

September 30, 2002

Internal Revenue Service
450 Golden Gate Avenue MS SF 7-4-01
San Francisco, CA 94102-3400

Attention: **Elsie Li**
Id: 94-06251

Re. TE/GE:EOG-5
Case# 602211004
St. Jerome's Academy Alumni Association of North America, Inc.
EID: 94-3388269

Dear Ms. Li

This letter is in response to your request of September 11, 2002.

The requests for additional information, or question, are repeated as stated in your correspondence. Our reply then follows in bold type.

1. Is St. Jerome's Academy a private or public school? Is it a nonprofit organization or a tax-exempt organization recognized by the local government? Describe. Provide the type of school and the student body served. Provide the size of the student body and the faculty.

St. Jerome's Academy (SJA) is a private school, a Roman Catholic parochial school. SJA is a non-stock (non-profit) corporation and a tax-exempt educational institution recognized by the Government of the Philippines through the Department of Education (Exhibit 1-A), Department of Finance, Bureau of Internal Revenue (Exhibit 1-B) and the Securities and Exchange commission Exhibit 1-C). SJA offers education at the pre-school, elementary and secondary levels. SJA is open to all, including non-Catholics. The typical student comes from the communities surrounding the Academy. SJA, for the School Year 2002-2003 has an enrollment of 261 students (enrollment profile enclosed, Exhibit 1-D). The staff and faculty of the school have 21 members and are described in the pages of Exhibit 1-E.

2. Per response to Part II, question 1 of Form 1023, please provide a breakdown by percentages of the amount of total time and revenue devoted to each activity conducted by your organization.

For our distribution projects here are the amount of time and the revenues devoted to such activities, these percentages are planned, based on past activities.

A reciprocal exchange student program: time, 20%; revenue, 20%.

Scholarship assistance: time, 30%; revenue, 25%.

School facilities renovations, instructional equipment: time, 30%; revenue, 30%.

Contribute personal efforts and financial assistance to needs in our community: time, 15%; revenue, 15%.

Contribution of funds to emergency response: time, 5%; revenue, 10%.

For our fundraising activities, the amount of time and revenues generated are as follows:

Benefit Dinner-Dance, includes, Souvenir Program ads and Souvenir item sales: time 70%, revenue 72%.

Reno Trip: time 20%, revenue 22%.

Auction Sales: time 10%, revenue 6%. This is a planned future activity.

3. Provide a detailed description of the reciprocal exchange student program between high school students in this country and those attending St. Jerome's Academy. Provide the name(s) and addresses of the schools who participate from the U.S. Provide the names, educational background and expertise of the individuals who conduct this activity.

This is an intended objective, which has not been implemented thus far. We anticipate, and have been assured of support from the administration of SJA (see exhibit I-E). In the United States, we are inviting consultation and assistance from public and church school administrators in Alameda and Contra Costa counties. Contact is underway with American Field Service to determine whether they may be willing to support our effort with their experience and administration. Our initial plan will be to offer shorter periods of student residency both here and in the Republic of the Philippines, perhaps two months in length.

4. In regards to scholarships given, are relatives of the officers and board eligible. Describe and explain.

No. Such persons are ineligible.

5. Describe in detail the criteria used to determine those students eligible for your scholarships/awards. Submit a copy of the application form.

Freshmen students are given Dept. of Education approved tests. To qualify for scholarship grant the entering freshman, must pass this test, personal interviews and must establish financial hardship. Students from sophomore to senior level must demonstrate at least one year of high academic performance, and generally in the top five of the class. In such a case that the top 5 are not financially disadvantaged, then, students below the top 5 who have an 85% grade average are considered. Students potentially deserving of our association's assistance are interviewed further and are brought to our attention by the administration and faculty of SJA. We have not defined strict criteria, excepting that the candidate must be experiencing financial hardship threatening his or her continued enrollment at SJA. A second qualification is that the candidate be exhibiting the potential to derive benefit from further educational development. Applicants previously receiving financial awards are strong students with financial disadvantages. Our organization pays for the student's tuition for the year they become our scholar and pledge to pay for their tuition annually, as long as they are eligible recipient until they graduate. Profiles of these award recipients are enclosed (exhibit 5-A). See exhibits 5-B for application forms.

6. Describe in detail the procedures for supervising scholarships/awards (such as obtaining reports or transcripts) that you award and any procedures you have for taking action if the terms of the scholarships are violated.

In this respect the association defers largely to the oversight of SJA faculty. The rules and guidelines for maintaining scholarship is that the scholar is expected to maintain high moral standards, and must maintain their grades. We have established an understanding with the school administration that we will be sent a quarterly report with regards to the status of our scholars, in the past we received annual report on their progress. With regards to the violation of the terms of their scholarship, they are counseled for minor offences, and if the offense warrants being dropped from the scholarship program, they will then have to pay the tuition for the remaining term. Any remaining funds are then passed to the next eligible scholar. We are informed by our school principal that no scholar had been dropped from the roll thus far, once in the program they continually improved academically, and maintain exemplary moral conduct. Exhibit 5-A, on page (2), states the conditions mandated by St. Jerome' Academy.

7. You stated you will raise funds to financially support plant facilities renovations at St. Jerome's and other equipment. Describe in detail how you ensure that funds are used as intended. Will you send someone over to make sure that funds are used appropriately? Describe. Do you have a liaison overseas? Describe.

Some of our officers, directors and fellow alumni visit St. Jerome's in the course of personal visits to the Philippines. These unofficial visitations are helpful to us, our

alumni reports back to us whether planned renovations are indeed noteworthy projects. Mr. Jerome Mateo, Mr. Luisito San Miguel and Mrs. Nelia Gutierrez, all alumni, and residing locally act as our liaisons. They oversee the disbursements of funds that we send. They also provide the receipts for spending by the academy. In many instances we also receive photographs.

8. Please have an officer sign, date and return enclosed BOTH copies of Form 872-Cs.

Signed copies enclosed.

9. Do you propose to employ any officer, director or trustee of your organization? If 'yes', please submit the following information: A) List the name and title of each such individual. B) Describe each individual's duties and responsibilities. C) Explain how the amount of each individual's compensation will be determined.

No.

10. Do you propose to rent or lease any property in which any officer, director or trustee of your organization or any member of their families or any entity controlled by such an individual has any ownership interest? If 'yes', please furnish the following information: A) Furnish a copy of each lease or rental agreement. B) Describe any proposed transactions. C) Will you make any leasehold improvements on property leased or rented? If 'yes', describe each improvement.

No.

11. Do you proposed to purchase any property in which any officer, director or trustee of your organization or any member of their families or any entity controlled by such an individual has any ownership interest? If 'yes', please submit the following: A) Submit a copy of each sales contract. B) Describe each proposed transaction.

No.

12. Do you propose to make loans, make gifts or grants to any officer, director or trustee? If 'yes', explain terms, etc.

No.

13. Do you propose to pay dividends or make similar distributions to officers, directors or trustee? If 'yes', please explain.

No.

14. Will you engage in any publishing activities of any nature (printing, publication, or distribution of your own material or that printed or published by others and distributed by you)? If 'yes', submit the following: A) Please describe each publication or proposed publication. Submit samples if available. B) Explain how and where your publication will be distributed. C) Explain how your publishing activities help you accomplish your exempt purpose. D) Explain how the sale price of your publications will be determined. E) Explain who will retain ownership or control of copyrights resulting from your publications or distributing activities. F) Will your publications contain advertising? If yes, state the percentage of total annual gross receipts that you expect to derive from sale of such advertising.

Yes, we anticipate certain publishing activity; but not a magazine or periodic newsletter.

- A. We have published a souvenir program to commemorate our Benefit Dinner-Dance. An example (exhibit 14-A) is enclosed. This exhibit is the souvenir program from our first benefit dinner-dance held in August, 2001. This dinner-dance event served as an introduction of our organization to our local community.**
 - B. We expect the souvenir program to be published once each two years concurrent with a benefit dinner-dance event. The program is distributed to attendees during the evening of the dinner dance event.**
 - C. The program generates income through advertising placements. This income directly funds our programs and services. In the enclosed program advertisers were charged \$25 for a quarter page advertisement, \$50 for a half page, and \$100 for a full page advertisement.**
 - D. The publication is not offered for sale; but is furnished without charge to those attending the benefit event.**
 - E. We do not think there will be any content subject to copyright.**
 - F. Advertising is the only source of revenue derived from the program. We estimate perhaps 20% of our annual revenues may come from this source.**
15. Will you engage in the sale of merchandise? If 'yes', submit the following: A) Describe your merchandise. B) Will you engage paid employees or volunteers to sell your merchandise? C) Will you sell merchandise on a regular basis? Explain briefly. D) Does the sale of merchandise help your organization accomplish its exempt purpose? Explain

briefly. E) Will you use advertising to promote your merchandise? If yes, explain briefly.
 F) Complete the following schedule:

	Percentage of total inventory value
Donated Merchandise	
Purchased or manufactured Merchandise	
Total	100%

G) State percentage of total annual gross receipts that you expect to be derived from sale of merchandise.

Yes.

A. The items we offer for sale are souvenirs to commemorate an event, and corporate items bearing our logo. In the past we have offered pictures of St. Jerome's Academy, the cover page of our Souvenir Program, and iron-on transfers with our organization's logo. In the future we may offer other commemorative items. See exhibits 15-A-1 and 15-A-2.

B. Unpaid Volunteers.

C. No.

D. Yes, profits from the sale of merchandise will be used to directly fund our programs.

E. No.

F.

	Percentage of total inventory:
Donated Merchandise	20%
Purchased or Manufactured Merchandise	80%
Total	100%

G. Expected percentage of gross revenues from merchandise sales = 2%.

16. Will you engage in the sale of services? If 'yes', submit the following: A) Describe each such service. B) Explain to whom the services will be available. C) Explain how the amount of the fees you will charge will be determined. Will they be based upon a rate above your cost, at cost or below cost? D) Will you advertise your, services? If yes, explain briefly. E) State the percentage of total annual gross receipts that you expect will be derived from the sale of services.

Yes.

Nevada Casino Tour

- A. This fundraising activity is a 1-day round trip to Reno, Nevada. The association sponsors bus transportation to Reno, Nevada, for members and guests. We charter a bus typically carrying (50) passengers. The tour typically begins on a Saturday morning, and returns from Reno on Sunday. On some trips, we offer show or concert tickets to our passengers on a favorable price basis and derive commission or fee income from the show promoters. We set these tours at least two months in advance, and devote approximately 50 all volunteer man-hours per tour.**
- B. The Reno Tour is available to members and guests over 21 years of age.**
- C. We charge \$35.00 per person, which includes round trip fare from SF to/from Reno. If a show/concert is available we include the cost of the show ticket as an option to our passengers. Tickets typically cost from \$25.00 to \$35.00. The trip fare includes breakfast, snacks and non-alcoholic beverages. Our average proceeds from each trip is approximately \$1,000.00 after expenses.**
- D. Yes. Information about planned trips will be available on our website: <http://www.jeromians.org>.**
- E. We estimate about 22% of our annual revenues from this source.**

Dinner-Dance Benefit

- A. This is an important fundraising activity. This event is expected to be conducted at least once very two years. The fundraising event offers an evening of dinner, dancing and entertainment to our guests.**
- B. This benefit event is available to the public and association members. Event capacity is 300 to 350 guests.**
- C. We charge from \$45.00 to \$55.00 for dinner and entertainment per person. Typically, this cost includes approximately 30% over the cost of dinner, to cover miscellaneous service fees, tips, live band, flowers and decorations.**
- D. Yes. We advertise this event through our website under Calendar of Events. We also mail invitations to previous participants.**
- E. We estimate about 40.00% of annual revenues from this event.**

17. Submit a copy of ALL of the minutes to your meetings since incorporation.

See Exhibits 17.1 through 17.5.

18. Submit a copy of any flyer, brochures and newsletters, if available.

See Exhibits 18.1 through 18.4. We also maintain a website, <http://www.jeromians.org>, which describes our association, news about us, our community and events we sponsor.

I, in behalf of our organization, thank you for giving us the opportunity to respond to the questions herein, which we failed to provide in our initial application. It is our sincerest hope that the information we provided will help you reach a favorable decision. In the event that additional information may be required, please allow us once more the opportunity to answer any remaining issues.

Yours sincerely,

Roberto F. Matawaran
Chairman of the Board
St. Jerome's Academy Alumni Association
Of North America, Inc.
1147 Stirling Drive
Rodeo, CA 94572
(510) 799-9631
Email: robmat@jeromians.org

cc. Corporate File

Department of Education

MANILA

By virtue of the authority in me vested by Act 2706, as amended by Commonwealth Act No. 180, and Republic Act No. 74 and upon the recommendation of the Director of Private Schools, I, G. HERNANDEZ, JR., Secretary of Education, do hereby grant, effective June 11, 1956 to the ST. JEROMES ACADEMY at Morong, Rizal

GOVERNMENT RECOGNITION

No. -173- Series of 1956

for the

FOURTH YEAR OF THE ACADEMIC SECONDARY COURSE
with Vocational Subjects
(Day)

being offered in said institution, and by virtue of the authority in me vested by Act 1459, Commonwealth Act No. 180 and Republic Act No. 74, I do hereby empower the said school to grant DIPLOMAS to students who have successfully completed in accordance with the regulations of the Department of Education all of the prescribed work of the said course.

It is provided, however, that the Secretary of Education reserves the right to satisfy himself, either personally or through accredited representatives of the fact that the instruction and the conditions affecting instruction in this course comply with all of the requirements of the Department of Education.

In the case of failure on the part of the ST. JEROMES ACADEMY to observe and maintain any of the required standards of the Department of Education affecting the course herein approved, the authority hereby granted may be revoked and cancelled, the records of the students who have actually attended the said course may be taken over and kept in the files of the Department of Education, and the guaranty bond submitted by the said school declared forfeited in accordance with the provisions of Section 8 of Act 2706.

It is stipulated, moreover, that the authority hereby granted does not extend to any branch of the said school, whether located in the same municipality or city, or in other municipalities or cities, nor to any other course, grade, or curriculum year.

The foregoing recognition supersedes and cancels all previous records of Government approval affecting the course or separate parts of the course herein recognized.

Given at the City of Manila, Philippines, this 24th day of April nineteen hundred and fifty Six

RECOMMENDED BY:

DANIEL H. SALCEDO

Director of Private Schools

G. HERNANDEZ, JR.

Secretary of Education

EXHIBIT 1-B

DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

August 9, 1988

Manila Archdiocesan and Parochial
Schools Association
2nd Floor, Arzobispado de Manila
121 Arzobispo St., Intramuros
M a n i l a

Attn.: Bishop Manuel C. Sobreviñas, D.D.
Auxiliary Bishop of Manila
Chairman, MAPSA Executive Board

Gentlemen:

This refers to your letters dated July 6, 13, 22 and 26, 1988 requesting exemption of the St. Jerome's Academy, Inc. from the 20% final withholding tax on its interest and/or yield on deposit substitute instruments and interest on its savings and time deposits to be actually, directly and exclusively used for its educational purposes; and the revenues and assets used in the operation of its school canteen and bookstore.

In reply thereto, I have the honor to inform you that paragraph 3, Section 4, Article XIV of the 1987 Constitution provides, viz:

"(3) All revenues and assets of non-stock, non-profit educational institutions used actually, directly, and exclusively for educational purposes shall be exempt from taxes and duties. xxx xxx"


The aforementioned Constitution was ratified at a plebiscite held for the purpose on February 2, 1987. Accordingly, the tax exemption privilege of non-stock, non-profit educational institutions took effect as of said date.

Such being the case, the St. Jerome's Academy, Inc. being a non-stock, non-profit educational institution is exempt from the 20% final withholding tax on its interest income and/or yield on deposit substitute instruments and interest on its savings and time deposits to be actually, directly and exclusively used for educational purposes.

Moreover, revenues derived from and assets used in the operations of cafeterias/canteens and bookstores are exempt from taxation provided they are owned and operated by the educational institution as ancillary activities and the same are located within the school premises. (Department Order No. 137-87).

This serves as authority of the depository banks concerned to forego withholding of the 20% tax on the interest income of the Philippine currency bank deposits and money market placements maintained by the school with them. (BIR Ruling No. 24-173-88-262-88 dated June 27, 1988)

Very truly yours,


EUFRAZIO D. SANTOS
Deputy Commissioner



Republic of the Philippines

Securities and Exchange Commission

EDSA, Greenhills, Mandaluyong
Metro-Manila

S.E.C. Reg. No. 8487

CERTIFICATE OF FILING OF ~~ADOPTED~~ ^{NEW} BY-LAWS

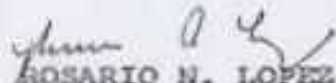

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

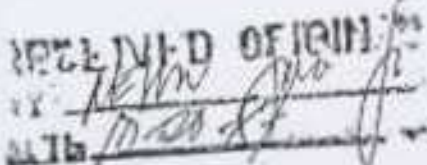
THIS IS TO CERTIFY that the ~~ADOPTED~~ ^{NEW} By-Laws of the

ST. JEROME'S ACADEMY, INC.

copy annexed, adopted by a majority vote of the Board of Trustees and by the majority of the members on February 22, 1982, certified by a majority of the Board of Trustees and countersigned by the Secretary of the corporation, was ~~ADOPTED~~ ^{approved by} this Office on the 24 day of October, 1987, pursuant to the provisions of Section 48 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980, and attached to the other papers pertaining to said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong, Metro-Manila, Philippines, this 24 day of October, in the year of our Lord nineteen hundred and eighty-seven


ROSARIO N. LOPEZ
Associate Commissioner


RECEIVED OFFICE

10/24/87

RET/cmm

RECEIVED

Securities and Exchange Commission
MANILA

EXHIBIT 1-C
PAGE 2 OF 4

ORIGINAL

To ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, Articles of Incorporation duly signed and acknowledged for the organization of the **ST. JEROME'S ACADEMY, INC.**

under and in accordance with the provisions of Act of the Philippine Commission Numbered Fourteen Hundred and Fifty-nine, enacted March first, Nineteen hundred and six, as amended by Acts of the Philippine Legislature, Numbered Fifteen hundred and six, Fifteen hundred and sixty-five, Sixteen hundred and thirty, Seventeen hundred and forty-four, Eighteen hundred and thirty-four, Eighteen hundred and ninety-five, Twenty hundred and three, Twenty hundred and twelve, Twenty hundred and thirty-seven, Twenty hundred and ninety-two, Twenty-one hundred, Twenty-one hundred and thirty-five, Twenty-four hundred and fifty-two, Twenty-seven hundred and twenty-eight, Twenty-seven hundred and ninety-two, Twenty-nine hundred, Twenty-nine hundred and ninety-four, Thirty-five hundred and eighteen, Thirty-six hundred and ten, Thirty-seven hundred and forty-one, Thirty-eight hundred and forty-nine and Thirty-eight hundred and fifty, and Commonwealth Acts Numbered Two hundred and eighty-seven, and Four hundred and thirty-seven, were presented for filing in this Commission on **January 26, 1954**, and a copy of which said Articles is hereto attached:

Now THEREFORE, by virtue of the powers and duties vested in me by law, I do hereby certify that the said Articles of Incorporation were, after due examination to determine whether they are in accordance with law, duly registered in this Commission on the **26th** day of **January**, Anno Domini, Nineteen hundred and **fifty-four**.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Manila, Philippines this **26th** day of **January**, in the year of our Lord nineteen hundred and **fifty-four**, and of the Independence of the Philippines, the **Eighth**.

Received Original

By: *Edualdo Reyes*

Address: *Manila, Rizal*

Jan 26th 1954

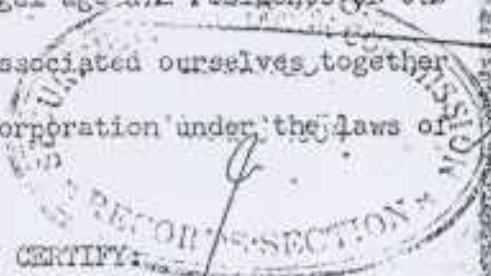
Mario G. Pineda
MARIANO G. PINEDA

EXHIBIT 1-C
PAGE 3 OF 4

of St. Jerome's Academy, Inc. PAID P 25-00
O. R. No. 4437633 Date 1-26-54

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, all of legal age and residents of the Philippines, have this day voluntarily associated ourselves together for the purpose of forming a non-stock corporation under the laws of the Philippines;



AND WE HEREBY CERTIFY:

1. That, the name of the said corporation shall be St. Jerome's Academy Inc.
2. That, the purpose for which the said corporation is formed is to give a sound, complete and general education to children and youth in the Philippines; and to promote their intellectual and moral development;
3. That, the place where the school is to be established and located is at the Municipality of Morong, Province of Rizal;
4. That, the trustees of the said school shall be five (5) in number and must be members of the corporation and of the Roman Catholic Church;
5. That, the trustees shall serve for a term of One (1) Year from and after the date of their election and until their successors are elected and duly qualified;

The names and addresses of the said trustees for the first term are as follows:

NAME	ADDRESS	NATIONALITY
1. Very Rev. William Hennessy	967 Singalong	American
2. Rev. William Carney	Malate Church	American
3. Quintan Kalick	Malate Church	American
4. Edward McKenna	Morong, Rizal	American
5. Malachy MacKroy	967 Singalong	Irish

6. That, the school shall be maintained by means of tuition, maintenance, entrance, matriculation and other fees that it may collect from students enrolling therein.

IN WITNESS WHEREOF, we have hereunto set our hands at Manila

Philippines this 26th day of January 1954

William Hennessy William Carney
 ACK-A-6609 Doc: 1/1/50 ACK-A-7530 Doc: 1/25/54
 Rev: 1/14/54
Quintan Kalick Malachy MacKroy
 ACK-A-22448 Doc: 1/17/51 ACK-A-151745
 Rev: 1/14/54 Rev: 1/21/50
Edward McKenna
 ACK-A-22449 Doc: 1/17/51
 Rev: 1/14/54 Rev: 1/14/54

IN THE PRESENCE OF:
[Signature]

NOTARY PUBLIC

REPUBLIC OF THE PHILIPPINES)
) S.S.
City of Manila)

On this 26th day of January, 1954, before me a Notary Public in and for the City of Manila personally appeared Rev. W. Hennessey, Rev. W. Carney, Rev. Quintan Kalick, Rev. E. McKenna, Rev. M. MacElroy known to me to be the persons whose names ~~are~~ subscribed and who executed the within instrument, and each of them acknowledged to me that they freely and voluntarily executed the same. They exhibited to me their residence certificates as follows:

NAME	RES/CERTIFICATE NO.	DATE & PLACE OF ISSUE
1. Rev. W. Hennessey	A-0269317	Apr. 4, 1953, Manila
2. Rev. W. Carney	A-0250058	Mar. 9, 1953, Manila
3. Rev. Q. Kalick	A-0118372	Jan. 22, 1954, Manila
4. Rev. E. McKenna	A-4517772	Jan. 9, 1954, Manila
5. Rev. M. MacElroy	A-0198453	Feb. 17, 1953, Manila

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal on the date and place above mentioned.



Juanita H. Montemayor
NOTARY PUBLIC
Until December 31, 1954

Doc. No. 71
Page No. 15
Book No. 1
Series of 1954.



ENROLMENT PROFILE

As of July 02, 2002

PRE - SCHOOL

	MALE	FEMALE	TOTAL
Toddler/Nursery	8	8	16
Kinder-Junior	6	5	11
Preparatory	4	13	17
	<hr/> 18	<hr/> 26	<hr/> 44

GRADE SCHOOL

Grade I	12	5	17
Grade II	10	9	19
Grade III	4	1	5
Grade IV	2	3	5
Grade V	2	2	4
Grade VI	3	0	3
	<hr/> 32	<hr/> 20	<hr/> 53

HIGH SCHOOL

I - Year	16	16	32
II - Year	21	33	54
III - Year	19	22	41
IV - Year	17	21	38
	<hr/> 73	<hr/> 92	<hr/> 165

GRAND TOTAL

	123	137	261
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**SJA PERSONNEL
SY 2002-2003**

ADMINISTRATOR AND STAFF

1. REV. FR. LAURENCE C. PAZ - School Director/ Guidance Counselor

Birthday – June 15, 1962 - San Miguel, Manila
AB – Comparative Religion – Minor- Sociology/Philosophy/Theology
Our Lady of the Angels Franciscan Seminary
Masteral in Pastoral Theology- UST, Manila
Masteral in Media and Communication – Ateneo De Manila

2. MRS. MARIVIC N. SANTIAGO - Principal

Birthday – May 5, 1960 - North Poblacion, Medina Mis. Or.
Med.Tech. Units - Urios College, Butuan City, Mindanao
Business Secretarial – Philippine Christian University
Taft Avenue, Manila
Specialized Course in Computer- Phil. Women's University
Short term Computer courses Datamex Computer School
United Computer Programming Center – Cubao
Business Administration Course- San Juan, Greenhills
International Correspondence School
Supplemental Education Units – Rizal Polytechnic College
Morong, Rizal
Masteral units in School Administration and Supervision
RPC-TUP Consortium – Manila
1st Batch-Licensure Examination for Teachers – Passer

3. MRS. ARMIN M. RAMOS - finance Officer

Birthday – April 27, 1963 – San Jose, Morong, Rizal
Bachelor of Science in Commerce-Major-Accounting
Rizal Technology and Polytechnic College Institute
Morong, Rizal

4. MRS. VENUS S. DE LEMON - school clerk

Birthday – October 3, 1952 – Morong, Rizal
AB –Liberal Arts –English Major-Pol.Sci.-minor
Tomas Claudio Memorial College, Morong, Rizal



HIGH SCHOOL DEPARTMENT SY 2002-2003

- 1. MISS CLARISSA L. BITONG - I year St. John Adviser**
Birthday – August 17, 1980 – Macamot
Binangonan, Rizal
**BSIE – (Bachelor of Science in Industrial
Education) Major- Girls Home Trade**
Rizal Polytechnic College, Morong, Rizal
- 2. MISS JOYLYN A. CELONES - II year St. Mark Adviser**
Birthday – February 24, 1978 – Macamot,
Binangonan, Rizal
**BSCS – (Bachelor of Science in Computer
Science) TCMC, Morong, Rizal**
W/ Supplemental units in Education, TCMC
Licensure Exams for Teachers Passer
- 3. MR. DARWIN A. LUZON – II year St. Lorenzo Adviser**
Birthday – June 19, 1979, Quezon Province
**BSIE – (Bachelor of Science in Industrial
Education-Major: Electronics Technology
Music, Theater Arts Certificates**
Licensure Exams for Teachers Passer
- 4. MRS. NENITA R. CATUIRA – III St. Luke Adviser**
Birthday – January 4, 1957, - Tanay, Rizal
BSC – (Bachelor of Science in Chemistry)
Centro Escolar University, Manila
Supplemental Units in Education-TCMC
Magna Carta Teachers' License
- 5. MR. ROBERTO M. MARANO- IV St. Matthew Adviser**
Birthday – November 29, 1968 – Tanay
BSED- (Bachelor of Science in Education)
**Major: Mathematics- SIC (San Ildefonso
College , Tanay)**
W/ PRC Permit to Teach Certificate
- 6. MR. ARNEL E. GUINTO - Student Council Adviser**



St. Jerome's Academy

Morong, Rizal Tel. No. 653-1359

EXHIBIT 1-E
PAGE 3 OF 5

S.O.L.T. Commandant
Birthday – March 14, 1968 – Pasig City
AB – Major: English
BSE Supplemental
SIC (San Ildefonso College, - Tanay)

7. **MRS. ROSALINA M. MARANO – Library In-Charge**
Filipino/Social Studies teacher
Birthday – June 25, 1945 – Tanay, Rizal
BSE – Major: Social Studies
Minor: Filipino (SIC, Tanay)

SUPPORT PERSONNEL

8. **MR. ERNESTO SJ SANTIAGO – PROPERTY CUSTODIAN**
Maintenance Electronic-Mechanic
Birthday – December 2, 1942 – Morong, Rizal
Electronics/ Drafting/ Automotive
Philippines College of Arts and Trade, Manila
Updates on Electronics/Automotive/
Driver Mechanics/Computer Science-
(A>R>A> Modern Technical Manpower Services
Tanay)
9. **MR. RODULFO C. QUIDER - SCHOOL GUARD/
SCHOOL AIDE**
Birthday – November 5, 1976, Mindanao
Vocational Courses – Automotive
(A.R.A. Modern Technical Manpower
Services, Tanay, Rizal)

ELEMENTARY DEPARTMENT
SY – 2002 – 2003

**1. MRS. MARIA IMELDA S.B. GARCIA – GRADE – I
ADVISER**

Birthday – November 13, 1970 – Teresa, Rizal

BSEED (Bachelor of Science in Elementary Education)

Major: English – TCMC , Morong

Licensure Examinations for Teachers Passer

2. MISS CLEO P. BLANCO – GRADE II ADVISER

Birthday – July, 17, 1979 – San Juan, Cardona, Rizal

BSEED (Bachelor of Science in Elementary Education)

Major: English – Rizal Polytechnic College, Morong

Licensure Examinations for Teachers Passer

3. MISS MARITES B. QUINTANA – GRADE III ADVISER

Birthday – July 1, 1980 – San Juan Heights Subdivision
Mahabang Parang, Binangonan, Rizal

BSIE (Bachelor of Science in Industrial Education)

Major: - Drafting – Rizal Polytechnic College, Morong

Licensure exams Result on Process

**4. MISS JANICE S.D. CANDELARIA – GRADE IV, V, VI
Adviser**

Birthday – December 11, 1980, Looc, Cardona, Rizal

BSEED (Bachelor of Science in Elementary Education)

Major: English-Rizal Polytechnic College

Licensure Examinations for Teachers Passer



St. Jerome's Academy

Morong, Rizal Ttl. No. 653-1359

EXHIBIT 1-E
PAGE 5 OF 5

PRE-SCHOOL DEPARTMENT SY 2002-2003

1. SR. ZENAIDA V. LUVIDICE,sdp – NURSERY ADVISER/

Kinder- Prep.-teacher/Gradeschoolers Values teacher
Birthday – February 5, 1957 – Mambog, Binangonan

BSFN (Bachelor of Science in Foods and Nutrition)
Centro Escolar University – Manila-
Board Passer

Diploma in Theology – Instituto Di Teologia Della Vita
Religiosa, Rome

Supplemental Units in Education – TCMC, Morong

Certificate in Pre-school Education – PNC-
Philippine Normal College, Manila
Teachers' Board Passer

2. MRS. CARINA B. SISON – KINDER / PREP ADVISER/

PEHM IV Teacher/ Music Teacher
Birthday – February 17, 1964- Calumpang,Marikina

BS ME (Bachelor of Science in Music Education)
Major: Piano; Minor: Voice
National Board for Teachers passer

3. MS. DINA T. PERDON – PRE-SCHOOLERS AIDE

Birthday – November 17, 1981 – Bicol
St. Jerome's Academy Alumni



SCHOLARSHIP PROFILES

The following list of students below are bonafide students of St. Jerome's Academy who are **RECEIPIENTS** of the Scholarship Grants from St. Jerome's Academy Alumni Association, North America (SJAAA,NA):

1. **Jemelee Marie R. Pumanes** - IV year St. Matthew
Birthday - September 29, 1986, UST Manila
Present Home Address: 151 Nagpatong Street,
Baras, Rizal

W/ Single Parent -
Mother: Corazon R. Pumanes age: 45
Occupation: Office Clerk - 1 brother - 1 sister

*Jemelee Marie R Pumanes-consistent first honor
Since III year*

2. **Nerissa Beatriz A> Aragoza** - III year St. Luke
Birthday - September 24, 1987 - Batingan, Binangonan
Present Home Address: 405 Mechilina St., Batingan
Binangonan, Rizal

Father: Willardo Aragoza - Driver
Mother: Ruby Arabit - Sewer
4 brothers, 1 sister

*Nerissa Beatriz A. Aragoza - consistent 2nd Honor
Since I year at SJA*

3. **Karina B. Villaruel** - III year St. Luke
Birthday: December 5, 1987- Mambog, Binangonan
Present Home Address: 091 Sampaguita Street,
Mambog, Binangonan, Rizal

Father: deceased
Mother: Lorna Villaruel - 48 yrs.- house-helper
1 brother, 3 sisters

*Karina B. Villaruel - consistent honor student
From top 5th to top 4th to top 3rd*

4. **Melanie H. Espinola** - I year St. John
Birthday: April 13 1990 - Looc, Cardona, Rizal



St. Jerome's Academy

Morong, Rizal Tel. No. 653-1359

EXHIBIT 5-A
PAGE 2 OF 2

Present home address: 80 Gil Domingo St., Cardona, Loooc
Father: Retired soldier Mother: Teacher
No brother, 3 sisters

*Melanie H. Espinola – entered as Valedictorian graduate
Psalmist and choir member
Soloist- Chorusjerome*

5. Er Adrian T. Sto. Domingo – II St. Lorenzo Ruiz
Birthday – March 29, 1989 – Morong, Rizal;
Present Home Address: 159 Soriano Street
Calero, Morong, Rizal
Father: Efren G. Sto. Domingo – non-employee
Mother: Rosalie Sto. Domingo - Storekeeper
No brother, 1 sister
*Er Adrian Sto. Domingo – consistent honor student
2 years at SJA and a son of SJA Alumni*

Above listed students have given a scholarship grants since school-year 2001-2002 to date sy2002-2003, or until graduated depending on her/his loyalty to the school's condition of duties and responsibilities stated below as follows:

- *shall maintain in the "top 5" rank in class*
- *be a good exemplar in the observance of the norms and policies of the school*
- *report any irregularities observed among students*
- *shall help in the maintenance of cleanliness in school offices and premises*
- *shall help in the regulations to conserve water and electricity by checking the lights, electric fans, water outlets and faucets, if its properly closed before going home*

Non-compliance of these stipulated contract provisions will clearly justify the curtailment of the whole privilege granted or even the total withdrawal of the scholarship granted effective the date after which the violations are confirmed and proven.

Endorsed by:


SJA FACULTY AND STAFF

Approved by:

REV. FR. LAURENCE C. PAZ
Director

ST. JEROME'S ACADEMY
Morong, Rizal
Tel. No. 653 - 13-59

SCHOLARSHIP APPLICATION

Name: Mary Rose Ann C. RIVERA III Year
level III *Scholarship period: Rank 1st student*
Birthday: May 2, 1980 Birthplace: BARAS, Rizal
Present Home Address: 207 Barangay Evangelina BARAS, Rizal
Father: Angelito C. RIVERA Birthday: May 12, 1963 Age: 37
Occupation: OCW Employer/Address: _____
Mother: Ma. Teresita RIVERA Birthday: MARCH 15, 1963 Age: 37
Occupation: FACTORY WORKER Employer/Address: ENCIO FERRERA BARAS, Rizal
Brothers: JEFFREY RIVERA Age: 5 1/2
Sisters: ESTER JOY RIVERA Age: 9 1/2
BENEFACTOR: _____ Scholarship Profile: _____
Designation: _____ Employer's Address: _____

MEMORANDUM (FOR NON-SJA EMPLOYEE'S CHILDREN ONLY)

The above student is a bonafide SCHOLAR of ST. JEROME'S ACADEMY, Morong, Rizal for school year 2001-2002, or until graduated depending on her/his loyalty to the school's condition of duties and obligations stated below as follows:

- shall maintain in the "top 5" rank in class
- be a good exemplar in the observance of the norms and policies of the school
- report any irregularities observed among students
- shall help in the maintenance of cleanliness in school offices and premises
- shall help in the regulation to conserve water and electricity by checking the lights, electric fans, water outlets and faucets if its properly closed before going home

Non-compliance of these stipulated contract provisions will clearly justify the curtailment of the whole privilege granted or even the total withdrawal of the scholarship grant effective the date after which the violations are confirmed and proven.

So ordered.

Endorsed by:

SJA FACULTY AND STAFF

Approved by:

REV. FR. LAWRENCE C. PAZ
SJA Director

ST. JEROME'S ACADEMY
Morong, Rizal
Tel. No. 653 - 13- 59

SCHOLARSHIP APPLICATION

Name: Cherie P Bolado III Year
level: III Year *Scholarship record: consistent Honor Student*
Birthday: February 04, 1986 Birthplace: Infanta, Luzon
Present Home Address: 281 Cattuya St. Mambog,
Binangonan Rizal
Father: Eugenio Bolado Birthday: September 20 Age: _____
Occupation: worker Employer/Address: Angond Rizal
Mother: Marilyn Bolado Birthday: September 9 Age: _____
Occupation: sewer Employer/Address: Pag-asa, Binangonan, Rizal
Brothers: Eugenio Jr. Age: 10
Sisters: Catherine, Caroline, Charina Age: 13, 13, 2
RENEFACTOR: _____ Scholarship Profile.
Designation: _____ Employer's Address: _____

MEMORANDUM (FOR NON-SJA EMPLOYEE'S CHILDREN ONLY)

The above student is a bonafide SCHOLAR of ST. JEROME'S ACADEMY, Morong, Rizal for school year 2001-2002, or until graduated depending on her/his loyalty to the school's condition of duties and obligations stated below as follows:

- shall maintain in the "top 5" rank in class
- be a good exemplar in the observance of the norms and policies of the school
- report any irregularities observed among students
- shall help in the maintenance of cleanliness in school offices and premises
- shall help in the regulation to conserve water and electricity by checking the lights, electric fans, water outlets and faucets if its properly closed before going home

Non-compliance of these stipulated contract provisions will clearly justify the curtailment of the whole privilege granted or even the total withdrawal of the scholarship grant effective the date after which the violations are confirmed and proven.

So ordered.

Endorsed by:

SJA FACULTY AND STAFF

Approved by:

REV. FR. LAWRENCE C. PAZ
SJA Director

ST. JEROME'S ACADEMY
Morong, Rizal
Tel. No. 653 - 13-59

SCHOLARSHIP APPLICATION

Name: Emmalyn Orano Year II (St. Mark)
Level: II year
Birthday: Mankog, Binangonan, Rizal Birthplace: 317 Caidoga St. Mankog, Binangonan, Rizal
Present Home Address: 317 Caidoga St. Mankog, Binangonan, Rizal
Father: Emanuel J. Orano Jr. Birthday: November 21, 19 Age: 40
Occupation: Teacher Employer/Address: None
Mother: Laida J. Orano Birthday: January 23, 1954 Age: 46
Occupation: Teacher Employer/Address: None
Brothers: Emanuel Jr. & Mark Edward Orano Age: 19 & 13
Sisters: None Age: None
BENEFACTOR: School Scholarship Profile: Half
Designation: _____ Employer's Address: _____

MEMORANDUM (FOR NON-SJA EMPLOYEE'S CHILDREN ONLY)

The above student is a bonafide SCHOLAR of ST. JEROME'S ACADEMY, Morong, Rizal for school year 2001-2002, or until graduated depending on her/his loyalty to the school's condition of duties and obligations stated below as follows:

- shall maintain in the "top 5" rank in class
- be a good exemplar in the observance of the norms and policies of the school
- report any irregularities observed among students
- shall help in the maintenance of cleanliness in school offices and premises
- shall help in the regulation to conserve water and electricity by checking the lights, electric fans, water caddets and faucets if its properly closed before going home

Non-compliance of these stipulated contract provisions will clearly justify the curtailment of the whole privilege granted or even the total withdrawal of the scholarship grant effective the date after which the violations are confirmed and proven.

So ordered.

Endorsed by: SJA FACULTY AND STAFF

Approved by:

REV. FR. LAWRENCE C. PAZ
SJA Director

ST. JEROME'S ACADEMY
Merong, Rizal
Tel. No. 653 - 13- 59

SCHOLARSHIP APPLICATION

Name: Karina Villanuel II Year
level 2nd year Scholastic Record: Honor - Top 5 Ranking
Birthday: Dec. 5, 1987 Birthplace: Monroy Rizal Hospital
Present Home Address: 091 Ampaguita Street Marbay, Binangonan, Rizal
Father: Raynoldo Villanuel Birthday: May 28, Age: 25 years old
Occupation: Deceased Employer/Address: _____
Mother: Luzviminda Villanuel Birthday: July 27, Age: _____
Occupation: Barber Employer/Address: _____
Brothers: Polly Villanuel Age: 10 years old
Sisters: Lorena, Carolyn, Cherry Age: 22, 19, 12
BENEFACTOR: U. S. A. SJA Alumni Scholarship Profile: Full
Designation: _____ Employer's Address: _____

MEMORANDUM (FOR NON-SJA EMPLOYEE'S CHILDREN ONLY)

The above student is a bonafide SCHOLAR of ST. JEROME'S ACADEMY, Merong, Rizal for school year 2001-2002, or until graduated depending on her/his loyalty to the school's condition of duties and obligations stated below as follows:

- shall maintain in the "top 5" rank in class
- be a good exemplar in the observance of the norms and policies of the school
- report any irregularities observed among students
- shall help in the maintenance of cleanliness in school offices and premises
- shall help in the regulation to conserve water and electricity by checking the lights, electric fans, water outlets and faucets if its properly closed before going home

Non-compliance of these stipulated contract provisions will clearly justify the curtailment of the whole privilege granted or even the total withdrawal of the scholarship grant effective the date after which the violations are confirmed and proven.

So ordered

Endorsed by:

SJA FACULTY AND STAFF

Approved by:

REV. FR. LAWRENCE C. PAZ
SJA Director

ST. JEROME'S ACADEMY
Morong, Rizal
Tel. No. 653 - 13- 59

SCHOLARSHIP APPLICATION

Name: Jemelie Marie R. Pumanes III Year
Level: 3rd year Scholastic Record: Consistent First Honor
Birthday: Sept. 29, 1986 Birthplace: U.S.I
Present Home Address: 151 Nagpatong St. Baras, Rizal
Father: Remly Pumanes Birthday: Nov. 10 Age: _____
Occupation: Singer Employer/Address: Abroad
Mother: Cesayra Pumanes Birthday: June 21 Age: _____
Occupation: Accountant Employer/Address: Baras, Rizal
Brothers: Jesard Nicolas, Jason Jay Age: 15, 9
Sisters: Jennifer Jason Age: 12
BENEFACTOR: U.S.A. Chapter Scholarship Profile: Pledge
Designation: Alumni Employer's Address: _____

MEMORANDUM (FOR NON-SJA EMPLOYEE'S CHILDREN ONLY)

The above student is a bonafide SCHOLAR of ST. JEROME'S ACADEMY, Morong, Rizal for school year 2001-2002, or until graduated depending on her/his loyalty to the school's condition of duties and obligations stated below as follows:

- shall maintain in the "top 5" rank in class
- be a good exemplar in the observance of the norms and policies of the school
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- shall help in the regulation to conserve water and electricity by checking the lights, electric fans, water outlets and faucets if its properly closed before going home

Non-compliance of these stipulated contract provisions will clearly justify the curtailment of the whole privilege granted or even the total withdrawal of the scholarship grant effective the date after which the violations are confirmed and proven.

So ordered.

Endorsed by:

SJA FACULTY AND STAFF

Approved by:

REV. FR. LAWRENCE C. PAZ
SJA Director

EXHIBIT 14-A

COPY OF 2001
DINNER DANCE SOUVENIR PROGRAM

EXHIBIT 15-A-1

MORONG CHURCH PICTURE
AND
ST JEROME'S ACADEMY

EXHIBIT 15-A-2

SJAAANA, INC. OFFICIAL LOGO
IRON ON TRANSFERS

**April 29, 2001
Minutes of the Meeting
SJAAA of North America**

Attendees:

Tessie Cruz
May Romero
Conching de Guzman
Jocel de Castro
Jojo Tech
Obet Matawaran
Noel Cruz
Chona Montemayor

COMMITTEE'S REPORTS

1. Treasurer's Report: (Jocel)

\$1147.55 new deposits
\$ 409.77 expenses
\$ 737.78 new balance

2. Souvenir Program - Arnold needs pictures & list of the members of the committee. Solicitation collections must go through Noel & Jocel first so they can do accountability. They (N & J) will send them to Arnold.

- 2x2 pictures can be individually submitted
- group picture - next meeting in Daly City (Archie's residence ?)
- list of officials & committee members
- theme (?)

3. Choice of Menu - accepted. Ready to be printed.

Ticket No. _____

CHOICE OF MENU: (pls. check one)

Prime Rib

Mahi-mahi

*****Please return with your ticket payment.
(Make check payable to: SJAAA)**

4. Regular Meeting - to be decided upon required for the Incorporation.
5. Meeting of the Members of the Board is required to elect new Board Members.
6. Quorum of members - technically, 35% of the members should be the normal quorum , however, in our case this may be modified as we may not be able to reach the 35% of our members.
7. So that Jeromians outside of Northern California won't feel left out, (because activities are done in N.C.), an alternative is to let them create their own chapter under the parent umbrella. This might encourage active participation in the SJAAA.
8. Obet still has more issues to deal with, still working on. i.e. open membership, or social membership.
9. Raffle tickets are ready to be distributed. W/ the dinner dance tickets & separate distribution.
10. How can we protect our dinner dance from "gate crashers"? WE need to establish a security control that will identify paid Jeromian dinner dance attendees from the "gate crashers".
11. Borcena brothers are planning to present a videofilm taken from Morong. Ruel is currently in PI to shoot the film. As suggested, the subject matter must be: 1. the school's condition, 2. projects in progress, 3. SJA staff. The SJAAA officers agreed on allowing the presentation but to be previewed & edited if necessary.
12. As of now, we will issue receipts for any collections. In the future however, the receipts will specifically show how much is the actual value of the ticket and what is the value of the donation.
13. We still need the list of SJAAA graduates since 1956. JDC to advice Juvy of the matter the next time she gets hold of her. Tia Conching will try to obtain from Father too.
14. Obet started distributing Reno show tickets.
15. As far as sending donations to the Philippines without paying customs duties and taxes, we can seek assistance from the: Commission on Filipinos Overseas

1345 Citigold Center, Quirino Avenue

cor. South Superhighway, Manila
Tel # (632) 562-3852

EXHIBIT 17-1
PAGE 3 OF 3

(taken from Alpha Cargo bulletin)

16. Raffle tickets also distributed among the members here.
17. Next meeting, May 13th, Sunday @ 3pm at Archie's residence.

A handwritten signature in black ink, appearing to be 'Archie', written in a cursive style with a long horizontal stroke extending to the right.

June 10, 2001
Minutes of the Meeting
SJAAA of North America

EXHIBIT 17:2
PAGE 1 OF 3

Place: Chona Montemayor's Residence
Present: Obet, Jocel, Don, Gina, Annie, May, Tessie, Chona, Nolet

On Assignment: Conching & Noel are presently in L.A. to meet with other Jeromians and to present the organization's objective, past activities & accomplishments, and the current project – Dinner Dance on Aug. 18th.

COMMITTEE'S REPORTS

1. Treasurer's Report: (Jocel)

Net profit from the Reno trip fundraising was \$718.00 + (see attached financial report).

\$1000.00 has been withdrawn & sent to SJA, Philippines thru the kindness of Leslie Salvador-Lenarz.

The organization's monthly bank statement for the month of May 2001 has arrived. Obet will bring it on the next meeting so Jocel can complete her reconciliation.

Based on the current financial status, the organization does not have enough funds to make the 2nd installment of \$4,125.00 to So. San Francisco Conference Center on June 18th. However, more funds are expected to come in through various sources (i.e. more ads, raffle tickets, dinner dance tickets).

2. Souvenir Program: (Jocel)

In between the meetings, one of our souvenir ad packages that was mailed to Arnold was reported missing. The package contained the officers' pictures and messages from the officials of SJAAA, Phils. It also contained pictures & messages from other Jeromians & supporters. Jocel gladly reported today that the package has been received by Arnold and in good condition.

With regard to ad pages, Obet confirmed that Charlie wishes to get a cover page in addition to a regular full page.

Obet presented both the Cover page & the center collage pages made by Nila Soriano in finished & final form. An idea of reproducing and framing the cover page for future sale has been suggested & seconded.

3. Raffle Tickets: (Chona)

Chona has so far collected \$284.00 from the sale of raffle tickets.

We still do not have donors for the 2nd & 3rd prizes, which are \$300.00 & \$200.00 consecutively. These can be provided by our general fund.

There are still a lot of undistributed raffle tickets. Some of which will be distributed with the dinner dance tickets, some can be sold individually. From the remaining inventory of the raffle tickets which are now in May's custody, Don took booklets of tickets to supply the needs in the San Francisco/Daly City Area.

4. Dinner Dance Tickets: (May)

Before Tia Conching & Noel left for L.A., Tia Conching & I prepared the dinner dance tickets along with raffle tickets to be distributed at their meeting. A total of 34 dinner dance tickets & 109 booklets of raffle tickets were taken with them to L.A.

Along with mailing of the dinner dance tickets to confirmed guests, I requested an attachment that would contain the following:

- Direction to the Conference Center
- Notice of Picnic the following day
- Availability of rooms in Holiday Inn (limited number)

I will give Obet my address list so he can make the labels for mailing.

5. Reception Committee: (Gina & Annie)

Nothing to report yet. Action is pending due to turnout of "Menu Choice" which is received after the dinner dance ticket distribution. Hopefully by next meeting, we will have some "menu choice" card received.

6. By-Laws: (Obet)

The draft of the organization's by-laws is almost complete. In relation to this, Obet would like to implement the "Order of Business" to be followed as:

- Prayer
- Approval of Minutes
- Call to Order (quorum of at least 5)

- Treasurer's Report
- Committees' Reports
- Unfinished business
- New Business

Special Note on Decision Making: Decision making is by consensus. "If someone suggests something and no one objects, it means that the motion is carried."

NEW ISSUES

1. Obet needs to bring the bank statement for the Treasurer's reconciliation.
2. Obet also needs to bring the letter received from IRS.
3. Obet will draft the attachment to the dinner dance ticket as described in the previous page.
4. Program for the Dinner Dance which will be printed separate from the souvenir program which will be placed on the tables.
5. Organize the program & the menu for the Picnic. Tessie Cruz has been elected as the committee chairperson. Menu plans have been drafted by Jocel & Tessie. What type of activities should we have?
6. Should the election of new officers be held during the picnic? Is it appropriate at this time?
7. Obtain feedback regarding the first major social gathering of the Jeromians. We may be able to get professional assistance and support on areas that we need strengthening.
8. Need to prepare a HUGE collage of old grade school & high school pictures to be prominently placed at the conference hall's entrance. Who will do it? Start gathering pictures!
9. How shall go about reproducing and framing the cover page?

NEXT MEETING: June 23, 2001 @ 2 P.M.

**Jocel de Castro's Residence: 124 flint Court
Vallejo, CA 94589**

June 23, 2001
Minutes of the Meeting
SJAAA of North America

EXHIBIT 17:3
PAGE 1 OF 2

Place: Jocel de Castro's residence, 124 Flint Court, Vallejo
Present: Obet, Jocel, Don, May, Tessie, Conching & Noel

COMMITTEE'S REPORTS

1. Treasurer's Report: (Jocel)

Jocel presented May Financial Report with total deposits of \$1,170.00 collected from Souvenir Program ads making the ending balance \$1,943.30 upon reconciliation to May 2001 bank statement.

June collections were summarized to be \$4,643.30 plus profit from the most recent Reno trip fundraising. Disbursements of \$1,100.00 were made for \$100.00 PYMA ad & \$1,000.00 donation to St. Jerome's Academy in the Philippines thru Leslie Lenarz respectively. The cash balance as of this date was \$4,262.13 which did not include interest & bank service fees. This will be subsequently reconciled to June 2001 bank statement when available (hopefully by the next meeting date).

2. Souvenir Program: (Jocel)

Program ads are still coming and deadline for submission has been extended. The SP committee heads are in close contact with Arnold Borcena (in charge of printing), for quality, quantity & timing control. So far he is still encouraging more ads to be sent.

The back cover page issue has been settled by granting the space to Abella Ramos.

Inside back will be given to "Kuhala" Resort.

3. Raffle Tickets: (Chona)

Absent.

As reported in the previous minutes, the distribution of the remaining raffle tickets was taken over by May Romero. This was decided for the purpose of distribution with the Dinner Dance tickets.

For better accountability, May has prepared a control log on excel spreadsheet that shows the raffle ticket range numbers, name of the person the booklet was given to (whether to buy or to be sold to other people). The log also has columns for payment status as well as stub status. A complete accountability of the raffle tickets and collections need to be established to preclude intentional & unintentional misuse of money collected. Because raffle tickets are distributed in large numbers to many individuals without requiring prompt payment, there is always a potential risk of tickets not being sold, or money not reported to SJAAA NA.

4. Dinner Dance Tickets: (May)

Flyers re: the Dinner Dance Directions & Picnic the Day After are now available for mailing with the DD tickets.

Address labels were also prepared by Obet.

Active mailing of DD tickets will take place as soon as possible.

Dinner Dance tickets (approx. 30) are set-aside for Rodeo-Hercules supporters.

5. Reception Committee: (Gina & Annie)

Nothing to report yet. Action is pending due to turnout of “Menu Choice” which is received after the dinner dance ticket distribution.

6. By-Laws: (Obet)

The “BYLAWS OF ST. JEROME’S ACADEMY ALUMNI ASSOCIATION” has been completed. Obet Matawaran distributed copies of which to the attendees. It is important for all the active officers and committee heads to review the bylaws in general and to adhere to the required duties & responsibilities described of their individual positions.

Obet also handed the attendees the “California Nonprofit Incorporation Checklist”. This serves as the organization’s guideline in carrying out the daily functions.

A letter from Franchise Tax Board was received by the organization to explain the withholding requirements. This letter was submitted to the SJAAA NA Secretary for the master file.

NEW ISSUES

1. The organization will adopt the use of the corporate seal as described in Article 7, Section 2 of the Bylaws of SJAAA NA.
2. An idea was brought up on having the organization’s logo printed on peel-off paper.
3. Website is agreed to be renewed for 2 years.
4. Nolet Mata was elected to be the Chairperson of the Dinner Dance Program (to be notified)

NEXT MEETING: July 21 @ 2 P.M.

Carol Ramos’ residence, 128 Mitchell Court, Vallejo.

AGENDA for 7/22/01 SJAAA Meeting
Place: Carol Ramos' Residence
128 Mitchell Ct., Vallejo
Time: 2:00 PM

EXHIBIT 17-4
PAGE 1 OF 3

PRAYER

APPROVAL OF MINUTES

TREASURER'S REPORT

COMMITTEES' REPORTS

- *Souvenir program*
- *Raffle Tickets*
- *Dinner Dance Tickets*
- *Reception*
- *Dinner Dance Program (was Nolet notified)*
- *Picnic*
- *Legal Issues, bylaws, official seal, logo, etc.*

ISSUES TO DISCUSS

- **Dinner Dance Announcement to the Philippines, any responses?**
- **Band vs. Elizalde**
- **Picnic**
- **Post Office box**
- **Collage & table set-up (Carol)**

REMITTANCE OF RECEIPTS, COLLECTIONS, DOCUMENTS AMONG
VARIOUS COMMITTEES.

Attendees:

Jessie

Mary

Beet

Jojo Tech

Chona

Lonchiny

Genia

Annie

Nalif

Don

Neil

Jacil

Carole

7/22/01 Meeting

Treasurer's Report

1984 + as of 7/21 - deposits

Even - w/ Charlie - no ~~at~~ acct / no dist to club

Committee's Reports

① Souvenir program - in close contact w Arnold.

- today is last day to submit ads

• Issue has been passed on how Arnold will charge us.

• How would like to gather more old photos
• but? how passed as to how will charge us.

• Chona - can we sell ads to other people

\$100 on people sent for ads = 100 books only.

• ~~the~~ Extras shld. be sold for \$1. - may only.

• ~~the~~ Price is still up in the air & overpriced

* Insist on extra copies.

Souvenir Sales

→ cover page

Raffle - 823 -

DD. Tix - 1435 -

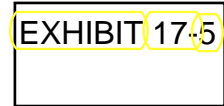
Reception 8 seals / trade

Picnic -
Fly Cesar reactives - T-shirts

Rating Bfnc
Seminar

Next Meeting ^{at 10} @ Motel ^(at 10) 757-0361 -

SJAAA, NA, INC.
MINUTES OF THE MEETING
7/7/02



Place: Obet Matawaran's residence, 1147 Stirling Dr., Rodeo, Ca 94572

Time: 2:00 PM

Present: Conching de Guzman, Obet Matawaran, Jocel DeCastro, Don Trinidad, Annie Santiago, Gina Santiago, May Romero, Tessie Cruz

1. 5/25/02 RENO TRIP

As of this date, we have not yet collected the receivables of \$182.50 (\$100 for 4 concert tickets, \$57.50 commission from 23 tickets sold and miscellaneous voluntary donations).

An excel spreadsheet was prepared to reconcile balances between actual cash collections (Jocel's) and revenue records (Tia Conching's). The above-mentioned receivables were identified and classified accordingly in this spreadsheet. See attached.

2. QUIKEN FOR JOCEL

A purchase of the QUIKEN software was suggested and unanimously approved to be used by the treasurer to facilitate efficient recording of accounting activities and prepare an easy-to-read financial reporting.

3. NEXT FUNDRAISING

Another Reno trip was suggested to serve as a continuing fund raising activity. The event is tentatively scheduled on 11/9 or 11/16. Date is still subject to change.

4. DINNER DANCE IN L.A.

As of this date, there was not much update with regard to the anticipated 2nd SJAAA dinner dance. Communications between Tia Conching and alumini representatives from L.A. are at a very minimum level. It appears that distant home locations between alumni members in L.A. is a big deterrent to hold regular meetings. To our knowledge, no officers nor committees have been elected nor established. The 2nd SJAAA dinner dance is anticipated to be held sometime in year 2003.

Though we may think that alumni from L.A. maybe moving slowly, we will defer our follow-up until the last few months of this year. By then, we should expect some movement. On the other hand, because of other major occasions taking place during the same year, we feel more comfortable holding the 2nd dinner dance in the year 2004. This can be communicated to them ahead of time.

5. SJA PROJECTS

May Romero has obtained from Marivic Santiago (SJA Principal) copies of "SJA Projects According to Priority Needs SY 2002-2003". The list was grouped between Physical Facilities Improvement (Major Needs) and Curriculum Development (Minor Needs). Some copies were provided to the attendees to review the list and make determination as to which project our organization will financially support within reasonable capacity. Other items on the list can be donated individually or as a group (i.e. batch year).

Special Objective: Determine the SJA school administration's make-up, Board of Directors, and the extent of involvement or power our organization has.

6. FINALIZING THE EXEMPTIONS

Obet will meet with the tax advisor tomorrow (7/8/02) to discuss more about the exemption. A meeting will be held on July 12th (7:00 PM) at Don Trinidad's house to discuss, review and hopefully finalize the issue.

7. A PICNIC FOR FUN

For a change, SJAAA, NA, INC and friends will gather together to have some fun and excitement during the upcoming PICNIC & GAMES to be held on Sept. 7th at a picnic site yet to be determined. No fundraising, no projects to discuss, no money to count, no minutes to write (yippee!), just pure fun.

Approved: _____

ECHO FAZE PRODUCTION IN COOPERATION WITH
ST. JEROME'S ACADEMY ALUMNI ASSOCIATION OF NORTH AMERICA

PRESENTS

SHINDIG IN RENO

EXHIBIT 18-1

pOpS FERNANDEZ

DATE : SATURDAY MAY 26, 2001 8:00 PM

CITY CENTER PAVILION

FEATURING : JATZ

CONCERT TICKET : \$30 + BUS : \$30

DEPARTURE TIME AND PLACE : 7:00 AM - DON TRINIDAD'S PLACE
DALY,CITY

7:45 AM - McDonald's in SYCAMORE

8:00 AM - VALLEJO SAFEWAY

FIRST STOP: SUNDOWNER CASINO

SECOND STOP : EL DORADO

12:00 MN - EL DORADO, FOR PICK UP
BACK HOME

CONTACTS :

DON M. TRINIDAD - (650)-755-9175
CONCHING M. DE GUZMAN - (510)-236-0947
MAY SM ROMERO - (510)-799-2190
JOCEL S. DE CASTRO - (707)-557-5948



SPECIAL GUESTS: TROY MONTERO & FRANCO LAUREL





Jeromians

EXHIBIT 18:2

JEROMIANS CALENDAR OF EVENTS

Reno and Show Trip

Starring

Ms. Jessa Zaragoza

Ms. Geneva Cruz

Ms. Rosanna Roces

Memorial Day Week-End

Saturday, May 25, 2002

Show Starts at 8:00PM Civic Center Pavillion Reno Nevada

a production of ECHOFAZE

See Flyer for details

Departs San Francisco at: 7:00 AM

Return from Reno at: 12:00 AM (Sunday)

For reservations, tickets and information call or email:

Conching De Guzman (510) 236-0947

For More Information Contact:

St. Jerome's Academy Alumni Association of North America, Inc.
1147 Stirling Drive Rodeo CA 94572
Tel: (510) 799-9631
Internet: secretary@jeromians.org

RENO TRIP & CONCERT

EXHIBIT 18-3

SPONSORED BY

**ST. JEROME'S ACADEMY ALUMNI ASSOCIATION OF
NORTH AMERICA, INC.**

treats you to an

ECHOFAZE PRODUCTIONS'

A Weekend to Remember

Three Dazzling Stars

At the City Center Pavilion, Uptown Reno
May 25, 2002



Ms. **Rosanna** Roces

Ms. **Jessa** Zaragoza

&

Ms. **Geneva** Cruz

Concert Ticket: **\$25** + **\$30** for Bus

Departure Time and Place :

7:00 am at Don Trinidad's Place, Daly City

7:45 am at McDonald's at Sycamore, Hercules

8:00 am at SAFEWAY, Vallejo

Contacts:

Gina Santiago

(650) 994-7837

Conching M. De Guzman

(510) 236-0947

Jocel De Castro

(707) 557-5948

TURN AROUND RENO TRIP

EXHIBIT 18-4

SPONSORED BY

SAINT JEROME'S ACADEMY ALUMNI ASSOCIATION OF NORTH AMERICA, INC.

DATE: NOVEMBER 9, 2002

BUS FARE: \$ 35.00

DEPARTURE: 7:00 AM at DON TRINIDAD'S PLACE, DALY CITY

7:45 AM at Mc DONALDS on SYCAMORE, HERCULES

8:00 AM at SAFEWAY, VALLEJO

CASINOS :

SUNDOWNER – 4 hrs. W/ \$13.00 ACTION CARD

EL DORADO – 8 hrs. W/ \$10.00 CASH and \$5.00 FOOD COUPON

LEAVES RENO: 12:00 MIDNIGHT

CONTACTS

DON TRINIDAD – (650) 755 – 9175

OBET MATAWARAN – (510) 799 – 9631

JOCEL DE CASTRO – (707) 557 - 5948