



**BOARD RESOLUTION No. 19
Series of 2023**

**APPROVING THE DISPOSAL OF FILES OF RESIGNED MEMBERS OF THE
ASSOCIATION**

WHEREAS, the Kasagana-ka Mutual Benefit Association, Inc. has maintained records and files of its members regardless of their membership status;

WHEREAS, certain members of the Association have resigned, and their files are no longer required for active membership management;

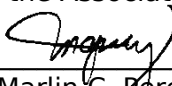
WHEREAS, it is deemed necessary to streamline and manage the records since it directly contributes to the overall effectiveness of the Association by reducing the risk of errors and improving overall productivity;

NOW, THEREFORE, the foregoing premises considered, be it **RESOLVED, AS IT IS HEREBY RESOLVED**, that the Board of Trustees hereby approve and authorize the disposal of the files of resigned members of Kasagana-Ka Mutual Benefit Association, Inc., subject to the compliance of all pertinent laws and regulations regarding data protection and privacy;

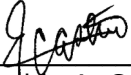
RESOLVED FURTHER, that any digital records shall not be deleted, and only physical records shall be disposed and shredded or otherwise rendered unreadable before disposal;

RESOLVED FINALLY, that the General Manager is directed to supervise the appropriate personnel to ensure that the disposal of the files be done in a manner that protects the privacy and confidentiality of the information contained therein.

Adopted this 30th day of November 2023 in Quezon City by the majority of the Trustees of the Association.



Marlin C. Perez
President



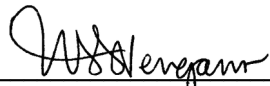
Emelda A. Castro
Treasurer



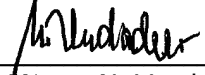
Jeronima C. Teodoro
Member



Atty. Maria Gettie Cleofe C. Sandoval
Independent Member



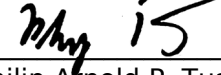
Nelly S. Vengano
Vice-President



Myrna N. Verdadero
Member



Sylvia Trijo
Member



Philip Arnold P. Tuaño
Independent Member



Attested by:

Whilmelita V. Pableo
Board Secretary