



PRAXIS FIDES SUMMARY OF BOARD RESOLUTIONS 2020

DATE OF MINUTES OF MEETING	BOARD RESOLUTION NUMBER	2020 BOARD RESOLUTION												
January 22, 2020	Board Resolution No. 2020-01	<p><u>MEMBER’S EQUITY – Delisted Accounts</u></p> <ul style="list-style-type: none"> • THAT the masterlist of members and respective equities shall be cleared from “delisted accounts” to contain only the outstanding active members. • THAT the equity of the member less than or equal to one month of his contribution shall be treated as Association’s Income. 												
January 22, 2020	Board Resolution No. 2020-02	<p><u>EMPLOYEES RETIREMENT</u></p> <ul style="list-style-type: none"> • THAT, all Praxis Fides MBAI regular employees shall be entitled to either a retirement or separation pay and the schedule of payment as follows: <table border="1" style="margin-left: 40px; margin-right: 40px;"> <thead> <tr> <th style="text-align: center;"><i>Years of Service</i></th> <th style="text-align: center;"><i>Equivalent salary for every year of service</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>5 years up to less than 10 years</i></td> <td style="text-align: center;"><i>Fifty percent (50%)</i></td> </tr> <tr> <td style="text-align: center;"><i>10 years up to less than 15 years</i></td> <td style="text-align: center;"><i>One hundred percent (100%)</i></td> </tr> <tr> <td style="text-align: center;"><i>15 years up to less than 20 years</i></td> <td style="text-align: center;"><i>One hundred fifty (150%)</i></td> </tr> <tr> <td style="text-align: center;"><i>20 years up to less than 25 years</i></td> <td style="text-align: center;"><i>Two hundred percent (200%)</i></td> </tr> <tr> <td style="text-align: center;"><i>25 years up</i></td> <td style="text-align: center;"><i>Two hundred fifty percent (250%)</i></td> </tr> </tbody> </table> • THAT Retirement pay shall be made available only after the employee reaches retirement age of 60. On the other hand, separation pay shall be made available after resignation of an employee or upon the cessation of business, whichever comes first. 	<i>Years of Service</i>	<i>Equivalent salary for every year of service</i>	<i>5 years up to less than 10 years</i>	<i>Fifty percent (50%)</i>	<i>10 years up to less than 15 years</i>	<i>One hundred percent (100%)</i>	<i>15 years up to less than 20 years</i>	<i>One hundred fifty (150%)</i>	<i>20 years up to less than 25 years</i>	<i>Two hundred percent (200%)</i>	<i>25 years up</i>	<i>Two hundred fifty percent (250%)</i>
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January 22, 2020	Board Resolution No. 2020-03	<p><u>AMENDMENT ON EMPLOYEES SALARY LOAN</u></p> <ul style="list-style-type: none"> • To amend the loanable amount from P250,000.00 based on Employees Salary Loan approved by BOT last February 9, 2017 down to three (3) month salary loan payable in one (1) year on a salary deduction basis every pay day. The basis is only basic salary (no allowances). 												
January 22, 2020	Board Resolution No. 2020-03.1	<p><u>AMENDMENT ON PROVIDENT FUND LOAN</u></p> <ul style="list-style-type: none"> • To amend the loanable amount from the maximum of his total contribution plus 50% of his corresponding share to 90% of his total contribution only. • THAT the renewal of loan must be after full payment of the previous loan. 												

		<ul style="list-style-type: none"> • THAT only one (1) loan at a time can be availed by an employee. No more multiple loan.
January 22, 2020	Board Resolution No. 2020-04	<p><u>CASH REWARD FOR BEST PERFORMING ARS</u></p> <ul style="list-style-type: none"> • To give Cash Reward for Best Performing ARs that will accompany the medals awarded during the General Assembly held in March every year. The amount of cash reward are as follows: <p>Gold Medalist - P 3,000.00 Silver Medalist – P 2,000.00 Bronze Medalist – P 1,000.00 No more Single Premium of P10k will be given to three-time gold medalist.</p>
February 19, 2020	Board Resolution No. 2020-04.1	<p><u>NOMINATION COMMITTEE</u></p> <ul style="list-style-type: none"> • THAT any active member for one (1) year with good standing provided that the time of election he/she can complete a 3 year term. The maximum age is 62 years old. • THAT members and non-members of PF organizational committee can file a certificate of candidacy. • THAT related to any personnel, workforce, Area Coordinator and Area Representative up to third degree of consanguinity or affinity, legitimate or common-law may be disqualified. • THAT the PF Board of Trustee have a maximum cumulative term of nine (9) years, he/she must be elected 3 times with a 3-year term with an interval of a year per term. • THAT the validity of Proxy Form is only for one (1) year.
March 25, 2020	Board Resolution No. 2020-05	<p><u>LOAN COLLECTION POLICIES AND PROCEDURES</u></p> <ul style="list-style-type: none"> • See attachment
April 15, 2020	Board Resolution No. 2020-06	<p><u>COVID 19 EMERGENCY RESPONSE PACKAGE</u></p> <ul style="list-style-type: none"> • To release the 50% Educational Assistance this April 2020 as partial payment to employees Educational Assistance • To release the 100% Cash Gift to AC/AR this April 2020 and the source of fund will come from the General Fund. • To continue the deferment of deduction on Support Loan on the period covered by the lockdown announcement of government. • To release the Cash Rewards for Best Performing AR and AC this April 2020 amounting to P 180,000.00 and P 25,000.00 respectively. This amount was supposedly be

		<p>awarded to them on the General Assembly scheduled last March 21, 2020 but was postponed due to COVID 19 pandemic. The source of fund will be from General Fund.</p> <ul style="list-style-type: none"> • To allocate a budget amounting to P250,000.00 Rice Subsidy to 611 active ARs. Each active AR will receive ten (10) kilos of rice to be bought at Petrifidelis Corp. • To extend the term of Loan (for both Equity & Collateral) of members equivalent only to the lockdown period.
April 15, 2020	Board Resolution No. 2020-07	<p><u>AMORTIZATION HOLIDAY – for Certificate & Collateral Loans</u></p> <ul style="list-style-type: none"> • THAT, Praxis Fides MBI be authorized to defer the loan payment as Amortization Holiday for Certificate and Collateral loans in time of Pandemic for the months of March 18, 2020 to May 30, 2020.
May 18, 2020	Board Resolution No. 2020-08	<p><u>COVID 19 Emergency Response Package</u></p> <ul style="list-style-type: none"> • To continue the deferment of deduction on Support Loan on the period covered by the lockdown from Enhanced Community Quarantine (ECQ) up to the extension to Modified Enhanced Community Quarantine (MECQ). • To allocate a additional budget amounting to P250,000.00 Rice Subsidy (2nd wave) to 608 active ARs due to the extension of lockdown covering he province of Bulacan from ECQ to MECQ. Each active AR will receive additional ten (10) kilos of rice to be bought at Petrifidelis Corp. • To released back the ARs Bond Fund exceeding 50% of their Average Monthly Production to respective ARs to support their family needs brought about by the continuous lockdown in the province of Bulacan. ARs Bond Fund will help to pay for expenses incurred by the AR and his/her family during this pandemic period where sources of income of their family members abruptly stopped.
July 30, 2020	Board Resolution No. 2020-09	<p><u>MOTORCYCLE LOAN FOR QUALIFIED WORKFORCE</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBI be authorized to offer Motorcycle/Tricycle Loan for Qualified Workforce as their personal service due to lack of public transportation in time of pandemic, the time duration for the application is only for three (3) months period July-September 2020 only. Provided that the qualified workforce meets the terms and conditions.
February 19, 2020	Board Resolution No. 2020-10	<p><u>APPOINTMENT OF EXECUTIVES</u></p> <ul style="list-style-type: none"> • THAT, the appointment of the following names and their position to serve starting February 2020 until March 2021.

		<p>Ms. Melody T. Gaddi – Compliance Officer Mr. John Carlo C. Sayo - Alternate Compliance Officer</p> <ul style="list-style-type: none"> • THAT, the two (2) appointments are entitled to receive a monthly allowance of Five Thousand Pesos Only (P5,000.00) plus representation allowance in attending meetings, seminars, conferences and other functions in relation to their respective position.
June 25, 2020	Board Resolution No. 2020-11	<p><u>APPOINTMENT OF EXECUTIVES</u></p> <ul style="list-style-type: none"> • THAT, the appointment of the following names and their position to serve starting July 2020 until March 2021. Ms. Ellaine Carla M. Pasco – Corporate Secretary Ms. Rosanna S. Jose – Chief Risk Officer Ms. Engracia D. Mauricio – Chief Audit Executive • THAT, the two (2) appointments are entitled to receive a monthly allowance of Five Thousand Pesos Only (P5,000.00), the Chief Audit Executive is entitled to receive a monthly allowance of Ten Thousand Pesos Only (10,000.00) plus representation allowance in attending meetings, seminars, conferences and other functions in relation to their respective position.
July 30, 2020	Board Resolution No. 2020-12	<p><u>MANILA MEMORIAL LOTS</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI be authorized to transfer the ownership of the memorial lots to fully paid buyers; • THAT Gener C. Luciano be authorized to be the signatory on all documents relative to the transfer of ownership for fully paid memorial lots purchases.
July 30, 2020	Board Resolution No. 2020-13	<p><u>PANDEMIC LOAN PROGRAM</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI be authorized to offer Pandemic Loan Program for qualified members as their assistance during quarantine period and to give hope to our members in time of pandemic, the time duration for the application is only for two (2) months period August 3, 2020- September 30, 2020 only. Provided that the qualified member meets the terms and conditions.
July 30, 2020	Board Resolution No. 2020-14	<p><u>INTERNET CONNECTION PANDI BRANCH</u></p> <ul style="list-style-type: none"> • THAT Mark Justin M. Gutierrez, MC Clerk be and is hereby authorized sign and submit the necessary application from along with all documents as may be required to be

		<p>submitted to the Globe Telecom, Inc. to obtain internet connection for the said premises, and also further authorized to take all steps and do all such acts, deeds and things as may be necessary in this regard.</p> <ul style="list-style-type: none"> • THAT Mark Justin M. Gutierrez, MC Clerk be and is hereby authorized to sign and forward a true copy of foregoing resolution to Globe Telecom, Inc. with regard to the application for new internet connection.
July 30, 2020	Board Resolution No. 2020-15	<p><u>REPRESENTATION ALLOWANCE</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI authorize to provide representation allowance for members of the BOT and Management who are assigned or invited to represent the company during official gatherings including but not limited to meetings and conferences, seminars and trainings, social events and other functions. (see attachment)
July 30, 2020	Board Resolution No. 2020-16	<p><u>LEVELING AND CAPPING OF EMPLOYEES' SALARY</u></p> <ul style="list-style-type: none"> • THAT the salary capping be implanted as shown in the attached schedule and the effective date is July 2020. • THAT if the employee has reached the ceiling of his/her salary, he/she shall be given to a one-time increase only, unless, he is considered for promotion to the next salary grade.
July 30, 2020	Board Resolution No. 2020-17	<p><u>MEETING ALLOWANCES – AC/SAC, Cluster, CORE, Committee, AGM & Seminars & Trainings.</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI approved the increase in the meeting allowances as shown in the following table: (see attached) • THAT the effectivity date for the new allowances is on August 1, 2020. • THAT virtual meetings will provide 75% of the allowances. • THAT members who will attend via virtual for face to face meetings will receive 50% of the allowance.
July 30, 2020	Board Resolution No. 2020-18	<p><u>MSGR. MACARIO MANAHAN'S EQUITY</u></p> <ul style="list-style-type: none"> • THAT the equity worth of P647k shall be charged to the indebtedness of the foreclosed property of Msgr. Macario Manahan and to close the portion of the advances and the remaining amount not shouldered shall form part of the property cost.
July 30, 2020	Board Resolution	<p><u>PF SALARY STRUCTURE</u></p> <ul style="list-style-type: none"> • THAT MGM Accounting, Bookeeping & General Services be

	No. 2020-19	authorized to undertake and be responsible for the Salary Structure of the Association. The Total Contract Price is P 125, 000.00
August 28, 2020	Board Resolution No. 2020-20	<p><u>MORTGAGE LOAN ASSISTANCE</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI be authorized to collect the loan interest only for six (6) months. Upon maturity of the loan, six (6) months amortization will be added for the settlement of the Principal Arrears.
August 28, 2020	Board Resolution No. 2020-21	<p><u>NOMINATION COMMITTEE – Additional for qualification of candidates.</u></p> <ul style="list-style-type: none"> • THAT PF Board of Trustees has no conflict of interest.
August 28, 2020		<p><u>BISHOP’S MEMBERSHIP</u></p> <ul style="list-style-type: none"> • To give a Single Premium Plan @ P20k that his membership to the Association will be one of the strategies for parish recruitment to attract more members.
September 25, 2020	Board Resolution No. 2020-22	<p><u>PANDEMIC LOAN PROGRAM – Extension</u></p> <ul style="list-style-type: none"> • THAT the Pandemic Loan Program for qualified members is extended until December 31, 2020.
September 25, 2020		<p><u>FLU & PNEUMONIA VACCINE for Non Active ARs</u></p> <ul style="list-style-type: none"> • To give an opportunity to receive the said vaccines by filling up a Cash Advance Form – not a loan so as not to be charged of interest and pay it in 6 monthly installments thru automatic deduction from their incentives.
November 27, 2020	Board Resolution No. 2020-23	<p><u>NOMINATION COMMITTEE – Addendum for BR No. 2020-04.1</u></p> <ul style="list-style-type: none"> • THAT the current term of office of members of the Board of Trustees of Praxis Fides MBAI is hereby extended from three (3) years to four (4) years. • THAT in the forthcoming election in 2021 where two (2) new trustees shall be elected by the general membership, the winning candidate with the higher number of votes shall serve for four (4) years term while the second winner shall serve for three (3) years term to ensure that there will be a yearly election. • THAT starting year 2022 all winning candidates to sit in the Board of Trustees shall serve four (4) years term.
November 27, 2020	Board Resolution No. 2020-24	<p><u>REFUND FROM MERALCO</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI authorizes GM Gener C. Luciano to act on behalf of the corporation, to transact with MERALCO and execute any documents with regard to cash advance refund;

		<ul style="list-style-type: none"> • THAT Praxis Fides MBAI authorizes Jasper C. Jose to claim and receive the refund check.
November 27, 2020	Board Resolution No. 2020-25	<p><u>MOTORCYCLE LOAN FOR QUALIFIED WORKFORCE – Extension</u></p> <ul style="list-style-type: none"> • THAT Praxis Fides MBAI be authorized to offer Motorcycle/Tricycle Loan for Qualified Workforce as their personal service due to lack of public transportation in time of pandemic, the time duration for the application is extended until December 2020. Provided that the qualified workforce meets the terms and conditions.
November 27, 2020	Board Resolution No. 2020-26	<p><u>FINANCIAL ASSISTANCE FOR ACs and ARs</u></p> <ul style="list-style-type: none"> • THAT a fixed amount of financial assistance be given to active Area Representatives and Area Coordinators of Praxis Fides MBAI to be released in December 2020, as follows: Area Coordinators/Sub-Area Coordinators – P 10,000.00 each Area Representatives - P 1,350.00 each • THAT the amount of financial assistance shall be appropriated from the General Fund and shall be computed using the budget allocation for the yearly 13th month pay.
November 27, 2020	Board Resolution No. 2020-27	<p><u>NOMINATION COMMITTEE – Addendum for BR No. 2020-04.1</u></p> <ul style="list-style-type: none"> • THAT the one (1) year membership rule has been supplemented to allow members whose membership has expired or matured but who have renewed their membership.
November 27, 2020	Board Resolution No. 2020-28	<p><u>AMENDMENT ON EMPLOYEES SALARY LOAN</u></p> <ul style="list-style-type: none"> • To reimpose the prior approval dated February 9, 2017 on Employees Salary Loan under IC Circular 2014-20 on Financial Assistance Program for Officers & Employees.” All insurance companies the salary loans can be extended is up to a maximum of six (6) months’ salary. • To amend the loanable amount from three (3) months to six (6) months of the salary.
November 27, 2020		<p><u>ANNUAL YEAR-END RELEASES</u></p> <p><u>Employees’ across the board Financial Assistance</u></p> <ul style="list-style-type: none"> • To release the employees benefit which is being given every first week of December. <p><u>Trustees’ Year-End Per Diem</u></p> <ul style="list-style-type: none"> • To release the trustees’ per Diem with computation amounting to P 2,083.33 per Diem (equivalent to P 50k) for a twice a month committee and non-committee

		functions covering the year 2020. This per diem is net of the required 10% withholding tax.
November 27, 2020		<p><u>BOT Outreach Program</u></p> <ul style="list-style-type: none"> • To have a feeding program for children at Bethlehem House of Bread on December 11, 2020. The approved budget is P10k to be taken from Marketing Fund and each Trustee has a personal share of P 1,500.00 each.
December 11, 2020	Board Resolution No. 2020-29	<p><u>AMENDMENT ON PROVIDENT FUND</u></p> <ul style="list-style-type: none"> • THAT the Employer Share along with the Employees Share be retained to the fund. • THAT the Employer Share can be borrowed until December 2021 only. After a year, there will be an evaluation and re-study on the fund.

2020 BOT Resolutions for Various Investment of Praxis Fides MBAI

FIXED RATE BONDS	Amount	TOTAL
SM Food and Beverage_Bank of Commerce	3,000,000.00	
SM Food and Beverage_PNB	4,900,000.00	
BPI_PNB IMA	5,000,000.00	
Ayala Land 5 yr_PNB	5,000,000.00	
Ayala Land 2 yr_PNB	5,000,000.00	
Ayala Land 2 yr_Bank of Commerce	3,000,000.00	
RCBC	8,000,000.00	
Chinabank	3,000,000.00	
Landbank	<u>5,000,000.00</u>	41,900,000.00
SHORT TERM COMMERCIAL PAPER		
Phoenix Petroleum_PNB	3,000,000.00	
Cirtek Holdings	3,000,000.00	
Cirtek Holdings_PNB	<u>6,000,000.00</u>	12,000,000.00
UITF		
PNB Fixed Income Fund	<u>5,000,000.00</u>	5,000,000.00
PREFERRED SHARES		
Megawide Construction Corp_JSG	3,000,000.00	
San Miguel Corp_JSG	3,000,000.00	
San Miguel Corp._Bank of Commerce	2,000,000.00	
Double Dragon Preferred Shares	<u>5,021,266.21</u>	13,021,266.21
MUTUAL FUNDS		
Sunlife Asset Management	<u>10,000,000.00</u>	10,000,000.00
GOVERNMENT SECURITIES		
Landbank_RTb	5,000,000.00	
Landbank_Tbills	10,000,000.00	
Progreso Bonds_Landbank_RTb	<u>5,000,000.00</u>	20,000,000.00
TIME DEPOSITS		
UCPB Malolos	15,000,000.00	
Bank of Commerce_DRT	10,000,000.00	
PNB_Balagats	8,400,000.00	
Producers Bank_Bocau	2,025,204.16	
DBP	<u>5,000,000.00</u>	40,425,204.16
Eastwest_Malolos	<u>\$100,000.00</u>	\$100,000.00

Loans Approval by the BOT for the Year 2020

17,500,000.00

