markets or slaughters houses and to lease public utilities, including access to extension and on-site research services and facilities related to agriculture and fishery activities; and



11. To exercise such other powers granted under RA 9520 or necessary to carry out its purposes stated in this articles of cooperation.

**Article V
Term of Existence**

That the term for which this Cooperative shall exist is *fifty (50)* years from the date of its registration with the Cooperative Development Authority.

**Article VI
Common Bond and Field of Membership**

That the common bond of membership of this Cooperative is ***Residential*** and, shall be open to all natural persons who are all Filipino citizen, of legal age, **Residents (residing and/or working)**, with the capacity to contract and possess all the qualifications and none of the disqualifications provided for in the By-laws and this Articles of Cooperation.

Article VII

**Article VII
Area of Operation**

That the membership of this Cooperative shall come from Marihatag, Surigao del Sur. Its principal office shall be located at Poblacion, Marihatag, Surigao del Sur.

**Article VIII
Name and Address of Cooperators**

That the name and complete postal address of the cooperators are as follows:

	Name of Cooperators	Postal Address
1	Adelito C. Orbeta	Poblacion, Marihatag, Surigao del Sur
2	Domingo Abendan	Mararag, Marihatag, Surigao del Sur
3	Bernardino Aguilar	Bayan, Marihatag, Surigao del Sur
4	Eufemia Pontillo	Bayan, Marihatag, Surigao del Sur
5	Herminigildo Sy	Poblacion, Marihatag, Surigao del Sur
6	Marcial Catamora	Bayan, Marihatag, Surigao del Sur
7	Alfredo Pelenio	Poblacion, Marihatag, Surigao del Sur
8	Jose Navarro	Poblacion, Marihatag, Surigao del Sur
9	Federico Pelenio	Poblacion, Marihatag, Surigao del Sur
10	Luisito Caballo	Bayan, Marihatag, Surigao del Sur
11	Alejandro Namoc	Bayan, Marihatag, Surigao del Sur
12	Romeo Pallar	Bayan, Marihatag, Surigao del Sur
13	Cresencio Yagong	Bayan, Marihatag, Surigao del Sur
14	Chito Cervantes	Bayan, Marihatag, Surigao del Sur
15	Januario Duman-ag	Bayan, Marihatag, Surigao del Sur

DATE: 26 FEB 2011

Article IX
Board of Directors

That the number of Directors of this Cooperative shall be Seven (7) and the name and address of the directors who are to serve until their successors shall have been elected and qualified as provided in the by-laws are:

Name and Residence	
1. Adelito C. Orbeta	- Poblacion, Marihatag, Surigao del Sur
2. Domingo Abendan	- Poblacion, Marihatag, Surigao del Sur
3. Bernardino Aguilar	- Bayan, Marihatag, Surigao del Sur
4. Eufemia Pontillo	- Marihatag, Surigao del Sur
5. Herminihildo Sy	- Poblacion, Marihatag, Surigao del Sur
6. Alfredo Pelenio	- Poblacion, Marihatag, Surigao del Sur
7. Jose Navarro	- Poblacion, Marihatag, Surigao del Sur
8. Federico Pelenio	- Poblacion, Marihatag, Surigao del Sur
9. Marcial Catamora	- Poblacion, Marihatag, Surigao del Sur

ARTICLE X
Capitalization

That the Authorized Share Capital of this Cooperative is Three Million Pesos (P3,000,000.00) and the said capital is divided into divided into Eleven Thousand Two Hundred Fifty (11,250) common shares and Three Thousand Seven Hundred Fifty (3,750) preferred shares with both par value of Two Hundred (Php200.00) per share.



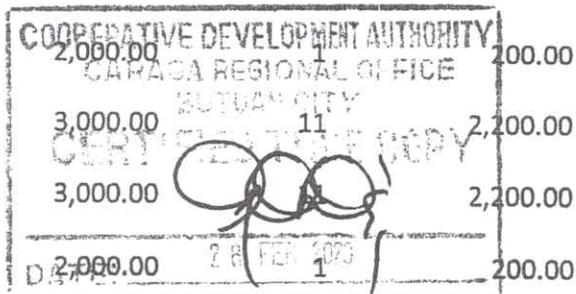
ARTICLE IX
SUBSCRIBED CAPITAL AND PAID-UP

That the authorized common share capital which has been actually subscribed is Five Hundred Sixty Three Thousand Pesos (Php 563,000.00) and the amount paid on such subscription is Two Hundred Eighty Five Thousand Pesos (Php 285,000.00) and that the following members have subscribed and paid the number of shares and amount of share capital set forth after their respective names:

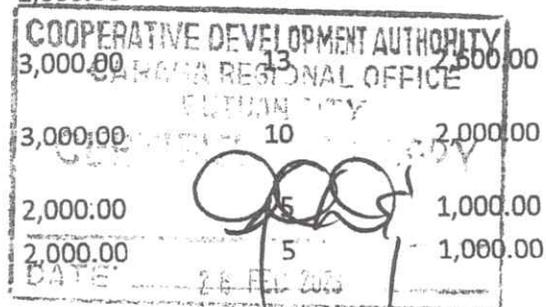
Names	No. of shares subs.	Amount of Capital Subscribed	No. of Shares Paid	Amount Paid
1. Adelito C. Orbeta	75	15,000.00	55	11,000.00
2. Domingo Abendan	25	5,000.00	21	4,200.00
3. Bernardino Aguilar	25	5,000.00	15	3,000.00
4. Eufemia Pontillo	25	5,000.00	19	3,800.00
5. Herminigildo Sy	10	2,000.00	5	1,000.00
6. Marcial Catamora	50	10,000.00	36	7,200.00
7. Alfredo Pelenio	10	2,000.00	3	600.00
8. Jose Navarro	25	5,000.00	16	3,200.00
9. Federico Pelenio	10	2,000.00	1	200.00
10. Luisito Caballo	15	3,000.00	13	2,600.00
11. Alejandro Namoc	10	2,000.00	7	1,400.00
12. Romeo Pallar	10	2,000.00	7	1,400.00
13. Cresenciano Yagong	10	2,000.00	1	200.00
14. Chito Cervantes	15	3,000.00	13	2,600.00
15. Januario Duman-ag	10	2,000.00	3	600.00
16. Romeo Pelenio	10	2,000.00	5	1,000.00
17. Carlito Rivas	10	2,000.00	6	1,200.00
18. Floro Catamora	30	6,000.00	28	5,600.00
19. Eslao Catamora	10	2,000.00	11	2,200.00
20. Julio Banas	15	3,000.00	12	2,400.00
21. Carlito Canda	10	2,000.00	5	1,000.00
22. Felisa Catamora	20	4,000.00	16	3,200.00
23. Andres Tomalon	15	3,000.00	13	2,600.00
24. Geraldo Saligumba	10	2,000.00	1	200.00

COOPERATIVE DEVELOPMENT AUTHORITY
 REGIONAL OFFICE
 DATE: 12/13/13
 1

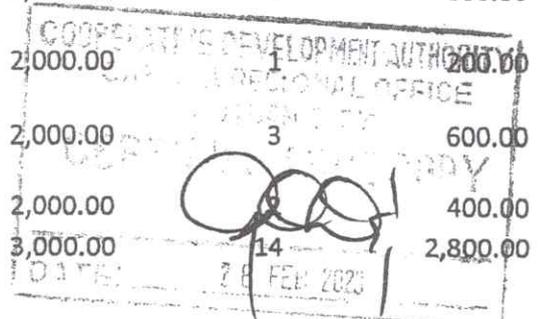
25.Hermilando Celis	10	2,000.00	5	1,000.00
26.Maria Campos	15	3,000.00	14	2,800.00
28.Joselito Cubil	10	2,000.00	3	600.00
29.Sherlita Malayao	20	4,000.00	19	3,800.00
30.Reynaldo Cubil	10	2,000.00	3	600.00
31.Rogelio Alandria	10	2,000.00	5	1,000.00
32.Romeo Taton	10	2,000.00	2	400.00
33.Nimbrad Obeja	15	3,000.00	11	2,200.00
34.Terio Lariba	15	3,000.00	12	2,400.00
35.Vergilio Cervantes	10	2,000.00	2	400.00
36.Roberto Villanueva	15	3,000.00	14	2,800.00
37.Herminio Pelegro	10	2,000.00	4	800.00
38.Bonifacio Delos Reyes	15	3,000.00	11	2,200.00
39.Jose Bucatora	10	2,000.00	3	600.00
40.Consorcio Silot	15	3,000.00	11	2,200.00
41.Felixberto Esquida	15	3,000.00	14	2,800.00
42.Domingo Gallego	10	2,000.00	2	400.00
43.Antonino Guillen	15	3,000.00	11	2,200.00
44.Felecio Balmera	20	4,000.00	17	3,400.00
45.Victorio Garcia	10	2,000.00	5	1,000.00
46.Ismael Alegre	10	2,000.00	6	1,200.00
47.Felix Sanchez	10	2,000.00	4	800.00
48.Jose Garcia	10	2,000.00	3	600.00
49.Juanita Laurente	10	2,000.00	2	400.00
50.Serenia Banas	15	3,000.00	12	2,400.00
51.Wilfredo Saligumba	10	2,000.00	4	800.00
52.Cruz Cuajao	15	3,000.00	12	2,400.00
53.Edilberto Lugsanay	10	2,000.00	1	200.00
54.Alberto Awa	15	3,000.00	11	2,200.00
55.Exequiel Tesorio, Jr.	15	3,000.00	1	2,200.00
56.Pablito Apao	10	2,000.00	1	200.00



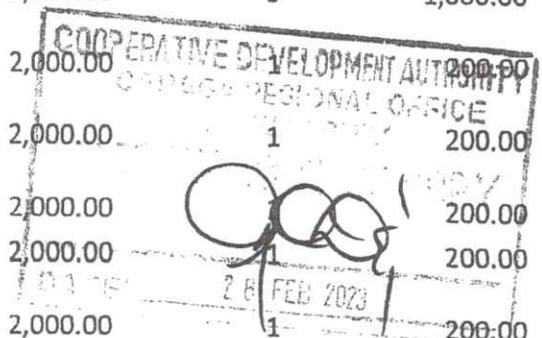
57.Martin Tomalon	15	3,000.00	13	2,600.00
58.Margarito Tomalon	10	2,000.00	5	1,000.00
59.Claudio Abiera	10	2,000.00	1	200.00
60.Benjamin Fazon	15	3,000.00	14	2,800.00
61.Edgar Garcia	15	3,000.00	12	2,400.00
62.Penpen Gopio	10	2,000.00	1	200.00
63.Celecio Salva	15	3,000.00	13	2,600.00
64.Agustin Sabatin	10	2,000.00	1	200.00
65.Violita Alabe	10	2,000.00	4	800.00
66.Inocencio Amparo	20	4,000.00	16	3,200.00
67.Mariana Banas	10	2,000.00	5	1,000.00
68.Edita Quivedo	10	2,000.00	2	400.00
69.Narciso Quimpan	30	6,000.00	24	4,800.00
70.Venancio Pontillo	15	3,000.00	1	200.00
71.Claudio Abendan	10	2,000.00	11	2,200.00
72.Juana Patellersos	10	2,000.00	3	600.00
73.Pedrito Espenoza	10	2,000.00	7	1,400.00
74.Primitivo Rivas	10	2,000.00	7	1,400.00
75.Josefina Esquida	10	2,000.00	4	800.00
76.Arcadio Salva	10	2,000.00	1	200.00
77.David Suazo	10	2,000.00	6	1,200.00
78.Marilyn De Jesus	10	2,000.00	1	200.00
79.Enrique Rivas	10	2,000.00	5	1,000.00
80.Rodrigo Garsinez	10	2,000.00	3	600.00
81.Juanita Osorio	35	7,000.00	30	6,000.00
82.Aurea Luza	10	2,000.00	8	1,600.00
83.Pedro de Jesus	10	2,000.00	3	600.00
84.Floriga Absalon	15	3,000.00	13	2,600.00
85.Jose Rivas	15	3,000.00	10	2,000.00
86.Dionesio Garsinez	10	2,000.00	5	1,000.00
87.Leonardo de Jesus	10	2,000.00	5	1,000.00



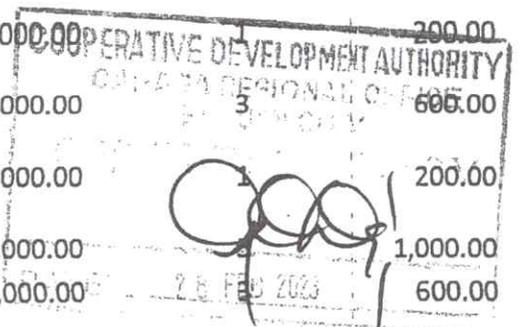
88. Pedro Villarina	10	2,000.00	1	200.00
89. Wenceslao Zamora	15	2,000.00	11	2,200.00
90. Francisco Cabagong	10	2,000.00	1	200.00
91. Canuto Cabagong	10	2,000.00	5	1,000.00
92. Julieta Ong	10	2,000.00	6	1,200.00
93. Geraldo Alagon	20	4,000.00	16	3,200.00
94. Florencia Cubil	15	3,000.00	10	2,000.00
95. Proctuso Lopio	10	2,000.00	11	2,200.00
96. Marcelo Aldonza	10	2,000.00	8	1,600.00
97. Sabeniano Catamora	20	4,000.00	16	3,200.00
98. Porferio Catamora	10	2,000.00	8	1,600.00
99. Tereso Aguilar	10	2,000.00	4	800.00
100. Marina Lamela	10	2,000.00	7	1,400.00
101. Felipe de Jesus	10	2,000.00	1	200.00
102. Treme Cubil	10	2,000.00	3	600.00
103. Sacarias Cubil	10	2,000.00	1	200.00
104. Wenefrida Adlawan	15	3,000.00	13	2,600.00
105. Francisco Tabuyan	10	2,000.00	7	1,400.00
106. Isidronico Sanchez	10	2,000.00	6	1,200.00
107. Aquillo Octubre	10	2,000.00	1	200.00
108. Crispina Jimenez	10	2,000.00	1	200.00
109. Patrocinio Tejano	15	3,000.00	10	2,000.00
110. Lucas Arreza	10	2,000.00	4	800.00
111. Corazon Tolentino	15	3,000.00	12	2,400.00
112. Perlito Saligumba	10	2,000.00	5	1,000.00
113. Aproniano Comiling	10	2,000.00	2	400.00
114. Francisca Tucong	10	2,000.00	3	600.00
115. Leon Tocmo	10	2,000.00	1	200.00
116. Juanito Sabatin	10	2,000.00	3	600.00
117. Vergelic Rosal	10	2,000.00	1	200.00
118. Protectato Rivas	15	3,000.00	14	2,800.00



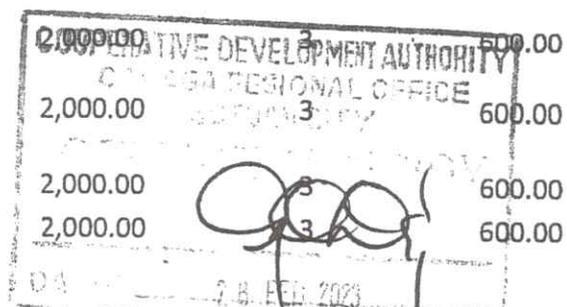
119. Dominico Plaza	10	2,000.00	1	200.00
120. Vergito Guimary	10	2,000.00	1	200.00
121. Antonieto Daray	10	2,000.00	5	1,000.00
122. Desederio Roilo	10	2,000.00	1	200.00
123. Adriano Manungas	10	2,000.00	5	1,000.00
124. Luciano Namoc	10	2,000.00	8	1,600.00
125. Presca Cabagong	10	2,000.00	6	1,200.00
126. Portectato Pontillo	10	2,000.00	1	200.00
127. Elsie Banas	10	2,000.00	1	200.00
128. Jesus Lamela	15	3,000.00	10	2,000.00
129. Dimasito Campos	10	2,000.00	9	1,800.00
130. Andres Jamisola	10	2,000.00	1	200.00
131. Concordia Pelenjo	10	2,000.00	5	1,000.00
132. Julie Osorio	10	2,000.00	6	1,200.00
133. Ilustricimo Marti	10	2,000.00	3	600.00
134. Rogelio Okay	10	2,000.00	8	1,600.00
135. Cesar Vitor	10	2,000.00	4	800.00
136. Sabeniano Avila	10	2,000.00	5	1,000.00
137. Sixto Macheca	10	2,000.00	1	200.00
138. Marianita Orcullo	10	2,000.00	5	1,000.00
139. Alejandrino Porti	10	2,000.00	3	600.00
140. Francisco Avila	10	2,000.00	4	800.00
141. Antonieto Rivas	10	2,000.00	1	200.00
142. Dominador Aporbo	10	2,000.00	2	400.00
143. Marina Sabatin	10	2,000.00	5	1,000.00
144. Herberto Corvera	10	2,000.00	5	1,000.00
145. Feleçiano Plaza	10	2,000.00	1	200.00
146. Alejandra Osorio	10	2,000.00	1	200.00
147. Pablita Orcullo	10	2,000.00	1	200.00
148. Isabelo Amparo	10	2,000.00	1	200.00
149. Emeteria Orcullo	10	2,000.00	1	200.00



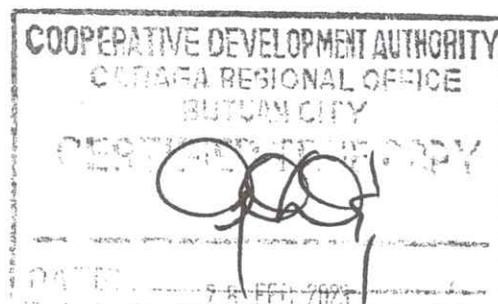
150. Pedro Pontillo	10	2,000.00	3	600.00
151. Shierly Lingaya	10	2,000.00	1	200.00
152. Carmelina Gomez	10	2,000.00	4	800.00
153. Arturo Lerog	15	3,000.00	12	2,400.00
154. Nancita Urbiztondo	10	2,000.00	3	600.00
155. Rudy Salisi	10	2,000.00	1	200.00
156. Dionesio Tucong	20	4,000.00	15	3,000.00
157 Teofilò Guillen	20	4,000.00	17	3,400.00
158. Jovencio Bautista	10	2,000.00	6	1,200.00
159. Quintin Montilla	10	2,000.00	6	1,200.00
160. Rolando Montilla	10	2,000.00	7	1,400.00
161. Mauro Camaylongan	15	3,000.00	11	2,200.00
162. Lorencita Aldonza	10	2,000.00	4	800.00
163. Felecisimo Magall	10	2,000.00	2	400.00
164. Avelino Muyong	10	2,000.00	8	1,600.00
165. Alberto Pinsan	10	2,000.00	3	600.00
166. Arnulfa Lacreo	10	2,000.00	5	1,000.00
167. Luisa Reil	10	2,000.00	1	200.00
168 Juliano Tuyor	10	2,000.00	1	200.00
169. Matilde Cancio	10	2,000.00	4	800.00
170. Inocenta Tomalon	10	2,000.00	2	400.00
171. Venancio Sumagand	10	2,000.00	2	400.00
172. Lucrecio Borja	10	2,000.00	5	1,000.00
173. Lorenzo de la Cer	10	2,000.00	5	1,000.00
174. Leoderico Avila	15	3,000.00	11	2,200.00
175. Rogelio Vicente	10	2,000.00	1	200.00
176. Tranquilino Tolon	10	2,000.00	1	200.00
177. Rafael Vestal	10	2,000.00	3	600.00
178. Marcelino Agosto	10	2,000.00	1	200.00
179. Lilia Tolentino	10	2,000.00	3	1,000.00
180. Procesa Magadan	10	2,000.00	3	600.00



181. Alfredo Osorio	10	2,000.00	1	200.00
182. Rogelio Tomalon	10	2,000.00	6	1,200.00
183. Cordencio Tejano	10	2,000.00	6	1,200.00
184. Geovanne Fuentes	10	2,000.00	3	600.00
185. Leonardo de Jesus	10	2,000.00	7	1,400.00
186. Efrena Comiling	10	2,000.00	4	800.00
187. Erlinda Dalman	10	2,000.00	3	600.00
188. Angeles Tolentino	10	2,000.00	4	800.00
189. Gabriel Sampiano	10	2,000.00	8	1,600.00
190. Estilita Otagan	10	2,000.00	6	1,200.00
191. Edgardo Pontillo	10	2,000.00	5	1,000.00
192. Soledad Campos	10	2,000.00	1	200.00
193. Nelecita Abejaron	10	2,000.00	3	600.00
194. Carlito Pontillo	10	2,000.00	5	1,000.00
195. Hendry Abellana	10	2,000.00	5	1,000.00
196. Juana Eroy	10	2,000.00	1	200.00
197. Semeon Pelenio	10	2,000.00	3	600.00
198. Federico Velbar	10	2,000.00	1	200.00
199. Roberto Laroa	10	2,000.00	1	200.00
200. Pablita Dumalagan	10	2,000.00	1	200.00
201. Alexander Geraldi	10	2,000.00	3	600.00
202. Roberto Panquico	10	2,000.00	1	200.00
203. Fernando de Castro	10	2,000.00	8	1,600.00
204. Rogelio Magallano	10	2,000.00	3	600.00
205. Catalina Lumpot	15	3,000.00	11	2,200.00
206. Antonio Tolentino	10	2,000.00	4	800.00
207. Rodrigo Penaranda	10	2,000.00	3	600.00
208. Gaspar Tejano	10	2,000.00	3	600.00
209. Baudelio Penaranda	10	2,000.00	3	600.00
210. Ruben Larios	10	2,000.00	3	600.00
211. Jovencio Ronquillo	10	2,000.00	3	600.00



212. Lovenio Montilla	10	2,000.00	3	600.00
213. Felix Montilla	10	2,000.00	3	600.00
214. Candido Monton	10	2,000.00	3	600.00
215. Wilfredo Corvera	10	2,000.00	3	600.00
216. Leonardo Lamela	10	2,000.00	3	600.00
217. Ramil Gopio	10	2,000.00	3	600.00
218. Antonieto Naranjo	10	2,000.00	3	600.00
219. Clarito Orcullo	10	2,000.00	3	600.00
220. Norberto Seboy	10	2,000.00	3	600.00
221 Venancio Pesical	10	2,000.00	3	600.00
222. Capistrano Moreno	10	2,000.00	3	600.00
223. Felipe Layno	10	2,000.00	1	200.00
224. Leo Navarro	10	2,000.00	3	600.00
225. Jaime de Castro	10	2,000.00	3	600.00
226. Wilfredo Pedere	10	2,000.00	3	600.00
227. Leonecio Dalman	10	2,000.00	1	200.00
228. Agapito Claridad	10	2,000.00	3	600.00
229. Anecito Orbeta, Sr.	15	3,000.00	14	2,800.00
230. Exuperia Cervantes	10	2,000.00	3	600.00
231. Nonita Lumpot	10	2,000.00	1	200.00
232. Ma. Chona Avila	10	2,000.00	1	200.00
233. Melita Encenzo	10	2,000.00	3	600.00
234. Roberto Lumpot	10	2,000.00	3	600.00
TOTAL	2,815	563,000.00	1,429	285,800.00



**ARTICLE XII
Arbitral Clause**

Any dispute, controversy or claim arising out of or relating to this Articles of Cooperation, the cooperative law and related rules, administrative guidelines of the Cooperative Development Authority, including inter-cooperative, inter-federation disputes and related concerns, and any question regarding the existence, interpretation, validity, breach or termination or the business relationship shall be exclusively referred to and finally resolved by voluntary arbitration under the institutional rules promulgated by the Cooperative Development Authority, after compliance with the conciliation or mediation mechanisms embodied in the applicable bylaws and in such other pertinent laws.

BE IT KNOWN THAT:

Eufemia Pontillo has been elected as Treasurer of this Cooperative to act as such until her/his successor shall have been duly appointed and qualified in accordance with the by-laws. As such Treasurer, he/she is authorized to receive payments and issue receipts for membership fees, share capital subscriptions and other revenues, and to pay obligations for and in the name of this Cooperative.

IN WITNESS WHEREOF, we have hereunto affixed our signatures opposite our names this 26th day of June, 1988 in Marihatag, Surigao del Sur, Philippines.

Name of Cooperators	Signature
Adelito C. Orbeta	Signed
Domingo Abendan	Signed
Bernardino Aguilar	Signed
Eufemia Pontillo	Signed
Herminigildo Sy	Signed
Marcial Catamora	Signed
Alfredo Pelenio	Signed
Jose Navarro	Signed
Federico Pelenio	Signed
Luisito Caballo	Signed
Alejandro Namoc	Signed
Romeo Pallar	Signed
Cresencio Yagong	Signed
Chito Cervantes	Signed
Floro Catamora	Signed
Januario Duman-ag	Signed


 COOPERATIVE DEVELOPMENT AUTHORITY
 26 FEB 1988

Romeo Pelenio	Signed
Carlito Rivas	Signed
Floro Catamora	Signed
Julio Banas	Signed
Carlito Canda	Signed
Felisa Catamora	Signed
Andres Tomalon	Signed
Geraldo Saligumba	Signed
Hermilando Celis	Signed
Maria Campos	Signed
Nilo Sampiano	Signed
Joselito Malayao	Signed
Reynaldo Cubil	Signed
Rogelio Alandria	Signed
Romeo Taton	Signed
Nemrad Obeja	Signed
Eleuterio Lariba	Signed
Virgilio Cervantes	Signed
Roberto Villanueva	Signed
Herminio Pelegro	Signed
Jose Bucatora	Signed
Consortio Silot	Signed
Felixberto Esquida	Signed
Domingo Gallego	Signed
Antonino Guillen	Signed
Victoria Garcia	Signed
Esmael Alegre	Signed
Felix Sanchez	Signed
Jose Garcia	Signed
Jose Bucatora	Signed
<u>Consortio Silot</u>	Signed
<u>Felixberto Esquida</u>	Signed

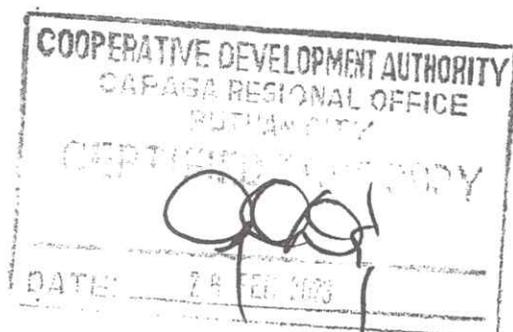
COOPERATIVE DEVELOPMENT AUTHORITY
 28 FEB 2020

<u>Domingo Gallego</u>	Signed
<u>Antonio Guillen</u>	Signed
<u>Melecio Balmera</u>	Signed
<u>Victorio Garcia</u>	<u>Signed</u>
<u>Ismael Alegre</u>	<u>Signed</u>
<u>Felix Sanchez</u>	<u>Signed</u>
<u>Jose Garcia</u>	<u>Signed</u>

SIGNED IN THE PRESENCE OF:

“Originally signed”
JOSEFITA C. AGUILAR
 Signature Over Printed Name

“Originally signed”
CERILA M. PELENIO
 Signature Over Printed Name



**BY-LAWS OF
KASAMAKA COOPERATIVE**

KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned Filipino citizens, all of legal age, and residents of the Philippines, representing at least majority of the members of this primary cooperative, do hereby adopt the following code of By-laws.

**Article I
Purpose(s) and Goals**

The purpose(s) and goals of this Cooperative are those set forth in its Articles of Cooperation.

**Article II
Membership**

Section 1. **Membership.** This Cooperative shall have **Regular** members only.

Section 2. **Qualification for Membership** - The membership of this Cooperative is open to all natural persons, Filipino citizen, of legal age, with capacity to contract and, within the common bond and field of membership described as follows:

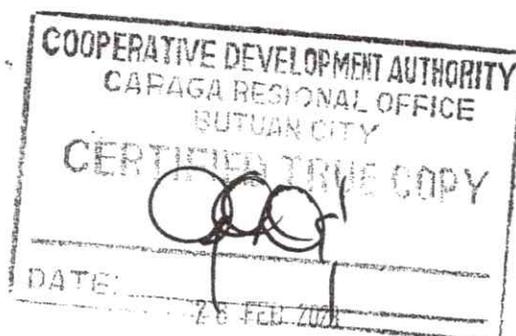
A. regular member - (residing and/or working)

Section 3. Requirements for Membership.

A member must have complied with the following requirements:

- a. Approved application for membership;
- b. Certificate of completion of the prescribed Pre-Membership Education Seminar (PMES);
- c. Subscribed and paid the required minimum share capital and membership fee; and

Section 4. **Application for Membership.** An applicant for membership shall file a duly accomplished form to the Board of Directors who shall act upon the application within Thirty (30) days from the date of filing. The



Board of Directors shall devise a form for the purpose which shall, aside from the personal data of the applicant, include the duties of a member to participate in all programs including but not limited to capital build-up and savings mobilization of the Cooperative and, such other information as may be deemed necessary.

The application form for membership shall include an undertaking to uphold the By-laws, policies, guidelines, rules and regulations promulgated by the Board of Directors and the general assembly. No application for membership shall be given due course if not accompanied with a membership fee of Two Hundred Pesos (*Php 200.00*), which shall be refunded to the applicant in case of rejection.

Section 5. Appeal. An applicant whose application was denied by the Board of Directors may appeal to the Appeal and Grievance Committee or the general assembly by giving notice to the Secretary of the Cooperative within thirty (30) days upon receipt of the decision.

Section 6. Minimum Share Capital Requirement. An applicant for membership shall subscribe at least Ten (10) shares and pay the value of at least One (1) share upon approval of his/her membership.

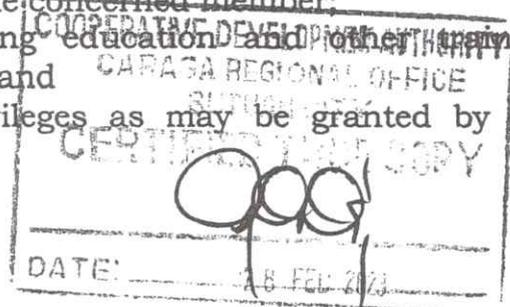
However, no member shall own or hold more than ten percent (10%) of the total subscribed share capital of the Cooperative.

Section 7. Duties and Responsibilities of a Member. Every member shall have the following duties:

- a. Pay the installment of his/her share capital subscription as it falls due and to participate in the capital build-up and savings mobilization activities of the Cooperative;
- b. Patronize the Cooperative's business(es) and services;
- c. Participate in the membership education programs;
- d. Attend and participate in the deliberation of all matters taken during general assembly meetings;
- e. Observe and obey all lawful orders, decisions, rules and regulations adopted by the Board of Directors and the general assembly; and
- f. Promote the purposes and goals of the Cooperative, the success of its business, the welfare of its members and the cooperative movement in general.

Section 8. Rights and Privileges of Members. A member shall have the following rights and privileges:

- a. Attend during general membership meetings;
- b. Avail himself of the services of the Cooperative, subject to certain conditions as may be prescribed by the Board of Directors;
- c. Inspect and examine the books of accounts, the minutes books, the share register, and other records of the Cooperative during reasonable office hours;
- d. Secure copies of cooperative records/documents pertaining to the account information of the concerned member;
- e. Participate in the continuing education and other training programs of the cooperative; and
- f. Such other rights and privileges as may be granted by the General Assembly.



Section 9. Member Entitled to Vote. Any regular member who meets the following conditions is a member entitled to vote:

- a. Paid the membership fee and the value of the minimum shares required for membership;
- b. Not delinquent in the payment of his/her share capital subscriptions and other accounts or obligations;
- c. Not violated any provision of cooperative laws, CDA administrative issuances, Articles of Cooperation and this By-laws, the terms and conditions of the subscription agreement; and the decisions, guidelines, rules and regulations promulgated by the Board of Directors and the general assembly;
- d. Completed the continuing education program prescribed by the Board of Directors; and
- e. Participated in the affairs of the Cooperative and patronized its businesses in accordance with cooperative's policies and guidelines.

Failure of the member to meet any of the above conditions shall mean suspension of voting rights subject to the declaration of the board of directors until the same has been lifted upon the determination of the latter.

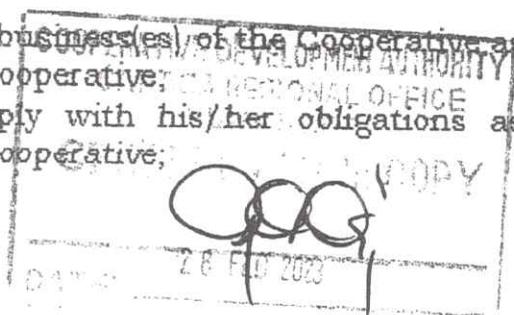
Consequently, a member entitled to vote shall have the following additional rights:

- a. Participate and vote on all matters deliberated upon during general assembly meetings;
- b. Seek any elective or appointive position, subject to the provisions of this By-laws and the Philippine Cooperative Code of 2008; and
- c. Such other rights and privileges as may be provided by the General Assembly.

Section 10. Liability of Members. A member shall be liable for the debts of the Cooperative only to the extent of his/her subscribed share capital.

Section 11. Termination of Membership. Termination of membership may be automatic, voluntary or involuntary, which shall have the effect of extinguishing all rights of a member in the Cooperative, subject to refund of share capital contribution under Section 13 hereof.

- a. **Automatic Termination of Membership.** The death or insanity of a member shall be considered an automatic termination of his/her membership in the Cooperative.
- b. **Voluntary Termination.** A member may, for any valid reason, withdraw his/her membership from the Cooperative by giving a sixty (60) day notice to the Board of Directors.
- c. **Involuntary Termination.** A member may be terminated by a vote of the majority of all the members of the Board of Directors for any of the following causes:
 - i. Has not patronized the service(s)/business(es) of the Cooperative as provided for in the policies of the cooperative;
 - ii. Has continuously failed to comply with his/her obligations as provided for in the policies of the cooperative;



- iii. Has violated any provision of this By-laws and the policies of the cooperative; and
- iv. For any act or omission injurious or prejudicial to the interest or the welfare of the Cooperative.

Section 12. Manner of Involuntary Termination. The Board of Directors shall notify in writing the member who is being considered for termination and shall give him/her the opportunity to be heard.

The decision of the board of directors in writing shall be communicated in person or by registered mail to said member and is appealable within thirty (30) days from receipt thereof to the general assembly whose decision shall be final.

Section 13. Refund of Share Capital Contribution. A member whose membership is terminated shall be entitled to a refund of his/her share capital contribution and all other interests in the Cooperative. However, such refund shall not be made if upon payment the value of the assets of the Cooperative would be less than the aggregate amount of its debts and liabilities exclusive of his/her share capital contribution. In which case, the member shall continue to be entitled to the interest of his/her share capital contributions, patronage refund and the use of the services of the Cooperative until such time that all his/her interests in the Cooperative shall have been duly paid.

ARTICLE III Administration

Section 1. The General Assembly (GA). The general assembly is composed of all the members entitled to vote, duly assembled and constituting a quorum and is the highest policy-making body of the Cooperative.

Section 2. Powers of the General Assembly. Subject to the pertinent provisions of the Cooperative Code and the rules issued thereunder, the general assembly shall have the following exclusive powers which cannot be delegated:

- a. To determine and approve amendments to the cooperative Articles of Cooperation and By-laws;
- b. To elect or appoint the members of the board of directors, and to remove them for cause;
- c. To approve developmental plans of the cooperative; and
- d. To delegate the following power/s to a smaller body of the cooperative:
 - i. To exercise all powers expressly provided by law and the by-laws requiring three-fourth (3/4) vote of all the members of the general assembly;
 - ii. To exercise final authority on all matters vitally affecting the cooperative.
 - iii. To take final decisions regarding any change in financial policies, subject to legal restrictions; and
 - iv. To hear and pass upon the reports of the Board of Directors and committee.

Section 3. Meetings. Meetings of the general assembly, board of directors and committees may be regular or special. All proceedings and business(es) undertaken at any meeting of the general assembly or Board of Directors, if within the powers or authority of the Cooperative, there being a quorum, shall be valid.


 CO-OPERATIVE DEVELOPMENT AUTHORITY
 REGIONAL OFFICE
 21 FEB 2023

Section 4. Regular General Assembly Meeting. The General Assembly shall hold its annual regular meeting at the principal office of the Cooperative or at any place in the Philippines, Last Week March after the close of its fiscal year.

Section 5. Special General Assembly Meeting. The Board of Directors may, by a majority vote of all its members, call a special general assembly meeting at any time to consider urgent matters requiring immediate membership decision. The Board of Directors must likewise call a special general assembly meeting within one (1) month from receipt of a written request from:

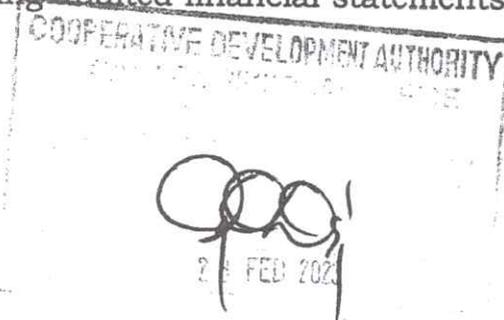
- a. at least ten percent (10%) of the total number of members entitled to vote;
- b. the Audit Committee; or
- c. the Federation or Union to which the Cooperative is a member; or
- d. upon Order of the Cooperative Development Authority.

Section 6. Notice of Meeting. All notices of meetings shall be in writing and shall include the date, time, place, and agenda thereof stated therein.

- a. **Regular General Assembly Meeting.** Notice of the annual regular general assembly meeting shall be served by the Secretary, personally or his/her duly authorized representative, by registered mail, or by electronic means to all members of record at his/her last known postal address, or by posting or publication, or through other electronic means, at least one (1) week before the said meeting. It shall be accompanied with an agenda, minutes of meeting of the last general assembly meeting, consolidated reports of the Board of Directors and Committees, audited financial statements, and other papers which may assist the members to intelligently participate in the proceedings.
- b. **Special General Assembly Meeting.** Notice of any special general assembly meeting shall be served by the Secretary personally or his/her duly authorized representative, by registered mail, or by electronic means upon each members who are entitled to vote at his/her last known postal address, or by posting or publication, or through other electronic means, at least one (1) week before the said meeting. It shall state the purpose and, except for related issues, no other business shall be considered during the meeting.
- c. **Waiver of Notice.** Notice of any meeting may be waived, expressly or impliedly, by the member concerned.

Section 7. Order of Business. As far as practicable, the order of business of a regular general assembly meeting shall be:

- a. Call to order;
- b. Declaration/Consideration of presence of quorum;
- c. Reading, consideration and approval of the minutes of the previous meeting;
- d. Presentation and approval of the reports of the board of directors, officers, and the committees, including audited financial statements of the Cooperative;
- e. Unfinished business;
- f. New business;



- i. Election of directors and committee members
 - ii. Approval of Development and/or annual Plan and Budget
 - iii. Hiring of External Auditor
 - iv. Other related business matters
- g. Announcements; and
- h. Adjournment

Section 8. Quorum for General Assembly Meeting. During regular or special general assembly meeting, at least Fifty percent plus one (50% + 1) of the total number of members entitled to vote shall constitute a quorum.

Section 9. Voting System. Only members entitled to vote shall be qualified to participate and vote in any general assembly meeting. A member is entitled to one vote only regardless of the number of shares he/she owns.

Election or removal of Directors and Committee members shall be by secret ballot. Action on all matters shall be in any manner that will truly and correctly reflect the will of the membership. No proxy and/or cumulative voting shall be allowed.

ARTICLE IV Board of Directors

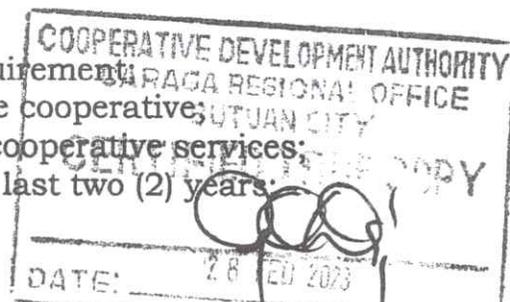
Section 1. Composition of the Board of Directors (BOD). The Board of Directors shall be composed of Seven (7) members.

Section 2. Functions and Responsibilities. The Board of Directors shall have the following functions and responsibilities:

- a. Provide general policy direction;
- b. Formulate the strategic development plan;
- c. Determine and prescribe the organizational and operational structure;
- d. Review the Annual Plan and Budget and recommend for the approval of the GA;
- e. Establish policies and procedures for the effective operation and ensure proper implementation of such;
- f. Evaluate the capability and qualification, and recommend to the GA the engagement of the services of the External Auditor;
- g. Appoint the members of the Mediation/ Conciliation and Ethics Committees and other Officers as specified in the Code and cooperative By-laws;
- h. Declare the members entitled to vote;
- i. Decide election related cases involving the Election Committee and its members;
- j. Act on the recommendation of the Ethics Committee on cases involving violations of Code of Governance and Ethical Standards; and
- k. Perform such other functions as may be prescribed in the By-laws or authorized by the GA.

Section 3. Qualifications. Any member who are entitled to vote and has the following qualifications can be elected or continue as member of the Board of Directors:

- a. Has paid the minimum capital requirement;
- b. Has no delinquent account with the cooperative;
- c. Have continuously patronized the cooperative services;
- d. A member in good standing for the last two (2) years.



- d. A member in good standing for the last two (2) years;
- e. Completed or willingness to complete within the prescribed period the required education and training whichever is applicable; and
- f. Other qualifications prescribed in the Implementing Rules of Regulations (IRR) of R.A. 9520.

Section 4. Disqualifications. Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Directors or any committee, or to continue as such:

- a. Holding any elective position in the government, except that of a party list representative being an officer of a cooperative he/she represents;
- b. The members of the board of directors shall not hold any other position directly involved in the day-to-day operation and management of the cooperative;
- c. Having direct or indirect personal interest with the business of the Cooperative;
- d. Having been absent for in three (3) consecutive meetings or in more than fifty percent (50%) of all meetings within the twelve (12) month period unless with valid excuse as approved by the board of directors;
- e. Being an official or employee of the Cooperative Development Authority, except in a cooperative organized among themselves;
- f. Having been convicted in administrative proceedings or civil/criminal suits involving financial and/or property accountability; and
- g. Having been disqualified by law.

Section 5. Election of Directors. The members of the Board of Directors shall be elected by secret ballot by members entitled to vote during the annual regular general assembly meeting or special general assembly meeting called for the purpose. Unless earlier removed for cause, or have resigned or become incapacitated, they shall hold office for a term of Two (2) years or until their successors shall have been elected and qualified; Provided, that majority of the elected directors obtaining the highest number of votes during the first election after registration shall serve for two (2) years, and the remaining directors for one (1) year. Thereafter, all directors shall serve for a term of Two (2) years. The term of the cooperating directors shall expire upon the election of their successors in the first regular general assembly after registration.

Section 6. Election of Officer within the Board. The Board of Directors shall convene within ten (10) days after the general assembly meeting to elect by secret ballot from among themselves the *Chairperson* and the *Vice-Chairperson*, and to elect or appoint the *Secretary* and *Treasurer* from outside of the Board.

For committees elected by the General Assembly and/or appointed by the BOD, procedural process of electing the Chairperson, Vice-Chairperson or other positions among themselves should be in accordance with the process mentioned above.

Section 7. Meeting of the Board of Directors. The regular meeting of the Board of Directors shall be held at least once a month. However, the Chairperson or majority of the directors may at any time call a special Board

COOPERATIVE DEVELOPMENT AUTHORITY
 OFFICE
 DATE FEB 2023

meeting to consider urgent matters. The call shall be addressed and delivered through the Secretary stating the date, time and place of such meeting and the matters to be considered. Notice of regular and special meetings of the Board of Directors, unless dispensed with, shall be served by the Secretary in writing or through electronic means to each director at least two (2) days before such meeting.

Majority of the total number of directors constitutes a quorum to transact business. Any decision or action taken by the majority members of the Board of Directors in a meeting duly assembled shall be a valid cooperative act.

Section 8. Vacancies. Any vacancy occurring in the Board of Directors by reason of death, incapacity, removal or resignation may be filled-up by a majority vote of the remaining directors, if still constituting a quorum; otherwise, such vacancy shall be filled by the general assembly in a regular or special meeting called for the purpose. The elected director shall serve only for the unexpired term of his/her predecessor in office.

In the event that the general assembly failed to muster a quorum to fill the positions vacated by directors whose term have expired and said directors refuse to continue their functions on a hold-over capacity, the remaining members of the Board together with the members of the Audit Committee shall designate, from the qualified regular members of the general assembly, their replacements who shall serve temporarily as such until their successors shall have been elected and qualified in a regular or special general assembly meeting called for the purpose.

If a vacancy occurs in any elective committee it shall be filled by the remaining members of the said committee, if still constituting a quorum, otherwise, the Board, in its discretion, may appoint or hold a special election to fill such vacancy.

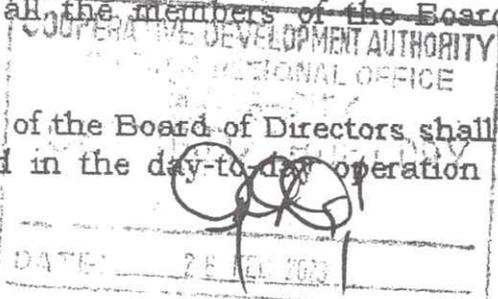
Section 9. Removal of Members of the Board of Directors and Committee Members. All complaints for the removal of any elected officer shall be filed with the Board of Directors and such officer shall be given the opportunity to be heard. Majority of the Board of Directors may place the officer concerned under preventive suspension pending the resolution of the investigation. Upon finding of a *prima facie* evidence of guilt, the Board of Directors shall present its recommendation for removal to the general assembly. For this purpose, the Board of Directors shall provide policy on suspension.

An elective officer may be removed by three-fourths (¾) of the regular members present and constituting a quorum, in a regular or special general assembly meeting called for the purpose. The officer concerned shall be given the opportunity to be heard at said assembly.

In cases where the officers sought to be removed consist of the majority of the BOD at least 10% of the members with voting rights may file a petition with the CDA upon failure of the BOD to call an assembly meeting to commence the proceeding for their removal. The decision of the GA on the matter is final and executory.

An officer appointed by the Board of Directors may be removed from office for cause by a majority vote of all the members of the Board of Directors.

Section 10. Prohibitions. Any member of the Board of Directors shall not hold any other position directly involved in the day-to-day operation and



management of the cooperative nor engage in any business similar to that of the cooperative or who in any way has a conflict of interest with it.

ARTICLE V Committees

Section 1. Audit Committee. An Audit Committee is hereby created and shall be composed of Three (3) members to be elected during a general assembly meeting and shall hold office for a term of one (1) year or until their successors shall have been elected and qualified. Within ten (10) days after their election, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office. The Committee shall provide internal audit service, maintain a complete record of its examination and inventory, and submit an audit report quarterly or as may be required by the Board and the general assembly.

The audit committee shall be directly accountable and responsible to the General Assembly. It shall have the power and duty to continuously monitor the adequacy and effectiveness of the cooperative's management control system and audit the performance of the cooperative and its various responsibility centers.

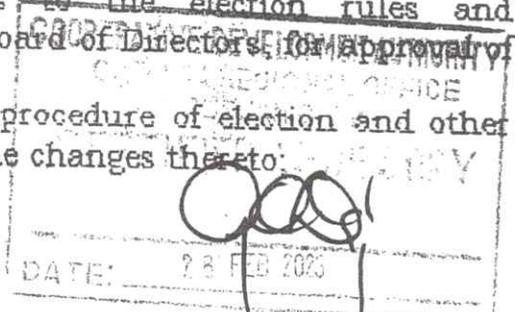
Section 2. Functions and Responsibilities. The Audit Committee shall:

- a. Monitor the adequacy and effectiveness of the cooperative's management and control system;
- b. Audit the performance of the cooperative and its various responsibility centers;
- c. Review continuously and periodically the books of account and other financial records to ensure that these are in accordance with the cooperative principles & generally accepted accounting procedures;
- d. Submit reports on the results of the internal audit and recommend necessary changes on policies and other related matters on operation to the Board of Directors and GA;
- e. Recommend or petition to the Board of Directors the conduct of special general assembly when necessary; and
- f. Perform such other functions as may be prescribed in the By-laws or authorize by the GA.

Section 3. Election Committee. An Election Committee is hereby created and shall be composed of Three (3) members to be elected during a general assembly meeting and shall hold office for a term of one (1) year or until their successors shall have been elected and qualified. Within ten (10) days after their election they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the Cooperative during his/her term of office.

Section 4. Functions and Responsibilities. The Election Committee shall:

- a. Formulate election rules and guidelines, and recommend to the GA for approval;
- b. Implement election rules and guidelines duly approved by the GA;
- c. Recommend necessary amendments to the election rules and guidelines, in consultation with the Board of Directors, for approval of the GA;
- d. Supervise the conduct, manner and procedure of election and other election related activities and act on the changes thereto.



- e. Canvass and certify the results of the election;
- f. Proclaim the winning candidates;
- g. Decide election and other related cases except those involving the Election Committee or its members, and
- h. Perform such other functions as prescribed in the By-laws or authorized by the GA.

Section 5. Education and Training Committee. An Education and Training Committee is hereby created and shall be composed of Three (3) members to be appointed by the Board of Directors and shall serve for a term of one (1) year, without prejudice to their reappointment. Within ten (10) days after their appointment, they shall elect from among themselves a Vice-Chairperson and a Secretary. The Vice-Chairperson of the Board of Directors shall act as the Chairperson of the Committee.

The committee shall be responsible for the planning and implementation of the information, educational and human resource development programs of the Cooperative for its members, officers and the communities within its area of operation.

Section 6. Functions and Responsibilities. The Education and Training Committee shall:

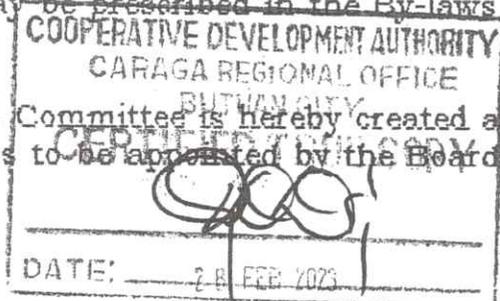
- a. Keep members, officers, staff well-informed regarding cooperative's goals/objectives, policies & procedures, services, etc.;
- b. Plan and implement educational program for coop members, officers and staff;
- c. Develop promotional and training materials for the cooperative; and
- d. Conduct/Coordinate training activities.

Section 7. Mediation and Conciliation Committee. A Mediation and Conciliation Committee is hereby created and shall be composed of Three (3) members to be appointed by the Board of Directors. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary who shall serve for a term of one (1) year or until successors shall have been appointed and qualified. No member of the Committee shall hold any other position in the Cooperative during his/her term of office.

Section 8. Functions and Responsibilities. The Mediation and Conciliation Committee:

- a. Formulate and develop the Conciliation-Mediation Program and ensure that it is properly implemented;
- b. Monitor Conciliation-Mediation program and processes;
- c. Submit semi-annual reports of cooperative cases to the Authority within 15 days after the end of every semester;
- d. Accept and file Evaluation Reports;
- e. Submit recommendations for improvements to the BOD;
- f. Recommend to the BOD any member of the cooperative for Conciliation-Mediation Training as Cooperative Mediator-Conciliator;
- g. Issue the Certificate of Non-Settlement; and
- h. Perform such other functions as may be prescribed in the By-laws or authorized by the GA.

Section 9. Ethics Committee. An Ethics Committee is hereby created and shall be composed of Three (3) members to be appointed by the Board of



Directors. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary who shall serve for a term of one (1) year or until successors shall have been appointed and qualified. No member of the Committee shall hold any other position in the Cooperative during his/her term of office.

Section 10. **Functions and Responsibilities.** The Ethics Committee shall:

- a. Develop Code of Governance and Ethical Standard to be observed by the members, officers and employees of the cooperative subject to the approval of the BOD and ratification of the GA;
- b. Disseminate, promote and implement the approved Code of Governance and Ethical Standards;
- c. Monitor compliance with the Code of Governance and Ethical Standards and recommend to the BOD measures to address the gap, if any;
- d. Conduct initial investigation or inquiry upon receipt of a complaint involving Code of Governance and Ethical Standards and submit report to the BOD together with the appropriate sanctions;
- e. Recommend ethical rules and policy to the BOD;
- f. Perform such other functions as may be prescribed in the By-laws or authorized by the GA.

Section 11 and 12 Page 11A

ARTICLE VI
Officers and Management Staff
of the Cooperative

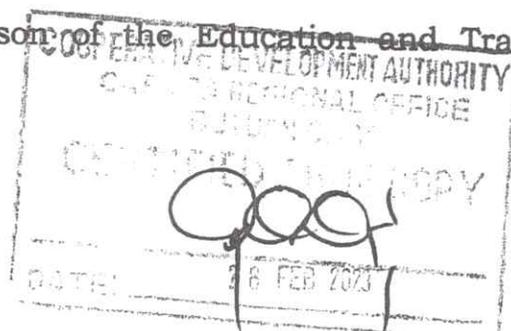
Section 1. **Officers and their Duties.** The officers of the cooperative shall include the *Members of the Board of Directors, Members of the Different Committees created by the General Assembly, General Manager or Chief Executive Officer, Secretary, Treasurer* and members holding other positions as may be provided for in this By-laws, shall serve according to the functions and responsibilities of their respective offices as follows:

a. **Chairperson** – The Chairperson shall:

- i. Set the agenda for board meetings in coordination with the other members of the BOD;
- ii. Preside over all meetings of the Board of Directors and of the general assembly;
- iii. Sign contracts, agreements, certificates and other documents on behalf of the cooperative as authorized by the Board of Directors or by the GA;
- iv. Issue Certificate of Non-Affiliation with the Federation or Union; and
- v. Perform such other functions as may be authorized by the BOD or by the GA.

b. **Vice-Chairperson** – the Vice-Chairperson shall:

- i. Perform all the duties and responsibilities of the Chairperson in the absence of the latter;
- ii. Act as Ex-Officio Chairperson of the Education and Training Committee; and



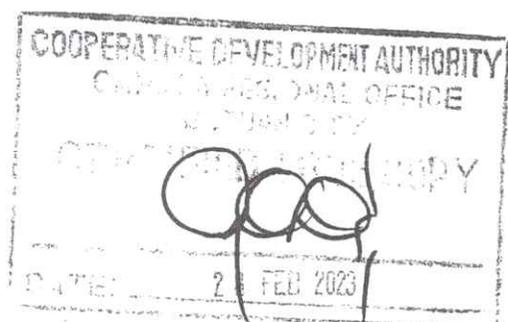
Article V
Committees
(continuation)

Section 11. Credit Committee. A Credit Committee is hereby created and shall be composed of three (3) members to be appointed by the Board of Directors. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary who shall serve for a term of one (1) year or until successors shall have been appointed and qualified. No member of the Committee shall hold any other position in the Cooperative during his/her term of office.

The committee shall be responsible for the credit management of the cooperative to the performance of its functions, it shall;

- a) Process, evaluate, and act upon loan application and withdrawal or deposit except when the applicant is a member of the committee, in which case, the application shall be acted upon by the Board of Directors;
- b) Exercise general including collection over all loans to members.

Section 12. Other Committees. By a majority vote of all its members, the Board of Directors may form such other committees as may be deemed necessary for the operation of the Cooperative.



- iii. Perform such other duties as may be delegated by the board of directors.

c. **Treasurer** - The Treasurer shall:

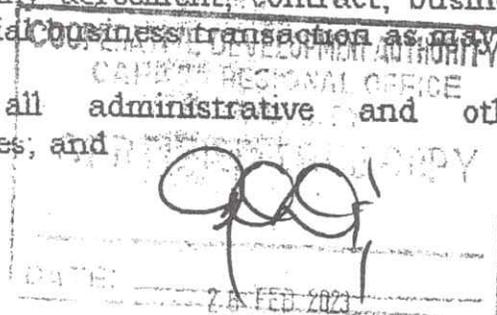
- i. Ensure that all cash collections are deposited in accordance with the policies set by the BOD;
- ii. Have custody of all funds, securities, and documentations relating to all assets, liabilities, income and expenditures;
- iii. Monitor and review the financial management operations of the cooperative, subject to such limitations and control as may be prescribed by BOD;
- iv. Maintain full and complete records of cash transactions;
- v. Maintain a Petty Cash Fund and Daily Cash Position Report; and
- vi. Perform such other functions as may be prescribed in this By-laws

d. **Secretary** - The Secretary shall:

- i. Keep an updated and complete registry of all members Record, prepare and maintain records of all minutes of all meetings of the BOD & the GA;
- ii. Ensure that necessary BODs' actions and decisions are transmitted to the management for compliance and implementation;
- iii. Issue and certify the list of members who are in good standing and entitled to vote as determined by the BOD;
- iv. Prepare and issue Share Certificates;
- v. Serve notice of all meetings called and certify the presence of quorum of all meetings of the BOD and GA;
- vi. Keep copy of the Treasurer's report & other reports;
- vii. Keep and maintain the Share & Transfer Book;
- viii. Serve as custodian of the cooperative seal; and
- ix. Perform such other functions as may be prescribed in the By-laws or authorized by the GA.

e. **General Manager**. The General Manager shall:

- i. Oversee the overall day-to-day business operations of the cooperative by providing general direction, supervision, management and administrative control over all the operating departments subject to such limitations as may be set forth by the BOD or the GA;
- ii. Formulate and recommend in coordination with the operating departments under his/her supervision, the Cooperative's Annual and Medium Term Development Plan, programs and projects, for approval of the BOD and ratification of GA;
- iii. Implement the duly approved plans and programs of the cooperative and any other directive or instruction of the BODs;
- iv. Provide and submit to the BODs monthly reports on the status of the coop's operation vis-a-vis its target and recommend appropriate policy or operational changes, if necessary;
- v. Represent the cooperative in any agreement, contract, business dealings, and in any other official business transaction as may be authorized by the BODs;
- vi. Ensure compliance with all administrative and other requirements of regulatory bodies; and



- vii. Perform such other functions as may be prescribed in the By-laws or authorized by the GA.

Section 2. Liabilities of Directors, Officers and Committee Members. Directors, officers and committee members, who willfully and knowingly vote for or assent to patently unlawful acts, or who are guilty of gross negligence or bad faith in directing the affairs of the Cooperative or acquire any personal or pecuniary interest in conflict with their duties as Directors, officers or committee members shall be liable jointly and severally for all damages resulting therefrom to the Cooperative, members and other persons.

When a director, officer or committee member attempts to acquire, or acquires in violation of his/her duties, any interest or equity adverse to the Cooperative in respect to any matter which has been reposed in him/her in confidence, he/she shall, as a trustee for the Cooperative, be liable for damages or loss of profits which otherwise would have accrued to the Cooperative.

Section 3. Management Staff. A core management team composed of manager, cashier, bookkeeper, accountant, and other position as may be necessary or as provided for in their Human Resource Manual shall take charge of the day-to-day operations of the cooperative. The Board of Directors shall appoint, fix their compensation and prescribe for the functions and responsibilities.

Section 4. Qualification of the General Manager. No person shall be appointed to the position of general manager unless he/she possesses the following qualifications and none of the disqualifications herein enumerated:

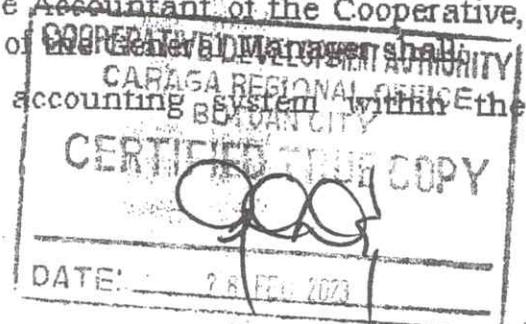
- a. Must be familiar with the business operation of the Cooperative;
- b. Must have at least two (2) years experience in the operations of Cooperative or related business;
- c. Must not be engaged directly or indirectly in any activity similar to the business of the Cooperative;
- d. Must not have been convicted of any administrative, civil or criminal cases involving moral turpitude, gross negligence or grave misconduct in the performance of his/her duties;
- e. Must be of good moral character;
- f. Must not have been convicted of any administrative, civil or criminal case involving financial and/or property accountabilities at the time of his/her appointment; and
- g. Must undergo pre-service and/or in-service trainings.

Section 5. Duties of Cashier. The Cashier of the Cooperative, who shall be under supervision and control of the General Manager shall:

- a. Handles monetary transactions;
- b. Receives/collects payments and deposits;
- c. Responsible for money received and expended;
- d. Prepares reports on money matters; and
- e. Perform such other duties as the Board of Directors may require.

Section 6. Duties of the Accountant. The Accountant of the Cooperative, who shall be under supervision and control of the General Manager shall:

- a. Install an adequate and effective accounting system within the Cooperative;



- b. Render reports on the financial condition and operations of the Cooperative monthly, annually or as may be required by the Board of Directors and/or the general assembly;
- c. Provide assistance to the Board of Directors in the preparation of annual budget;
- d. Keep, maintain and preserve all books of accounts, documents, vouchers, contracts and other records concerning the business of the Cooperative and make them available for auditing purposes to the Chairperson of the Audit Committee; and
- e. Perform such other duties as the Board of Directors may require.

Section 7. Duties of the Bookkeeper. The bookkeeper of the Cooperative who is under supervision and control of the Accountant shall:

- a. Records and update books of accounts;
- b. Provide assistance in the preparation of reports on the financial condition and operations of the Cooperative monthly, annually or as may be required by the Board of Directors and/or the general assembly;
- c. Keep, maintain and preserve all books of accounts, documents, vouchers, contracts and other records concerning the business of the Cooperative and make them available for auditing purposes to the Chairperson of the Audit Committee; and
- d. Perform such other duties as the Board of Directors may require.

Section 8. Qualifications of Accountant, Cashier, and Bookkeeper. No person shall be appointed to the position of accountant and bookkeeper unless they possess the following qualifications and none of the disqualifications herein enumerated:

- a. Bachelors degree in accountancy must be required for Accountant, however, Cashier and Bookkeeper must be knowledgeable in handling monetary transactions, accounting and bookkeeping;
- b. Must have at least two (2) years experience in Cooperative or related business;
- c. Must not be engaged directly or indirectly in any activity similar to the business of the Cooperative;
- d. Must not be convicted of any administrative, civil or criminal case involving moral turpitude, gross negligence or grave misconduct in the performance of his/her duties;
- e. Must be of good moral character;
- f. Must be willing to undergo pre-service and/or in-service trainings in accounting; and
- g. Must not have been convicted of any administrative, civil or criminal case involving financial and/or property accountabilities at the time of his/her appointment.

Section 9. Compensation. Subject to the approval of the general assembly, the members of the Board of Directors and Committees may, in addition to per diems for actual attendance to board and committee meetings, and reimbursement of actual and necessary expenses while performing functions in behalf of the cooperative, be given regular compensation; Provided, further, that the directors and officers shall not be entitled to any remuneration when, if in the preceding calendar year, the cooperative reported a net loss or had a dividend rate less than the official inflation rate for the same year.

ARTICLE VII Capital Structure

Section 1. Source of Funds. The Cooperative may derive its funds from any or all of the following sources:

- a. Member's share capital contribution;
- b. Loans and borrowings including deposits;
- c. Revolving capital build-up which consist of the deferred payment of patronage refund or interest on share capital;
- d. Subsidies, grants, legacies, aids, donation and such other assistance from any local or foreign institution, public or private;
- e. Retentions from the proceeds of services acquired /goods procured by members; and
- f. Other sources of funds as may be authorized by law.

Section 2. Continuous Capital Build-Up. Every member shall have invested in any or all of the following:

- a. At least Two Hundred Pesos (P200.00) quarterly;
- b. At least Fifty percent (50%) of his/her annual interest on capital and patronage refund; and

Section 3. Borrowing. The Board of Directors, upon approval of the General Assembly, may borrow funds from any source, local or foreign, under such terms and conditions that best serve the interest of the Cooperative.

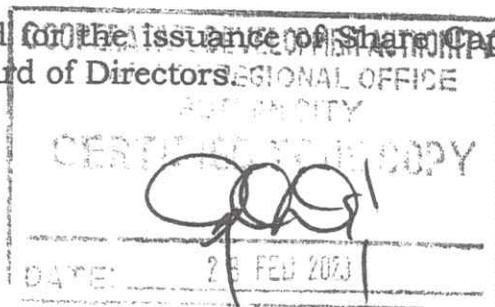
Section 4. Revolving Capital. To strengthen the capital structure of the Cooperative, the General Assembly may authorize the Board of Directors to raise a revolving capital by deferring the payment of patronage refunds and interest on share capital, or such other schemes as may be legally adopted. To implement this provision, the Board of Directors shall issue a Revolving Capital Certificate with serial number, name, rate of interest, date of retirement and such other privileges or restrictions as may be deemed just and equitable.

Section 5. Retentions. The General Assembly may authorize the Board of Directors to raise additional capital by deducting a certain percent on a per unit basis from the proceeds of services acquired and/or goods procured by members.

Section 6. Share Capital Contribution. Share Capital Contribution refers to the value of capital subscribed and paid for by a member in accordance with its Articles of Cooperation.

Section 7. Share Capital Certificate. The Board of Directors shall issue a Share Capital Certificate only to a member who has fully paid his/her subscription. The Certificate shall be serially numbered and contain the share holder's name, the number of shares owned, the par value, and duly signed by the Chairperson and the Secretary, and bearing the official seal of the cooperative. All certificates issued and/or transferred shall be registered in the cooperative's Share and Transfer Book.

The number of paid share required for the issuance of Share Capital Certificate shall be determined by the Board of Directors.



The shares may be purchased, owned or held only by persons who are eligible for membership. Subject to existing government rules or laws, interests shall be paid only to paid-up shares which may be in cash; or credited as payment of unpaid subscriptions, outstanding accounts, or additional shares or to the revolving fund of the cooperative.

Section 8. Transfer of Shares. The Cooperative shall have the first option to buy any share offered for sale. The amount to be paid for such shares shall be the par value provided that:

- a. He has held such shares or interests for not less than one (1) year;
- b. The transfer is made to a member of the cooperative or to a person who falls within the field of membership of the cooperative, and that said person is acceptable to the cooperative; and
- c. The Board of Directors has approved such transfer.

The transfer of shares shall not be binding to the cooperative until such transfer has been registered in the share and transfer book. No transfer shall be completed until the old certificate have been endorsed and surrendered to the Cooperative and a new certificate is issued in the name of the member-transferee. The corresponding transfer fee shall be collected from the transferee as prescribed in the cooperative policy.

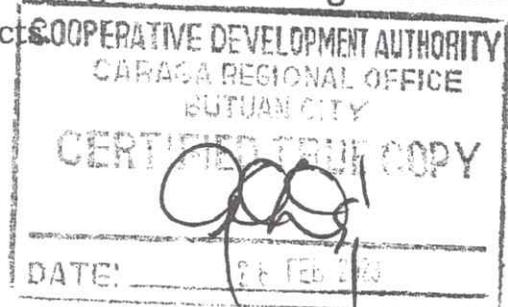
In case of lost or destroyed share certificate, the Board of Directors may issue a replacement after the owner thereof executes a sworn affidavit, setting forth the following:

- a. Circumstances as to how, when and where said certificate was lost or destroyed;
- b. The serial number of the certificate; and the number of shares it represents;
- c. The lost or destroyed certificate has never been transferred, sold or endorsed to any third party, that should the same be found, the owner shall surrender it to the cooperative; and
- d. That any false representation or statement made in the aforesaid affidavit shall be a ground for expulsion from the cooperative.

ARTICLE VIII Operations

Section 1. Primary Consideration. Adhering to the principle of service over and above profit, the Cooperative shall endeavor to:

- a. Engage in:
 1. To extend loans to members for provident and productive purposes;
 2. To provide quality consumer goods, services and requirements of the members at reasonable price;
 3. To engage in any activities in connection with the handling, storing, processing, marketing, selling or utilization of members products;
 4. To engaged in reforestation projects, protection and conservation of forest, mineral and aqua-marine resources.
 5. To engage in the utilization, processing and marketing of all forest, mineral and aqua-marine products.



- b. Formulate and implement program strategies that will provide its members and the communities within its area of operation needed goods/services;
- c. Adopt and implement plans and programs which ensure the continued build-up of the cooperative's capital structure with the end view of establishing other needed services for the members and the public;
- d. Formulate and implement studies and/or programs that will address the needs of members.

ARTICLE IX
Allocation and Distribution of Net Surplus

Section 1. Allocation - At the end of its fiscal year, the Cooperative shall allocate and distribute its net surplus as follows:

a. Reserve Fund. Ten percent (10%) shall be set aside for Reserve Fund subject to the following rules,

- i. The reserve fund shall be used for the stability of the Cooperative and to meet net losses in its operations. The general assembly may decrease the amount allocated to the reserve fund when it has already exceeded the authorized share capital. Any sum recovered on items previously charged to the reserve fund shall be credited to such fund.
- ii. The reserve fund shall not be utilized for investment, other than those allowed in the Cooperative Code. Such sum of the reserve fund in excess of the authorized share capital may be used at any time for any project that would expand the operations of the cooperative upon the resolution of the general assembly.
- iii. Upon the dissolution of the cooperative, the reserve fund shall not be distributed among the members. However, the general assembly may resolve:
 - a. To establish usufructuary fund for the benefit of any federation or union to which the cooperative is affiliated; or
 - b. To donate, contribute or otherwise dispose of the amount for the benefit of the community where the cooperative operates. If the member could not decide on the disposition of the reserve fund, the same shall be given to the federation or union to which the cooperative is affiliated.

c. Education and Training Fund. Ten percent (10%) shall be set aside for Education and Training Fund.



- i. Half of the amount allocated to the education and training fund annually under this subsection may be spent by the cooperative for education and training purposes; while the other half may be remitted to a union or federation chosen by the cooperative or of which it is a member.
- ii. Upon the dissolution of the cooperative, the unexpended balance of the education and training fund pertaining to the cooperative shall be credited to the cooperative education and training fund of the chosen union or federation.

c. *Community Development Fund.* Three percent (3%) shall be used for projects and activities that will benefit the community where the cooperative operates.

d. *Optional Fund.* Seven percent (7%) shall be set aside for Optional Fund for land and building, and any other necessary fund.

Section 2. Interest on Share Capital and Patronage Refund. The remaining net surplus shall be made available to the members in the form of interest on share capital not to exceed the normal rate of return on investment and patronage refunds. Provided, that any amount remaining after the allowable interest and the patronage refund have been deducted shall be credited to the reserved to the reserve fund. The sum allocated for patronage refund shall be made available at the same rate to all patrons of the cooperative in proportion to their individual patronage, provided that:

- a. In the case of a member patron with paid-up share capital contribution, his/her proportionate amount of patronage refund shall be paid to him/her unless he/she agrees to credit the amount to his/her account as additional share capital contribution;
- b. In the case of member patron with unpaid share capital contribution, his/her proportionate amount of patronage refund shall be credited to his/her account until the share capital has been fully paid;
- c. In the case of non-member patron, his/her proportionate amount of patronage refunds shall be set aside in a general fund for such patron and shall be allocated to individual non-member patron and only upon request and presentation of evidence of the amount of his/her patronage. The amount so allocated shall be credited to such patron toward payment of the minimum capital contribution for membership. When a sum equal to this amount has accumulated at any time within two (2) years, such patron shall be deemed and become a member of the cooperative if he/she so agrees or requests and complies with the provisions of the bylaws for admission to membership; and
- d. If within the period specified hereof, any subscriber who has not fully paid his/her subscribed share capital or any non-member patron who has accumulated, the sum necessary for membership, but who does not request nor agree to become a member or fails to comply with the provisions of this bylaws for admission to membership, the amount so accumulated or credited to their account together with any part of the general fund for non-member patron shall be credited to the Reserve Fund or to the Education And Training Fund of the cooperative, at the option of the cooperative.

ARTICLE X
Settlement of Disputes

COOPERATIVE DEVELOPMENT AUTHORITY	
CARAGA REGIONAL OFFICE	
BUTUAN CITY	
CERTIFIED TRUE COPY	
DATE:	28 FEB 2020

Section 1. Mediation and Conciliation. All inter and intra-cooperative disputes shall be settled within the cooperative in accordance with the pertinent Guidelines issued by the Cooperative Development Authority, Art. 137 Of Republic Act No. 9520 and its Implementing Rules and Regulations, Alternative Dispute Resolution Act of 2004 and its supplementary laws.

Section 2. Voluntary Arbitration. Any dispute, controversy or claim arising out of or relating to this By-laws, the cooperative law and related rules, administrative guidelines of the Cooperative Development Authority, including disputes involving members, officers, directors, and committee members, intra-cooperative disputes and related issues, and any question regarding the existence, interpretation, validity, breach or termination of agreements, or the membership/general assembly concerns shall be exclusively referred to and finally resolved by voluntary arbitration under the institutional rules promulgated by the Cooperative Development Authority, after compliance with the conciliation or mediation mechanisms embodied in the bylaws of the cooperative, and in such other applicable laws.

Article XI Miscellaneous

Section 1. Investment of Capital. The Cooperative may invest its capital in any or all of the following:

- a. Shares or debentures or securities of any other cooperative;
- b. Any reputable bank in the locality or any cooperative and cooperative banks;
- c. Securities issued or guaranteed by Government;
- d. Real Estate primarily for the use of the Cooperative or its members; or
- e. In any other manner approved by the general assembly.

Section 2. Accounting System. The Cooperative shall keep, maintain and preserve all its books of accounts and other financial records in accordance with generally accepted accounting principles and practices, applied consistently from year to year, and subject to existing laws, rules and regulations.

Section 3. Financial Audit, Performance Audit, and Social Audit. At least once a year, the Board of Directors shall cause, in consultation with the Audit Committee, the audit of the books of accounts of the Cooperative, performance audit and social audit by CDA Accredited Independent Certified Public Accountant, Accredited Social Auditor, and Cooperative Compliance Officer/Audit Committee.

Section 4. Annual Report. During the annual regular assembly meeting, the Cooperative shall submit a report of its operation to the general assembly together with the audited financial statements, performance audit and social audit reports. The annual report shall be certified by the Chairperson and Manager of the Cooperative as true and correct in all aspects to the best of their knowledge. The audited financial statements and social audit reports shall be certified by CDA Accredited Independent Certified Public Accountant, Accredited Social Auditor, and Cooperative Compliance Officer/Audit Committee.

The cooperative shall submit the following reports to the Authority within (120) days from the end of every calendar year:

- a. Cooperative Annual Performance Report (CAPR);



- b. Social Audit Report;
- c. Performance Report;
- d. Audited Financial Statement duly stamped "Received" by BIR;
- e. List of officers and trainings undertaken/completed.

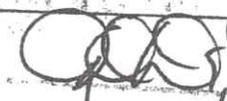
ARTICLE XII
Amendments

Section 1. *Amendment of Articles of Cooperation and By-laws.* Amendments to the Articles of Cooperation and this By-Laws may be adopted by at least two-thirds (2/3) votes of all members with voting rights without prejudice to the rights of dissenting members to withdraw their membership under the provisions of the Philippine Cooperative Code of 2008.

The amendment/s shall take effect upon approval by the Cooperative Development Authority.

Voted and adopted this 26th day of June, 1988 in Marihatag, Surigao del Sur, Philippines.

Names	Signature
Luisito Caballo	"Originally signed"
Allejandro Namoc	"Originally signed"
Romeo Pallar	"Originally signed"
Cresenciano Yagong	"Originally signed"
Chito Cervantes	"Originally signed"
Januario Duman-ag	"Originally signed"
Romeo Pelenio	"Originally signed"
Carlito Rivas	"Originally signed"
Floro Catamura	"Originally signed"
Estanislao Catamura	"Originally signed"
Julio Banas	"Originally signed"
Carlito Canda	"Originally signed"
Floro Catamura	"Originally signed"
Andres Tomalon	"Originally signed"
Geraldo Saligumba	"Originally signed"
Hermilando Celis	"Originally signed"
Maria Campos	"Originally signed"
Nilo Saligumba	"Originally signed"
Joselito Cubil	"Originally signed"


 COOPERATIVE DEVELOPMENT AUTHORITY
 CAGAYA REGIONAL OFFICE
 CAGAYA CITY
 CERTIFIED TRUE COPY
 DATE: 28 FEB 2023

Sherlita Malayao	"Originally signed"
Reynaldo Cubil	"Originally signed"
Rogelio Alandria	"Originally signed"
Romeo Taton	"Originally signed"
Nemrad Obeja	"Originally signed"
Eleuterio Lariba	"Originally signed"
Virgilio Cervantes	"Originally signed"
Roberto Villanueva	"Originally signed"
Herminio Pelegro	"Originally signed"
Bonifacio de los Reyes	"Originally signed"
Jose Bucatora	"Originally signed"
Consortio Silot	"Originally signed"
Felixberto Esquida	"Originally signed"
Domingo Gallego	"Originally signed"
Antonino Guillen	"Originally signed"
Nelecio Balmera	"Originally signed"
Vicitorio Garcia	"Originally signed"
Ismael Alegre	"Originally signed"
Felix Sanchez	"Originally signed"
Jose Garcia	"Originally signed"

Signed in the presence of :

(SGD) JOSEFINA C. AGUILAR

(SGD) CERILA M. PELENIO

We, constituting the majority of the Board of Directors of the KASAMAKA COOPERATIVE do hereby certify that the foregoing instrument is the Code of By-laws of this Cooperative.

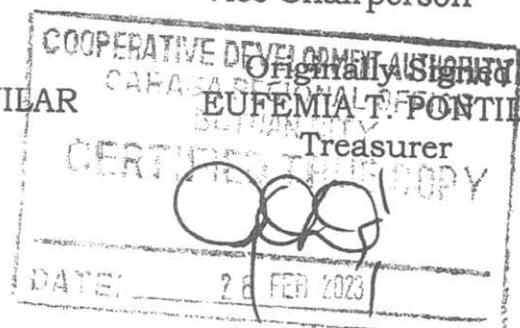
Signed this 26th of June, 1988, in Marihatag, Surigao del Sur, Philippines.

Originally signed
ADELITO C. ORBETA
Chairperson

Originally signed
DOMINGO G. ABENDAN
Vice Chairperson

Originally Signed
BERNARDINO L. AGUILAR
Secretary

Originally Signed
EUFEMIA T. PONTILLO
Treasurer



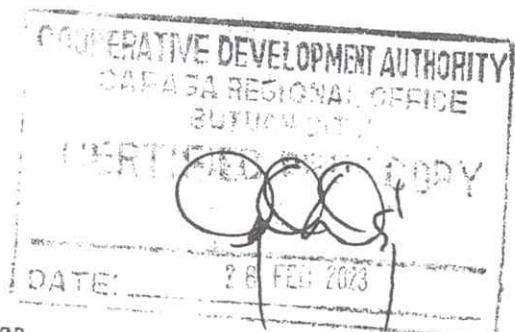
Originally Signed
HERMINIGILDO P. SY
Director

Originally Signed
MARCIAL B. CATAMURA
Director

Originally Signed
ALFREDO PELENIO
Director

Originally Signed
JOSE P. NAVARRO
Director

Originally Signed
FEDERICO R. PELENIO
Director



For BIR Use Only BCS/Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
1702-EX
January 2018 (ENCS) v2
Page 1

Annual Income Tax Return
Corporation, Partnership and Other Non-Individual Taxpayer EXEMPT under the Tax Code, as Amended, [Sec. 30 and those exempted in Sec. 27(C)] and Other Special Laws, with NO Other Taxable Income
Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X".
Two copies MUST be filed with the BIR and one held by the taxpayer.



1702-EX 01/18ENCS v2 P1

1 For Calendar Fiscal 3 Amended Return? Yes No 4 Short Period Return Yes No 5 Alphanumeric Tax Code (ATC)
2 Year Ended (MM/20YY) Yes No Yes No IC 011 Exempt Corporation on Exempt Activities
12 /20 24 IC 021 General Professional Partnership

Background Information

6 Taxpayer Identification Number (TIN) 004 - 391 - 258 - 0000 7 RDO Code 106
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS)
KASAMAKA COOPERATIVE
9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)
MARIHATAG, SURIGAO DEL SUR
9A Zip code 8306
10 Date of Incorporation/Organization (MMDD/YYYY) 05/25/2018 11 Contact Number 09187570610
12 Email Address tayaonoli11@yahoo.com
13 Method of Deductions Taxpayers Dependent on Income Taxpayer (RA 7072) Income Taxpayer Exempt from Income Tax (RA 7072)
14 Legal Basis of Tax Relief / Exemption (Specify) COOPERATIVE 15 Investment Promotion Agency (IPA) / Government Agency (specify) CDA
16 Registered Activity / Program (Registration Number) 9520-13015319 17 Effectivity Date of Tax Relief / Exemption (MM/DD/YYYY)
From 05/25/2022 To 05/25/2027

PART II - TOTAL TAX PAYABLE (DO NOT ENTER CENTAVOS, 49 centavos or less drop down; 50 or more round up)

18 Tax Due (From Part IV Item 41)	0.00
19 Less: Total Tax Credits/Payments (From Part IV Item 50)	0.00
20 Total (Overpayment) (Item 18 Less item 19) (From Part IV Item 51)	0.00
21 Add: Penalty - Compromise	0.00
22 TOTAL AMOUNT PAYABLE / (Overpayment) (Sum of Items 20 & 21)	0.00

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)
 To be refunded To be issued a Tax Credit Certificate (TCC) To be carried over as a tax credit for next year/quarter

We declare under the penalties of perjury that this return and all its attachments, have been made in good faith, verified by us, and to the best of our knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

Signature over Printed Name of President/Principal Officer/Authorized Representative: Rodolfo M. Rosales Signature over Printed Name of Treasurer/Assistant Treasurer: PURITA J. JUALO 23 Number of Attachments 00
Title of Signatory: Chairman TIN: 092-471-089 000 Title of Signatory: Treasurer TIN: 192-971-127-0000

Part III - Details of Payment

Particulars	Drawee Bank/ Agency	Number	Date (MM/DD/YYYY)	Amount
24 Cash/Bank Debit Memo				
25 Check				
26 Tax Debit Memo				
27 Others (Specify Below)				

Machine Validation / Revenue Official Receipt Details [if not filed with an Authorized Agent Bank (AAB)]

Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)

23 APR 2025

BIR Form No. 1702-EX January 2018 (ENCs) v2 Page 3	Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer EXEMPT under the Tax Code, as Amended, [Sec. 30 and those exempted in Sec. 27(C)] and Other Special Laws, with NO Other Taxable Income	 1702-EX 01/18ENCs v2 P3
--	--	--

Tax Identification Number (TIN) 004 391 258 0000	Registered Name KASAMAKA COOPERATIVE
---	---

Part VI - Schedules

(Do NOT enter Centavos; 49 centavos or less drop down; 50 or more round up)

Schedule 1 - Ordinary Allowable Itemized Deductions <i>(attach additional sheet/s, if necessary)</i>	
1 Ammortizations	0.00
2 Bad Debts	0.00
3 Charitable and Contributions	0.00
4 Depletion	0.00
5 Depreciation	0.00
6 Entertainment, Amusement and Recreation	16,158.00
7 Fringe Benefits	0.00
8 Interest	0.00
9 Losses	0.00
10 Pension Trusts	0.00
11 Rental	0.00
12 Research and Development	0.00
13 Salaries, Wages, and Allowances	0.00
14 SSS, GSIS, Philhealth, HDMF, and Other Contributions	3,965.00
15 Taxes and Licenses	0.00
16 Transportation and Travel	26,665.00
17 Others (Deductions Subject to Withholding Tax and Other Expenses) <i>[Specify below. Add additional sheet(s) if necessary]</i>	
a Janitorial and Messengerial Services	0.00
b Professional Fees	5,000.00
c Security Services	0.00
d LIGHT AND OTHER EXPENSES	990,818.00
e	0.00
f	0.00
g	0.00
h	0.00
i	0.00
18 Total Ordinary Allowable Itemized Deductions <i>(Sum of Items 1 to 17) (To Part IV Item 35)</i>	1,042,606.00

Schedule 2 - Special Allowable Itemized Deductions <i>(attach additional sheet/s, if necessary)</i>			
	Description	Legal Basis	Amount
1			0.00
2			0.00
3			0.00
4			0.00
5 Total Special Allowable Itemized Deductions <i>(Sum of Items 1 to 4) (To Part IV Item 36)</i>			0.00

Schedule 3 - Reconciliation of Net Income per Books Against Taxable Income <i>(attach additional sheet/s, if necessary)</i>	
1 Net Income(loss) per Books	282,767.00
Add: Non-Deductible Expenses/Other Income	
2	0.00
3	0.00
4 Total <i>(Sum of Items 1 to 3)</i>	282,767.00
Less: A) Non-Taxable Income and Income Subjected to Final Tax	
5	0.00
6	0.00
B) Special Deductions	
7	0.00
8	0.00
9 Total <i>(Sum of Items 5 to 8)</i>	0.00
10 Net Taxable Income/(Loss) <i>(Item 4 Less Item 9)</i>	282,767.00

Tax Return Receipt Confirmation

From: ebirforms-noreply@bir.gov.ph

To: tayaonoli11@yahoo.com

Date: Thursday, 27 March 2025 at 01:08 pm SGT

This confirms receipt of your submission with the following details subject to validation by BIR:

File name: 004391258000-1702EXv2018C-122024.xml

Date received by BIR: 27 March 2025

Time received by BIR: 12:45 PM

Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

FOR RETURNS WITH TAX PAYABLE:

Please pay through any of the following ePayment Channels:

Land Bank of the Philippines Link.BizPortal

- LBP ATM Cards
- Bancnet ATM/Debit Cards
- PCHC PayGate or PESONeT (RCBC, Robinsons Bank, UnionBank, PSBank, BPI, Asia United Bank)

DBP PayTax Online

- Credit Cards (MasterCard/Visa)
- Bancnet ATM/Debit Cards

Unionbank of the Philippines

- Unionbank Online (for Unionbank Individual and Corporate Account Holders)
- UPAY via InstaPay (For Individual Non-Unionbank Account Holders)

Taxpayer Agent/ Tax Software Provider-TSP

- (Gcash/PayMaya/MyEG)

This is a system-generated email. Please do not reply.

Bureau of Internal Revenue

TAYAO AUDITING FIRM

0157 Quezon Street, Bagong Lungsod, Tandag City
DTI Certificate No. 2415477

INDEPENDENT AUDITOR'S REPORT

**THE BOARD OF DIRECTORS
KASAMAKA COOPERATIVE**
Marihatag, Surigao del Sur

Opinion

I have audited the accompanying Financial Statements of **KASAMAKA COOPERATIVE** which comprises the statements of financial position as of December 31, 2024, the statement of comprehensive income, statement of changes in members' equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of **KASAMAKA COOPERATIVE** as of December 31, 2024 and its financial performance and its cash flows for the year then ended in accordance with Philippine Financial Standards applicable to cooperative in the Philippines.

Basis for Opinion

I conducted my audit in accordance with Philippine Standards on Auditing (PSAs). My responsibility under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Company in accordance with the ethical requirements that are relevant to my audit of the financial statements in the Philippines, the *Code of Ethics for Professional Accountants in the Philippines*, and I have fulfilled the other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Financial Reporting Standards applicable to cooperative in the Philippines, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Cooperative's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Cooperative or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Cooperative's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with PSA will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

RECEIVED
TANDAG BRANCH

As part of an audit in accordance with PSAs, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and to obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exist related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.


MANOLITO U. TAYAO, CPA

Board Certificate No 060014

PTR No. 1338279 dated January 10, 2025 at Tandag City

TIN 109-979-472-000

BOA /PRC Reg. No. 4904 - Expiry 02/28/2028

CDA Reg. No. CDA CEA No. 0596 - Expiry 06/14/2029

BIR AN. RR17-000000-003-2022 Expiry 01/03/2028

March 20, 2025

Tandag City



TAYAO AUDITING FIRM

0157 Quezon Street, Bagong Lungsod, Tandag City
DTI Certificate No. 2415477

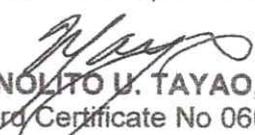
STATEMENT OF REPRESENTATION

TO THE COOPERATIVE DEVELOPMENT AUTHORITY:

In connection with my examination of the financial statements of **KASAMAKA COOPERATIVE**, Marihatag, Surigao del Sur, covering the period January 1 to December 31, 2024 which are submitted to the Commission, I hereby represent the following:

1. That I am in the active practice of the accounting profession and duly registered with the Board of Accountancy (BOA) and accredited with the Cooperative Development Authority;
2. That said financial statements were presented in conformity with Financial Reporting Frameworks applicable to cooperative in the Philippines;
3. That in the conduct of my audit, I adhered to the Philippine Standards on Audit (PSA) and the Standard Audit System for Cooperative (SASC) as required by your office;
4. That I am qualified as provided for in Section 8 of the Code of the Professional Ethics for CPAs and the provision of R.A. 9298, otherwise known as Philippine Accountancy Act of 2004;
5. That I am fully aware of my responsibility as an independent auditor for the audit certificate issued and attached to the financial statements and the sanctions to be bestowed on me for any misrepresentations that I may have willingly or unwillingly committed;
6. That I, nor any member of my immediate family, do not have any direct or indirect financial interest with the above mentioned cooperative;
7. That I am not an employee nor officer of a secondary cooperative or tertiary cooperative of which this cooperative is a member;
8. That I make representation in my individual capacity; and that I am a member in good standing of PICPA – Tandag City Chapter.

It is however, understood that my accountability is based on matter within the normal coverage of an audit conducted in accordance with Philippines Standards on Auditing and the Standard Audit System for Cooperative.


MANOLITO U. TAYAO, CPA

Board Certificate No 060014

PTR No. 1338279 dated January 10, 2025 at Tandag City

TIN 109-979-472-000

BOA /PRC Reg. No. 4904 - Expiry 02/28/2028

CDA Reg. No. CDA CEA No. 0596 - Expiry 06/14/2029

BIR AN. RR17-000000-003-2022 Expiry 01/03/2028

March 20, 2025

Tandag City

KASAMAKA COOPERATIVE

Marihatag, Surigao del Sur
CDA RN 9520-13015319; 03/22/2010

STATEMENT OF MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

The management of **KASAMAKA COOPERATIVE** is responsible for the preparation and fair presentation of the financial statements including the schedules attached therein, for the year ended December 31, 2024 in accordance with the prescribed financial reporting framework indicated therein, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

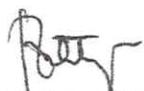
In preparing the financial statements, management is responsible for assessing the Cooperative's ability to continue as a going concern, disclosing, as applicable matters related to going concern and using the going concern basis of accounting unless management intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

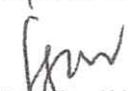
The Board of Directors is responsible for overseeing the Cooperative's financial reporting process.

The Board of Directors reviews and approves the financial statements including the schedules attached therein, and submits the same to the members.

Manolito U. Tayao, CPA, the independent auditor appointed by the stakeholders, has audited the financial statements of the **KASAMAKA COOPERATIVE** in accordance with Philippine Standards of Auditing, and in its report to the Board of Directors and members, has expressed its opinion on the fairness of presentation upon completion of such audit.

March 20, 2025


ROSARIO M. TABUYAN
BOD-Chairman / President


PURITA D. JUALO
Treasurer

KASAMAKA COOPERATIVE

Marihatag, Surigao del Sur

CDA Reg. No. 9520-13015319; 03/22/2010

STATEMENT OF FINANCIAL OPERATION

For the Year Ended December 31, 2024

(With Comparative Figures as of December 31, 2023)

	2023	2024
Sales of Rice	560,300.00	716,111.00
Purchases - Palay	(472,661.00)	(1,105,572.50)
Gross Profit from Sale	87,639.00	(389,461.50)
Palay Inventory	-	523,916.00
	87,639.00	134,454.50
Ricemill Income	455,928.10	569,384.50
Harvester Income	301,014.00	621,534.00
Membership fees	200.00	-
Total	844,781.10	1,325,373.00
Operations		
Honorarium / Incentives	38,750.00	62,750.00
Professional Fee	17,500.00	5,000.00
Milling Fee	58,118.50	63,073.00
Harvester Operator Share	103,600.00	227,840.00
Ricemill Operator Share	97,477.30	115,237.50
Other Equipments Operator Share	25,710.00	-
Delivery and Trucking	51,410.00	15,070.00
Repair and Maintenance Harvester	92,248.00	19,521.00
Repair and Maintenance RiceMill	19,251.00	54,651.00
Mortuary Aid	1,400.00	1,300.00
Medical Aid	2,000.00	-
Other Labor Services	-	102,305.00
Insurance	1,509.90	1,511.00
Fuel and Oil	75,557.00	116,081.01
Transportation and Travel	-	26,665.00
Training and Seminar	52,725.00	83,682.00
Office Supplies	9,177.00	4,780.00
Representation	23,744.00	16,158.00
Supplies	15,641.00	15,450.00
Taxes and Licenses	23,232.00	3,965.00
General Assembly Expenses	14,532.00	12,812.00
Meeting Expenses	16,576.00	1,823.00
Light, Power and Water	102,074.94	89,091.48
Miscellaneous Expenses	20,553.00	3,840.00
Total	862,786.64	1,042,605.99
Net Savings	(18,005.54)	282,767.01
ALLOCATIONS OF NET SURPLUS		
STATUTORY RESERVE FUND		
	2023	2023
General Reserve Fund	10%	(18,005.54) 282,767.01
C.E.T.F. - Local	3%	-
C.E.T.F. -ETF	7%	-
Optional Fund	7%	-
Community Development Fund	3%	-
Sub-total		(18,005.54) 282,767.01
Interest on Share Capital & Patronag	70%	-
Total		(18,005.54) 282,767.01

KASAMAKA COOPERATIVE

Marihatag, Surigao del Sur

CDA Reg. No. 9520-13015319; 03/22/2010

STATEMENT OF FINANCIAL CONDITION

As of the Year Ended December 31, 2024

(With Comparative Figures as of December 31, 2023)

ASSETS	Notes	2023	2024
Current Assets			
Cash and Cash Equivalents	2	775,000.00	1,064,467.01
Accounts Receivables	3	5,637,486.02	5,113,570.02
Inventories		-	523,916.00
Total Current Assets		6,412,486.02	6,701,953.03
Non-Current Assets			
Land	12	10,050.00	10,050.00
Warehouse, Solar / Mechanical Dryer		636,794.15	636,794.15
Tractor, Thresher, Engine		451,412.45	451,412.45
Truck, Tools, & Garage		1,152,383.40	1,152,383.40
Ricemill / Building		3,449,507.10	3,449,507.10
Harvester		1,600,000.00	1,600,000.00
Rotavator		1,400,000.00	1,400,000.00
Ricemill Improvements		66,927.00	66,927.00
Welding Shop Equipment and Building		73,075.85	73,075.85
Store and Office Furniture and Fixtures		217,648.95	217,648.95
Weighing Scale		29,192.00	29,192.00
Empty Sacks		2,819.00	2,819.00
Total Current Assets		9,089,809.90	9,089,809.90
Accumulated Depreciation		(1,360,932.24)	(1,360,932.24)
Net Book Value		7,728,877.66	7,728,877.66
TOTAL ASSETS		14,141,363.68	14,430,830.69
LIABILITIES AND MEMBER'S EQUITY			
Current Liabilities			
Deposit Liabilities	14	40,738.36	40,738.36
Trade and Other Payables	15	46,000.00	46,000.00
Due to CETF		1,087.42	1,087.42
Interest on Capital and Patronage Refund	16	15,223.87	15,223.87
Other Current Liabilities	17	9,203,196.91	9,203,196.91
Total Current Liabilities		9,306,246.56	9,306,246.56
Equity			
Member's Equity - Paid Up Capital		585,695.99	592,395.99
Other Accumulated Capital Build Up		161,149.22	161,149.22
Donations and Grants		4,256,777.02	4,256,777.02
Grant - MRDP Fund		250,000.00	250,000.00
Statutory Funds		(418,505.11)	(135,738.10)
Total Member's Equity		4,835,117.12	5,124,584.13
TOTAL LIABILITIES AND EQUITY		14,141,363.68	14,430,830.69
Statutory Fund			
General Reserve Fund		(418,505.11)	(135,738.10)
C.E.T.F.		-	-
Optional Fund		-	-
Community Development Fund		-	-

KASAMAKA COOPERATIVE

Marihatag, Surigao del Sur
CDA Reg. No. 9520-13015319; 03/22/2010

STATEMENT OF CASH FLOW

For the Year Ended December 31, 2024
(With Comparative Figures as of December 31, 2023)

	2023	2024
A. Cash Provided by Operating Activities		
Net Surplus for the period	(18,005.54)	282,767.01
Depreciation	-	-
Increase in Savings Deposit	10,286.00	-
edecrease in Accounts Payable	-	-
Increase on Cash Advances	(5,000.00)	-
Increase on Patronage Refund Payable	-	-
Decrease in Rice Inventory	4,640.00	(523,916.00)
Decrease on Accounts Receivables	636,697.00	523,916.00
Net Cash Provided by Financing Activitie	628,617.46	282,767.01
B. Cash Provided by Investing Activities		
Increase in Property, Plant and Equipment.	(37,809.00)	-
Addition to Computerization Cost	-	-
Net Cash Provided by Investing Activities	(37,809.00)	-
C. Cash Provided by Financing Activities		
Donated Capital	-	-
Increase on Capital Build - Up	22,199.89	6,700.00
Decrease in Mandatory Reserves	-	-
Cash Provided by Financing Activities	22,199.89	6,700.00
Net Increase / Decrease in Cash and C	613,008.35	289,467.01
Add : Cash Beginning	161,991.65	775,000.00
Cash and Cash Equivalent -End	775,000.00	1,064,467.01

KASAMAKA COOPERATIVE

Marihatag, Surigao del Sur
CDA Reg. No. 9520-13015319; 03/22/2010

STATEMENT OF CHANGES IN MEMBER'S EQUITY

As of the Year Ended December 31, 2024
(With Comparative Figures as of December 31, 2023)

	2023	2024
Paid - Up Capital	585,695.99	746,845.21
Additional Paid -Up Capital	161,149.22	6,700.00
Treasury Shares - Issued	-	-
Total Capital	746,845.21	753,545.21
Donated Capital	4,256,777.02	4,256,777.02
Grant - OGI	250,000.00	250,000.00
	-	-
	4,506,777.02	4,506,777.02
MANDATORY RESERVES:		
GENERAL RESERVE FUND BEGINNING BALANCE	(400,499.57)	(418,505.11)
Add: Share in the Distribution of Net Surplus	(18,005.54)	282,767.01
Less:- Adjustment	-	-
Balance End	(418,505.11)	(135,738.10)
C.E.T.F., BALANCE BEGINNING	-	-
Add: Share in the Distribution of Net Surplus	-	-
Less:- Adjustment	-	-
Balance End	-	-
OPTIONAL FUND BALANCE BEGINNING	-	-
Add: Share in the Distribution of Net Surplus	-	-
Less:- Adjustment	-	-
Balance End	-	-
COMMUNITY DEVELOPMENT FUND	-	-
Add: Share in the Distribution of Net Surplus	-	-
Less:- Adjustment	-	-
Balance End	-	-
Total Mandatory Reserve Fund	(418,505.11)	(135,738.10)
Total CBU and Mandatory Reserve Fund	4,835,117.12	5,124,584.13

KASAMAKA COOPERATIVE
Marihatag, Surigao del Sur
CDA RN 9520-13015319; 03/22/2010

NOTES TO FINANCIAL STATEMENT
December 31, 2024

Note I - COOPERATIVE INFORMATION

KASAMAKA COOPERATIVE is a primary consumer cooperative presently composed of regular members, who are entitled to all the rights and privileges of membership. The members' primary objective is to uphold the articles of cooperative by-laws, policies, guidelines, rules and regulations promulgated by the board of directors and the general assembly. The cooperative is primarily engaged in rice milling, solar dryer and warehousing services, tractor and thresher services, palay trading and lending for rice production and improvement. Policies are centralized under one (1) set of Board of Directors elected by the members of the Cooperative during the General Assembly. The Cooperative registered address is Marihatag, Surigao del Sur...

BASIS OF FINANCIAL STATEMENTS PRESENTATION

The financial statements of **KASAMAKA COOPERATIVE** has been prepared in accordance with the Philippine Financial Reporting Frameworks applicable to Cooperative in the Philippines.

The Financial Statements were prepared under the historical Cost Method

ACCOUNTS PECULIAR TO COOPERATIVES

The following accounts are peculiar to a Cooperative due to its nature as well as adherence to Cooperative laws, issued policies, rules and regulations, as well as cooperative principles and practices

Interest on Share Capital Payable – refers to liability of the cooperative to its members for interest on share capital, which can be determined only at the end of every accounting period.

Patronage Refund Payable – is the liability of the cooperative to its members and patrons for patronage refund, which can be determined only at the end of every accounting period.

Undivided Net Surplus – is the accumulated net surplus of the cooperative that should be allocate and distributed at the end of each accounting period in accordance with Articles 86 and 87 of RA 6938. It is used for Interim Financial Statement Presentation only.

Donations/Grants – are amounts received by the Cooperative as awards, subsidies, grants, aids and others. This shall not be available for distribution as interest on share capital and patronage refund, and shall form part of the member's equity of the Statement of Financial Condition.

Statutory Funds – are mandatory funds established /set up in accordance with Articles 86 and 87 of the Cooperative Code. These are as follows:

o **General Reserve Fund** – Amounts set aside annually for the stability of the cooperative and to meet net losses in its operation. It is equivalent to at least 10% of the net surplus. 50% is set aside for the first five years of operation. A corresponding fund should be set up either in the form of time deposits with local banks or government securities. Only the amount in excess of the paid up capital may be used for the expansion and authorized investment of the cooperative as provided for in its by-laws

o **Cooperative Educational and Training Fund** – Amount of at least 10% of the Net Surplus retained by the cooperative out of the mandatory allocation as stipulated in the cooperative's by-laws for educational and training of the members. Half of the allocation goes to this fund, while the other half is due to an Apex organization or federation.

o **Optional Fund** – Fund set aside from the Net Surplus not exceeding 7% for future use such as land and building acquisition and for community developments, etc.

o **Community Development Fund** – Fund set aside for community services and should not exceed 3% of the Net Surplus.

Balance of the Net Surplus after mandatory allocation is for Interest on Share Capital and Patronage Refund.

INCOME RECGONIZATION . As a rule, cooperative adopt the accrual basis of accounting. However, for credit and other cooperatives, recognition of revenue is on a modified accrual basis; i.e., interest income, fines, penalties and surcharges shall be recognized when earned and actually collected. This is so, because only interest income, fines, penalties and surcharges on loans receivable that has been realized and collected shall be the basis of the income available for distribution to its members through interest on share capital and patronage refund. Also, due to the cash-based income distribution scheme of a cooperative as well as the inherent limitations of small-scale countryside credit cooperatives, it cannot adopt the effective interest method in recognizing interest income on loans receivable.

3. MANAGEMENT SIGNIFICANT ACCOUNTING JUDGMENT AND ESTIMATES

3.1 Judgments – The preparation of the Cooperative's financial statement in conformity with Financial Reporting Framework (in reference to the Philippine Financial Reporting Standards) Requires management to make estimates and assumptions that affect the amounts reported in Cooperative's Financial Statements and accompanying notes. The estimates and assumptions used in the Cooperative's financial statements are based upon management's evaluation of relevant facts and circumstances as of the date of the Cooperative's Financial Statements. Actual results could differ from such estimates, judgments and estimates are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

3.2 Estimates – In the application of the Cooperative's accounting policies, management is required to make judgments, estimates and assumptions about the carrying amounts of assets and liabilities that are not easily apparent from other source. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised if the revision affects only that period or in period of revision and future periods if the revision affects both current and future periods.

The cooperative is composed of regular members and associate members.

Organization and Tax Exemption

With the enactment by the Congress of the Philippines on March 10, 1990 of R. A. Nos. 6938 and 693 otherwise known as the "Cooperative Code of the Philippines" and the creation of the CDA, respectively, all cooperatives registered under Presidential Decree Nos. 175 and 775 and Executive Order No. 898, and all other laws, shall be deemed registered and under supervision of the CDA, R. A. No 6938 also grants the Cooperative tax and duty exemption privileges. On February 17, 2009, the Philippine President signed R. A. No 9520, an act amending the "Cooperative Code of the Philippines" and is also known as "Philippine Cooperative Code of 2008".

Cooperative with accumulated reserves and undivided net savings of not more than P10 Million are exempt from the payment of all national, city, provincial, municipal or barangay taxes of whatever name and nature, including exemption from custom duties, advance sale or compensating taxes on its importation of machinery, equipment and spare parts which are not available locally as certified by the Department of Trade and Industry. Cooperative shall enjoy tax exemption from government taxes or fees imposed under internal revenue laws provided they do not transact with non-members or the general public.

Cooperative, if transacting business with non-members or the general public, may be exempted from tax if their accumulated reserves and undivided net savings do not exceed P10 Million. The cooperative serves its members only, accordingly, is exempt from taxes, including income tax, under the law.

Cash and Cash Equivalentents

Cash includes cash on hand, checks and other cash items. Cash equivalentents includes also amount deposited to the Rural Bank and Commercial Banks..

Allowance for Probable Losses

Allowance for probable losses. represents management's estimate of probable losses inherent in the loan portfolio based on the past due account of the members. It is established through provision for bad debts chargeable to current operations. Loans are written off against the allowance for bad debts when management believes that the collectivity of the principal is unlikely.