

**KARANCHO, Incorporated**



**IMPLEMENTING RULES AND REGULATIONS  
OF THE  
FAMILY AWARENESS AND PREPAREDNESS PLAN  
THROUGH  
RESOLUTION 01- 02- 2007**

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## **THE FAMILY AWARENESS AND PREPAREDNESS PLAN**

**(Including Reconfiguration of Organizational Structures)**

**2007 Edition**

**Authored by: KARANCHO Special Committee**

**Edited by: the Special Oversight Committee**

**Approved by: The Board of Trustees, 2006**

**Enacted on June 1, 2007**

## FOREWORD

The promulgation of Resolution No. 01-02-2007, otherwise known as enhancement of special project of the OFFICE of the MORAL AND WELFARE known to be as the FAMILY AWARENESS AND PREPAREDNESS PLAN (FAPP) is the beginning of the long awaited program by the general membership of the organization.

The coverage of which is National Scope and internal affairs in nature which will be controlled administratively by the Supreme Council and shall be supervised operationally by the Executive Division.

Although it is complicated to institutionalize a financially dependable organization, the fully committed KARANCHO Officers and Members have had decided to push through this project and devised these mechanics in response to their moral obligation to all members in good standing.

Henceforth, it requires an establishment of a new office that will administer the benefits and welfare of the general membership that has complex function and attachment of parallel authority to ensure smooth implementation.

Wherefore, the realignment of existing offices is imperative which shall have their individual delineated functional jurisdiction, identification of vital areas of coordination and synchronization of activities to avoid overlapping of authority and shall have a well-defined and clarified lateral responsibility to develop certainly a strong bond of BROTHERHOOD.

Therefore, it should be understood that the attachment of responsibilities over the said project in the conduct of supervision and control was not only intended to provide financial services to the general membership but also to establish a professional, dynamic and highly motivated organization so that in the future, the next generation of this organization can be guided accordingly.

The KARANCHO, INC. is an incorporation of the Central Office and other Cities and Municipalities which was reconfigured in accordance to protocol such as Supreme Council, National Office, Regional Office, Provincial Office and the District Office of the KARANCHO, INC. who are responsible in the implementation of delineated functional jurisdiction over the KARANCHO Chapters in the Cities and Municipalities.

Henceforth, no new founded KARANCHO in any Cities and Municipalities be recognized as certified member of the Incorporation without proper endorsement of the Chairmen concern to their Regional Chairmen which would be issued by the Central Office of a Certificate of Affiliation for having completed the full orientation course.

On the other hand, the certificate of affiliation is renewable every year which would be issued during KARANCHO Convention time and failure to send representative without valid reason on that occasion would mean suspension of their accreditation which can only be reconsidered through proper justification by their respective Regional Chairmen.

Hopefully, this implementing rules and regulations may synchronize team efforts and dramatically improve the delivery of front-line services, considered the most visible measure of effectiveness, and established solidarity that will tied us together onward to National Solidarity.

CARLITO B BARENA  
KARANCHO FOUNDER

## **RULE I- GENERAL PROVISION**

### **Section 1. Legal Bases and Purpose**

This Implementing Rules and Regulations is hereby issued pursuant to Resolution No. 01-02-2007, hereinafter referred to as KARANCHO Moral and Welfare endeavor otherwise known as the **FAMILY AWARENESS AND PREPAREDNESS PLAN (FAPP)** in order to ensure orderly, effective and swift implementation of the project.

### **Section 2. Coverage, Application and Scope**

This shall cover and applies to all officers and members hereinafter referred to as the KARANCHO National Membership of the organization.

### **Section 3. Declaration of Policy**

It is hereby declared as policy of the organization to promote this project in order to efficiently deliver the benefits and welfare of the KARANCHO National Membership as well as to the development of a professional, dynamic, and highly motivated officers and members so that in the future we are more capable in spearheading unity, humility, solidarity, camaraderie, and brotherhood leading onward to National Solidarity.

### **Section 4. Moral Obligation**

Towards this end, the organization shall bolster a system of Communication, Coordination, and Cooperation in order to synchronize the operations among the subdivisions of the entire organization.

## **RULE II. THE FAMILY AWARENESS AND PREPAREDNESS PLAN**

### **Section 5. Objective**

- a. This Implementing Plan provides detailed concepts, guidelines, and task for the conduct of massive briefing and orientation to the general membership for the attainment of the following broad and specific objectives.

#### **Broad Objective**

- a. To support the attainment of the KARANCHO Vision particularly on the development of a professional, dynamic and highly motivated officers and members and regarded as a venue for reconciliation and peace making institution.

#### **Specific Objectives**

- a. To gain understanding, sympathy and cooperation among each other vital to the acceptability that respect for one another is the key onward to national solidarity;
- b. To establish trust and confidence from among each other in particular and the community in general;
- c. To strengthen the bond of brotherhood of the general membership by institutionalizing the organization into a dependable, reliable and capable organization in providing financial benefits and welfare to the general membership;

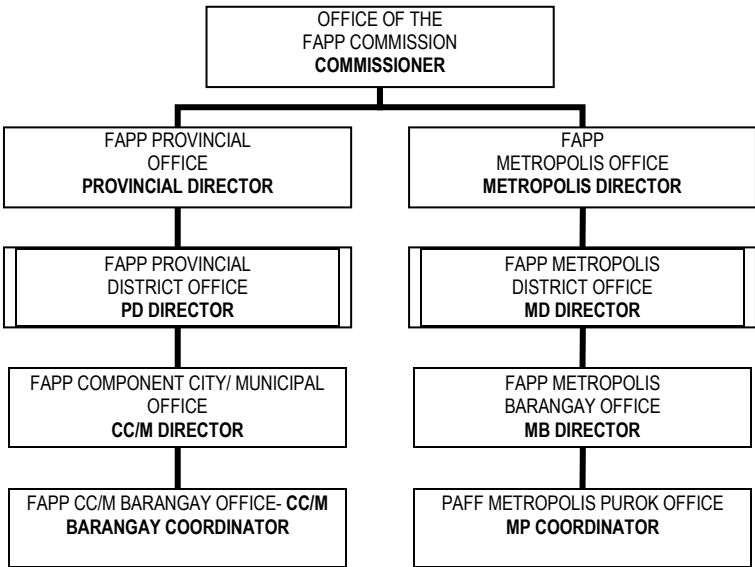
### **Section 6. CONCEPT**

#### **General**

- a. The reconfiguration of the entire organization into four major divisions hinges with its functional jurisdiction and identification of vital areas of coordination is to develop a comprehensive and dynamic method of operations. It is within this parameter that communication along the four divisions will be faster and accurate in cooperating among its divisions particularly when swift implementation is required in accomplishing plans and programs like in the case of our established program involving financial matters, which are the Family Awareness and Preparedness Plan.
- b. The Family Awareness and Preparedness Plan shall be under the administration of the Commission who shall administer the financial benefits of deserving members and at

- the same time provides appropriate welfare by appreciating their good achievements and awarding merits and medals to bolster their cooperation.
- It is a Micro Social Security System Endeavor of the organization wherein the funds shall be from the One Hundred Fifty (P150.00) compulsory advance donation of the willing to be member for a whole year period of which, the (FAPP) Commission will programmed the said amount on how much, will be allocated to the survivors every time there will KARANCHO (FAPP) members perished.
  - It is envisioned that from the concept of one peso donation, the survivors can start a good new life and can definitely received an amount of One Million Pesos if and when the (FAPP) members will reached as many as one million members.
  - Let it be clear to all members that the allocation for death benefits of up to One Million Pesos will come from our Php150.00 advance donation.
  - It should be understood that every time there is incident, only Php1.00 will be donated by each members to the victim wherein if and when the total number of members is say for example, 300,000 FAPP members, the amount that can be provided will only as much as Php300,000.00 only.
  - It is in an advance compulsory donation to avoid the burden of collection and the amount shall be as much for a whole year period wherein if and when the said amount will be exhausted, all members are required to give another P150.00 to ensure the continuity of our financial benefits.
  - Those who failed to give an additional amount for the shortage at that given period, they could no longer avail the said financial assurance however if within that year there is surplus, the said amount will go to the trust funds of the organization in preparation to future various beneficial programs.
  - Hence, it is imperative that the organization shall focus on image crises recovery program as a conduit to the project to ensure that every (FAPP) member can really have an assurance to avail the accumulated benefits intended for the survivors of the victim.
  - Therefore, all members must strived to be more professional, dynamic, and highly motivated leaders so that in the future, the KARANCHO will be institutionalized into a reliable, dependable, accessible, and trustworthy foundation of the masses.

**Section 7. FAPP Coordinating Offices and Staffing**





### **RULE III. SELECTION AND APPOINTMENT PROCEDURES FOR FAPP COMMISSIONER AND DIRECTORS**

#### **Section 8. National FAPP Office**

- a. A Commissioner duly appointed by the Selection Committee of the KARANCHO Supreme Council shall head the FAPP National Office. He shall hold office and serves for two (2) years renewable at the pleasure of the Supreme Council and shall be in parallel to the Line Managers of the National Office under its defined and clarified lateral responsibilities but shall exercise his delineated functional jurisdiction and support to the entire organization.

#### **Section 9. FAPP Regional Office**

- a. FAPP Regional Office- it shall be headed by a Regional Director who shall be appointed by the selection committee of the KARANCHO Supreme Council from the three (3) candidates duly recommended by the Regional Chairman. He shall hold office and serves for one (1) year renewable at the pleasure of the Regional Chairman and shall be in parallel to the Line Managers of the Regional Office under his defined and clarified lateral responsibilities but shall exercise his delineated functional jurisdiction and support to the entire organization.

#### **Section 10. FAPP Metropolis \Provincial Office Director**

- a. FAPP Metropolis \Provincial Office- it shall be headed by a Metropolis /Provincial Director who shall be appointed by the selection committee of the KARANCHO Regional Office from the three (3) candidates duly recommended by the Metropolis City\Provincial Chairman. He shall hold office, serves for one (1) year, and shall be in parallel to the Line Managers of the Metropolis \Provincial Office under his defined and clarified lateral responsibilities but shall exercise his delineated functional jurisdiction and support to the entire organization.

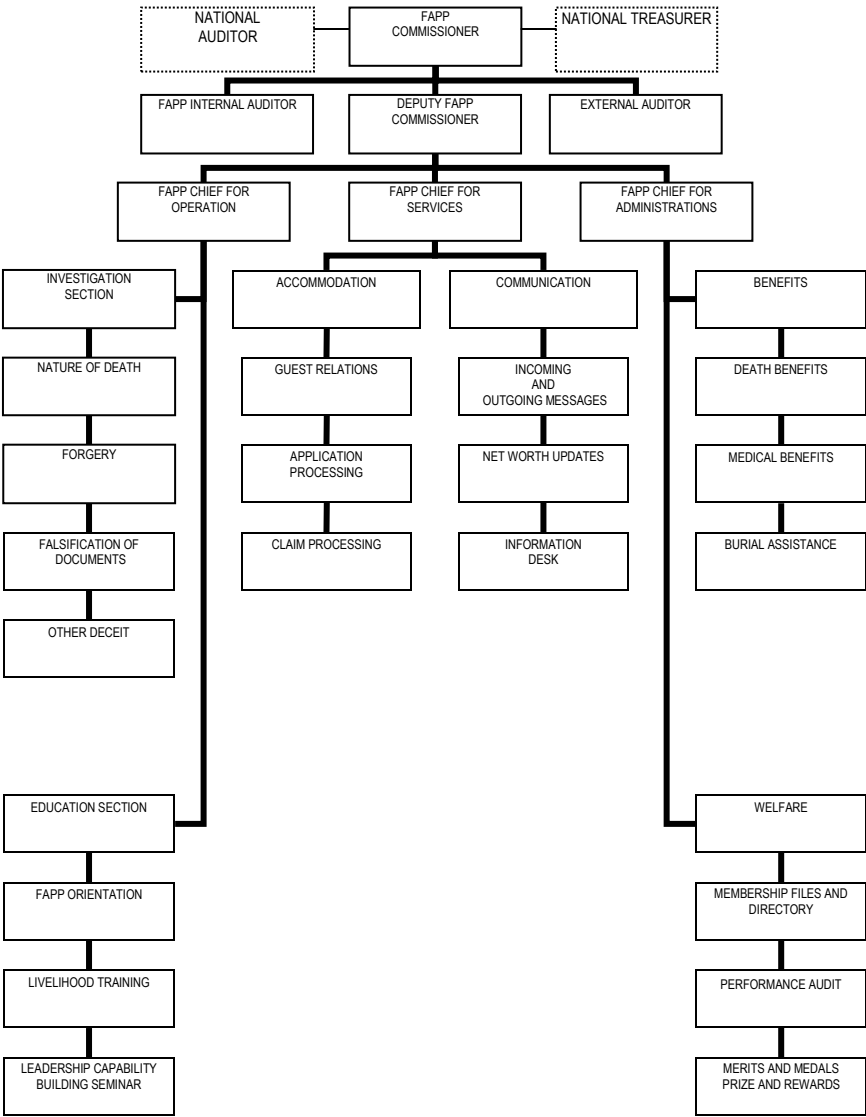
#### **Section 11. FAPP District Office Director**

- a. FAPP District Office- it shall be headed by a District Director who shall be appointed by the selection committee of the Metropolis \Provincial Office from the three (3) candidates duly recommended by the District Chairman. He shall hold office and serves for one (1) year and shall be in parallel to the Line Managers of the District Office under his defined and clarified lateral responsibilities but shall exercise his delineated functional jurisdiction and support to the entire organization.

#### **Section 12. FAPP Component Cities\ Metropolis Barangay\Municipal Office FAFF Director**

- a. FAPP Component Cities, Metropolis Barangay and Municipal Office- it shall be headed by a Component Cities, Metropolis Barangay and Municipal Directors who shall be appointed by the selection committee of the District Office from the three (3) candidates duly recommended by the Component Cities, Metropolis Barangay and Municipal Chairmen. He shall hold office and serves for one (1) year and shall be in parallel to the Line Managers of the Component Cities\ Metropolis Barangay\Municipal Office under his defined and clarified lateral responsibilities but shall exercise their delineated functional jurisdiction and support to the entire organization.

RULE IV. FAPP OPERATIONAL STRUCTURE



Section 13. FAPP National Address

- a. The FAPP National Office address shall be at the Principal Office of the association in Tagum City, Davao Norte.

Section 14. FAPP Duties and Responsibilities

- a. FAPP Commissioner- commissioned to administer and control the benefits and welfare of the general membership
- b. Deputy Commissioner- shall countersign all bank transactions and carry over the operations in time of unavoidable absence of the FAPP Commissioner.
- c. Treasurer- shall safe kept the trust funds in accordance to financial management guidelines.
- d. Internal Auditor- responsible to ascertain the accuracy of the trust fund and shall audit all remittances before undertaking bank deposit.
- e. External Auditor- to officially declare his findings regarding the authenticity of the records of the trust fund that is in the custody of the FAPP Authority of which finding of any irregularities shall be the basis for appropriate action against all responsible person/s.
- f. Chief for Operations- commissioned to manage the investigation about the nature of death, examine obliterated signatures, falsified documents and other forms of deceit. On the other hand, he must be familiar with the policies and guidelines of the FAPP as well as to its implementing rules and regulations.

- g. He shall train his subordinates on how to convey the concept of FAPP to be reliable speakers about FAPP matters in preparation to respond invitations for orientation to other places and new applicants.
- h. Chief for Services- commissioned to accommodate applicant to FAPP and shall act as guest relations when there are visitors from different chapters most especially to the problems of claimants. In addition to his functional jurisdiction, he shall act as the man of the entire organization and shall render 24 hours services by delegating his personnel whole day round and shall kept records of incoming and outgoing messages with corresponding report to the office of the administration for recording and reporting to the Committee Chairman of the Supreme Council.
- i. Chief for Administration- commissioned to provide welfare to all deserving members in the conduct of providing commendation, merits, medals, and rewards after rating the performances of the general membership and also responsible for the updating of the directory of the general membership.
- j. The FAPP Commissioner must at all times monitor the sufficiency of the funds for release and shall inform his down line for additional donation.
- k. On the other hand, he shall also study the probability of programming of other welfare such as medical and financial assistance to the general membership.

## **RULE V- COMMON PROVISIONS FOR FAPP MEMBERS**

### **Section 15. Moral and Welfare- incentive and awards**

- a. Incentive and Awards- all deserving members are entitled to receive incentive and awards in accordance to KARANCHO 2002 Manual Moral and Welfare guidelines.

### **Section 16. Next higher Grade after Chairmanship**

- a. All outgoing Chairmen in good standing shall automatically be a member of the Local Arbiter together with the local consultant and the local adviser who shall entertain to any complaint made by the local members against their local officers before elevating the issue to the higher echelon.

### **Section 17. Health and Welfare**

- a. Considering that the organization is at the stage of ascertaining the dedication and commitment of the members, the FAPP will program the benefits and welfare into a phase by phase stages wherein at present (2007), the phase 1 is the FAPP which will be followed by another project according to plans and program of the authorities of the organization ant its financial capabilities.

### **Section 18. Allowances**

- a. Allowances of members during Official Business must be provided with budget by their office depending upon the availability of their funds however, if the transaction is essential the subject may go by way of provide your own provisions.

### **Section 19. Permanent Disability**

- a. For the meantime, permanent disability is beyond the scope of the FAPP wherein the most reliable that can provide this particular aspect is the CIGNA Group accident insurance which the organization had been entered into contract in a manner of group insurance policy.

### **Section 20. Death Benefits**

- a. Every FAPP member is entitled to death benefits. However, it depends upon the nature of death on how much the beneficiaries can get

### **Section 21. Financial Aid Coverage**

- a. **Death caused by accident- 100%**  
Broken down
  - a. 20% upon confirmation of death
  - b. 10% after burial

- c. 20% upon confirmation of rightful beneficiaries
- d. 50% after financial management seminar
- b. **Natural death-** 30% (after burial)

#### **Section 22. Termination of Benefits**

- a. Claims for death benefits must properly investigated in accordance to its policies and guidelines wherein any discrepancies thereof are subject for suspension of benefits up to the extent of nullification of rights and privileges.

#### **Section 23. Suspension of Release of Benefits and or Nullification of Rights And Privileges**

- a. One (1) absence during its prescribed monthly fellowship meeting in a year without advance written notice and valid reasons shall be ground for three months suspension of the release of benefits.
- b. Two (2) absences during its prescribed monthly fellowship meeting without advance written notice and valid reasons shall be ground for six (6) month suspension of the release of benefits.
- c. Three (3) absences during its prescribed monthly fellowship meeting in a year without advance written notice and valid reasons shall be ground for nullification of rights and privileges.
- d. Any member who allows his claim card used by other person (not member of the FAPP) for purposes of taking advantage shall be ground for nullification of rights and privileges of the said member.
- e. Failure to inform his office for the lost of his claim card and used by other person for purposes of claiming the benefits shall be ground for nullification of rights and privileges of the ID holder.
- f. Failure to give additional advance donation will meant nullification of his privileges.

#### **Section 24. Reconsideration**

- a. Absences for those who are working abroad shall pay their advance donation doubly and whole year of their monthly dues considering that, they are earning lucratively.
- b. For those who are working other than their permanent residence are also exempted, however they shall pay their advance donation doubly and 6 months of their monthly dues.
- c. For those working in the locality but were under official function shall also be excused.

#### **Section 25. Amnesty**

- a. The FAPP is not compulsory to all KARANCHO officers and members however, only those who are willing to affiliate with, can avail a KARANCHO National Identification Card (KNID) which is at the same time a claim card for the use of the beneficiaries in time of necessity.
- b. Those who will not join with the FAPP are still KARANCHO members however; they could no longer avail a KNID card and will be categorize as Local Members only.
- c. If and when the subjects changed their mind, they can still be accepted with the FAPP and will be provided (KNID) as well as categorized as National KARANCHO Members, however they must pass a qualifying examination wherein the questionnaires are about the herein Implementing Rules and Regulations.
- d. No one of the lukewarm KARANCHO members shall be granted amnesty without passing the examination however, can be reconsidered by allowing to retake the examination as many as they can to be conducted by the Regional Chairmen's Office.

**CLAIM PROCEDURE: (see annex 1) last edit**

**LEGITIMATE CLAIMANTS/BENEFICIARIES: (SEE ANNEX 2)**

#### **Section 26. Duties, Responsibilities and Obligations of FAPP members**

- a. All FAPP members shall pay their donation in advance and shall from time to time monitor the net worth of the trust fund of the entire organization to be announced every fellowship meeting.
- b. Considering that the advance donation for FAPP is calculated in nature and may exhaust anytime before the end of calendar year, an additional advance donation will be needed which will be announced also every fellowship meeting.
- c. Failure to give additional advance donation will meant nullification of his privileges.
- d. After confirmation of lack of interest on his part to continue his membership, his KNID card shall be confiscated and should properly be disseminated to all concerns nationwide to avoid unreasonable doubts against the FAPP officers and likewise, his family should be informed properly to avoid expectation of FAPP benefits.
- e. All FAPP members shall continuously maintain their membership in good standing status by attending once a month fellowship, special and macro-wide meetings.
- f. All KARANCHO members shall support financially their respective divisions by providing monthly dues as specified by the Constitution and By-laws.
- g. The general membership shall provide One peso (P1.00) each from their monthly dues to the Central Office for maintenance and other services.
- h. \_\_\_\_\_ each from the monthly dues of the general membership shall be provided to the Regional Office for office maintenance and other services.
- i. \_\_\_\_\_ each from the monthly dues of the general membership shall be provided to the Provincial Office for office maintenance and other services.
- j. \_\_\_\_\_ each from the monthly dues of the general membership shall be provided to the District Office for office maintenance and other services.
- k. **All other KARANCHO community services and participation of local activities are no longer obligatory and shall be in a voluntary basis.**

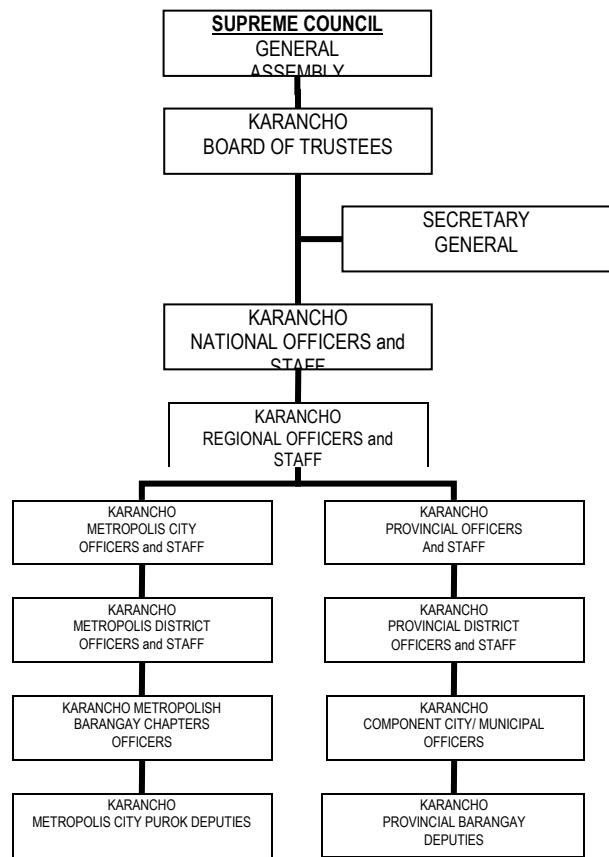
## **RULE VI- TRANSITORY PROVISIONS**

### **Section 27. Holdover of the National FAPP Commissioner**

- a. Before replacement of a FAPP Commissioner due to expulsion or expiration of terms of office, he shall properly turn over all properties and responsibilities that are under his custody to the incoming new commissioner.
- b. On the other hand, he may continue his services for another term upon the desire of the Supreme Council together with the Board of Directors if and when his performance proven to be efficient.

RULE VII- PRESENT OFFICES AND ITS COMPOSITION

THE ENTIRE ORGANIZATION STRUCTURE



Section 28. ORGANIZATIONAL BACKGROUND

- a. Refer to the registration with the Securities and Exchange Commission bearing Reg. No. D1997-00239, 15 officers and 20 members founded the organization under the leadership of the author, Jose Crisostomo Lalisán, Jr. wherein upon full support of some prominent persons in the region, the organization becomes an organization of credence.
- b. Hence, those who had continuously and consistently behind the success of the organization was treated as legendary inspirations of the organization and honored as among the highest advisory council and shall considered as the Supreme Council of the general membership.
- c. The Board of Trustees/Directors represents the **general membership** who were empowered to promulgate and or amend policies and guidelines in accordance to the willpower of the majority.
- d. The Board of Trustees/Directors will elect from among them together with the Supreme Council members to fill up the position of a National President.
- e. The National President shall recommend his down line officers to the Selection Committee of the Supreme Council.
- f. The National Officers of the organization are the KARANCHO National President, a Vice President, a Secretary, a Treasurer, an Auditor, PRO and Sergeant at arm.
- g. The concept of administrations before was just as simple as no one shall be above the others from among the KARANCHO Chapters wherein the nucleus of the entire organization was the Central Office as the overseer.
- h. While on the way of progression into a nationwide scope of coverage, serious problem arises and the worst is the attempt of some members who wanted to establish another chapter within the Chapter.

- i. It is against the virtues of respect one another to say wherein the Supreme Council could not allow such kind of malicious act and arrogance towards the willpower of the righteous. On that occasion, the Central Office organized an Executive Committee during National Convention held in Marawi City in 2003 and tasked to resolve the image crises that the organization had been suffering since it was started.
- j. Henceforth, for purposes of synchronized implementation to all plans and programs, the Executive Committee concluded that the organization needs to be subdivided into Four Major Divisions and reinvent a more comprehensive rules and regulations regarding its functional jurisdiction and vital areas of coordination and must be coupled with a well defined and clarified lateral responsibilities.

## **RULE VIII. RECONFIGURATION OF THE ENTIRE ORGANIZATION**

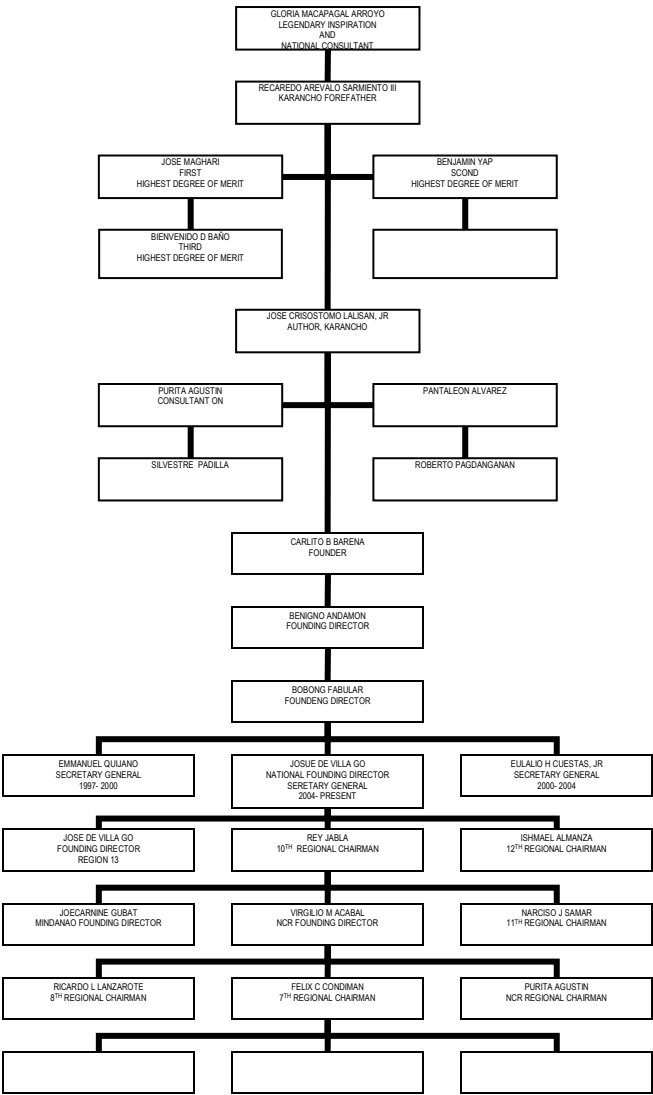
### **Section 29. Four Major Divisions**

- a. The reconfiguration of Entire Organization into four (4) major categories hereinafter referred to as the four (4) Major Divisions is imperative for purposes of proper delineation of functional jurisdiction and identification of vital areas of coordination in order to have a synchronized implementation to all plans and program of the organization.

### **Section 30- Number (1) Supreme Council Division**

- a. Composition of the Supreme Council- in honor to the people who formulated the mechanics and instrumental to the success of the organization during its foundation, the organization drawn this structure as tribute to the people who have contributed a lot in one way or another and was figured out their names permanently as member of the Supreme Council.

SUPREME COUNCIL STRUCTURE



Section 31. Qualifying Circumstances

- a. Any prominent persons who have displayed their utmost courage and determination leading to the success of the organization during and after its foundation are qualified to be member hereof.
  - 1.National Consultant- persons who have provided their legal and technical supports that are beneficial to the general membership and have had dedicatedly and prominently participated to the activities of the organization.
  - 2.National adviser- those who had been unselfishly provided prominent guidance to the organization and established utmost respect from among the general membership.
  - 3.Highest Degree of Merit- Person who performed an extra ordinary achievement such as saving lives in the face of danger and that, if not of the immediate response and initiative of the volunteer, the victim might die.
  - 4.Wounded (serious injury) in the course of action- in saving lives and properties.
  - 5.Immediate apprehension of a suspect that if not of the immediate respond of the said volunteer on apprehending the subject red handed, the delivery to justice might be turned into lack of merit.
  - 6.Founding Director- those who have lead Chapter foundations and organized not less than 50 chapters that is equivalent to one region.



7. Those who had been highly requested by not less than two regions as keynote speaker during regional assemblies and received plaque of Recognitions after that occasions.
8. National Award- anyone who receives an award as “National Outstanding KARANCHO of the year” can be member of the Supreme Council.

## **RULE IX. OFFICE ADDRESS OF THE Supreme Council**

**Section 32.** The office address of the Supreme Council shall be located at the original location specified in the constitution and by-laws (Tagum City, Davao Norte).

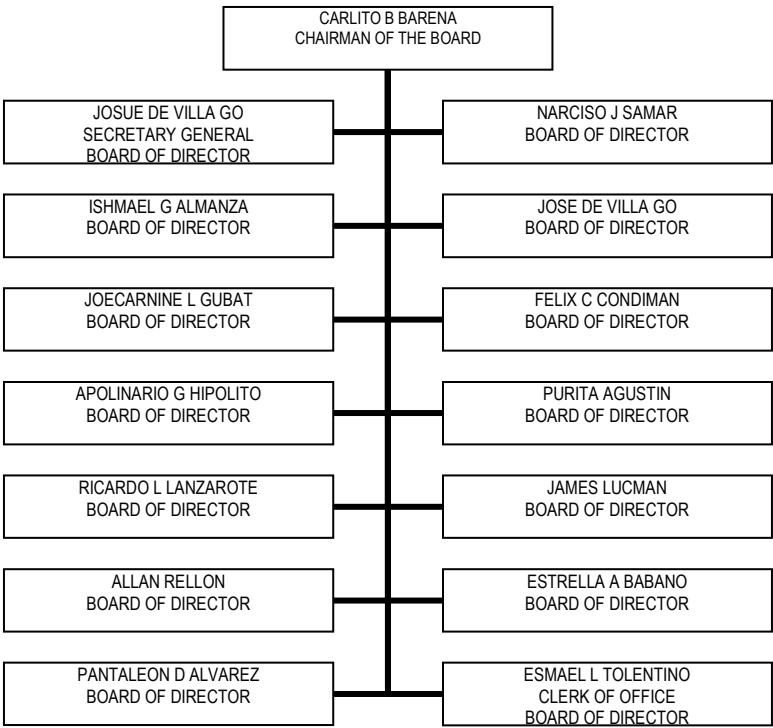
### **Section 33. Powers and Functions of the Supreme Council**

- a. The Supreme Council is empowered to call attention, summon officers for clarification, and conduct investigation relevant to any malfeasance and misfeasance against top officials of the entire organization.
- b. The Supreme Council shall appoint a KARANCHO Regional Chairman in every region who at the same time should be automatically member of the Board of trustees.
- c. The Supreme Council shall scout and appoint a KARANCHO Regional Adviser who will be automatically member of the Supreme Council and shall be part of the Regional Offices of the organization and shall function as the jury in the region.
- d. The Supreme Council shall search from among its members to act as the Chairman of the Board to ensure impartial judgment and fair treatment whose advisory council would be the supreme council members.
- e. The Supreme Council shall facilitate election for KARANCHO National President from among the Supreme Council members and the Board of Trustees.
- f. The Chairman of the Board can veto a resolution of the Board of Trustees subject to adjudication of the members of the Supreme Council and the Legislative Body for final execution.
- g. The Chairman of the Board of Trustees shall select from among the member of the Supreme Council who shall act as the Secretary General.
- h. The Supreme Council shall be the venue for removal proceeding against the National Chief Executive and any member of the Board of Trustees through written complaint.
- i. The filing of said complaint shall be at the office of the Secretary General who shall call the attention of all members of the Board for preliminary investigation.
- j. Upon confirmation of the gravity of the complaint, a resolution of information shall be the basis of filing the case before the office of the Supreme Council for removal proceedings.
- k. The Supreme Council shall appoint from among them to act as the prosecutor to the matters in issue.
- l. Majority of the members of the Internal Jury (Regional Advisers) must be present during trial while on the other hand, the Internal Jury of the Respondent shall act as the Defense Council of the Concerned Person.
- m. No removal proceeding shall be made if the subject voluntarily submit himself and assume all responsibilities and liabilities.
- n. Any malfeasance and misfeasance affecting the solidarity of the organization, the concerned division shall investigate the said ill-fated act accordingly of which, failure to do so the Supreme Council will directly take action on the said problems for appropriate measures.
- o. The Supreme Council office shall be the venue for filing motion for reconsideration within its parameters wherein its decision shall be final and executory.

## **RULE X- LEGISLATIVE DIVISION**

### **Section 34. Legislative Division Structure**

- a. The Legislative Division is the backbone of the organization especially on matter that needs personality bearing and at the same time the policymaking body of the organization in their capacity as the Board of Directors.



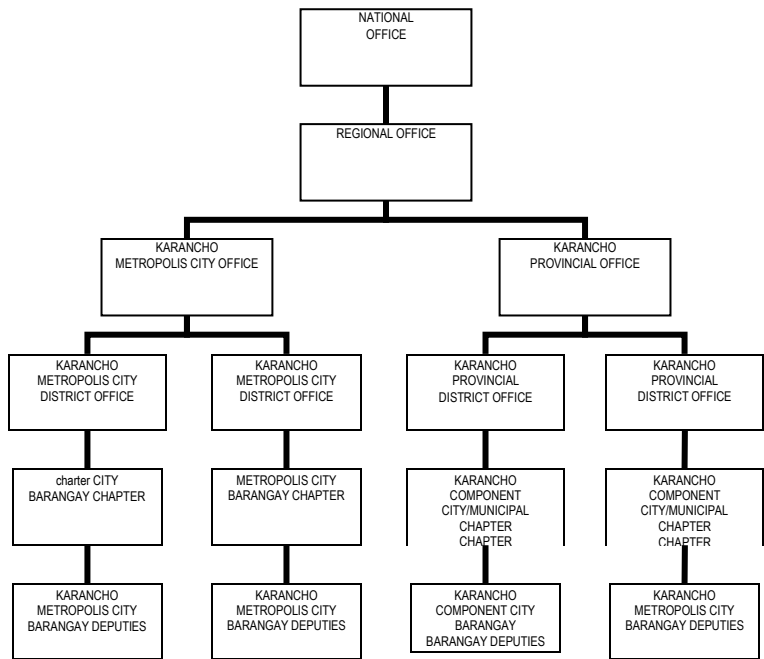
**Section 35. Powers and Functions of the Legislative Division**

- a. The Legislative Body is composed of Regional Chairmen nationwide.
- b. The Regional Chairmen shall automatically be member of the Board of Directors together with some selected members of the Supreme Council.
- c. Empowered to resolved, amend and or formulate addendum to the constitution and by-laws of the organization.
- d. The Legislative Body shall have its Secretary General to attest the truthfulness and correctness of matters being resolve and approved by the Board.
- e. Execute letter of instructions and memoranda to all KARANCHO Executives through the Secretary General.
- f. The Secretary General's office shall be the venue for filing motion for reconsideration and complaints against erring top official of the organization.
- g. The Secretary General shall act as overall supervisor of the entire organization under the guidance of the Board of Directors but must properly coordinate through channel (National, Regional, Provincial, and District Executives).
- h. The Office of the Board of Director is empowered to call the attention of the National Chief Executive and Executives at all level for preliminary investigation relevant to MOTION for REMOVAL by a credible complainants.
- i. Upon confirmation of the gravity of the offense, the said complaint must be elevated to the office of the Supreme Council for thorough review and shall set schedule for proper proceedings.
- j. The Board of Trustees shall convene twice a year and shall conduct performance audit to all division heads, assess reaction and compliance of the general membership, resolve issues and concerns, and formulate solutions.

**RULE XI- EXECUTIVE DIVISION**

- a. The Executive Division is the prime mover of the organization, which shall implement all policies, and guidelines of the organization under the guidance of the KARANCHO Constitution and By-laws, its addendum and amendments.

**Section 36. Executive Divisions Structure**



**Section 37. Powers and Functions**

- a. The KARANCHO National President together with the Regional, Metropolis City/Provincial, District, Component City, and Municipal Chairmen shall observe protocol and must adapt the rules of chain of command principle.
- b. The KARANCHO National President shall be the Chief Executive nationwide.
- c. The Regional Chairman in the region shall be the figurehead within his area of responsibility and shall act as the Senior Executive Officer among the local executive.
- d. The Regional Chairman together with the Regional Adviser as the Regional Jury is empowered to abolish any KARANCHO Chapter to those who had grossly violated this Implementing Rules and Regulations however, Motion for Reconsideration can be filed at the Office of the Supreme Council of which, its decision shall be final and executory.
- e. The abolition of a certain KARANCHO Chapter shall be through the recommendation thru channel, for example, from the District Chairman, reviewed by the Provincial Chairman and recommend to the Regional Chairman for Execution.
- f. If a certain chapter threatens to be disintegrating into two or more faction, the Regional Chairman's Office shall conduct a "KARANCHO Reconciliation" process wherein any of those parties refuses to appear for the settlement meant that they are no longer interested to be member of the organization.
- g. It is a serious offense not to undergo for a Reconciliation Process to all KARANCHO members wherein for an intentional Insubordination to a lawful order by the subject, they shall voluntarily withdraw their membership and surrender all paraphernalia they had to the office of the Regional Chairman before expulsion be done against them.
- h. When after the said reconciliation they are still at the state of lukewarm relationship, the Regional Chairman shall abolish the said chapter and shall appoint a CARETAKER coming from District Office who will carry over the renewal processes of those who are still interested to be a KARANCHO member.
- i. Only those who are not involved to the issue be accepted and shall pledge an oath of allegiance to ensure mutual understanding.

- j. The Regional Chairman shall conduct an expulsion proceeding against his Staff through proper complaint however; can be appealed to the Office of the National President of which its decision will be final and executory.
- k. On the other hand, the Metropolis City/Provincial Chairman, District Chairman, and the Component City/Municipal Chairman shall likewise adapt the same procedure wherein the filing of motion for reconsideration shall be thru Channel whose decision is final and executory.
- l. If ever there are members who are being terminated or expelled, a resolution shall be done subject to submission to the Securities and Exchange Commission information wherein those who are still sporting any KARANCHO paraphernalia, they can be charged of usurpation which is using official belongings without the right to do so
- m. The Chief Executive of all levels shall be the figurehead within their area of responsibility and shall implement all rules and regulations accordingly through the powers vested on them by the Board of Directors.
- n. All Executive Level shall seek clearance in accordance to protocol before undergoing plans and programs other than what the policies and guidelines exist to avoid mishandling of responsibilities.
- o. The protocol who cleared the said request shall furnish copy level by level up to the office of the National President.

## **RULE XII- FIVE MAJOR OPERATIONAL COMPONENTS**

### **Section 38. Five Major Operational Components**

- a. The creation of these detailed illustration of offices with its complex function, attachment of parallel authority and the mandate to administer and control the operational responsibilities of the chain of command necessitate these delineation of functional jurisdiction between offices to offices.
- b. Identification of vital areas of coordination and synchronization of activities to all programs and plans with well-defined and clarified lateral responsibilities shall also be the reference of all KARANCHO members as well as to the future generations of the organization.

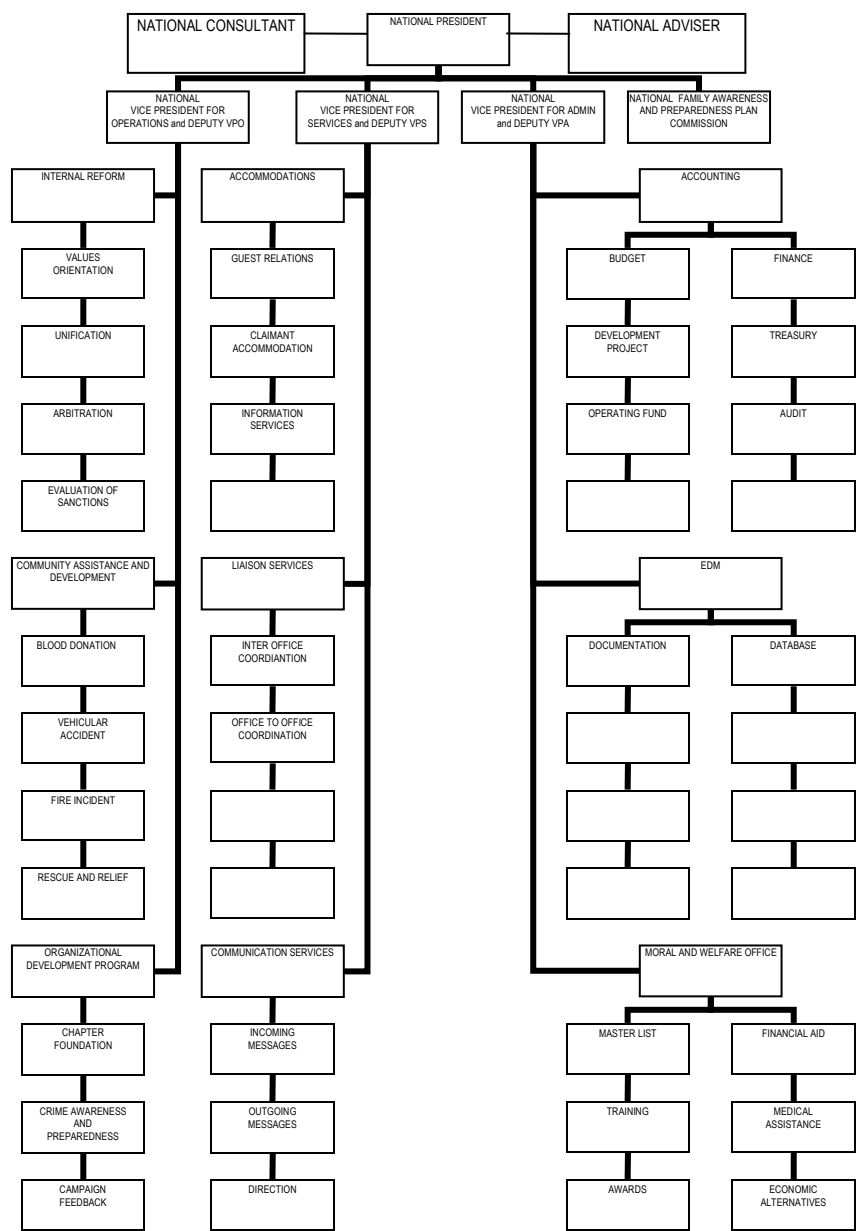
### **Five Major Operational Components**

- 1. **National Operational Structure and its Frameworks**
- 2. **Regional Operational Structure and its Frameworks**
- 3. **Metropolis Cities and Provincial Structure and its Frameworks**
- 4. **District Operational structure and its frameworks**
- 5. **Component City, Metropolis Barangays and Municipal Operational Structure and its Frameworks**

## **RULE XIII- NATIONAL OPERATIONAL STRUCTURE AND FRAMEWORKS**

### **Section 39. National Office**

- a. The head of KARANCHO National Office shall be National President whose appointment is through election from among the Board of Directors and Supreme Council members.



**Section 40. National Office address**

- a. The National Office shall be located at the original location specified in the constitution and by-laws.

**Section 41. Change of address of National Office**

- a. After election, wherever the new elected National President resides, that place will be the new Central Office to ensure smooth implementation to its mandate.

**Section 42. Change of Chapter Status as New Central Office**

- a. The new elected National President shall fill in the specified National Organizational Structure and manage the organization within its frameworks.

**Section 43. Realignment of Assignments**

- a. The new National President shall call the attention of his KARANCHO members and shall realign the position of their existing assignments according to its operational frameworks.
- b. He shall appoint his line managers from Vice Presidents for Operations, Services, and Administrations and shall categorize his members as National Staff.
- c. On the other hand, the Supreme Council may replace the previous FAPP Commissioner by another Director coming from the newly proclaimed Office as the case maybe but have the option to retained as is where is.

**Section 44. Change of Status of Former National Office**

- a. After proper turning over of custody and responsibilities to the new National President, the past National President in good standing shall render his duty to the Supreme Council.
- b. On the other hand, the former National Office shall change its status as KARANCHO Chapter Office in accordance to the pattern of the Operational Structure.

**Section 45. Terms of Office**

- a. The National President shall hold office not less than two (2) years duration however, if in case he could not performed his obligation due to disability and or incapacity on his part, he can execute waiver and be substituted at the pleasure of the Board of Trustees for an acting National President. Furthermore, the Board of Trustees shall immediately convene among themselves and vote for another National President.

**Section 46. Functions of a National President**

- a. The National President shall address the state of the organization every bi-annual Board Meeting and shall recommend plan and programs.

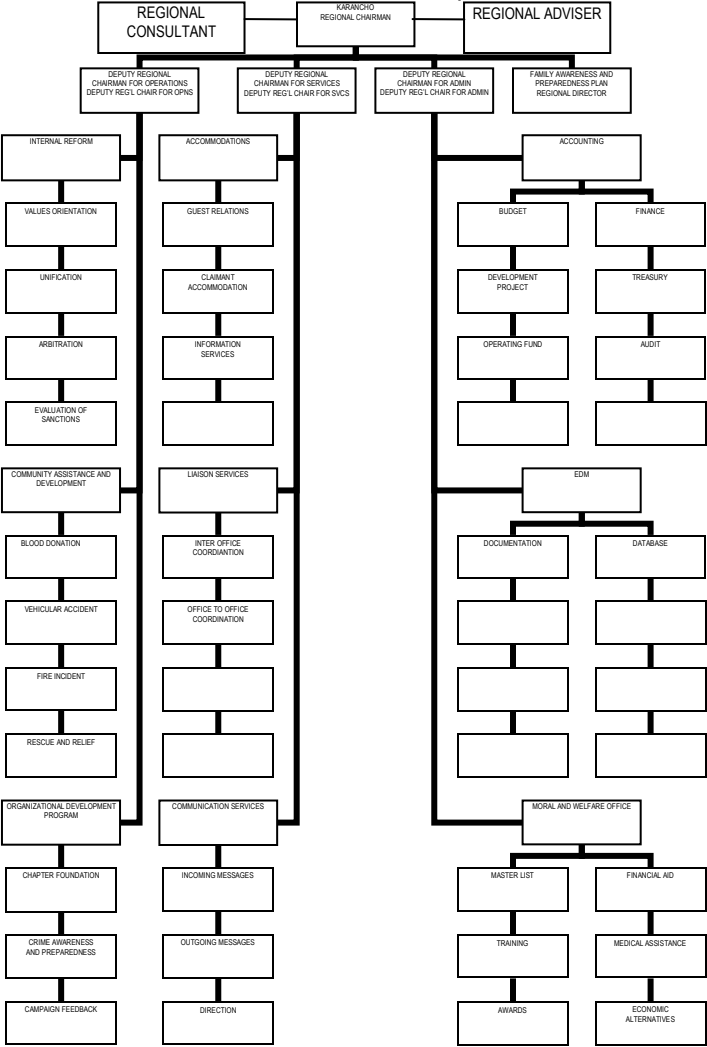
**Section 47. Obligation of the National President**

- a. In order to attain maximum diligence being the Chief Executive, the elected National President shall contribute an amount of Five Hundred Pesos (P500.00) every month to compensate his/her expenses during board meetings aside from special and emergency meeting.

RULE XIV- REGIONAL OPERATIONAL STRUCTURE AND FRAMEWORKS

Section 48. Regional Office

- a. The head of KARANCHO Regional Office is the Regional Chairman whose appointment is through the common choice of the Committee on Selection and Removal of the Supreme Council.



Section 49. Regional Office Address

- a. The Regional Office shall be located at the present original location.

Section 50. Change of address of Regional Office

- a. After selection of another Regional Chairman, wherever the new elected Regional Chairman resides, that place will be the new Regional Office to ensure smooth implementation to its mandate.

Section 51. Change of Chapter Status as New Regional Office

- a. The new selected Regional Chairman shall fill in the specified Regional Organizational Structure and manage the organization within its frameworks.

Section 52. Realignment of Assignments

- a. The new Regional Chairman shall call the attention of his KARANCHO members and shall realign the position of their existing assignments according to its operational frameworks.
- b. He shall appoint his line managers from Deputy Regional Chairman for Operations, Services, and Administrations and shall categorize his members as Regional Staff.
- c. On the other hand, the Supreme Council may replace the previous FAPP Director by another Director coming from the newly proclaimed Office as the case maybe but have the option to retained as is where is.

**SECTION 53. Change of Status of Former Regional Office**

- a. After proper turning over of custody and responsibilities to the new Regional Chairman, the past Regional Chairman in good standing shall render his duty to the Supreme Council.
- b. On the other hand, the former Regional Office shall change its status as KARANCHO Chapter Office in accordance to the pattern of the Operational Structure and frameworks.

**Section 54. Terms of Office**

- a. The Regional Chairman shall hold office not less than two (2) years duration however, if in case he could not perform his obligation due to disability and or incapacity on his part, he can execute waiver for his replacement. Furthermore, the Selection Committee of the Supreme Council shall immediately convene and choose for another Regional Chairman.

**Section 55. Functions of the Regional Chairman**

- a. The Regional Chairman shall address the state of the organization every bi-annual Board Meeting and shall recommend plan and programs.

**Section 56. Obligation of the Regional Chairman**

- a. In order to attain maximum diligence being the figurehead of the region, the elected Regional Chairman shall contribute an amount of Five Hundred Pesos (P500.00) every month to compensate his/her expenses during board meetings aside from special and emergency meeting.

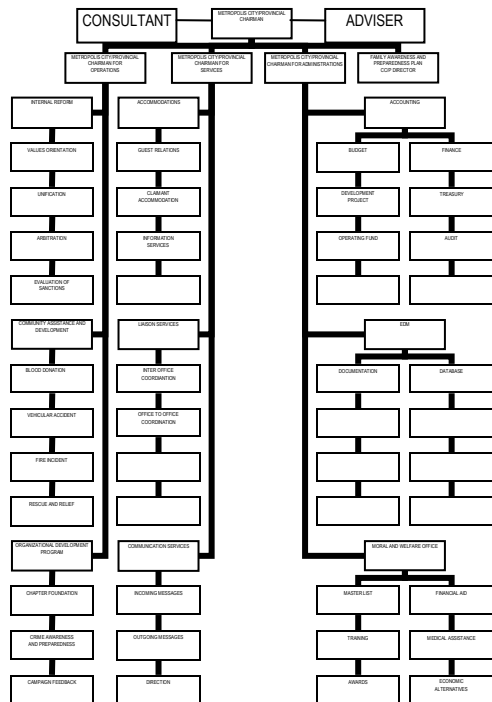
**Section 57. Responsibility of the board of trustees**

- a. He must attend personally every time there is a board meeting however, can send proxy but limited once in a year only. Failure to do so shall meant disinterest on his part as member of the Board.

**RULE XV- METROPOLIS CITY/PROVINCIAL OPERATIONAL STRUCTURE AND FRAMEWORKS****Section 58. Metropolis City/Provincial Office**

- a. The head of Metropolis City/Provincial Office shall be Metropolis City/Provincial Chairman whose appointment is through the common choice of the Committee on Selection of the National Office from the three (3) candidates endorsed by the Regional Chairman.
- b. The Metropolis City and the Provincial Office are of same level but has two separate distinct in terms of its political structure wherein
  1. At the Metropolis cities, the composition of its districts is composed of clustered Barangays.
  2. On the other hand, the compositions of the districts under the provincial level are the component cities and municipalities within their specified territories.





## Section 59. Metropolis City/Provincial Office Address

- The Metropolis City/Provincial Office shall be located at the present original location.

## Section 60. Change of address of Metropolis City/Provincial Office

- After selection of another Metropolis City/Provincial Chairman, wherever the new elected Metropolis City/Provincial Chairman resides, that place will be the new Metropolis City/Provincial Office to ensure smooth implementation to its mandate.

## Section 61. Change of Chapter Status as New Metropolis City/Provincial Office

- The new selected Metropolis City/Provincial Chairman shall fill in the specified Metropolis City/Provincial Organizational Structure and manage the organization within its frameworks.

## Section 62. Realignment of Assignments

- The new Metropolis City/Provincial Chairman shall call the attention of his KARANCHO members and shall realign the position of their existing assignments according to its operational frameworks.
- He shall appoint his line managers from Vice Chairman for Operations, Services, and Administrations and shall categorize his members as Metropolis City/Provincial Staff.
- On the other hand, the Supreme Council may replace the previous FAPP Director by another Director coming from the newly proclaimed Office as the case maybe but have the option to retained as is where is.

## Section 63. Change of Status of Former Metropolis City/Provincial Office

- After proper turning over of custody and responsibilities to the new Chairman, the past Chairman in good standing shall render his duty to whatsoever his new position may assigned to him by the Regional Chairman.
- On the other hand, the former Office shall change its status as KARANCHO Chapter Office in accordance to the pattern of the Operational Structure and frameworks.

## Section 64. Terms of Office

- The Metropolis City/Provincial Chairman shall hold office not less than two (2) years duration however, if in case he could not perform his obligation due to disability and or incapacity on his part, he can execute waiver for his replacement. Furthermore, the Selection Committee of the Regional Office shall immediately convene and choose for his replacement.

**Section 65. Functions of the Metropolis City/Provincial Chairman**

- a. The Metropolis City/Provincial Chairman shall address the state of the organization every bi-annual Regional Assembly and shall recommend plan and programs.

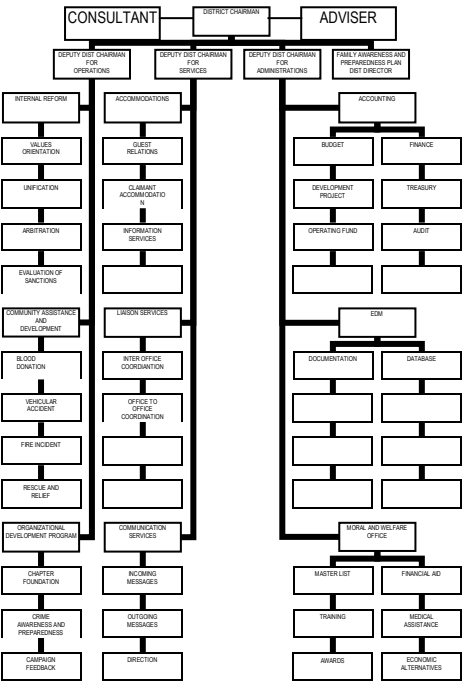
**Section 66. Obligation of the Metropolis City/Provincial Chairman**

- a. In order to attain maximum diligence being the figurehead of the Metropolis City/Provincial level, the chosen Chairman shall contribute an amount of three hundred pesos (P300.00) every month to compensate his\her expenses during Regional assembly aside from special and emergency meeting.

**RULE XVI- DISTRICT OPERATIONAL STRUCTURE AND FRAMEWORKS**

**Section 67. District Office**

- a. The head of District Office shall be District Chairman whose appointment is through the common choice of the Regional Office from the three (3) candidates endorsed by the Provincial Chairman.



**Section 68. District Office Address**

- a. The District Office shall be located at the present original location.

**Section 69. Change of address of District Office**

- a. After selection of another District Chairman, wherever the new elected District Chairman resides, that place will be the new District Office to ensure smooth implementation to its mandate.

**Section 70. Change of Chapter Status as New District Office**

- a. The new selected District Chairman shall fill in the specified District Organizational Structure and manage the organization within its frameworks.

**Section 71. Realignment of Assignments**

- a. The new District Chairman shall call the attention of his KARANCHO members and shall realign the position of their existing assignments according to its operational frameworks.
- b. He shall appoint his line managers from Vice Chairman for Operations, Services, and Administrations and shall categorize his members as District Staff.
- c. On the other hand, the Supreme Council may replace the previous FAPP Director by another Director coming from the newly proclaimed Office as the case maybe but have the option to retained as is where is.

**SECTION 72. Change of Status of Former District Office**

- a. After proper turning over of custody and responsibilities to the new Chairman, the past Chairman in good standing shall render his duty to whatsoever his new position may assigned to him by the Provincial Chairman.
- b. On the other hand, the former Office shall change its status as KARANCHO Chapter Office in accordance to the pattern of the Operational Structure and frameworks.

**Section 73. Terms of Office**

- a. The District Chairman shall hold office not less than two (2) years duration however, if in case he could not perform his obligation due to disability and or incapacity on his part, he can execute waiver for his replacement. Furthermore, the Selection Committee of the Provincial Office shall immediately convene and choose for his replacement.

**Section 74. Functions of the District Chairman**

- a. The District Chairman shall address the state of the organization every bi-annual Metropolis City/Provincial Assembly and shall recommend plan and programs.

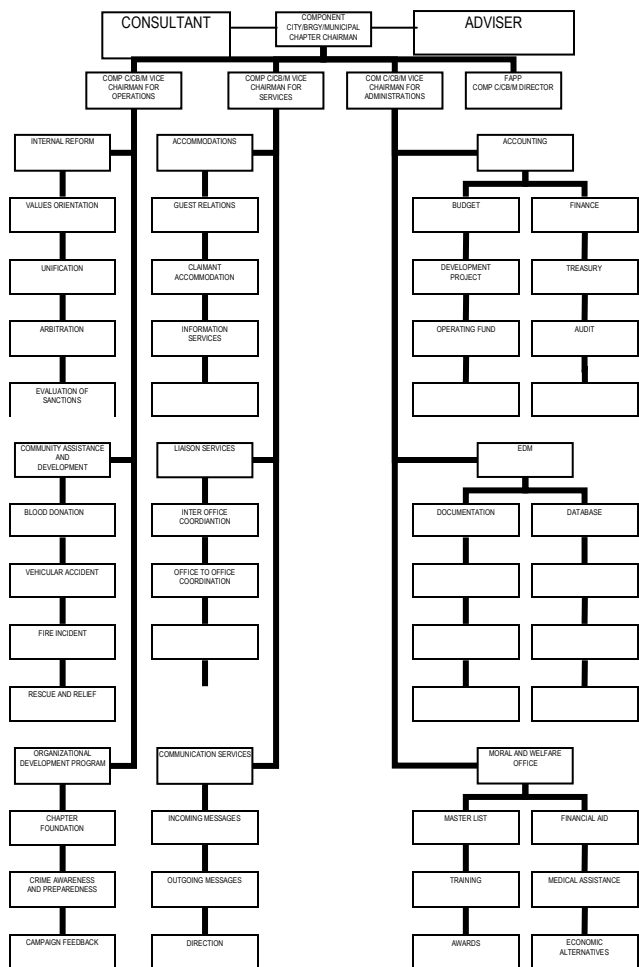
**Section 75. Obligation of the District Chairman**

- a. In order to attain maximum diligence being the figurehead of the District level, the chosen Chairman shall contribute an amount of One Hundred Fifty Pesos (P150.00) every month to compensate his/her expenses during Provincial meetings aside from special and emergency meeting.

RULE XVII- COMPONENT CITY/METROPOLIS BARANGAY/MUNICIPAL  
CHAPTER OPERATIONAL STRUCTURE  
AND FRAMEWORKS

Section 76. Component City/Metropolis Barangay/Municipal Office

- a. The head of District Office shall be District Chairman whose appointment is through the common choice of the Provincial Office from the three (3) candidates endorsed by the District Chairman.



Section 77. Component City/Metropolis Barangay/Municipal Office Address

- a. Component City/Metropolis Barangay/Municipal Office shall be located at the present original location.

Section 78. Change of address of Component City/Metropolis  
Barangay/Municipal Office.

- a. After selection of another Component City/Metropolis Barangay/ Chairman, wherever the new elected District Chairman resides, that place will be the new District Office to ensure smooth implementation to its mandate.

Section 79. Change of Chapter Status as New Component City/Metropolis  
Barangay/Municipal Office

- a. The new selected Component City/Metropolis Barangay/Municipal Chairman shall fill in the specified Component City/Metropolis Barangay/Municipal Organizational Structure and manage the organization within its frameworks.

Section 80. Realignment of Assignments

- a. The new Component City/Metropolis Barangay/Municipal Chairman shall call the attention of his KARANCHO members and shall realign the position of their existing assignments according to its operational frameworks.
- b. He shall appoint his line managers from Vice Chairman for Operations, Services, and Administrations and shall categorize his members as Component City/Metropolis Barangay/Municipal Staff.
- c. On the other hand, the Supreme Council may replace the previous FAPP Director by another Director coming from the newly proclaimed Office as the case maybe but have the option to retained as is where is.

**SECTION 81. Change of Status of Former Component City/Metropolis  
Barangay/Municipal Office**

- a. After proper turning over of custody and responsibilities to the new Chairman, the past Chairman in good standing shall render his duty to whatsoever his new position may assigned to him by the Provincial Chairman.
- b. On the other hand, the former Office shall change its status as KARANCHO Chapter Office in accordance to the pattern of the Operational Structure and frameworks.

**Section 82. Terms of Office**

- a. The Component City/Metropolis Barangay/Municipal Chairman shall hold office not less than two (2) years duration however, if in case he could not perform his obligation due to disability and or incapacity on his part, he can execute waiver for his replacement. Furthermore, the Selection Committee of the District Office shall immediately convene and choose for his replacement.

**Section 83. Functions of the Component City/Metropolis  
Barangay/Municipal Chairman**

- a. The Component City/Metropolis Barangay Chairman shall address the state of the organization every bi-annual District Assembly and shall recommend plan and programs.

**Section 84. Obligation of the Component City/Metropolis  
Barangay/Municipal Chairman**

- a. In order to attain maximum diligence being the figurehead of the District level, the chosen Chairman shall contribute an amount of One Hundred Fifty Pesos (P150.00) every month to compensate his\her expenses during District meetings aside from special and emergency meeting.

**ANNEX I**

**CLAIM PROCEDURE:**

- 1. In case of death caused by accident wherein the subject was confined to a hospital prior to his death, the commission shall arrange the payables of the victim
- 2. in the case of death caused by natural death

**ANNEX 2**

**LEGITIMATE CLAIMANTS/BENEFICIARIES:**

- 1. Irrevocable beneficiaries
- 2. revocable beneficiaries

## Message

Fellow KARANCHO, before anything else, let me extend my heartfelt gratitude to your endeavor that I am also craving for towards our KARANCHO BROTHERS nationwide. It is indeed my pleasure and honor to have brothers in the organization like you who showed untiring effort in propagating the seeds of peace and harmony which you are about to improve more than what we are accustomed with by means of expedition of friendship.

You have started the most powerful vehicle in the world in the conduct of soliciting friends from town to towns, regions to regions in winning the heart and mind of those who are unaware in a manner of sincerity, kindness, and polite approach.

Much more so to your prominent endeavor in reaching out those less fortunate people who are living in the far-flung areas wherein through your persistent survival on rough roads and weather condition, you have established numerous flocks of brothers so other KARANCHO chapters can share them.

With this regard, let me have this opportunity to express my deepest sincerity and dedication to convey the original goal on what I have started. Why I extend much time, effort and money in propagating Unity, Humility, Solidarity, Camaraderie of which the only bounty is brotherhood and that is because of a noble purpose, which needs a right timing to hatch.

With my personal experience within this organization for more than ten years (10), it was proven that sometimes "friendship can make miracles." There are cases that are beyond our capacity but sometimes, easy by somebody to solve a particular problem so let us share our God's gift collectively so that we can move mountain.

Admittedly, we are not all wealthy in this organization and no wealthy individual in the KARANCHO can fully accommodate financial problem of our less fortunate KARANCHO brothers in time of misfortune. However, if all of us will be helping hand in hand, by putting One Peso each ( Php1.00 ) by the million members, a recipient can have One Million Peso ( Php1,000,000.00 ) at one instance.

Inspired by the full cooperation of each and everyone, my courage and determination was reinforced to move on forward until such time that our dream to serve our own brothers in the organization will be ripened.

At present the Board of Trustees of the organization have had resolved the mechanics of the IMPLEMENTING RULES AND REGULATIONS TO FAPP last February 17, 2007 at Mandaya Hotel, Davao City wherein sooner, the pre operation will be started which is to be accomplished not later than June 2007.

Fellow KARANCHO please do not hesitate to be member of the FAPP, accept this seldom opportunity because once we fail to do so, it will be maybe difficult for us to join in the future.

CARLITO B BARENA  
Nat'l Pres, KARANCHO

# IMPLEMENTING RULES AND REGULATIONS TO FAMILY AWARENESS AND PREPAREDNESS PLAN (FAPP)

## ORIENTATION GUIDE

### RULE I

#### GENERAL PROVISION

**Section 1. Legal Basis and Purpose.** – These Implementing Rules and Regulations is hereby issued pursuant to Resolution No. 001- 02-2007, hereinafter referred to as KARANCHO Moral and Welfare endeavor otherwise known as the **FAMILY AWARENESS AND PREPAREDNESS PLAN (FAPP)** in order to ensure orderly, effective and swift implementation of the project.

**Section 2. Coverage, Application and Scope.** - This shall cover and applies to all officers and members hereinafter referred to as the general membership of the KARANCHO Organization.

**Section 3. Declaration of Policy-** It is hereby declared as policy of the organization to promote this project in order to efficiently deliver the benefits and welfare of the general membership as well as to the development into a professional, dynamic and highly motivated officers and members to be more capable in spearheading unity, humility, camaraderie, and brotherhood aimed onward to National Solidarity.

**Section 4. Moral Obligation.** - Towards this end, the organization shall **bolster** a system of Communication, Coordination and Cooperation in order to enable a Synchronized action that is necessary in the accomplishment to its vision, mission and goal of the project.

**Section 5. Summary of Information.-** Brief Orientation on KARANCHO FAMILY AWARENESS AND PREPAREDNESS PLAN (FAPPLAN) For **Today and Tomorrow**

#### VISION AND LONG TERM DIRECTION

1. The life of a family depends upon their bread winner
2. The passing away of the bread winner meant misery of the survivors
3. Therefore, a plan for SOCIAL SECURITY must be prepared in advance
4. The answer is KARANCHO FAPPLAN
5. It is a micro social security program of the organization

#### GOAL

6. The survivors must be provided with a stable life after they received their benefits
7. Technical advises of the organization will be endowed
8. Guidance on how to start a practical livelihood will be considered

#### Today's Situation and Financial Status

IS YOUR PRESENT PERSONAL SAVINGS  
REACHED AS MUCH AS PHP10,000.00?

#### What if someone meet an accident?

9. How much will be the lowest cost for Hospital bill today?
10. What if the patient dies in the hospital with a billings of not less than Php100,000.00?
11. How much will be the lowest cost for burial expense?
12. Is the spouse of the victim had another source of living?
13. Were parents of the couple are rich?
14. Who will shoulder everything?
15. One thing worst is how will the survivors struggle their cost of living after burial?
16. If these circumstances may happen, who will shoulder everything?

**THE ANSWER IS  
THE  
ORGANIZATION  
with  
SYMPATHY TO ONE ANOTHER**

**OPTION 1- Group Accident Insurance**

17. The organization avail the Group Accident Insurance from the Insurance Company of North America with Policy No. GPA-0115.
18. At P100.00 premium, the benefits are as follows
19. Accident benefit ceiling is up to P10,000.00 for medical refund (with receipts)
20. Death benefit is P80,000.00
21. Burial assistance ceiling is up to P10,000.00, (with receipts)
22. A total of P100,000.00 except for natural death and provoked murder
23. Another Php20,000.00 will go to the Principal Office and to the concerned chapter as trust fund
24. Claims will be facilitated by the organization  
Note: see details at the insurance policy

**OPTION 2- FAPP**

25. Avail the (FAPP) of the organization
26. Give advance Donation of P150.00 for the whole year period to be added with the same amount if exhausted in less than a year
27. This will be administered by the FAPP Commission Office of the organization
28. If the KARANCHO will reach as many as 1,000,000 members
29. At P1.00 from our P150.00 advance donation that will be donated to the victim
30. The beneficiaries will surely received an amount of not less than P1,000,000.00

**QUALIFICATION FOR MEMBERSHIP**

31. All KARANCHO members since 1996 to June 1, 2007 are qualified to be member with the FAPP whose ages are ranging from 18 to 75 years old.
32. All KARANCHO members who will be affiliated after June 1, 2007 will be limited from 18 to 55 years old with good health condition.
33. Spouses of the KARANCHO members can be qualified for as long as they will join with the organization and shall undergo full orientation and formal acceptance.
34. All dependents of the KARANCHO members can be qualified for as long as they will be accepted as Junior KARANCHO at the age of 10 years old and above.
35. All lukewarm KARANCHO members wherein upon launching of the FAPP refused to join are considered as local KARANCHO members and could not avail a Claim Card which is at the same time a National Identification Card however, they can be reconsidered if they had changed their mind but not after March 30, 2008.

**SUSPENSION OF THE RELEASE OF BENEFITS**

36. All KARANCHO members are no longer obliged to participate in the conduct of Community Assistance and Development Activities and could no longer be branded as inactive however they must have to attend once a month fellowship meeting to their respective offices and or chapters.
37. One absence in a year will be penalized of a suspension of the release of the subject's benefits to their beneficiaries for 3 months.
38. Two absences in a year will be penalized of the release of the subject's benefits to their beneficiaries for 6 months.
39. Three absences will be nullification of their privilege.



**EXEMPTION TO ABSENCES**

- 40. Those who are working abroad are exempted for any absences however they have to pay their advance donation of not less than Php750.00 of which the excess of the said amount will be returned to the respective chapter if there will be no additional donation be required for the said whole year.
- 41. Those who are working locally but away from hometown would be same likewise to the above.
- 42. Those who had valid reason and advance notification made by the wife or dependents.

**MECHANICS  
of the  
“Family Awareness and Preparedness Plan”  
(FAPP)**

- 43. Innovate a Family Awareness and Preparedness Plan (FAPPLAN)
- 44. Establish a COMMISSION who will administer the benefits and welfare of the general membership and **Strengthened the organization**

**HOW?**

- 45. By Restructuring the Entire Organization into Four “**Major Divisions**”
- 46. **Supreme Council Division.-** the Planner and Overseer
- 47. **Legislative Division.-** the Policy making and Authorizing body  
(BOD)
- 48. **Executive Division.-** the Implementing arm and Controlling  
supervisor
- 49. **FAPP COMMISSION.-** the Financial Administrator and Moral  
Recovery Counselor

**OUTLINED POWERS AND FUNCTIONS  
of the  
SUPREME COUNCIL**

- 50. The Supreme Council is the nucleus of the entire organization
- 51. Accept proposals for further study
- 52. Create programs and plans
- 53. Administer and control the integrity of the entire organization
- 54. Impose sanctions against erring top officials and members.

**OUTLINED POWERS AND FUNCTIONS  
of the  
LEGISLATIVE DIVISION**

- 55. Sponsors good issues and concerns of his constituency as BOD
- 56. Resolve collectively matters for the common good of the organization
- 57. Examine and authorizes all plans and programs, fund raisings and special assessments for financial resources of the organization
- 58. Legalize sanctions of every prohibitions and violation to all policies and By-Laws of the organization

**OUTLINED POWERS AND FUNCTIONS  
of the  
EXECUTIVE DIVISION**

59. Implement all rules and regulations of the organization
60. Execute plans and program of the organization
61. Accomplish the commitment of the organization which are the Community Assistance and Development
62. Uphold the five pillars of the organization such as "Unity, Humility, Solidarity, Camaraderie and Brotherhood" under the core values of "RESPECT ONE ANOTHER"

### OUTLINED POWERS AND FUNCTIONS of the FAPP COMMISSION DIVISION

63. **Administratively**, the FAPP Commission is under the Supervision of the **Supreme Council**
64. **Operationally**, the FAPPCOM is under the control of the **Executive Division**
65. **Authority wise**, it is the Legislative Division that empowers the Commission
  - a. The FAPP Commission is empowered to suspend the release of benefits in accordance to violation to section 37 of the IRR
  - b. The FAPP Directors of all level shall evaluate the accomplishment of every members in their AOR for Merits and Commendation
  - c. The FAPP Directors shall observe the bad behaviors of members in their AOR as basis for Demerits
  - d. The FAPP Directors shall check the attendance of their respective members every monthly meeting and shall submit names of those absent to the National office of the FAPP Commission

#### FAPP VITAL AREAS OF COORDINATION

66. FAPP Commissioner
67. FAPP Regional Director
68. FAPP Provincial/Chartered Cities Director
69. FAPP District Director
70. FAPP Mun/Chartered Brgy Director
71. FAPP Brgy/ Chartered Purok Coordinator-

#### OPERATIONAL CONCEPT

72. FAPP at all level shall continuously conduct orientation to their respective KARANCHO members regarding the benefits and welfare of the said project
73. Rules and Regulations shall be given emphasis
74. Sanctions shall be warn at all times
75. Documentation shall be authenticated
76. Forwarding of documents and financial remittance shall be done without delay

#### ADMINISTRATIVE CONCEPT

77. The Regional, Chartered City, Provincial, District and the Municipal Chapters FAPP Directors shall be responsible in verifying all documents and the receiving of the corresponding amount as advance donation of the members
78. All documents and advance donations shall be duly attested by the local Treasurer and be noted by the Auditor of the concerned forwarders
79. Forward directly to the OFFICE of the COMMISSIONER for verification of the authenticity of documents and money received
80. Activation of membership must be upon confirmation of the Office of the Commissioner
81. The National Treasurer shall verify and attest the correctness of the amount remitted
82. The National Auditor shall authenticate the veracity of the transaction before depositing the money to the bank

- 83. Any cash withdrawal shall have a corresponding vouchers
- 84. The office of the commissioner will be responsible to any malfeasance, misfeasance and nonfeasance

SERVICES CONCEPT

- 85. If upon incident the victim died instantaneously, the FAPPLAN Director shall immediately be notified
- 86. He must inform immediately the National FAPPCOM
- 87. Thereafter the Chapter Director shall seek excerpt copy of the police report
- 88. The FAPPCOM shall send Claim Adjuster to the reported chapter
- 89. Upon confirmation, all initial expenses shall be assisted not later than 72 hrs.
- 90. Lastly, the Chapter Director shall secure all the necessary requirements in preparation to claim the benefits at the office of the FAPPCOM

RULE II.

THE ORGANIZATION

- 1. The organization was formed by 15 men in Tagum City.
- 2. Its Principal Office is in Tagum City.
- 3. That the organization was established on June 11, 1996 duly officiated by Senator Gloria Macapagal Arroyo in Tagum City.
- 4. As it expanded, it had been decided to register the organization to the Securities and Exchange Commission as KABABAYAN RIDERS ASSOCIATION FOR A NEW CULTURAL HARMONY AND ORDER INCORPORATED with its acronym KARANCHO in the year 1997 bearing Registration Number D97-0239.
- 5. Hence, being the mother organization which was expanded throughout the Region, all associated members from other Cities and Municipalities was categorized as KARANCHO Chapters.
- 6. The organization was managed by the principal Office whose composition are as follows:
  - a. General Assembly
  - b. Board of Trustees
  - c. Sets of Officers
- 7. That all KARANCHO Chapters are associated members to the Principal Office.
- 8. That during foundation of a KARANCHO Chapter, briefing and orientation must be thoroughly conducted by the Principal Office and shall have a Certificate of Affiliation before they can be considered as bonafide members which is renewable every year.
- 9. Any violation to the constitution and by-laws as well as to the laws of the land will be dealt for the Nullification of membership of the said Chapters.
- 10. That all KARANCHO Chapters are the operators of the plans and programs of the principal office.
- 11. Therefore, the KARANCHO Chapters will be man by a Chapter Chairmen, Vise Chairmen for Operations, Vice Chairmen for Services, and Vice Chairmen for administration.
- 12. It is within this parameter that innovation is imperative now that the organization has expanded nationwide to make it more strong and mighty organization.

RULE II

RECONFIGURATION OF THE ORGANIZATION  
INTO  
FOUR MAJOR DIVISIONS

Section 6. The Four Major Divisions

- 13. SUPREME COUNCIL DIVISION
- 14. LEGISLATIVE DIVISION
- 15. EXECUTIVE DIVISION
- 16. FAMILY AWARENESS AND PREPAREDNESS PLAN COMMISSION