



PHILIPPINE SCIENCE HIGH SCHOOL – EASTERN VISAYAS CAMPUS CONSUMERS COOPERATIVE

PSHS-EVC Compound, Maharlika Highway, Brgy. Pawing, Palo, Leyte

Email: [pisayevccanteen@gmail.com](mailto:pisayevccanteen@gmail.com)

Mobile No.: +639997960709

Item No.: 01

Date: JUN 13 2023

22 May 2023

31 May 2023

*Divie*

PROVINCE OF LEYTE

**Vice Governor Leonardo Morales Javier Jr.**  
Presiding Officer, Sangguniang Panlalawigan  
Province of Leyte

Dear Vice Governor Javier:


In response to your Notice of Call for Accreditation, kindly be informed that **Philippine Science High School – Eastern Visayas Campus Consumers Cooperative (PSHS-EVC CC)**, with office address at Philippine Science High School – Eastern Visayas Campus Compound, Maharlika Highway, Brgy. Pawing, Palo, Leyte, would like to seek accreditation by the Sangguniang Panlalawigan.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
3. Certificate of Registration issued by the CDA;
4. List of Current Officers;
5. CY 2022 Minutes of the Annual General Assembly Meeting;
6. CY 2022 Annual Accomplishment Report; and
7. CY 2022 Audited Financial Statements

Thank you.

Sincerely,

  
**NESTOR P. CARLON JR.**  
Chairperson

**APPLICATION FORM FOR ACCREDITATION**

**Name of Organization:** PHILIPPINE SCIENCE HIGH SCHOOL – EASTERN VISAYAS CAMPUS CONSUMERS COOPERATIVE (PSHS-EVC CC)

**Address:** Philippine Science High School – Eastern Visayas Campus Compound, Maharlika Highway, Brgy. Pawing, Palo, Leyte

**Contact No.:** +639997960709      **Email address (optional):** pisayevccanteen@gmail.com

**Date Organized:** September 30, 2016      **Sector/s Represented:** PSHS-EVC Employees

**Purposes/Objectives:** That the type of this cooperative is consumers cooperative and the purposes for which this Cooperative is organized;

1. To Procure and distribute goods and services to members and non-members; and canteen operation to members and non-members;
2. To engage in savings among members only.

**Services that the organization provides or can participate in:**

1. School Canteen Services
2. Small-scale Food Catering Services for the PSHS-EVC Community

**Registering Agency:**

**Date Registered:** February 24, 2017

- Securities and Exchange Commission (SEC)
- Cooperative Development Authority (CDA)
- Department of Labor and Employment (DOLE)
- Department of Human Settlements and Urban Development (DHSUD), formerly the Housing and Land Use Regulatory Board (HLURB)
- National Commission on Indigenous Peoples (NCIP) \*certification

**Accrediting Agency (if any):** Not Applicable      **Date Accredited:** \_\_\_\_\_

- 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 Agriculture (DA)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)

- National Commission for Culture and the Arts (NCCA)
- Presidential Commission for the Urban Poor (PCUP)
- Philippine Drug Enforcement Agency (PDEA)
- Department of Labor and Employment (DOLE)
- Others (specify): \_\_\_\_\_

**Organizational Level:**

- Barangay-level
- Chapter
- Affiliate of a larger organization (identify organization): \_\_\_\_\_
- Others (specify): **Organizational level (PSHS-EVC)**

**Projects Implemented in the Municipality of Palo**

Year	Project	Cost	Financing Source/Scheme	Beneficiaries	Status	
					Completed	Ongoing
2020- April 2021	COVID-19 Response: Coop Chairperson was detailed as Quality Assurance Officer and one member as Analyst at EVRMC COVID Laboratory			LGU's of Region 8	Completed	
2022	Pisay Cares (providing free lunch to indigent students of PSHS-EVC)	79,200.00	Coop Fund	15 Indigent students of PSHS-EVC	Completed	
2023	Pisay Cares (providing free lunch to indigent students of PSHS-EVC)		Coop Fund	15 Indigent students of PSHS-EVC	Ongoing	

**Depending on your organization's technical area of expertise and scope of activity, which Local Special Body 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.

  
**NESTOR P. CARLON JR.**  
Chairperson

  
**ISRAEL GILYANI D. MALACA**  
Secretary



**PHILIPPINE SCIENCE HIGH SCHOOL – EASTERN VISAYAS CAMPUS CONSUMERS  
COOPERATIVE**

**PSHS-EVC Compound, Maharlika Highway, Brgy. Pawing, Palo, Leyte**

**BOARD RESOLUTION NO 27, Series of 2023**

**WHEREAS**, Section 108 of the Local Government Code of 1991 (RA 7160) provides for the accreditation of civil society organizations;

**WHEREAS**, on July 11, 2022, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the Philippine Science High School – Eastern Visayas Campus Consumers Cooperative (PSHS-EVC CC) is a civil society organization duly registered with the Cooperative Development Authority, and existing under Philippine laws;

**WHEREAS**, in the PSHS-EVC CC Special Board Meeting held at PSHS-EVC CC Canteen on April 28, 2023, attended by the following members of the Board of Directors present, 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 Panlalawigan, pursuant to the procedures and guidelines set forth in Section 108 of the Local Government Code of 1991 and DILG Memorandum Circular 2022-083, and to apply for membership in a local special body in the Municipality of Palo, Leyte.

**RESOLVED FURTHER**, to forward a copy of this RESOLUTION to the Chair of the Sanggunian Committee on Accreditation, the Hon. Ebbie Apostol

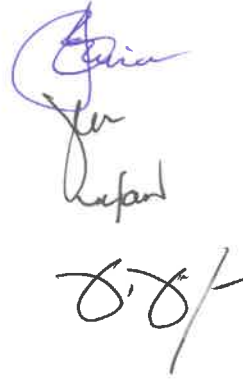
**RESOLVED FURTHERMORE**, that the following representatives of the Organization are authorized and directed to take any action necessary to effectuate the foregoing resolution: Nestor P. Carlon Jr.(Chairperson), Tito E. Cachero (Vice-Chairperson), and Cyrill D. Tapales (General Manager).


**ADOPTED** unanimously by the Board of Directors of the Philippine Science High School – Eastern Visayas Campus Consumers Cooperative this 28th day of April, 2023 in the Municipality of Palo, Leyte

<b>Name</b>	<b>Position</b>	<b>Signature</b>
NESTOR P. CARLON JR.	Chairperson	
TITO E. CACHERO	Vice-Chairperson	
 FERNANDO O. ASIS	Member	

Annex E: Board Resolution - Intention for Accreditation

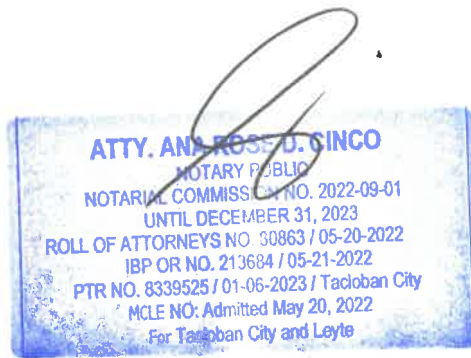
ALEXANDRA T. BUÑALES	Member
GINA A. CAÑETE	Member
VESIFINA S. RON	Member
MA. BRENDA G. SAMSON	Member



  
**NESTOR P. CARLON JR.**  
Board Chairperson

SUBSCRIBED AND SWORN TO before me this MAY 24 2023, 2023 in Pala, Leyte, Affiant exhibiting to me his/her PRE with valid identification no. 0036878 issued on 9/18/1998 at \_\_\_\_\_.

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Series of: 2023





Republic of the Philippines  
OFFICE OF THE PRESIDENT

COOPERATIVE DEVELOPMENT AUTHORITY

Registration No: 9520-1080000000037490

## CERTIFICATE OF REGISTRATION

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

This is to certify that

**Philippine Science High School-Eastern Visayas Campus  
Consumers Cooperative (PSHS-EVC CC)**

Name of Coop

80201737490

CIN

with address at **PSHS-EVC Compound, Brgy. Pawing, Palo, Leyte**, has presented and filed with the Authority its Articles of Cooperation and By-laws duly signed and acknowledged for its organization in accordance with the provisions of Republic Act 9520. This certifies further that the said Articles of Cooperation and By-laws have complied with the provisions of the said Republic Act 9520 and its Implementing Rules and Regulations.

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

Given in Quezon City, Philippines, this 24th day of February, 2017.



  
ORLANDO R. RAVANERA, CSEE, CEO VI

Chairman 

Annex F: List of Current Officers and Members

List of Current Officers of the Philippine Science High School – Eastern Visayas Campus  
Consumers Cooperative (PSHS-EVC CC)

*as of April 1, 2023*

<b>Name</b>	<b>Position</b>
NESTOR P. CARLON JR.	Chairperson
TITO E. CACHERO	Vice-Chairperson
FERNANDO O. ASIS	Member, Board of Directors
ALEXANDRA T. BUÑALES	Member, Board of Directors
GINA C. CAÑETE	Member, Board of Directors
VESIFINA S. RON	Member, Board of Directors
MA. BRENDA G. SAMSON	Member, Board of Directors
ISRAEL GILVANI D. MALACA	Secretary
LESLIE C. CRUTO	Treasurer
CYRILL D. TAPALES	General Manager





1 **MINUTES OF ANNUAL GENERAL ASSEMBLY MEETING**

2

3 Time/Date: 2:30 pm, March 25, 2022

4 Venue: Virtual; Zoom Meeting Platform

5

6 Members Present:

7 36 members logged in to the zoom meeting platform

8

9 **I – CALL TO ORDER**

10 The meeting was called to order by Mr. Apurillo at 2:39 pm who welcomed and thanked everyone  
11 for attending the annual general assembly meeting.

12

13 **II – DETERMINATION OF QUORUM**

14 Upon the request of the Chairperson, the Secretary to the Board announced that at least sixteen  
15 (16) members, constituting 25% of the members entitled to vote is required to form a quorum. At  
16 the moment 30 members entitled to vote were inside the zoom meeting room resulting in the  
17 declaration of quorum.

18

19 **III – READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS GENERAL ASSEMBLY**

20 The Chairperson requested the General Manager, Mr. Carlon, to flash on-screen the minutes of the  
21 AGAM held on March 27, 2021. Mr. Apurillo reminded the assembly that the minutes was also  
22 shared with the members through the coop messenger group chat room to allow the members  
23 ample time to go over the document. No corrections were raised prompting the presiding officer to  
24 seek for a motion for the approval of same document.

25

26 Ms. Maria Lorna L. Garnace moved for the approval of the minutes of the previous general assembly  
27 meeting. The motion was seconded by Ms. Noemi A. Agner. There being no objections raised, the  
28 minutes was deemed approved.

29

30 **IV – MATTERS ARISING FROM THE MINUTES**

31 No matter arose from the minutes of the previous general assembly meeting.

32

33 **V – ELECTION OF OFFICERS**

34 The Presiding Officer turned over the floor to the Chairperson of the Election Committee, Ms. Ma.  
35 Brenda G. Samson, who discussed the mechanics of the online election of officers. She added that  
36 the casting of online ballots will be done for a period of 30 minutes, after which the online ballots  
37 will no longer be accessible.

38 Further, Ms. Samson announced that the EleCom decided to allow members entitled to vote who  
39 are currently on official business to vote and candidates who are on official business be voted upon  
40 since the reason for their not being able to join the virtual AGAM is valid, provided, however, that  
41 they cast their online ballots during the prescribed voting period.

42

43 **VI- COMMITTEE REPORTS**

44 **Education & Training Committee**



45 Ms. Janeth Morata-Fuentes, Chairperson of the committee reported that on March 11, 2022 the  
46 Coop conducted its first-ever Pre-membership Education Seminar attended by 23 participants. She  
47 added that the GM and other members of the Board and some committee members have also  
48 attended various webinars conducted and offered without registration fees by the CDA. She also  
49 highlighted the seminars and training that her committee has planned to conduct in the coming  
50 months.

51

#### 52 **Audit and Inventory Committee**

53 Mr. Jesse Ronald Estoque, Chairperson of the committee reported that they have audited all the  
54 loan transactions in the cooperative. Among the things they checked were: timeliness of the posting  
55 of payment and arithmetical accuracy of the calculations. Based on these criteria, the committee did  
56 not find or observe any discrepancies and anomalies.

57

#### 58 **Election Committee**

59 Ms. Ma. Brenda G. Samson, Chairperson of the committee reported that they were able to update  
60 the existing election guidelines which were mostly involving the conduct of this year's online  
61 election. They also took on the challenging task of organizing a purely online election for this year.

62

#### 63 **Credit Committee**

64 Ms. Filipinas M. Petilla, Chairperson of the committee reported the following performance report:

65

a. Amendments to the Credit Policy

66

b. Updated Loan Application Form

67

c. Financial Report for CY 2021 (Trial Balance, Loans Receivables, Bad Debts)

68

d. Proposed Amendments to the Credit Policy

69

#### 70 **VII – CHAIRPERSON'S REPORT**

71 In the introduction of his report, Mr. Apurillo expressed that the proposals presented by the Credit  
72 Committee were not actually for approval by the general assembly as some of the matters involve  
73 managerial action by the Board. These proposals were presented to the general assembly for  
74 information and for discussion purposes.

75

76 Mr. Apurillo shared his happiness for being able to attend and preside the AGAM this year contrary  
77 to last year's as he confined in the hospital during the conduct of the AGAM. He then proceeded to  
78 deliver the Financial Position of the coop for CY 2020. He started by sharing that the report was  
79 quite difficult for him to deliver as the members are used to seeing income in the coop but then the  
80 COVID-19 pandemic happened in 2020 forcing the main business of the coop, the cafeteria to  
81 temporarily close. He added that the Financial Report for 2021 is still with the external auditor and  
82 may be released by June of this year. The CDA requires that we follow our CBL provision on the  
83 schedule of our AGAM which is on March when usually the FS is still on audit so the Board is usually  
84 unable to present the FS of the year immediately preceding the AGAM.

85

86 Comparing to the FS of 2019 to that of 2020, Mr. Apurillo's presentation showed a big drop in the  
87 revenues of the cafeteria due to the sudden closure of cafeteria operations following the lockdown  
88 implemented by the government on business establishments, schools, etc. Cost of services though  
89 not as high as that of 2019, 2020's was at 1.05 million. He also emphasized that gross income for



90 2020 was at -30,297.46. He also showed that while expenses dropped in 2020, a 40% difference of  
91 expenses from 2019 still mean quite a big amount. Deducting the expenses from the gross income  
92 shows a net surplus of -301,946.27. However, the loans services of the coop showed an income of  
93 117,986.46 making the final deficit for 2020 at -183,959.81  
94

95 Mr. Apurillo also explained that the Board decided in 2021 to suspend all operations of the cafeteria.  
96 This was due to the evaluation of the 2020 FS showing that the partial operations of the cafeteria  
97 actually financially hurt the cooperative. He also added that the coop did not apply for a renewal of  
98 business permit in 2021. Further, he explained the details of the expenses for 2020 so that the  
99 members may understand the context of the financial position of the coop.  
100

101 Mr. Apurillo then shared the actions taken by the Board in 2021, to wit:

- 102 1. Suspension of all canteen operations
- 103 2. Retrenchment of all canteen employees, except Manager Ma. Cristina Barbosa
- 104 3. Offered loan condonation to all members with outstanding loans
- 105 4. Increased loan capacity for those with pai-up capital exceeding Php 100,000.00
- 106 5. Suspended the honoraria of the Board, Secretary and reduced the honorarium of the  
107 Treasurer
- 108 6. Explored the possibility of transitioning to MPC
- 109 7. Appointed Mr. Nestor Carlon Jr. as official representative to the Consumers, Marketing,  
110 Producers & Logistics Cooperative Regional Clustered Organization

111 The Chairperson added that as to the appointment of Mr. Carlon as representative to the RCO-  
112 CMPL, he was elected as the Regional President and also as the National Treasurer placing the  
113 cooperative in a good position for benchmarking and linkage-formation. He also explained the  
114 reason for retaining Ms. Barbosa as the only employee of the coop. He also added that the coop has  
115 granted full salary to the canteen employees up to the month of May, 2020 despite ceasing  
116 operations in March 16, 2020.  
117

118 In closing, Mr. Apurillo asked for the assembly's patience and understanding for the coop's inability  
119 to distribute the usual dividends and patronage refunds, Christmas gift packs, birthday gift, and  
120 other benefits from the coop due to the current economic difficulty and net loss being experienced  
121 by the coop. He also expressed gratitude to all members of the Board, Committee officers, Coop  
122 Management Staff, and all active and supportive members for everything they do for the  
123 cooperative.  
124

## 125 **VIII – NEW BUSINESS**

### 126 **A. Amendments to the Articles of Cooperation**

127 The Chairperson presented a proposed amendment to Article II, Type and Purposes, to wit:

128 **FROM:** That the type of this cooperative is consumers cooperative and the purpose(s) for which this  
129 Cooperative is organized;

- 130 1. To procure and distribute goods and services to members and non-members; and canteen  
131 operation to members and non-members only; and
- 132 2. To engage in savings among members only.

133 **TO:** That the purposes for which this Cooperative is organized are to engage in:

- 134 1. Procurement and distribution of goods and services to members;



**PHILIPPINE SCIENCE HIGH SCHOOL-EASTERN VISAYAS CAMPUS CONSUMERS COOPERATIVE**  
**PSHS-EVC Compound, Maharlika Highway, Brgy. Pawing, Palo, Leyte**

- 135 2. Canteen services to members and the PSHS-EVC community;  
136 3. Food Catering services to members and non-members; and  
137 4. Savings among members only.

138 Through an online poll in the zoom meeting platform, the members present unanimously voted in  
139 favor of the amendment.

140

141 Amendment to Article III, Goals, as follows:

142 **To insert after goal no. 9:**

143

- 144 1. To develop a dynamic savings mobilization and capital build-up schemes to sustain its  
145 developmental activities and long-term investments, thereby ensuring optimum  
146 economic benefits to the members, their families and the communities;  
147 2. To implement mainstreaming of Gender and Development through Policy, Cooperative  
148 Development Plan, Programs/Activities and Projects;  
149 3. To advance the competitiveness and innovativeness of the industry;  
150 4. To coordinate with other Cooperatives on learning exchanges, coop trade, and  
151 information exchanges in fostering sustainable development;  
152 5. To advocate legal framework and enabling policies appropriate for the development of  
153 credit Cooperatives;  
154 6. To be the voice and the institution of the poor and the excluded in resisting the growth-  
155 centered development aggression and instead promote people-centered development;  
156 and  
157 7. To adopt such other plans as may help foster the welfare of the members, their families  
158 and the community.

159 The members present unanimously voted in favor of the amendment.

160

161 **B. Amendments to the By-Laws**

162 Amendment to Article II, Section 2, *Qualification for Membership*, as follows:

163 **FROM:** The membership of this Cooperative is open to all natural persons, Filipino citizen, of legal  
164 age, with capacity to contract and, within the common bond and field of membership described in  
165 Article VIII of the Articles of Cooperation, to wit: active and retired employees of Philippines Science  
166 High School – Eastern Visayas Campus and the Cooperative itself.

167 **TO:** a. regular employees of the Philippine Science High School – Eastern Visayas Campus; and b.  
168 retired employees of the Philippine Science High School – Eastern Visayas Campus who were members  
169 in good standing prior to their retirement and whose application for retention of membership has  
170 been duly approved by the Board of Directors.

171 The members present unanimously voted in favor of the amendment.

172

173 Amendment to Article II, Section 4, as follows:

174 **TO INSERT:** A retired employee of the Philippine Science High School – Eastern Visayas Campus who  
175 chooses to retain his/her membership in the Cooperative shall submit to the Board an application  
176 letter for such purpose. Approval or disapproval of the application shall be decided by the Board not  
177 later than fifteen (15) days from the receipt of the application letter. The Board shall inform the  
178 applicant of their decision within three (3) days upon approval.

179 The members present unanimously voted in favor of the amendment.



180 Amendment to Article IV, Section 2 (Functions of the Board of Directors), to wit:

181 **TO INSERT:**

- 182 • Evaluate the capability and qualification and recommend to the GA the engagement of the
- 183 services of the External Auditor;
- 184 • Review, monitor and evaluate the effectiveness of the programs, projects and activities;
- 185 • Formulate and review the vision, mission and goals of the Cooperative;
- 186 • Establish risk management system;
- 187 • Establish performance evaluation system at all levels;
- 188 • Appoint and terminate the members of all Committees except the Audit and Election
- 189 Committees based on just cause, the General Manager and other Officers as specified in the
- 190 Code and Cooperative By-laws;
- 191 • Decide election related cases involving the Election Committee and its members;
- 192 • Ensure compliance by the Cooperative with the regulations of the Authority and other
- 193 statutory requirements of appropriate government agencies;
- 194 • Report to the General/Representative Assembly the performance and achievements of the
- 195 Cooperative;
- 196 • Present to the General/Representative Assembly policies which require confirmation as
- 197 provided under the law, the Cooperative By-laws, and regulations;
- 198 • Present to the General/Representative Assembly the financial, social and performance
- 199 reports;
- 200 • Acts on reports of the Gender and Development (GAD) Committee and management,
- 201 approves GAD and Gender Equality policies and GAD plan and budget;

202 The members present unanimously voted in favor of the amendment.

203

204 Amendment to Article IV, Section 3 (Qualifications of the Board), as follows:

205 **TO INSERT:** completed or willing to complete the required education and training as may be

206 provided by law, rules and regulations and policy approved by the general assembly.

207 The members present unanimously voted in favor of the amendment.

208

209 Amendment to Article V, Section 6 (Committees), as follows:

210 **TO INSERT:**

- 211 • Facilitate the conducts of gender advocacy and promotion through training especially in the
- 212 conduct of Pre-Membership Education Seminar (PMES) and/or Basic Coop Education
- 213 Seminar (BCES); and
- 214 • Builds the capacity of the management staff, the GAD Committee and officers on GAD

215 The members present unanimously voted in favor of the amendment.

216

217 Amendment to Article V, Section 13, as follows:

218 **TO ADD:** Section 13. Gender and Development Committee. A Gender and Development Committee

219 is hereby created and shall be composed of at least three (3) members, provided that at least one

220 member shall come from the Board of Directors. The committee shall hold office until replaced by

221 the Board.

222 Section 14. Functions and Responsibilities. The Gender and Development Committee shall:

- 223 a. Conduct gender analysis on the Cooperative;



- 224 b. Develop and recommend GAD and GE policies and programs/activities/projects to the  
225 Board;  
226 c. Monitor and assesses progress in the implementation of GAD programs/activities/projects  
227 toward achieving GE;  
228 d. Submit report to the Board; and  
229 e. Provide directional guidance.

230 The members present unanimously voted in favor of the amendment.

231

232 Amendment to Article VI, Section 5 (Duties of the General Manager), as follows:

233 **TO INSERT:** e. Implement the GAD plan and budget and report and evaluate accomplishments

234 The members present unanimously voted in favor of the amendment.

235

236 Amendment to Article VIII (Operations), as follows:

237 **TO INSERT:** c. Provide food catering services to members and non-members;

238 The members present unanimously voted in favor of the amendment.

239

#### 240 **IX – HIRING OF EXTERNAL AUDITOR**

241 The Chairperson proposed to the assembly that for this year the coop still employ the services of the  
242 Espada Accounting Firm as they are already familiar with the coop's financial position. Hearing no  
243 objection from any member of the coop, the proposal of the Board was approved.

244

#### 245 **X – ANNOUNCEMENTS**

246 The Chairperson turned over the floor to the Chairperson of the Election Committee for the  
247 announcement of the election results. Ms. Samson presented the following:

248 Total Number of Eligible Voters: 63

249 Total Number of Members Who Voted: 37

##### 250 ***Board of Directors***

251 Alexandra T. Buñales garnered 32 votes = **WINNING CANDIDATE**

252 Tito E. Cachero also garnered 32 votes = **WINNING CANDIDATE**

253 Eduardo D. Monsanto garnered 5 votes = **NON-WINNING CANDIDATE**

254 Vesifina S. Ron garnered 30 votes = **WINNING CANDIDATE**

##### 255 ***Audit & Inventory Committee***

256 Fernando O. Asis garnered 21 votes = **NON-WINNING CANDIDATE**

257 Joseph L. Guadayo garnered 22 votes = **WINNING CANDIDATE**

258 John Adam R. Pedrera garnered 28 votes = **WINNING CANDIDATE**

259 Gaye P. Tumulac garnered 27 votes = **WINNING CANDIDATE**

##### 260 ***Election Committee***

261 Angelica D. Cagara garnered 27 votes = **WINNING CANDIDATE**

262 Menette B. Cañete garnered 20 votes = **NON- WINNING CANDIDATE**

263 Jhun-Jheff C. Cobacha garnered 27 votes = **WINNING CANDIDATE**

264 Israel Gilvani D. Malaca garnered 23 votes = **WINNING CANDIDATE**

265

266 The Chairperson congratulated all the winning candidates. He also commended the efforts of the  
267 election Committee for bringing about a fully online election in the cooperative.

268



269 **XI – OPEN FORUM**

270 The Chairperson acknowledged Ms. Garnace who expressed her opinion for the retainment of the  
271 existing interest rates of loans to 1% diminishing due to the current economic difficulty experienced  
272 by all members.

273 Ms. Petilla, Chairperson of the CreCom responded by explaining the reasons behind their proposal  
274 for increasing the interest rates on loans which was mainly to cover for the effects of the bad debts  
275 incurred.

276 Ms. Noemi Agner expressed that a 15,000 educational loan may not be sufficient to cover expenses  
277 for an entire semester so she proposed raising the loanable educational amount to 20,000.00.

278 Ms. Herma Z. Morales proposed raising the loanable amount for members who have paid-up capital  
279 over Php 100,000.00 from Php50,000.00 to a higher amount. The Chairperson responded that the  
280 Board shall consider her proposal.

281 Ms. Garnace expressed her agreement for the imposition of a collateral for retirees who avail of  
282 loans from the coop. She also inquired as to the charges imposed on a loan to which Ms. Petilla  
283 responded by citing Service Fee 1%, Retention Fee 1%, and Processing Fee 1%. These fees were  
284 collapsed to Service Fee of 3%. The Chairperson assured the members that the Board will review the  
285 matter despite it having been approved through a resolution by the Board.

286 Ms. Victorina Paete requested that charges to emergency loans be reduced to just the processing  
287 fee. Mr. Apurillo responded that initial interest and retention fees are required in loans. Only the  
288 Processing Fee may be adjusted.

289

290 **VI – ADJOURNMENT**

291 Having no more matters to discuss, Ms. Divina Villalino moved for the adjournment of the meeting  
292 and was duly seconded en masse, the meeting was adjourned by the presiding officer at 5:12 pm.

293

294

295

296 Prepared by:

297

298

299

300 **NESTOR P. CARLON JR.**

301 General Manager

302

303 Certified true and correct:

304

305

306

307 **CARLO CHRIS S. APURILLO**

308 Chairperson

**Philippine Science High School – Eastern Visayas Campus Consumers Cooperative (PSHS-EVC CC)**

Name of Program/Project/Activity	Objective/s	Duration/Date	Status		Budget	Remarks
			Completed	Ongoing		
Pisay Cares in partnership with the alumni association	To provide free lunch daily to 15 indigent students of PSHS-EVC	SY 2021-2022	X		79,200.00	
Pisay Cares in partnership with the alumni association	To provide free lunch daily to 15 indigent students of PSHS-EVC	SY 2022-2023		X	260,000.00	
CoopCard	To implement cashless transactions in the PSHS-EVC Canteen; promote innovations in business	October 2022 – February 2023	X		25,000.00	
Tree-Planting Activity in partnership with RCO8-CMPL	Environmental awareness during Coop Month	October 2022	X		2,500.00	

Prepared by:

**ISRAEL GILYANI D. MALACA**  
Secretary

Noted by:

**NESTOR P. CARLON JR.**  
Chairperson



**PHILIPPINE SCIENCE HIGH SCHOOL-EASTERN VISAYAS CAMPUS  
CONSUMERS COOPERATIVE  
PSHSEV Campus, Pawing, Palo, Leyte  
CDA Registration No.9520-108000000037490; BIR TIN 497-769-032**

**STATEMENT OF FINANCIAL CONDITION  
As at the Years Ended December 31, 2022 and 2021**

<i>(all amounts in Philippines Peso)</i>	Notes	2022	2021
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2, 4	571,270.34	816,270
Accounts Receivables	2, 5, 18	1,244,325.55	881,864.85
Inventory	2	136,066.40	18,106.95
Other Currents	2, 6	415,244.46	415,244.46
<b>Total Current Assets</b>		<b>2,366,906.75</b>	<b>2,131,486.55</b>
<b>Non-Current Assets</b>			
Property and Equipment, Net	2, 7	656,513.75	759,843.07
<b>Total Non-Current Assets</b>		<b>656,513.75</b>	<b>759,843.07</b>
<b>TOTAL ASSETS</b>		<b>3,023,420.50</b>	<b>2,891,329.62</b>
<b>LIABILITIES AND EQUITY</b>			
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable and Other Current Liabilities	2, 8	42,537.58	387,741.04
Interest on Share Capital Payable	2, 9	57,941.31	-
Patronage Refund Payable	2, 9	24,831.99	-
Due to CETF - Union/Federation	2, 9	13,795.55	35,965.35
<b>Total Current Liabilities</b>		<b>139,106.43</b>	<b>423,706.39</b>
<b>Non-Current Liabilities</b>			
Revolving Capital Payable	2, 10	-	66,378.32
<b>Total Non-Current Liabilities</b>			<b>66,378.32</b>
<b>TOTAL LIABILITIES</b>		<b>139,106.43</b>	<b>490,084.71</b>
<b>EQUITY</b>			
<b>Members' Equity</b>			
Common Share Capital - Authorized Share Capital 100,000 Shares @P100.00	2, 11		
Paid-up Share Capital		2,727,727.00	2,424,000.00
Deposit for Share Capital Subscriptions		746.65	746.65
<b>Total Members' Equity</b>		<b>2,728,473.65</b>	<b>2,424,746.65</b>
<b>Statutory funds</b>			
Reserve Fund	2, 9	36,996.61	(100,958.90)
CETF - Local		30,736.59	16,941.04
Community Development Fund		18,441.96	10,164.63
Optional Fund		69,665.26	50,351.49
<b>Total Statutory Funds</b>		<b>155,840.42</b>	<b>(23,501.74)</b>
<b>TOTAL EQUITY</b>		<b>2,884,314.07</b>	<b>2,401,244.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>3,023,420.50</b>	<b>2,891,329.62</b>

**PHILIPPINE SCIENCE HIGH SCHOOL-EASTERN VISAYAS CAMPUS  
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CDA Registration No.9520-108000000037490; BIR TIN 497-769-032**

**STATEMENT OF FINANCIAL POSITION  
As at the Years Ended December 31, 2022 and 2021**

<i>(all amounts in Philippines Peso)</i>	Notes	2022	2021
<b>REVENUES</b>			
Income from Consumers Operation	2, 12	3,062,922.91	90,533.36
Other Income	13		
<b>TOTAL REVENUES</b>		<b>3,062,922.91</b>	<b>90,533.36</b>
<b>COST OF SERVICES</b>	2, 14	<b>2,687,375.77</b>	<b>173,824.55</b>
<b>GROSS INCOME/(LOSS)</b>		<b>375,548.14</b>	<b>(83,291.19)</b>
<b>EXPENSES</b>			
General and Administrative Expenses	2, 15, 16	99,637.13	75,375.00
<b>TOTAL EXPENSES</b>		<b>99,637.13</b>	<b>75,375.00</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>275,911.01</b>	<b>(158,666.19)</b>
<b>ALLOCATION</b>			
50% Reserve Fund	2, 10	137,955.51	-
10% CETF			
5% Due to CETF – Union/Federation		13,795.55	-
5% Due to CETF – Local		13,795.55	-
3% Community Development Fund		8,277.33	-
7% Optional Fund		19,313.77	-
30% Amount available for Interest on Share Capital and Patronage Refund		82,773.30	-
<b>TOTAL ALLOCATION</b>		<b>275,911.01</b>	
<b>DISTRIBUTION</b>			
70% Interest on Share Capital		57,941.31	-
30% Patronage Refund		24,831.99	-
<b>TOTAL DISTRIBUTED</b>		<b>82,773.30</b>	-

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**PHILIPPINE SCIENCE HIGH SCHOOL-EASTERN VISAYAS CAMPUS  
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PSHSEV Campus, Pawing, Palo, Leyte  
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**STATEMENT OF CHANGES IN EQUITY AND STATUTORY FUNDS  
As at the Years Ended December 31, 2022 and 2021**

<i>(all amounts in Philippines Peso)</i>	Notes	2022	2021
<b>Members' Equity</b>	2, 11		
<b>Paid-up Share Capital</b>			
Beginning		2,424,000.00	2,103,000.00
Increase		303,727.00	321,000.00
<b>Total</b>		<b>2,727,727.00</b>	<b>2,424,000.00</b>
<b>Deposit for Share Capital Subscription</b>			
Beginning		746.65	548.80
Increase			197.85
<b>Total</b>		<b>746.65</b>	<b>746.65</b>
<b>Total Members' Equity</b>		<b>2,727,473.65</b>	<b>2,424,746.65</b>
<b>Members' Equity</b>	2, 9		
<b>Reserve Fund</b>			
Beginning		(100,958.90)	57,707.29
Share in Net Surplus		137,955.51	(158,666.19)
Total		36,996.61	(100,958.90)
Utilization		-	-
<b>End</b>		<b>36,966.61</b>	<b>(100,958.90)</b>
<b>CETF - Local</b>			
Beginning		16,941.04	16,941.04
Share in Net Surplus		13,795.55	-
Total		30,736.59	16,941.04
Utilization		-	-
<b>End</b>		<b>30,736.59</b>	<b>16,941.04</b>
<b>Community Development Fund</b>			
Beginning		10,164.63	10,164.63
Share in Net Surplus		8,277.33	-
Total		18,441.96	10,164.63
Utilization		-	-
<b>End</b>		<b>18,441.96</b>	<b>10,164.63</b>
<b>Optional Fund</b>			
Beginning		50,351.49	50,351.49
Share in Net Surplus		19,313.77	-
Total		69,665.26	50,351.49
Utilization		-	-
<b>End</b>		<b>69,665.26</b>	<b>50,351.49</b>
<b>Total Statutory Funds</b>		<b>155,840.42</b>	<b>(23,501.74)</b>
<b>TOTAL EQUITY</b>	4	<b>2,844,314.07</b>	<b>2,401,244.91</b>

**PHILIPPINE SCIENCE HIGH SCHOOL-EASTERN VISAYAS CAMPUS  
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**STATEMENT OF CASH FLOWS  
As at the Years Ended December 31, 2022 and 2021**

<i>(all amounts in Philippines Peso)</i>	Notes	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Net Surplus	2, 7, 14	275,911.01	(158,666.19)
Depreciation		103,329.32	103,329.32
(Increase)/decrease in Current Assets			
Accounts Receivable	2, 5, 18	(362,460.70)	271,345.04
Inventory	2	(117,959.45)	11,244.17
Other Current Assets	2, 6	-	(12,159.00)
Increase/(decrease) in Current Liabilities			
Accounts Payable and Other Current Liabilities	2, 8	(284,600.00)	(54,064.18)
<b>Net cash provided by (used in) operating activities</b>		<b>(385,779.82)</b>	<b>161,029.16</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
(Increase)/decrease in Property and Equipment	2, 7, 14	-	-
Adjustment in Property and Equipment	2, 7, 14	-	-
<b>Net cash provided by (used in) investing activities</b>		<b>-</b>	<b>-</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Increase/(decrease) in Paid-up Share Capital/Deposit for Share Capital	2, 11	303,727.00	321,197.85
Increase/(decrease) in Statutory Funds	2, 11	(96,568.81)	
Payment of Interest on Share Capital	2, 9	(46,464.82)	
Payment of Patronage Refund	2, 9	(19,913.50)	
<b>Net cash provided by (used in) financing activities</b>		<b>140,779.83</b>	<b>321,197.85</b>
<b>Cash and Cash equivalents, beginning</b>		<b>816,270.29</b>	<b>334,043.28</b>
<b>CASH AND CASH EQUIVALENTS, ENDING</b>		<b>571,270.34</b>	<b>816,270.29</b>

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