

# *Convention Proceedings*

# THE PAEPI CONVENTION PHOTO DOCUMENTATION PROCEEDINGS (Dec. 8, 2010)

## *Registration of Participants and Pre-Activity Meeting*

Started the registration of participants coming from Luzon, Visayas and Mindanao. PAEPI President facilitated the meeting with PAEPI Board of Directors with the ASU local organizing Committee.



## *The President's Night*

Recognition of Past President of the old PAEPI SEC 177210



Dr. Baylon, the pioneer President of the newly revived Philippine Association of Extension Program Implementers, Inc. (PAEPI SEC No.CN2009-10059) recognized the four past presidents of the Philippine Association of Extension Programs Implementors, Inc. (PAEPI SEC No.CN1989-177210): Dr. Cristeto Bonilla (deceased) received by TUP VP Dr. Flor Labuguen, CAPSU VP Dr. Aladino Leccio received his plaque of recognition as well that of the retired PAEPI Presidents Dr. Anita Chauhan and Dr. Estelita Tucay.

Dr. Jesusa Ortuoste of SKPSU and Prof. Paul Mark Luna of UZ served as the master of Ceremonies during the President's Night.

## *Recognition of PAEPI BOD FY 2009-2010*

Five out of 13 PAEPI BODs were recognized for meritorious services with plaque and token namely: Chairman Dr. Nichol Elman, VP for Mindanao Rowena Nieveras, VP for Visayas Dr. Andres Ortega, VP for Luzon Dr. Gilbert Ocampo, Board Secretary Dr. Alice Diel and Auditor Dr. Jesusa Ortuoste.

## *Presidential Commendation PAEPI BOD FY 2009-2010*

Three out of five recognized PAEPI BODs were commended namely: Chair Dr. Nichol Elman, VP for Mindanao Rowena Nieveras and Board Secretary Dr. Alice Diel.

### *Recognition of PAEPI President 's Team/Secretariat*

Dr. Baylon commended her appointed team/secretariat for their meritorious services rendered for the success of PAEPI: Executive Director Prof. Ronald Dugang of Letran, BPSU team and MAAP Team. Some of the photos of the awardees are shown below: Dr. Elizabeth Joson (BPSU) as PAEPI treasurer, Ms. Janice W. Vergara (MAAP) as PAEPI Executive Secretary, Ms. Susan Murillo on behalf of Ms. Rosangela Salaya (MAAP) as PAEPI webmaster.



### *Recognition of PAEPI Special Project partners*

The Special PAEPI project partners were awarded with Plaque of Recognition: forefront from left to right: Students in Free Enterprise (SIFE) Pilipinas represented by the Deputy Country leader Mr. Albert Almendralejo, VSO Bahaginan by Executive Director Ms. Maloy Tiongson, HARBORSCOPE publication by CEO/ Owner Ms. Zeny Magnial and Gig the Amazing Sampaguita Foundation, Inc. (GASFI) by GASFI-Bataan coordinator Ms. Susan Murillo. Not on Photo is STIE Surabaya Perbanas (Rector Dr. Tatik) and Philippine Navy (Capt. Ronald Joseph Mercado).



1. **PLAQUE OF RECOGNITION for PARTNERSHIP IN VOLUNTEER SERVICES** was awarded to **VOLUNTEER SERVICE OVERSEAS (VSO) BAHAGINAN FOUNDATION, INC** "In recognition of its significant contribution to the cause of service volunteerism and as partner in the advancement of volunteerism culture among its PAEPI members with the PAEPI VP for Mindanao (Dr. Rowena Nieveras, Extension Services Director of the Universidad De Zamboanga) as the first PAEPI member/officer sent to Accra Ghana Africa FY 2010-2011"

2. **SPECIAL PAEPI AWARD FOR PARTNERSHIP IN RESEARCH AND CAPABILITY TRAINING** to Philippine Navy (N8 Education and Training) (Capt. Ronald Joseph S. Mercado, PN GSC) “In recognition for the opportunity provided to PAEPI as its partner in a number of research, training needs assessment and capability trainings in the pursuit of the objectives, as embodied in their respective charters/articles of incorporation and by-laws and thus mobilize their respective resources in encouraging PAEPI members with the desired knowledge, skills, character and attitude needed to undertake volunteer educational and training services at the Philippine Navy”
3. **SPECIAL PAEPI AWARD FOR PARTNERSHIP IN FOR POLICY ADVOCACIES** to ALLIANCE OF VOLUNTEER EDUCATORS (AVE) PARTY LIST for persistently taking the PAEPI Policy Advocacies on Extension to Congress, for being a steadfast partner of PAEPI in championing the rights and welfare of the extension services workers and for his significant contribution in having filed the House Bill 2815 (August 25, 2010) entitled “An Act Strengthening Extension Programs by Providing the Magna Carta for Extension Workers and Prescribing Certain Guidelines for Promotion and Expansion of Extension Activities”
4. **SPECIAL PAEPI PARTNERSHIP AWARD** to GIG AND THE AMAZING SAMPAGUITA FOUNDATION INC. (GASFI)(Ms. Marissa Oca-Robles) “In recognition for the significant contribution as a committed partner of PAEPI in championing the rights and welfare of the Filipino children nationwide through book donation and thru its advocacy of 20 minutes reading of good and educational books to children thus stimulates the development of the intellectual ,emotional and spiritual well-being of the child , a good foundation for sustainable development of a civilized society and other areas for individual and social transformation”

MOA signing between VSO Bahaginan (Exec. Director Maloy Tiongson) and PAEPI President Dr. Angelica M. Baylon)



MOA signing was witnessed by Ms. Malou Juanito of VSO Bahaginan (seated right of Dr. Baylon) and Dr. Alicia Diel of PAEPI (beside VSO Bahaginan Exec. Director Tiongson). The MOA sealed the agreement between PAEPI and VSO Bahaginan that PAEPI shall be recommending two active individual members annually for international volunteer works (2009 - 2012) for needed voluntary international workers by VSO Bahaginan. Also witnessed by : (from left) TUP VP/ PAEPI pioneer Dr. Flor Labuguen, WVSU/ PAEPI pioneer Dr. Eva Tumanbon, SKPSU Exec Director/PAEPI auditor Dr. Jesusa Ortuoste, PSU Director/PAEPI pioneer Prof. Andrea Gomez, Harborscope CEO Ms. Zeny Magnial, BPSU Director /PAEPI treasurer Dr. Elizabeth Joson and SU Director/PAEPI Chair Dr. Nichol Elman.

Opening Ceremonies (December 9, 2010)



Seated on the Presidential Table: LOC Chair Dr. Roberto Saladar (ASU -Region VII), Governor Carlos Marquez, National PAEPI President Dr. Angelica M. Baylon (MAAP, Region III and NCR), Dr. Estela Itaas on behalf of Dr. Roberto Padua, ASU President Dr. Benny Palma, CHEDRO VI Director and PAEPI Chair Dr. Nichol Elman I (SU, Region VI). Standing at the Back: PAEPI Auditor Dr. Susan Ortuoste, (SKSU, Region XII), PAEPI Secretary Dr. Alicia Diel (CU, Region X), Dr. Aladino Leccio on behalf of Cong. Eulogio “Amang” R. Magsaysay, PAEPI Treasurer Dr. Elizabeth Josen (BPSU, Region III) and PAEPI BOD Dr Andrea Gomez (PSU, Region V).

PAEPI Luzon is represented by members representing 18 HEIs namely: Angeles University Foundation (AUF), Baliuag University (BU), Bataan Peninsula State University (BPSU), CNSC—Camarines Norte, Letran-Calamba, Divine World College of Calapan, Don Mariano Marcos State University (DMMMSU), Isabel State University (ISU), Occidental Mindoro State College), Pamantasan ng Lungsod ng Maynila (PLM), Partdo State University (PSU), Romblon State University, SLU-JGE, St. Paul University, Technological University of the Philippines (TUP), University of Northern Philippines (UNP), Maritime Academy of Asia and the Pacific (MAAP) and Sorsogon State University



PAEPI Visayas region is represented by 12 HEIs namely: Aklan State University (ASU), Capiz State University (CAPSU), Carlos Hilado Memorial State College (CHMDSC), John B. Lacson Maritime University (JBLMU), Polompon Institute of Technology (PIT), Siliman University, Southwestern University, St. Therese MTC, University of San Carlos, University of San Jose Recoletos, University of Southern Philippines, West Visayas State U



PAEPI Mindanao region is represented by 8 HEIs, namely: Bukidnon State University, Capitol University (CU), Mindanao State University (MSU-IIT), SPAMAST, Sultan Kudarat State University (SKSU), University of Zamboanga (UZ), Zamboanga City SPC, Brent Hospital and Colleges



## POSTER PRESENTATIONS AND ORAL PRESENTATIONS WINNERS

There were 59 entries submitted for oral and poster presentation. The best paper presentation is different from the criteria for the best paper selection. None was awarded for the best full paper during the PAEPI Biennial Convention to give justice to all numerous papers submitted, due to time constraints and the availability of the expert reviewers for the 4 development area categories.

However, said papers shall be submitted to the Paper Committee Chair 2010-2012 for appropriate action. The selected papers shall undergo the refereeing process and shall be presented in the next PAEPI national conference for plenary presentation for the next project of publishing a PAEPI Extension Journal.

### A. Best Poster Presentation

The first place was won by Dr. Angelina Gonzales from Don Mariano Marcos Memorial State University (DMMSU) for her poster presentation entitled “Enhancing Income Generating Projects (IGP) in an R & D Management Set-Up: The DMMSU-SRDI Experience”. Bataan Peninsula State University (BPSU) garnered the 2nd and 3rd place, particularly by Dr. Hermogenes Paguia and Dr. Susan Laguia (represented by Dr. Joson), respectively.



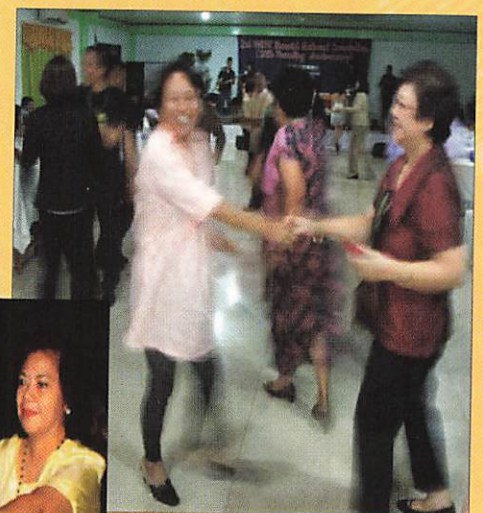


**B. Best Oral Paper Presentation (first place winners)**

- Dr. Eleanor Galvez [Pamantasan ng Lungsod ng Maynila (PLM)] - “Dugong Alay, Dugtong Buhay” A Voluntary Blood Donation Program at the Pamantasan ng Lungsod ng Manila” under the (Socio Welfare Development Category)
- Dr. Norma Esguerra [University of Northern Philippines (UNP)] - “Livelihood and Productivity Extension Project: Development of Metalcraft Enterprises” (Socio economic Development Category)
- Dr. Greta Gabinete [West Visayas State University (WVSU)] - “Site-Specific Nutrient Management (SSNM) Profitability to the Farmers, Current Level of Adoption and Constraints to Wider Adoption in the Philippines” (Infrastructure Development Category)
- Dr. Estela Itaas [Bukidnon State University (BULSU)] - “Capacity Building on Environmental Governance in the Bufferzone of Mt. Kitanglad and Mt. Kalatungan Ranges Natural Park” (Environmental Development Category)

**FELLOWSHIP NIGHT WITH LIVE BAND - SINGING AND DANCING**

(The Band was courtesy of ASU VP Dr. Roberto Saladar led by his beautiful daughter )



# GENERAL ASSEMBLY SUMMARY RESULT

December 10, 2010

## *The President's Report*

After the PAEPI President's Report (part of this publication), Dr. Eva Tumambon, one of the pioneers of the old PAEPI from the West Visayas State University, congratulated the PAEPI President Dr. Baylon for making the PAEPI alive once again and has moved for the approval of her report and recommendations except for the suggested NSTP proposal that should be further studied. Dr. Baylon mentioned that she would continue to serve PAEPI as an ex-officio to provide others the opportunity to lead this great Association as new President.

## *The Treasurer's Report*

The PAEPI Treasurer, Dr. Elizabeth Joston (BPSU), reported that PAEPI financial standing as of December 10, 2010 has the amount of Php 71, 500.00. The total advertisement checks payable to PAEPI for the PAEPI Biennial Publication is three hundred fourteen thousand pesos (Php 314, 000.00) with some checks still to be deposited at the newly opened PAEPI PNB Current account year 2009-2010.

## *PAEPI Various forms*

The PAEPI Auditor Dr. Jesusa Ortuoste (SKSU) presented the various PAEPI forms which the participants were provided.

## **Proposed PAEPI Constitution and By-Laws, 33 PAEPI approved Board Resolutions and Procedures on Collection and Disbursement of Funds for amendment and approval**

PAEPI Chairman, Dr. Nichol Elman, was supposed to present the proposed amendments to the PAEPI Constitution and By-laws. However, as it was moved and approved by the body that the constitution and by-laws filed at SEC that needs to be amended should be presented first and to just present the portion or areas that need to be amended or ratified for approval of the body, the presentation was discontinued.

The following are the basis for the proposed constitution and by-laws for approval by the general memberships (which was supposed to be presented by PAEPI Chair Elman):

1. Constitution and by-laws filed at SEC
2. Documents prepared by Prof. Ronald Dugang, the appointed PAEPI Executive Director and elected Chairman of the Resource Generation Committee
  - 33 Approved Board Resolutions by the PAEPI BODs FY 2009-2010 (a product of three separate PAEPI Board Meetings)
  - Proposed Policy and Procedures on Collection and Disbursement of Funds AY 2009-2010 that recommends that 100% of the collection from membership shall be deposited to the coffers of the national PAEPI)

## **Proposed Sharing Scheme on Membership fees**

( Only the portion presented out of the entire proposed constitution and by laws )

Dr. Alice Diel, PAEPI Board Secretary, presented the proposed sharing scheme on membership fees using past president Dr. Aladino Lecio of the old PAEPI collected individual membership fee at his institution, the Capiz State University as an example with the Php 80,000 total membership fees collected:

30% of the total membership fees paid for the Regional Chapter share	=	Php 24,000
25% of the total membership fees paid for the Provincial Chapter share	=	Php 20,000
20% of the total membership fees paid for the Municipality Chapter share	=	Php 16,000
15% of the total membership fees paid for the Institutional Chapter share	=	Php 12,000
10% of the total membership fees paid for the National Share	=	Php 8,000



Discussions on this sharing scheme were carried out; some suggested that 50% must go to the regional or to the chapter who collected the fee, while others said that 100% must go to the national PAEPI as seed money. The PAEPI Chairman Dr. Elman, then suggested that the new PAEPI Board would have to study the sharing scheme to be presented to the body for approval in the next general assembly. Hence, the PAEPI constitution and by-laws filed and approved at SEC is to be implemented until such time that the proposed constitution and by-laws have been presented and approved by the PAEPI general memberships in 2012. Note that: The sharing schemes presented by Dr Diel and Dr Elman on membership fees is contrary to the approved PAEPI Board Resolutions FY 2009-2010.

## CLOSING CEREMONIES



*Awarding of Outstanding Extension Services leadership Award to MAAP by PAEPI*

The PAEPI Chairman, with the PAEPI Board Secretary Dr. Diel, awarded the Maritime Academy of Asia and the Pacific (MAAP President Vadm Eduardo Ma R Santos, AFP and MAAP-DRES Director Dr. Angelica M Baylon) – the Outstanding Extension Services Leadership Award to wit : “In grateful recognition of the support and other various notable contributions and meritorious services that significantly resulted to the enormous success of PAEPI both in local and international arena with the 5th PAEPI President FY 2009-2010 emanated from MAAP, has organized and initiated the first PAEPI Biennial Publication with ISSN 2094-7763

*Turning Over of the PAEPI Biennial Publication with the Accomplishment Report and Unfinished Business to Dr Nichol Elman*

Dr. Baylon as ex-officio inducted the new PAEPI Board of Regional Directors to office. She also has turned over the PAEPI Biennial Publication with its unfinished business for the implementation of the new PAEPI Board to PAEPI Chairman, Dr. Nichol Elman



*Induction of Regional Directors /Officers to Office by the PAEPI Ex-Officio*

Dr. Baylon inducted the new 13 PAEPI Regional BODs or Coordinators representing various regions in the country, namely: Region I - Dr. Antonio Madrid (DMMSU), Region II - Dr. Myrna Maramag (ISU), Region III - Dr. Hermogenes

Paguia (BPSU), Region IV A - Prof. Lorenzo P. Isla (Letran-Calmba), Region IVB - Dr. Susanita Lumbo (OCMC), Region V - Prof. Andrea Gomez, Region VI - Dr. Roberto Saladar (ASU), Region VII - Dr. Nichol Elman (SU), Region VIII - Dr. Marilyn Olavides (PIT), Region IX: Prof. Paul Luna (UZ), Region X - Dr. Alicia Diel (CU), Region XII - Dr. Jesusa Ortuoste (SKSU), and NCR - Prof. Val Angeles (TUP)



#### Important Notes:

After the convention closing ceremonies, Dr. Elizabeth Josen, the PAEPI treasurer reported to Dr. Baylon that she did not accept the 4 accomplished booklets as only Php 80,000 (10%) is being remitted by Dr. Aladino Leccio ( former PAEPI President AY 2003-2004) which is contrary to the PAEPI by laws on file at SEC and the approved board resolution by the PAEPI BOD AY 2009-2010 , that 100% membership fees shall be remitted to the national PAEPI and sharing schemes are applicable only from the registration fees collected when PAEPI activities are conducted.

### FIRST MEETING BY THE REGIONAL DIRECTORS

Dr. Baylon as ex-officio, called on her appointed PAEPI treasurer Dr. Josen to present to the 13 new PAEPI regional Directors the case of Dr. Lecio's collection of membership fees which Dr. Diel presented as an example, during the general assembly which was not approved by the body. Dr. Josen reported that she did not accept the 10% (of Php 80,000) amount as the 100% amount of the membership fees collected by Dr Lecio must go to the PAEPI national current account . This is necessary for the preparation of the PAEPI ledger and financial report as what would her basis for the missing Php 72,000 not remitted by Dr. Lecio when the accomplished OR amounts to a total of Php 80,000.



Dr. Roberto Saladar, (Aklan State University), the newly elected PAEPI Director from Region VI/ by the regional assembly and the newly elected chair by the regional directors, showed that the PAEPI policy and guidelines handed to him by Dr. Lecio (printed at the PAEPI 2003 souvenir program), Dr Saladar said that the same sharing scheme will be followed by the new PAEPI board. The PAEPI Treasurer requested the new PAEPI Chair to provide her a resolution by the PAEPI Board so she would have a basis before she accepts the accomplished booklets and the percentage (10%) membership fees collected by Dr. Aladino Lecio.

Before the PAEPI Chair Dr Saladar adjourned the first regional meeting by the BOD, he said that a resolution will be prepared by the officers for the change of signatories to the checks and immediate turn-over of PAEPI funds to the assigned signatories by the Board. This pronouncement disregarded the recommendations by the ex-officio that MAAP serve as the national secretariat and the BPSU as the national treasurer as pioneers in the renewed PAEPI and to ensure smooth continuity of PAEPI in its prompt submission of required reports to BIR and SEC.

Baylon, disappointed with the pronouncement, commented that the reason on why she awarded Dr. Aladino Lecio was because she thought he had assisted the PAEPI in membership expansion and resource generation. She realized that the reason on why no financial report, money and bank account was ever turned over to the PAEPI FY 2009-2010 and on why the PAEPI old SEC was revoked since September 2003 during the term of PAEPI past president Dr. Aladino Lecio from Region VI, was partly because of the membership fee sharing schemes being implemented by the old board with Dr. Lecio as President that has no approval from the PAEPI general membership who paid the membership fees and seems to be implemented once again by the new Board of PAEPI under the same old leadership Region VI responsible for its revocation.

*Bonding Among Participants and friends in Boracay, December 11, 2010*

Other participants mostly from Luzon and Mindanao with few from Visayas, also visited Boracay. Photo below shows the BPSU and MAAP Bonding.



# FINANCIAL REPORT

## PAEPI ACTIVITY 2<sup>nd</sup> PAEPI BIENNIAL ACTIVITY

Date Dec 8-11, 2010

Aklan State University (ASU)

**Registration Fee Collection** **Php 472,500.00**

(see attached details with OR P 3,500 x 135 =Php 472,500)

Note: none from ASU participants paid registration fee)

**Less Expenses:**

Communication July to Nov, 2010 -attached receipts )	Php 3, 275.73
Transportation (March 2010-Dec 2010 - attached receipts )	Php 28,577.97
Miscellaneous Supplies/Printing/Tarpaulin/Tokens /Inks Kits//Frames (see attached OR)	Php 34, 498.79
Accommodations/Facilities by ASU (see attached OR)	Php 22,100.00
Catering by ASU (see attached details)	Php 176,750.00
Honorarium (see attached details)	Php 61,500.00
Conference Bags (see attached OR )	Php 33,000.00
Plaques (see attached OR )	Php 6,400.00
CD Burned ( see attached OR)	Php 9,000.00
Field Tour (Dec 28 and Dec 30, 2010- see attached OR)	Php 5,900.00
Auditor and Bookkeeper ( see attached OR)	Php 5,000.00
	Php 387,002.49

**Php 64,497.51**

**Less:**

**Payable: 1000 -Booklets (PAEPI OR)** Php 60,000.00

**Net Registration Fee Collection** **Php 4, 497 .51**

Individual      Php 20,600.00 (57 members)  
Institutional    Php 16, 750.00 (9 members)

**Php 37,350.00 TOTAL MEMBERSHIP FEES Collected**

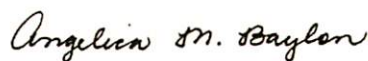
Note : Php 80,0000 ( 4 Accomplished Booklets with Official Receipt Numbers 01101-01300 ,collected by old PAEPI Past President Dr Aladino Lecio, the VP of CAPSU is still un-remitted to the PAEPI national coffers as of December 11, 2010 until September 15,2011 printing of this PAEPI publication)

Prepared by:



**Dr Elizabeth Joso**  
PAEPI National Treasurer

Noted by:



**Dr Angelica M Baylon**  
PAEPI National President

# *Unpresented Proposed Policies*

(Should have been presented by the PAEPI chairman  
Dr. Nichol Elman to the General Membership for approval  
during the 2010 PAEPI Convention held at ASU, Aklan)

# POLICY AND PROCEDURES ON COLLECTION AND DISBURSEMENT OF FUNDS

Proposal Submitted by: ASST. PROF. RONALD DUGANG, PAEPI Executive Director

## **Introduction**

Raising and maintaining funds to sustain the operation of the organization are equally challenging jobs for the officers while remaining focus to attaining organizational goals and objectives. And the most challenging now is how to monitor and document fund collections and disbursements as part of good governance in the organization as officers are accountable to the members and stakeholders of the organization. This policy and procedures is for the pursuit of responsiveness and accountability towards the continuous improvement of the organization's operations and management processes.

## **Objectives**

- To establish funding priorities for activities and projects designed to achieve the goals of the organization.
- To control and safeguard funds of the organization.
- To provide guidelines to officers of the organization.

## **General Policies**

All officers and members of the organization shall consciously and deliberately define sources of funding and the purposes of disbursements.

A budget proposal shall be prepared for any activity or project to be implemented to ensure judicious allocation of funds.

## **Membership Fees Collection**

### *Specific Policies*

All Regional Board of Directors are responsible for the collection of membership fees within their assigned regions.

Income (100% of the collection) from membership shall be deposited to the coffers of National PAEPI.

Financial report shall be submitted monthly to the National Treasurer.

The Directors should only use the official receipt as provided for the National PAEPI.

### *Procedures*

A letter of intent to the Regional Director shall be submitted by an interested individual, including the applicant's comprehensive bio-data.

The Regional Director assesses the merits of the application.

The Regional Director approves the application.

The Regional Director collects membership fee from the new member and issues receipt and certificate of membership.

## **Fund Raising**

### *Specific Policies*

All fund raising activities and income generating projects should be approved by the President, for activities and projects which are national in scope, and by the Regional Board of Director, for activities regional in scope.

Activity or project proposal (budget proposal) shall be submitted within thirty (30) days before the implementation.

Sharing of Income (Net Income) shall follow the percentage sharing as indicated:

### *National Activity*

Regional PAEPI – 30%

National PAEPI – 70%

### *Regional Activity*

Regional PAEPI – 70%

National PAEPI – 30%

Financial report shall be submitted within thirty (30) days after the implementation of the activity or project to the Regional PAEPI, copy furnish the National PAEPI.

## **Procedures**

1. The Proponent shall submit letter of intent and activity or project proposal, including budget proposal, within thirty (3) days after the implementation of the activity or project to the President, for activities and projects which are national in scope, and by the Regional Board of Director, for activities regional in scope.
2. The President or Regional Board of Director forwards the proposal to the Resource Generation Committee (there should be a Resource Generation Committee in the National and Regional levels) for assessment and endorsement.
3. The Resource Generation Committee endorses the project to the National Treasurer, for activities and projects which are national in scope, and by the Regional Treasurer, for activities regional in scope review and to certify correctness of the budget proposal and forwards the same to the President or Regional Board of Director.
4. The President or Regional Board of Director approves the proposal for implementation.
5. The Proponent submits activity or project report, including financial report, within thirty (30) days after the implementation of the activity or project to the President or Regional Board of Director.
6. The National Auditor or Regional Auditor verifies the correctness of the report and issues certificate of completion of the activity or project report to the Proponent.

## **Donations and Grants**

### *Specific Policies*

1. Only officers, National and Regional PAEPI, and official representatives appointed by the National President and Regional Directors are allowed to work for and/or accept donations and grants in behalf of PAEPI.
2. Income (100% of the collection) from donations and grants shall be deposited to the coffers of National PAEPI; percentage share of the officer/proponent shall be based on the merits as approved by the Committee on Resource Generation.
3. Financial report shall be submitted to the National Treasurer seven (7) days after the receipt of the donations or grants.
4. The Officers should only use the official receipt as provided for by the National PAEPI.

### *Procedures*

1. The Officer informs the National President and the Regional Director of the donations or grants.
2. The National President or the Regional Director, or Official Representative accepts the donations or grants, and issues receipt and certificate of donation or grant to the donor or grantor.
3. The National President or the Regional Director, or Official Representative submits financial report to the National Treasurer seven (7) days after the receipt of the donations or grants.

## **Cash Advance**

### *Specific Policies*

1. A Proponent (of an approved activity or project) can apply for cash advance from the National Treasurer or Regional Treasurer needed for the implementation of the activity or project.
2. The amount of cash advance shall be based from the approved budget proposal.
3. The cash advance should be approved by the National President or Regional Director (depending on the scope of the activity or project, or source of funds).
4. No cash advance shall be allowed to a Proponent with outstanding cash advance.
5. All cash advances shall be immediately returned seven (7) days after the submission of the financial report.

### *Procedures*

1. Proponent submits a letter of intent to the National Treasurer or Regional Treasurer.
2. The National Treasurer or Regional Treasurer assess the merits of the request and endorses the same to the National President or Regional Director for approval.
3. The National President or Regional Director returns the approved request to the National Treasurer or Regional Treasurer for processing and check preparations.
4. The National Treasurer or Regional Treasurer releases the approved amount (release of cash advance should be properly documented).
5. Proponent returns the cash advance seven (7) days after the receipt of the certification of the report completion.
6. A Proponent (a per PAEPI Board Resolution No. 28 and 29 Series of 2009 dated July 1, 2009

## PAEPI BOARD RESOLUTIONS AY 2009-2010

For the Board Resolution Nos. 1 to 24 series of 2009 prepared at MAAP, Bataan on May 19, 2009, refer to Part 2 of this publication which is presented in the PAEPI President's Accomplishment Report. Board Resolutions nos. 025-033 Series of 2009 below were not presented by PAEPI Chair Dr Nichol Elman

### PAEPI Board of Directors Meeting – Special Meeting July 1, 2009 – Makati Royal Palace Hotel, Makati City

#### *Update on SEC Registration of the Association*

- According to SEC Office, the Association's registration was revoked for failure to submit reports, especially on membership and financial reports. The process of lifting the revocation will entail long process of court proceedings and will be too costly for the Association. Further, there are no documents, reports, to be submitted as there were no documents which were turn-over for the past 6 years which include audited financial reports, receipts, membership book, plans and activity reports.
- A new SEC registration was processed, as recommended by SEC. The new SEC number is SEC CN2009-10059.

Board Resolution Number	Approved Board Resolution
No. 025–Series of 2009	PAEPI President to have the full authority to engage in linkages and sign in behalf of PAEPI for the immediate implementation of plans
No. 026–Series of 2009	To open a new account, print new receipts bearing the new SEC number, TIN number and the principal address of the office of the Association (MAAP address)
No. 027–Series of 2009	To secure turn-over of old receipts; old receipts will no longer be issued
No. 028–Series of 2009	On membership – all membership is valid for the current AY only; all members need to renew membership the following AY Life-time membership still to be honored upon payment or upon board resolution Membership fees are as follows; Institutional Membership – P1,500, Annual Dues – P1,500 Individual Membership – P400 (new due to new receipts) Annual Dues – P200 (renewal and all will go to the national coffers-no sharing of membership fees) Only paid members (opposite the OR) will be listed in the membership book (red book)
No. 029 – Series of 2009	Sharing of income earned in from income generating projects (training, convention, etc.) – of net income: Regional Activity Region's Share – 70% National – 30% Provided PAEPI National Receipt is used and said activity is an accomplishment in the region with organized PAEPI Chapter National Activity Region's Share – 30% National – 70% Provided the region has an organized chapter /officers with counterpart

### PAEPI Board of Directors Meeting October 10, 2009 – Lantaka Hotel, Zamboanga City

Board Resolution Number	Approved Board Resolution
No. 030–Series of 2009	Youth Group Formation Program as another special project ( PAEPI junior with students membership)
No. 031–Series of 2009	Issues in regions should be addressed by the VP's of the regions
No. 032 – Series of 2009	In relation to the new SEC Registration – elected officers will still hold their positions until their term ends.
No. 033 – Series of 2009	Resolutions approved will form part of the transitory provision of the by-laws submitted to SEC until a new by-laws and constitution is drafted, approved by the general assembly memberships , are to be submitted to SEC for implementation.



# Philippine Association of Extension Program Implementers, Inc. (PAEPI)



## PROPOSED CONSTITUTION AND BY-LAWS

### ARTICLE I. NAME, ADDRESS AND SEAL OF THE ASSOCIATION

Section 1. Name. The name of the Association shall be “Philippine Association of Extension Program Implementers, Inc.” or PAEPI for short.

Section 2. Address. The principal office of the Association shall be institution /agency where the newly elected PAEPI president is currently employed. The association shall also establish regional branch offices at the institutions where its Board of Directors and Officers are currently employed. The main and branch offices shall be made known to all its members to its linkages and partners. The permanent national secretariat of the PAEPI shall be the Maritime Academy of Asia and the Pacific whereas the permanent national treasurer of PAEPI shall be the Bataan Peninsula State University to ensure continuous submission of annual reports at SEC, until such time that the PAEPI Board of Trustees find new officers for association.

Section 3. Seal and Logo. The seal of the Association shall have inscribed the words: Philippine Association of Extension Program Implementers, Inc. (PAEPI). The Board of Directors shall lead in the creation of appropriate logo of the Association. In the meantime, the 2009 PAEPI official logo (in reference to the 1989

old PAEPI logo , bear the following:  new logo

### ARTICLE II. OBJECTIVES

Section 1. The Association shall seek through implementation of programs, projects and activities to become a key player in elevating extension to the level of a discipline and in upgrading the professionalism of the extension program implementers. Its specific objectives shall be:

1. To promote extension as a strong force in individual and social transformation;
2. To promote the mission and goals of extension primarily in educational institutions and in other government and non-government institutions in the Philippines in concordance with national, regional, and local development efforts;
3. To assist the state authorities, particularly DepEd, CHED, and TESDA in evolving policies and standards relative to extension programs and services;
4. To establish and maintain close relationships among government and non-government institutions in matters relating to extension programs;
5. To establish and implement feasible projects and mechanisms for the promotion of networking among institutions for upgrading the professional growth of extension program implementers;
6. To lobby for laws and policies that will promote the development and welfare of extension program implementers;
7. To mobilize available resources for the conduct of continuing education of extension program implementers;
8. To undertake a nationwide extension agenda complementary to national development effort that promote people empowerment and sustainable development;
9. To gradually organize chapters in all regions of the country in order to involve greater participation in the professional growth of extension program implementers;
10. To develop and produce relevant training/instructional materials, produce books, manuals and the like on its own and conduct degree and non degree courses in partnership with duly recognized educational institutions in the country in order to promote the professionalism of extensionists; and
11. To establish local/domestic and international linkages in the promotion of extension as a force in individual and social transformation.

Likewise as a duly registered corporation assuming legal personality, the Association shall use its corporate powers conferred upon it by law to attain the above objectives and realize its vision and mission as a professional association of extension program implementers.

### ARTICLE III. MEMBERSHIP

Section 1. The Association shall accept institutional and individual members. Any institution with extension agenda or is interested in promoting the vision, mission, goals and objectives of the Association shall be accepted as institutional member without prejudice to its personnel/members applying as individual members of the Association. A duly registered or accredited non-government organization possessing the above qualification can be accepted as institutional member. Any natural person who undertakes extension services of any form whether on his/her own initiative or through the institution where he/she is employed or connected shall be accepted as an individual member subject to other provisions on membership under this constitution and by-laws of the Association.

Section 2. Classification of Individual Members. Individual members shall be classified as follows:

1. Founding Charter members. These are delegates to the National Seminar-Workshop when PAEPI was first organized in 1989 and reorganized in 2009 during the National Planning and Consultative Forum Seminar-workshop held at the Maritime Academy of Asia and Pacific Mariveles Bataan
2. Regular members. Any member accepted after PAEPI was registered with the Securities and Exchange Commission.
3. Lifetime member. The member who pays the lifetime membership fee and does not have to be collected any annual due thereafter or has awarded such classification as per PAEPI Board resolution.
4. Honorary member. The member who has shown outstanding accomplishment/performance in extension through his/her individual acts and capabilities or who has actively participated and involved in PAEPI programs, projects and activities after being accorded such recognition through Board action by PAEPI. Any member of the Board of Directors or officer of PAEPI who has rendered meritorious services to the association thus, contributing to the growth and expansion of the Association may upon Board action be granted such status.
5. Sustaining member: Any individual who participates in the Association's programs, projects and activities through financial material and technical contributions that promoted the capability of the Association in sustaining its programs.
6. Associate members. Any individual who is interested in promoting the goals and objectives of the Association though not directly involved in extension work.
7. Student Members. Any individual who are enrolled in school and is doing extension services activities

Additional categories of members may be evolved by the Board of Directors and approved by the General Assembly in a general meeting or special meeting held for the purpose, if any.

Section 3. Classification of Institutional Members. Institutional members shall be classified according to the sector, which they belong as follows:

1. Educational institutional members. These are agencies or institutions whose main corporate goals and objectives or programs are to carry out formal and/or non-formal educational activities within the educational system of the country.
2. Non-educational institutional members. These are the agencies or institutions with extension agenda but are not directly mandated to conduct formal education.
3. Associate institutional members. These are institutions or associations who are non-education but are ~ interested in helping promote the objectives of the Association.
4. Sustaining institutional members. These are institutions that provide material assistance to promote the objectives of the Association.
5. Lifetime institutional members. These are institutions that were awarded this status by the PAEPI Board and do not have to pay annual dues anymore. Interest in promoting the objectives of the Association shall be primarily considered in becoming lifetime members.

Section 4. Acceptance of Members. Members shall file an application and pay membership fees after approval of the application.

Section 5. Continuity of Membership. The principle that “Once a PAEPI member, always a PAEPI member” shall be duly recognized and upheld by the Association. Members who after one year of membership fail to pay annual dues may be allowed to continue membership by settling the financial obligation of membership with the Association by paying arrears in annual dues; provided however, that should the member opt to register anew he/ she shall be so allowed and charged the membership fee with loss of seniority. Those who settle their arrears in annual dues shall retain their seniority in the Association.

Section 6. Regular and lifetime members shall be entitled to the rights and privileges and shall perform the duties and obligations under the constitution and by-laws of the Association.

Section 7. Membership fees collected in accordance with categories of membership shall be determined by the, Board of Directors and disseminated to all member persons. During the General Assembly meeting, issue on the membership fees collected shall be deemed included among the items of the agenda and can be invoked by any member in good standing. A member in good standing is one who has no financial obligation as member to the I Association.

#### **ARTICLE IV. CHAPTERS**

Section 1. To enable the Association to expand its membership and promote its objectives in all regions of the country. Regional, provincial and local chapters shall be organized subject to pertinent provisions under the by-laws of the Association.

Section 2. For purposes of determining the level of membership to the Association, all chapter members who pay membership fee shall be categorized as national members but being members of the chapter, they shall be primarily responsible for the support to the operations of the chapter where they belong. All chapter members are entitled to all the rights and privileges of members and shall perform the duties and obligations of membership; provided, however, that for purposes of elections of the Board of Directors of the mother organization, only members in good standing present or duly represented through proxy who attend in the General Assembly shall be entitled to cast their votes.

#### **ARTICLE V. GOVERNING BOARD AND OFFICERS**

Section 1. The Board shall be the policy-making body of the Association. The business affairs of the Association shall be conducted by the Board of Directors who shall consist of one duly elected member representing each region of the country based on regional distribution approved by the Board or in its absence, the regional distribution according to the list of the DILG. The term of the Directors shall be two calendar years. Outgoing presidents of the Association shall be automatically an ex-officio member of the Board provided said President signifies his/her willingness to continually serve the Association in such capacity.

Section 2. Officers of the Board. The Board of Directors shall elect from among themselves the Officers of the Board consisting of the Chair, Vice-Chair, President of the Association, Secretary and Treasurer.

Section 3. Officers of the Association. The Board shall elect from among themselves the Officers of the Association consisting of the President, three Vice-Presidents, a Secretary, a Treasurer, an Auditor, a Business Manager and a Public Relation Officer. The Officers of the Association shall manage the programs, projects and activities of the Association approved by the Board. The new President shall be authorized to recommend an assistant secretary for purposes of communication or records keeping in the Main Office of the Association. The Assistant Secretary who may not come from the Board shall be appointed by the Board upon such recommendation.

Section 4. The three Vice-Presidents shall decide among themselves who will become the First Vice-President of the Association. In case of resignation, leave of absence and other valid reasons, the First Vice-President shall take over the roles and functions of the President until the expiration of his/her term.

Section 5. Executive committee. The President and the three Vice-Presidents, Secretary and Treasurer of the Association shall act as the Executive Committee with President as the Executive Chairman. The Executive Committee shall enforce and carry out the decisions of the Board of Directors.

Section 6. The President shall recommend the creation of the secretariat whose primary duty is to assist the President as Executive Chairman in the day to day affairs of the Association. The Secretariat shall be composed of the Executive Director, Co-Executive Director and members. The Secretariat shall provide technical assistance in the conduct of the annual convention/nationwide conference and seminar activities conducted by the Association. Members of the secretariat shall first be members of the Association.

Section 7. The outgoing Chairman/President shall be an ex-officio member of every incoming Board of Directors unless reelected to said body. In such ex-officio capacity, the outgoing Chairman and President shall be added to the number of Directors duly elected under the association's constitution and by-laws. He/she shall be entitled to all the rights and privileges and subject to the same duties and responsibilities as a regular member thereof provided however that if he/she opts not to become an ex-officio member for reason of health, career and other personal reason, he/she may be released as an ex-officio member of the Board but may be retained as an Honorary member of the Association.

Section 8. No compensation shall be paid to any member of the Board, Officer or Secretariat except reimbursement of expenses in the performance of duties to the Association or allowances/honoraria pertaining to services rendered directly during the conduct of conferences or similar activities dependent upon the financial capability of the Association.

## **ARTICLE VI. GENERAL ASSEMBLY AND MEETING**

Section 1. Regular General Assembly shall be held biennially on an agreed date that usually coincides with the conduct of biennial convention or conference by the Association at the date, time and place as may be designated by the Board of Directors. All regular members are expected to attend the General Assembly.

Section 2. Special meeting of the Association may be called at any time by the Board of Directors or upon a written request of at least one-fifth of the members of the association.

## **ARTICLE VII. AMMENDMENTS**

Section 1. This constitution shall be amended by three-fourths vote of regular and life time members attending the meeting in which proposals for amendments are submitted before the General Assembly provided that notice is given at least one month before such meeting which agenda includes the revision or amendments of the constitution and/or by-laws. Considering the present financial status of the association and the geographical locations of its membership, members who are notified or invited in writing to the annual convention that includes the General Assembly meeting in which the amendment of the Constitution and By-Laws is an item in the agenda shall be deemed notified under this section. Likewise, members in attendance during the previous General Assembly in which the amendments of the constitution and by-Laws were included but have become unfinished business are deemed notified during said activity for purposes of amending the Constitution and By-Laws of the Association.

# **BY-LAWS**

## **ARTICLE I. MEMBERSHIP**

Section 1. Application for membership in the Association shall be made in writing by filling up the membership form. This form shall be duly signed by the PAEPI Secretary and approved by the President. Only membership forms that conform with the above and duly receipted by the official receipt of the Association shall be issued the PAEPI ID and certificate of membership and shall be the basis for the member's name appearing in the Official Roster of Membership under the custody of the secretary. The PAEPI secretary is the authorized official to issue the ID and certificate of membership and any certification that will be requested by the member for any purpose of his/her concern. The certification shall be duly signed by the PAEPI Secretary and approved by the President.

Section 2. The Roster of Membership shall contain all members who were accepted and approved as such categorized according to type and chronologically listed according to years of membership. Each and every page of this Roster shall be signed by the Secretariat at the lower right hand corner and if a seal shall have been used, each page shall also be duly sealed. This Roster shall be updated in writing by the PAEPI Secretary every calendar year. It shall be the basis for the release of any information on membership as may be required by duly constituted authorities.

Section 3. Honorary membership shall be conferred upon sponsorship of at least seven (7) members of the Board of Directors and approved by a simple majority of said body.

Section 4. An institutional member shall be accepted upon filing of the membership form for institutional members duly signed by the Secretary and approved by the President. A separate roster of institutional members shall be prepared by the secretary organized according to calendar years and following the same procedure of listing, signing and sealing as required under Section 2 of this Article. It shall be the official basis for issuance of any document or granting of any privilege, incentive or awards by the Association.

## ARTICLE II. CHAPTERS

Section 1. Pursuant to the Association's objectives, chapters shall be organized at the initiative of any Board member or upon a letter of intent by any member in good standing duly approved by the Executive Committee upon recommendation of the President provided that the said member shall commit himself/herself to the organizing of the chapter within three months upon approval of the request. In the case of the Board member, he/she shall also personally undertake the organizing of his/her recommended chapter/s in accordance with the aforementioned period. Upon expiration of the period granted, another member or Board can be granted same approval on the same city/province/institution, which shall be organized.

Section 2. A chapter's territorial jurisdiction shall cover an institution, a city a province or a region. The succeeding sections of this article provide the guidelines in organizing each chapter according to its territorial jurisdiction and requirements for recognition as a chapter.

Section 3. To be able to respond to organizing of chapters in the different levels all over the country and for economy and efficiency of operations, the President shall prepare and recommend for recognition a list of members per region and province as may be available including the Board members of the Association who shall be authorized to administer the oaths to concerned officers and members of the organized chapter in accordance with the prescribed oath and rites of the Association to be prepared by the Committee on Legal Affairs as constitute under Article VI of these by-laws.

Section 4. The members of the chapter who attend the organizational meeting shall be recognized and accorded status as chapter founding members. In such capacity, they shall be automatically included in the list of authorized members who can perform the functions as stated under Section 3 above. Their territorial jurisdiction shall be limited to the region where they belong.

Section 5. During the chapter organizational meeting topics shall be discussed as an orientation to the chapter members:

5.1. The PAEPI history, VMGO, programs, articles of incorporation and by-laws;

5.2. The PAEPI paradigm of Extension as a Force in Individual and Social Transformation.

The organizing activity shall be witnessed by an authorized Board member or member in good standing as provided for under Section 3 of this Article.

Section 6. A complete package of documents needed for the chapter organizing shall be ordered by the chapter at cost from the national organization and paid from the registration fees which may be charged during the organizing activity.

Section 7. Any authorized member invited by the chapter to the organizing activity shall be defrayed the actual cost of transportation and travel to and from the place of origin of the said member. No honoraria will be charged by said member who shall be considered a volunteer of the Association unless the chapter on its own shall voluntarily provide such honoraria at their expense.

Section 8. The Institutional Chapter. An institutional chapter shall be organized and recognized if it meets the following requirements/conditions:

- 8.1 Its minimum membership shall be fifteen (15) members representing at least three units/offices/departments/colleges as the case may be of the same institution.
- 8.2. The institution may be any private or public school, college or university operating in the Philippines or any government agency whether operating locally, regionally, nationwide, non government organization or private office or business establishment with extension agenda or interested to support the objectives of the association. The said institution shall submit to the President a letter of intent or an approval of intent to organize as institutional member signed by its immediate head or duly authorized official.
- 8.3. In addition to the above, the following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:
  - 8.3.1. Copy of the minutes of proceedings of the organizational meeting;
  - 8.3.2. Official list of members categorized according to units/offices/department; and
  - 8.3.3. Annual action plan of the chapter .

In addition to the above, the Chapter Treasurer shall remit payments of the membership fee share of the chapter to the National Treasurer in accordance with a duly signed form of the Association.

Section 9. The Municipal/City Chapters. A municipal/city chapter shall be organized and recognized if it meets the following requirements/conditions.

- 9.1 Its minimum membership shall be twenty (20) members representing at least two institutions/agencies/schools/non-government organizations operating within the municipality or city. At least one of these institutions should have bona fide members in good standing of the Association or is a recognized institutional chapter of the Association.
- 9.2. The convenor shall be any recognized institutional member of the Association provided that in its absence, Section 1 of this article shall govern.
- 9.3. The following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:
  - 9.3.1. Copy of the minutes of proceedings of the organizational meeting;
  - 9.3.2. Official list of members categorized according to units/offices/departments;
  - 9.3.3. Annual action plan of the chapter

Section 10. The Provincial Chapters. A provincial chapter shall be organized and recognized if it meets the following requirements/conditions:

- 10.1. Its minimum membership shall be twenty-five (25) members representing at least three institutions/agencies/ schools/non government organizations operating within the province. At least one of these institutions should have bonafide members in good standing of the Association or is a recognized institutional chapter.
- 10.2. The convenor shall be any recognized institutional/municipal/city chapter member of the .Association provided that in its absence, Section 1 of this article shall govern.
- 10.3. The following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:
  - 10.3.1 Copy of the minutes of proceedings of the organizational meeting;
  - 10.3.2 Official list of members categorized according to units/offices/departments;
  - 10.3.3 Annual action plan of the chapter.
- 10.4. In addition to the above, the treasurer of the chapter shall remit payments of the membership fee share of the chapter to the national treasurer in accordance with a duly signed form of the Association;

Section 11. The Regional Chapters. A regional chapter shall be organized and recognized if it meets the following requirements/conditions:

- 11.1 Its minimum membership shall be thirty-five (35) members representing at least three recognized institutional/municipal/city/provincial chapters operating within the region.

- 11.2. The convenor shall be any recognized institutional/municipal/city/provincial chapter member of the Association. Said convenor shall seek the approval of the president of the national association in accordance with the provision of Section 1 in this Article.
- 11.3. The following documents duly certified by the elected secretary and attested by the president shall be submitted to the national secretary:
- 11.3.1 Copy of the minutes of proceedings of the organizational meeting;
  - 11.3.2. Official list of members categorized according to units/offices/departments; and 11.3.3. Annual action plan of the chapter.
- 11.4 In addition to the above, the treasurer of the chapter shall remit payments of the membership fee share of the chapter to the national treasurer in accordance with duly signed form of the Association.

Section 12. In order not to disenfranchise earlier chapters in any level organized before the approval of these amendments particularly affecting chapters of the Association, the following shall govern the eventual qualification and harmonization of the organized chapters in accordance with the provisions of this Article:

- 12.1 The concerned chapter through a majority of its officers shall in cooperation and consultation with the President of the Association strive to meet the requirements for organizing the chapter under this Article within a period of one year consisting of 12 months from date of communication of the approval of these proposed amendments/new articles of the by-laws pertaining to chapter organizing.
- 12.2 The President, Vice-President, Secretary and Treasurer of the chapter shall be duly informed by the President of the Association of the provisions of the Constitution and By-Laws of the Association affecting the status of the chapter within one month from the approval of the amendment hereof.
- 12.3 After the lapse of the period within which the chapter is expected to comply with requirements under this article on chapter organizing and no compliance was obtained, the said chapter shall be dissolved. In case a similar chapter shall be organized, the convenor shall comply with the requirements set forth under this article.

Section 13. Status of Membership. The chapter member is a member of the Association; hence, no separate membership fee shall be charged from him/her. As to membership, each membership is national but as to operations, each chapter membership is in accordance with the level of his/her chapter. Members who do not belong any chapter shall apply for membership to the Association provided that in the event that a chapter is organized in the place where he/she stays/works, said member can continue membership through the recognized chapter. Nothing in this article shall restrain any qualified individual to seek membership in any of the categories of chapters recognized in this article provided that he/she pays the annual dues required of membership to the concerned chapter.

### **ARTICLE III. MEMBERSHIP FEES AND DUES**

Section 1. Membership Fees. The following membership fees shall be charged to the new members of the Association:

- |                           |        |
|---------------------------|--------|
| 1. Institutional members: | P1,500 |
| 2. Chapter members:       |        |
| Institutional:            | P 250  |
| City/Municipal:           | P350   |
| Provincial:               | P450   |
| Regional:                 | P550   |
| 3. Individual members:    |        |
| New :                     | P 400  |
| Regular:                  | P200   |
| Associate:                | P150   |
| Sustaining:               | P1,000 |
| Lifetime:                 | P4,000 |
| Student:                  | P100   |

The Board of Directors shall be authorized to increase the membership under each category but not to exceed twenty percent of the recent fee. Said increase should be scheduled only once every two years and shall be duly disseminated to the entire membership not later than one month after its approval. The increase shall be deliberated and approved by a simple majority during a special meeting held for the purpose called for by the chairman of the Board of Directors and attended by a majority of the Board members, chapter presidents and representatives of each category of the members chosen from at least ten percent of the population of said category provided that a notice shall have been sent to these members not later than one month before the said meeting and provided further that the quorum shall be based on the actual attendance in the meeting and that in case of non attendance of those who were sent the notice, the meeting shall be included as an item of the agenda during the annual meeting the General Assembly.

Section 2. Change of Membership. Membership fees are charged only unless the kind of membership is changed by the member in which case, said member shall be charged the membership fee for the kind of membership applied for.

Section 3. Membership Dues. Annual membership dues shall be charged by the Association according to categories of membership as follows:

1. Institutional Members: P 1500
2. Chapter members:
  - 2.1. Institutional: P100
  - 2.2. City/Municipal: P150
  - 2.3. Provincial: P200
  - 2.4. Regional: P250
3. Individual members:
  - 3.1. Regular: P200
  - 3.2. Associate: P150
  - 3.3. Student P100
  - 3.4. Sustaining: P500

Section 4. Sharing of Membership Fees and Dues with Chapters. Chapter individual members shall pay only once the membership fee and every year thereafter the annual dues provided for under this Article directly to the chapter. After payment, the membership fee or dues paid to the chapter by the members shall be governed by the following sharing system with the Association after having remitted to the national treasurer for record purposes and will be awarded during the PAEPI Convention and General Assembly:

- 4.1 30% of the total membership fees paid for the Regional Chapter share
- 4.2 25% of the total membership fees paid for the Provincial Chapter share
- 4.3 20% of the total membership fees paid for the City/Municipality Chapter share
- 4.4 15% of the total membership fees paid for the Institutional Chapter share

Section 5. Special assessment may be levied at any time by a two-thirds vote of the Board of Directors or by a simple majority vote of the general membership at any regular or special meeting of the General Assembly.

Section 6. Failure to Pay Membership Fees or Annual Dues. The Association shall maintain the principle "once a member, always a member" in matters affecting membership status for failure of payment of membership fees and annual dues to the provisions of this section. Any member whether institutional, chapter or individual who fails to pay the membership fee even if other requirements shall have been complied with shall not until such membership fee shall have been paid, be issued the Association's identification card/certificate of membership and shall not be listed in the Roster of Membership during the calendar year of application as such nor shall there be entitlement to any of the privileges provided to members under the Articles of Incorporation or By-Laws of the Association.

Failure to pay the annual dues shall earn for the member the category of being a member in bad standing. Said category shall only be erased if the said member pays fully its arrears in annual dues. The said member can also opt to re-apply as a new member instead of paying its arrears. In this latter case, said member shall be charged the current rate for membership fee and annual dues and shall be treated as a new member of the Association with loss of seniority based on the number of years of member to the Association.



## ARTICLE IV. ELECTIONS AND TURN OVER OF RESPONSIBILITIES

Section 1. Period of Election. The members of the Board shall be elected every two years during the General Assembly meeting.

Section 2. Committees for the Election. There shall be a nominating committee whose main task is to attest to the list of nominees for Board of Directors. Its membership shall be composed of at least five members recommended by the President and approved by the Governing Board. Its membership may be composed of board members who are not interested to run for the position in the current election to be held. There shall be a Committee on Election comprising of five members with a chair and secretary elected by the members of the committee. The committee shall be created under the pertinent provisions of this article and in its absence through a recommendation by the

President duly approved by a simple majority of the Board of Directors prior to the election date. The COMELEC's main task is manage the election and proclaim the elected Board of Directors to the General Assembly.

Section 3. Nominations. Nominations shall be made through the Nominating Committee prior to or during the election by a member in good standing (whether individual, chapter, or institutional) of the Association. A form to be filled up by said member and duly agreed upon by the member being nominated shall be secured and submitted to the nominating committee. Outgoing Board members are automatically nominated by filling out the form for nomination without need of a nominator provided however, that said Board member is still interested to be considered candidate during the elections.

Section 4. Regional Representation of Nominees. Taking into consideration the procedures laid down in section 2 above, those nominated should be members of good standing only. Their nomination shall indicate the region which the nominee will represent. A nominee shall be duly listed by the Nominating Committee under the region of his choice or when he belongs. The nominee shall be present during the elections. No proxy shall be allowed for the nominee.

Section 5. Conduct of Elections. The following shall govern the conduct of elections:

1. Acceptance and Announcement of Nominees. At the first hour of the date of the General Assembly Meeting nominees shall accepted and qualified by the Nominating Committee. A list shall be officially prepared with attestation by the members thereof and submitted to the chair of the Committee on Elections. The said Committee shall post the list of attested nominees in conspicuous places at the venue of elections and present the candidates by region to the General Assembly prior to the casting of ballots. No protest as to the nominee shall be entertained after the 1st has been attested and submitted to the COMELEC. There shall be as many nominees there are who are qualified per region.
2. Only one candidate shall be written per region in the ballot by the voter. All bona fide voters shall be entitled to cast their votes for one candidate per region.
3. Casting of Votes. Election shall be held through the casting of ballots by the members. Only members in good standing shall be allowed to cast their ballots. Each individual member whether regular, associate or lifetime shall be entitled to one vote. Each recognized chapter or institutional member shall be entitled to one vote which shall be cast by its President or Head, respectively, or by its duly authorized representative who must be listed as a member in good standing. Proxy in voting shall be allowed provided a letter authorizing the proxy shall be submitted to the COMELEC who shall rule on the acceptance of the proxy.

Votes shall be cast and appreciated in the following manner:

- 3.1. If a ballot contains two or more candidates listed under one region, the first listed candidate shall be credited the vote for the region.
- 3.2. If a candidate's name is erroneously written under the wrong region, the names Qf candidates correctly written under the correct region shall remain valid. Only the erroneously written name shall be invalidated.
- 3.3. The nickname, surname or full name of the candidate may be considered as a vote cast for said candidate provided that any of these names are found in the nominating form.

3.4. In case of doubt as to appreciation of votes, a simple majority of the COMELEC members shall pass judgment on its appreciation.

Section 6. Proclamation of New Board of Directors. After the last ballot has been counted and duly appreciated and the tally accomplished, the COMELEC shall proclaim the new list of Board members of the Association, which shall consist of the candidate obtaining the highest vote per region. The ex-officio members of the board shall likewise be proclaimed through an official list prepared and signed by all members of the COMELEC.

Section 7. Election of Officers of the Board and of the Association. On the same date after proclamation of the new board, the outgoing President as ex-officio members of the Board or in his/her absence, the new Board member getting the highest number of votes shall convene the Board. Said Board shall elect its chair, vice-chair and secretary of the Board. It shall also elect the new Officers of the Association as provided for under the pertinent Article of the Constitution of the Association. Any member of the new Board including the ex-officio members shall be entitled to be elected to any position in the Board or to any of the position as Officer of the Association if they so agree.

Section 8. After the election of the Officers of the Board and Officers of the Association, they shall be qualified to office by oath administered by any of the outgoing Presidents sitting as ex-officio member of the Board.

Section 9. The new Officers of the Board and of the Association shall hold a joint business to tackle issues of turn over to the new Officers by the outgoing officers and other immediate concerns of the Association.

Section 10. Assumption to Official Duties. The new Board, its officers and officers of the Association shall officially assume office on the first day of January of the following year after the elections.

Section 11. After the elections and until December 31 of the current year or until the new Board, its officers and officers of the Association shall assume office, the outgoing officers of the Board and of the Association shall conduct activities that will result in the smooth transition of duties and accountabilities including the winding up of activities that need to be finished on or before aforesaid date, preparation of reports and organizing of assets and liabilities for the attention and action of the new Board and Officers when they assume office. A smooth turn over shall be conducted when the new Board and Officers assume their functions.

## **ARTICLE V**

### **BOARD OF DIRECTORS, OFFICERS of the BOARD, OFFICERS of the ASSOCIATION, COUNCIL OF CHAPTER PRESIDENTS, CONSULTANTS, EXECUTIVE COMMITTEE and SECRETARIAT**

Section 1. As a policy making body, the Board of Directors is tasked to establish rules, procedures and systems that will enable the Association in its entirety to conduct its affairs with efficiency and effectiveness thereby resulting into improved organizational performance. It is authorized to receive endowments, subsidies and other forms of donations, create and generate resources, incur financial obligations and authorize expenditures for the Association funds. It shall be empowered to assume functions as provided for under the Corporation Code of the Philippines applicable to non-stock, non-profit professional association to which this Association is classified. In running the business affairs of the Associations, the Board shall review and approve the plans, programs, and projects including a budget based on organizational resources submitted for implementation by the President of the Association. It shall monitor the implementation of this plan, programs and projects and exercise the diligence of the good father of the family in doing such to assure that nothing of the said plan, programs or projects shall not injure to the benefit of the Association. It shall also evaluate the performance of the Officers of the Association based on the accomplishment report/s of the Officers. The Board shall also provide assistance to the Officers of the Association in generating resources for the Association through fund-raising activities, project proposal submitted to funding agencies and other forms of solicitations.

Section 2. The officers of the Board shall lead in the activities of the Board in undertaking its functions under the Constitution and By-Laws of the Association.

Section 3. The Officers of the Association shall be mainly responsible in the planning and implementation of the programs, projects and activities of the Association. Within fifteen days upon assumption to duty, the President shall call a meeting of the officers and said officers shall prepare a biennial plan which shall cover the organizational programs, projects and activities during the two years of their term. A corresponding budget based on the organization's current resources and projected income/revenue and the biennial plan shall be prepared. The officers shall likewise actively source out additional funds of the Association and expand its membership through continuing membership expansion mainly done through chapter organizing activities.

Section 4. Council of Chapter Presidents. A council of chapter presidents shall be organized through appropriate convening by the Executive Committee led by the President who acts as chair of said committee. This council shall meet at least once a year and shall undertake the following functions:

1. Advise the President on matters of organizational concern affecting chapter members of the Association;
2. Submit a report of chapter accomplishments collated from all chapter members as record of the Association;
3. Recommend policies that will improve the operations of chapters of the Association; and
4. Assist in the resource-generation efforts of the Association.

The Council shall elect its officers consisting of the Chair, Vice-Chair, Secretary, Treasurer, Auditor, Business Manager and PRO. The Council chair may be invited by the Chair of the Board or of the President of the Association in any of its meetings as may be deemed necessary.

Section 5. Presidents of Institutional Members as Consultants. Considering the expertise that the presidents of the Institutional Members of the Association may contribute to the overall organizational performance of the Association, all Presidents or Heads of institutional members shall be invited as consultants of the Association by the Chair of the Board and President of the Association. From time to time, in such capacity if accepted, any of the Presidents may be invited to attend Board or Officers meetings or consulted by the Board or Officers on matters of organizational concern.

Section 6. Board meetings shall be held at least twice a year. Officers' meeting shall be held quarterly or as often as maybe deemed needed. Special meetings of the Board or of Officers shall be held at the call of the Chair or the President as the case maybe or upon the written request of a simple majority of its members.

Section 7. The Board of Directors and the Officers of the Association shall render an annual written report of its activities to the Association during the General Assembly of the Association.

Section 8. The main function of the Executive Committee is to carry out the decisions of the Board of Directors and conduct the day-to-day administrative affairs of the Association. All acts and transactions of the Executive Committee shall be reported to the Board at any of its regular or special meetings. The Executive Committee shall meet at least every two months.

Section 9. The secretariat shall assist the Executive Committee in undertaking its tasks of managing the administrative affairs. It shall manage the activities of the annual and international or national convention directly undertaken by the Association. It shall provide assistance to regional chapters in undertaking regional conventions to assure accepted standards. It shall provide assistance to the Officers of the Association and to responsible standing committees of the Association in managing the programs and projects of the Association.

Section 10. During the planning session/meeting of the officers of the Association, the secretariat and chairmen of standing committees shall be present so that they can lend full assistance of the Officers in the preparation and implementation of the annual plan.

Section 11. The President of the Association shall be the CEO of the Association. He/she shall preside the meetings of the Officers of the Association, the Executive Committee and General Assembly Meeting, sign all official correspondence and disbursements, sign all applications and contracts for funding of projects submitted to any funding agency provided and represent the Association in any meeting, conference and the like as maybe called upon provided, however, that in the last duty, the President may designate his/her representative from among the Officers and Secretariat of the Association.

Section 12. The First Vice-President shall succeed the President upon the latter's death, resignation, removal from office, or permanent incapacity. He shall perform the duties of the President during the temporary absence of the incumbent.

Section 13. The Secretary shall keep full and correct minutes of all proceedings of the Association and the Board of Directors, preserve all records (except financial records) and communications thereof, and conduct all official correspondence of said bodies. He is tasked to write the annual report of the Association to be submitted to the President, who in turn reports to the Association.

Section 14. The Treasurer shall collect and receive all dues from the members as well as all other payments, receipts and donations accruable to the Association; payout of the funds in his charge all property approved accounts; and shall act as custodian of all properties and funds of the Association. Together with the Auditor, he shall render a financial report to the Association at least once a year. The Treasurer shall be assisted by an Assistant Treasurer who must come from the institution nearest to the Main Office of the Association and shall work directly with the President. There shall be a strong coordination between the Treasurer and the Assistant Treasurer in the conduct of the financial affairs of the Association.

Section 15. The Auditor shall see to it that all disbursements made by the Treasurer are in order and in general, to see to it that all funds and properties under the custody of the treasurer are property kept at all times.

Section 16. The PRO shall take charge of all matters regarding publicity or publication of all official papers necessary in the pursuant of the goals and objectives of the Association. He shall prepare communications and promote mutual understanding and goodwill between the Association and the public. He defines the different groups of clientele of a training program who are to be addressed so that appropriate media may be used for its purpose.

Section 17. The Business Manager shall take charge of all business transactions of the Association and other similar activities that may be assigned to him in the interest of the Association.

Section 18. The Executive Director of the Secretariat shall lead in the planning and management of the annual and regular, international and national convention, seminars and similar activities conducted by the Association. He/she shall be duly assisted by a Co-Director. The Executive Director and Co-Director shall be appointed by the Board upon recommendation of the President. Both officers should come from the nearest institution to where the Main Office of the Association is.

## **ARTICLE VI. COMMITTEES**

Section 1. There shall be standing Committees with specific functions whose task is to assist the President in his task as Chief Executive Officer of the Association. The chairs and members of these committees shall be appointed by the president who shall appoint them and submit the list of the appointees to the Board through its Secretary not later than one month after assumption to office. The membership of these Committees may be revised as may be deemed necessary by the President These Committees are as follows:

1. Committee on Legal Affairs composed of a Chair and four members who should preferably have experiences in legal and policy formulation or with law degree or background. This Committee shall have jurisdiction over all matters relating to the Articles and By-laws of the Association including policies that cover all aspects of operations and life of the Association.
2. Committee on Membership and Chapter Organizing composed of a Chair and four members who should preferably represent three major islands of the country, Luzon, Visayas, and Mindanao. It shall take charge of all matters pertaining to membership and chapter organizing. It shall submit to the President its plan of membership expansion for the year and implement said plan with approval of the President.
3. Committee on Resource Generation composed of a Chair and four members. This Committee's main task is to find ways and means to finance the programs and projects of the Association by establishing strong networking and linkaging with funding agencies/sources, undertaking resource-generation activities, conduct project proposal development and writing activities and submit outputs thereof to identified funding agencies.

4. Committee on Education and Training composed of a Chair and four members. This Committee takes charge of all educational and training projects and activities of the Association. It coordinates closely with Committee on Membership and Chapter Organizing for the continuing education and training of the members in the different chapters of the Association. It sources out sscholarships and training opportunities outside the Association to deserving members of the Association for their continuous professional growth and development. It designs training projects for capability building of extension program implementers. It also takes charge of development and instructional activities of degree and non-degree courses of the Association.
5. Committee on Publications composed of a chair and four members. This Committee takes charge of the production and marketing of publications of the Association sudl as the souvenir programs, pamphlets, handbooks and the like. It recommends policies pertaining to publications and preservation of the rights to intellectual properties of the member authors to the Board through the President.
6. Committee on Special Projects and Studies composed of a Chair and four members. This Committee shall supervise, monitor and evaluate the implementation of the Special Projects and Studies of the Association included in the PAEPI National Extension Agenda undertaken by the members or chapters of the Association through funding secured by the Association.

All Committees are under the general supervision of the President to whom they shall submit at least an annual report of their activities one month before holding the General Assembly of the Association. They shall also provide inputs on policy suggestion, systems and procedures that the Association can implement to improve efficiency and effectiveness of operations. All of these shall be coursed through the President of the Association.

Section 2. Special or adhoc committees and tasks force groups may be created by the Board as the needs of the Association may warrant.

#### **ARTICLE VII. RESIGNATION, TERMINATION AND EXPULSION**

Section 1. Resignation from membership shall be made in writing to the President of the Association. Upon approval by the Committee on Membership and chapter organizing to whom the resignation shall be referred by the President, the resigning members shall be dropped from the Roll of Membership and the date of such dropping noted in the Book of Membership. Henceforth all privileges and duties of membership shall cease.

Section 2. A member may be dropped from the Roll of Membership for other valid reasons apart from resignation such as failure to remit membership dues for three consecutive years following the payment of membership fee. The Committee on Membership and chapter organizing shall take action on this matter provided however that a member may be reinstated by reapplying in accordance with policies on membership or if the reason is due to failure to pay annual dues, by remitting payments of arrears thereof.

Section 3. Any member of the Board or officer or secretariat or committee who fails to assume his/her post within one month from the date of election in case of elected officers and board and one quarter from date of appointments shall be automatically dropped from the President duly approved by the Chairman of the Board provided that the affected officer or board or secretariat may justify in writing why he/she should not be dropped, Failure to fulfill duties of the position such as attendance to meetings, participation in activities for which the position is required and failure to accomplish any task assigned in accordance with the duties of the position shall be the main valid ground for removal from office provided that a simple majority of the Board shall vote in favor thereof.

#### **ARTICLE VIII. FUNDS AND DISBURSEMENT**

Section 1. Funds of the Association shall be deposited in reputable banks as may be decided upon by the greater majority of the Board provided that a portion of the fund shall be deposited in a reputable bank accessible and located in the place where the Main Office of the Association is located to be decided by a simple majority of the Board.

Section 2. Signatories to the Bank/s shall be the Treasurer and the President. Withdrawal shall be signed by both in any transaction made by the Association provided that a certain amount of petty cash shall be allowed to be provided for disbursement, replacement and liquidation by the President of the Association.

## **ARTICLE IX. QUORUM**

Section 1. A simple majority of the Board, or of the Officers or of the Committee members, council members or similar bodies shall constitute a quorum for the transaction of business within said bodies provided that alternative modes of securing approval by the absent members or of the entire body may be allowed on issues transactions or other concerns that will necessitate decisions of these bodies.

Section 2. One-third of the chapter and regular members in good standing present during the General Assembly shall constitute a quorum for the transaction of business during this and other special meetings.

## **ARTICLE X. VOTES AND VOTING**

Section 1. Unless otherwise provided. all decisions of the Association at general meeting and meetings of its Board, officers, committees, councils and the like shall be carried by a simple majority vote.

Section 2. The manner of voting at General meetings and in the Board and other bodies shall be decided by each body except in voting of the Board in which case the only voting allowed shall be through secret balloting under the supervision of a COMELEC as provided for under these by-laws.

## **ARTICLE XI. AMENDMENTS**

Section 1. These by-laws may be amended at any regular or special meeting of the Association by two-third votes of the charter and regular members in good standing personally present or represented by their proxies during the meeting, provided that notice of the proposed amendments has been given at the meeting previous to the one at which said amendment are to be voted upon or as per written notice. Written notice is satisfied when an invitation is sent to the member to attend the General Assembly Meeting/Annual Convention which include as an activity the General Assembly Meeting as indicated in the program of activities and when one of the items in the said General Assembly is the ratification of proposed amendments to these Constitution and By-laws.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

Section 1. Except as are, or may be, provided in the Constitution and By-Laws of this Association, all its meetings shall be conducted according to acceptable parliamentary rules.

## **ARTICLE XIII. TRANSITORY PROVISIONS**

Section 1. The Board of Directors elected during the organizational meeting of the Association on November 24, 1989 at the Technological University of the Philippines, Ayala Boulevard, Manila with SEC registration 177210 shall hold office until such time as the regular members thereof shall have been duly elected and qualified.

Section 2. Election for the charter regular members of the Board of Directors have been accomplished during the Annual General Conference of the Association from 2000 to 2008 and the first Biennial Convention in 2009 hosted by the Capitol University

Section 3. That a pro-forma Constitution by Laws was filed at SEC in July 2009 in connection with the re-registration of the revoked PAEPI's revoked SEC registration 177210 in 2003 as per certification issued by the SEC in 2009

Section 4. That a proposed Constitution and By-Laws shall take effect upon ratification by a majority of the Incorporators on July 1, 2009 (one of the outputs of the PAEPI National Strategic Planning among PAEPI Board of Director and Ex-officios on May 19-20, 2009, sponsored and hosted by the Maritime Academy of Asia and the Pacific, Mariveles Bataan )and upon approval of the Securities and Exchange Commission with SEC registration 10059.

Section 5. Upon approval of the proposed amendments of the Constitution and By-laws conducted on 10 December , 2010 at the 2nd Biennial Convention and General Assembly of the Association held in Aklan State University, Banga, Aklan the proposed amendments as deliberated, modified and approved by the General Assembly shall take effect immediately upon approval by the required votes as provided for under Article XI on Amendments.

*Directory of  
Incorporators, Regional  
Board of Directors,  
Active List of Institutional  
Members and Active List  
of PAEP? members*

## ROSTER OF OFFICERS FOR YEAR 2011 (OFFICERS/INCORPORATORS)

POSITION	NAME	INSTITUTION	CONTACT NUMBERS	EMAIL ADDRESS
President/Chair	Dr. Angelica M. Baylon	MAAP-Bataan (Region III)	0919-476-8128	ambaylon_maap11@yahoo.com
Vice President/ Vice-Chair	Prof. Serafin Arviola	PNU-Manila (NCR)	0915-844-5520	sarviola2002@gmail.com
Secretary	Prof. Mercedes Esmade	BU-Bulacan (Region III)	0922-874-1957	mercedes_esmade@yahoo.com
Treasurer	Dr. Elizabeth A. Joson	BPSU-Bataan (Region III)	0929-701-9944	eajoson_bpsu@yahoo.com
PRO	Prof. Rolly Casuga	AIMS-Manila (NCR)	0912-972-7832	staggpcc@yahoo.com

## REGIONAL BOARD OF DIRECTORS AND COORDINATORS

REGION	NAME	INSTITUTION	CONTACT NUMBERS	EMAIL ADDRESS
I	Dr. Antonio E. Madrid	DMMMSU	0917-643-6017	aemadrid59@yahoo.com
II	Dr. Myrna G. Maramag (OR # 001044)	ISU-Isabela	0915-394-4954	mdeggm@yahoo.com.ph
III	Dr. Hermogenes M. Paguia (OR # 001543)	BPSU-Bataan	0917-867-0269	boyetpaguia@yahoo.com
IV-A	Prof. Lorenzo B. Isla (OR # 001513)	Letran-Calamba	0922-898-8560	baticoda@gmail.com
IV-B	Dr. Susanita G. Lumbo	OMSC-Mindoro	0928-660-7252	misphk@yahoo.com.ph
V	Prof. Andrea B. Gomez	ParSU	0939-340-6939	titands50@yahoo.com
VI	Dr. Roberto L. Saladar	ASU-Aklan	0928-551-4109	saladar_r@yahoo.com
VII	Dr. Nichol R. Elman	SU	0917-300-9031	suextensionprogram@yahoo.com
VIII	Dr. Marilyn L. Olivades (OR # 001035)	PIT-Palompon, Leyte	0928-9536618	marilynolivades@yahoo.com
X	Dr. Alicia M. Diel	CU-Cagayan de Oro City	0917-401-4002	alice_m_diel@yahoo.com
XI	Milagros C. Subaldo	SPAMAST	0919-3356713	msubaldo@yahoo.com
XII	Mr. Mario Paul Luna	UZ-Zamboanga	0910-711-9086	marpaul_7@yahoo.com
NCR	Dr. Valentino J. Angeles	TUP-Manila	0916-518-7028	valangeles@yahoo.com
CARAGA	Dr. Jesusa Ortuste	SKSU-Sultan Kudarat	0926-3381193	susanortuste@gmail.com



## ACTIVE PAEPI INSTITUTIONAL MEMBERS FY 2011-2012

INSTITUTIONS	PARTICULARS
1. Maritime Academy of Asia and the Pacific	Institutional Membership FY 2011-2012 OR # 001514
2. Colegio De San Juan De Letran College of Calamba Laguna	Institutional Membership FY 2011-2012 OR # 001512
3. Isabel State University	Institutional Membership FY 2011
4. University of Southeastern University Philippines Foundation	Institutional Membership FY 2011
5. John B Lacson Foundation, Maritime University	Institutional Membership FY 2011 OR # 001043
6. Polompon Institute of Technology	Institutional Membership FY 2011, OR # 001035
7. University of San Jose Recoletos	Institutional Membership FY 2011, OR # 001042
8. Cebu Doctor's University	Institutional Membership FY 2011, OR # 001519
9. University of San Carlos Cebu	Institutional Membership FY 2011, OR # 001520
10. Pamantasan ng Lunsod ng Manila (PLM)	Institutional Membership FY 2011, OR # 001520
11. University of Batangas	Institutional Membership FY 2011
12. La Carlota City College	Institutional Membership FY 2011
13. Brent College Zamboanga City	Institutional Membership FY 2011
14. Bataan Peninsula State University	Institutional Membership FY 2011, OR # 1071
15. Mindanao State University	Institutional Membership
16. Saint Joseph Institute of Technology	Institutional Membership
17. University of Luzon (Center for Integrated Extension Services)	Institutional Membership OR # 101
18. Silliman University	Institutional Membership OR # 81
19. Baliuag University	Institutional Membership
20. Asian Institute of Maritime Studies	Institutional Membership OR # 95
21. Colegio de San Juan de Letran Manila	Institutional Membership
22. Lyceum of Batangas	Institutional Membership
23. Northern Negros College of Science and Technology	Institutional Membership

## ACTIVE PAEPI MEMBERS

NO.	NAME	OR No.	NO.	NAME	OR No.
1	Melanie David Bacuño	000032	55	Valentino Angeles	001533
2	Elsa T. Manlangit	000033	56	Redentor Jaraban	001534
3	Senen Dimaano	000034	57	Edmundo Frias	001535
4	Delma Jean Abad	000035	58	Dr. Angelica M. Baylon	001536
5	Rosalie J. Avengoza	000036	59	Susan Murillo	001537
6	Pilarita O. Cabrejas	000037	60	Janice Vergara	001538
7	Virginia S. Abuyo	000038	61	Prof. Serafin Arviola	001539
8	Arlyn M. Magana	000039	62	Mercedes R. Esmade	001540
9	Francis O. Pantino	000040	63	Jesusa D. Ortuoste	001541
10	Andres Edilberto S. Paruguya	000041	64	Dr. Elizabeth A. Joson	001542
11	Bonnie A. Andabon	000042	65	Dr. Hermogenes M. Paguia	001543
12	Dr. Marilyn Olavides	001035	66	Monaliza C. Rodriguez	001544
13	Josephine C. Cristobal	001037	67	Nomer N. Varua	001545
14	Ma. Visitacion M. Minor	001038	68	Dr. Susan C. Laggui	001546
15	Ma. Antonia B. Dy	001039	69	Ronald Tyron B. Dela Rosa	001547
16	Villamor P. Alejandro	001040	70	Lucia Lahoylahoy	00051
17	Francisca A. Tamayo	001041	71	Ruby Socorro Alag	00052
18	Dr. Myrna G. Maramag	001044	72	Emmanuel Ong	00053
19	Precila C. Delima	001045	73	Romero C. Hermocilla	00054
20	Ermel Delima	001046	74	Butch Alcudia	00055
21	Loreli C. Tabago	001047	75	Sofia Naelga	00082
22	Buenaventura T. Caluscusin II	001048	76	Alenogines San Diego	00083
23	Greta G. Gabinete	001049	77	Corazon G. Alava	00084
24	Mariano Rene F. Beles	001050	78	Lloyd Jhon Estampa	00085
25	Louella L. Labamonte	001081	79	Victoria Sumampan	00086
26	Miladen R. Daitao	001082	80	Rosalina S. Huerbana	00087
27	Imelda S. Libong	001083	81	Ronaldo C. Enguito	002538
28	Joseph A. Panas	001084	82	Ronela C. Enguito	002539
29	Pablo L. Masiong	001085	83	Royce V. Torres	002540
30	Dr. Sally M. Cadiz	001086	84	Romeo M. Guilio, Jr	00031
31	Luzviminda T. Garnica	001097	85	Romeo C. De Castro	00033
32	Angelina T. Gonzales	001098	86	Jovito C. Plata	00034
33	Ela N. Regondola, Ed.D.	001099	87	Renan Magmanlac Kasilag	00935
34	Job B. Imperial, Ph.D.	001100	88	Richele P. Pangilinan	00935
35	Michelle S. Carbonell	001501	89	Lemuel P. Del Rosario	002541
36	Melissa S. Carbonell	001502	90	Renante A. Egcas	00054
37	Sonia S. Carbonell	001503	91	Agas, Joyrence Mervin Q.	002542
38	Manolo A. Carbonell	001504	92	Guillermo, Yolanda S.	00028
39	Corazon S. Fajardo	001505	93	Maramag, Myrna G.	00102
40	Nora J. Macasimag	001506	94	Bales, Mariano Rene F.	00096
41	Gladys A. Manlangit	001507	95	Saladar, Hermelina M.	00099
42	Ditas L. Ligue	001508	96	Saladar, Roberto L.	00098
43	Glicel Grace A. de Guzman	001509	97	Zanoria, Huberto C.	00088
44	Evelyn D. Tomambo	001510	98	Liezl G. Noble	00086
45	Lorenzo B. Isla	001513	99	Noble, Rogelio Pinca Jr	00085
46	Winnie S. Saba	001516	100	Revesencio, Novelyn M.	00084
47	Eleanor J. Galvez	001517	101	Corbal, Corazon C.	00094
48	Gloria B. Cuico	001518	102	Guico, Teresita M.	00089
49	Erlinda V. Bebit	001521	103	Dr. Felicisima Tungol	001001
50	Gene F. Benito	001526	104	Santos, Lilibeth	001002
51	Flordelize N. Quinto	001529	105	Medairso, Elizabeth	001003
52	Vicente L. Quinto	001530	106	Velasco, Cristito	001004
53	Armald C. Marcos	001531	107	Magno, Eugene	001005
54	Teresita Collado	001532	108	Dr. Perla Estrella	001006

NO.	NAME	OR No.	NO.	NAME	OR No.
109	Basilio, Elena	001007	140	Villafuerte, Caridad	001075
110	Dabu, Rachel	001008	141	Jorge, Consorcia	001076
111	Camingal, Edmond	001009	142	Vivar, Ma. Belinda	001077
112	Gabor, Bernadeth	001010	143	Cooper, Ronnel Joseph	001078
113	Bawan, Daniel	001011	144	Simbul, Yolanda	001079
114	Dela Paz, Lorna	001012	145	Zabe, Nimfa	001051
115	Varua, Nomer	001013	146	Sanmas, Gemma	001052
116	Caraan, John Mark (Student)	001014	147	Ferida, Helen	001053
117	Marabe, Liza	001015	148	Del Agua, Eufrocina	001054
118	Hipolito, Monica	001016	149	Dindugan, Susan	001055
119	Lagui, Susan	001017	150	Abundo, Rosana	001056
120	De Guzman, Aurora	001018	151	Cariaso, Maricel	001057
121	Paguia, Rina	001019	152	Cantar, Maria Charlene	001058
122	Paguia, Hermogenes	001020	153	Ibones, Jocelyn	001059
123	Magno, Glenda	001021	154	Soneja, Rey Tioxon	001060
124	Rondilla, Aaron (Student)	001022	155	Arajo, Aurora	001061
125	Franco, Franz (Student)	001023	156	Sarmiento, Ma. Theresa	001062
126	Esmade, Mercedes	001024	157	Brillantes, Socorro	001063
127	Flores, Rudy	001025	158	Auila, Rene	001064
128	Reyes, Esperanza	001026	159	Auila, Teresita	001065
129	Miguel, Herminio	001027	160	Alberto, Jose	001066
130	Ganado, Editha	001028	161	Padilla, Vicente	001067
131	Ganado, Darwin	001029	162	Tabligo, Rudy	001068
132	Lacayanga, Jonathan	001030	163	Jordan, Jocelyn	001069
133	Valdez, Walter	001031	164	Gapasin, Charlotte	002543
134	Tumaliuan, Wilma	001032			
135	Nisay, Romeo	001033			
136	Manglo, Priscilla	001071			
137	Galicia, Victoria	001072			
138	Alipio, Lydia	001073			
139	Padilla, Gertrudes	001074			

**NOTE:**

The 200 paid members from Capiz State University (CAPSU) based on the 4 accomplished PAEPI booklets (Official Receipt No. 01101- Official Receipt No. 01300) have not been turned-over and payments not remitted by PAEPI Past President Dr. Aladino L. Lecio, the CAPSU VP for Admin and Finance on December 11, 2010 until the printing of this publication hence their names are not included in the list. A demand letter addressed to Dr Aladino L Lecio from Atty Renato C Bagay has been issued via registered mail with an advise to wit:

*“ To remit the said amount before the printing of the PAEPI Biennial publication on September 15, 2011 or else , all members from Capiz State University will be removed as advise through email by the PAEPI National President. Consider this note as last demand and if you fail to settle your obligation , much to our regret, we shall be constrained to resort to all legal action and equitable resources available to our clients to protect their rights. Please give this matter your preferential attention “*