

CARITAS MANILA

church of the poor



2018 ANNUAL REPORT

“Poverty is not an accident.

It has causes that must be recognized and removed for the good of so many of our brothers and sisters.”

— *Pope Francis*



CARITAS MANILA

Helping the POOR help themselves

OUR VISION

A Spirit-led community free of poverty committed to LOVE (CARITAS) for the common good.

OUR MISSION

Expand SSDM nationwide and ensure social impact for integral human development and sustainable growth.

OUR VALUES

Faith-rooted, Love-driven

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Board of Trustees and Management

*For the love of Christ
urges us on...2 Cor. 5:14*



MESSAGE FROM THE CHAIRMAN

Last year Caritas Manila helped 1056 young people to graduate from college under the Youth Servant Leadership and Education Program. This year, we are celebrating another banner year with 1,541 graduates. Our 31 Caritas clinics served 41,487 patients and 899 inmates were released from prison with the help of paralegal assistance provided by Caritas. This year Caritas Manila raised and spent ₱ 221 million for its programs and services to help the poor. Truly a manifestation of God's blessing at work through our mission.

Since these accomplishments happened only with God's grace and through Mary's prayers, we will strive to respond to God's call to accomplish more and improve the quality of Caritas Manila's social service and charity work. Together with Caritas Manila's distinguished Board of Trustees, we thank and pray for all our donors, volunteers and most importantly the beneficiaries we were able to serve. It is through them that Jesus's love (Caritas) flows.

"May the Lord reward you for your deeds, and may you have a full reward from the Lord under whose wings you have come for refuge!" – Ruth 2:12

+ *Luis Antonio G. Card. Tagle*
+ LUIS ANTONIO G. CARDINAL TAGLE



MESSAGE FROM THE EXECUTIVE DIRECTOR

At Caritas Manila we are truly proud of the level and scale of success achieved by our Youth Servant Leadership and Education Program – 1,541 graduates for 2018. In 2017, YSLEP produced 1056 graduates. We truly believe in education's effectiveness to socially equalize, level the playing field and give these deserving young servant leaders the chance to lift their families out of poverty. And this is why my message this year is similar to last year. Be a part of the success of YSLEP by supporting it. Donate whether in cash, in-kind or both. You can use Caritas Manila as a means to tithe. We need your donations to help more poor and deserving Filipinos. 1,541 graduates prove that with a little help, they can achieve self-reliance. Let us help the poor to help themselves.

Next year, the number of YSLEP graduates will drop. This is due to the adjustment to K-12. Nevertheless our marching orders are the same and that is to scale up all effective programs to have impact and significance. To succeed, fundraising, support services and logistics must go hand-in-hand and step-by-step with our social services and development programs. That is what the present times demand.

"In all this I have given you an example that by such work we must support the weak, remembering the words of the Lord Jesus, for he himself said, 'It is more blessed to give than to receive.'" – Acts 20:35

Anton
Fr. ANTON CT PASCUAL



SUMMARY OF ACCOMPLISHMENTS

January 1, 2018 to
December 31, 2018

Caritas Manila's programs and services are geared toward integral human, spiritual, and socio-economic development of the poor. Caritas Manila has always believed that meaningful assistance must be an empowering process. Most of our programs are designed to transform people from poverty and dependence to self-reliance with dignity.



3,363

YSLEP
Scholars

1,541

Graduates

306

with Honors

₱ 99.4M

spent for YSLEP
in 2018



31

Caritas clinics

41,487

patients served

4,269

urban poor individuals
provided physical examinations

1,532

malnourished children
nourished back to health



899

inmates released with the
help of Caritas Manila
paralegal assistance

26,541

arrested individuals helped
through pastoral care program

17

parishes implementing
Sanlakbay Program for
Drug Surrenderers



32

Segunda Mana outlets

₱ 128M

amount of
donation-in-kind
received for
Segunda mana

₱ 221M

funds used for
programs and services
to help the poor
in 2018



6,071

clients provided social services
through the Good Samaritan
Program

17,933

families assisted
through emergency/
disaster response



2,565

volunteer
Servant Leaders

825,125

TOTAL
Volunteer Hours

₱ 53.6M

VALUE
of Volunteer Hours



YOUTH SERVANT LEADERSHIP & EDUCATION PROGRAM

YSLEP is the flagship program of Caritas Manila. The premier charity institution of the Church believes that education is the best social equalizer and the best means to fight and end poverty. To assure the success of the scholarship program for poor but deserving youths, it is coupled with the Servant Leadership formation program for each scholar. The aim of the program is to develop leaders and citizens with moral integrity, self-discipline, and social responsibility.

3,363
SCHOLARS
1,541
GRADUATES
306
OUTSTANDING GRADUATES
6
MAGNA CUM LAUDE
78
CUM LAUDE
56
BOARD PASSERS

2
PRESIDENT'S LIST
50
DEAN'S LIST
3
WITH DISTINCTION
15
ACADEMIC EXCELLENCE
96
SPECIAL AWARDS
₱ 99,424,151
AMOUNT SPENT ON YSLEP FROM JANUARY TO DECEMBER, 2018

- 10 NEW IMPLEMENTING
CARITAS PARTNERS (ICPS)**
- Capiz Archdiocesan Social Action Center, Inc.
 - Diocese of Bacolod - DSAC
 - Diocese of Naval - BEC
 - MINSAC - Cebu
 - MINSAC - Borongan
 - Diocese of Tandag - DSAC
 - MINSAC - Davao
 - Notre Dame of Tacurong College, Cotabato
 - Notre Dame of Salaman College, Cotabato
 - Sacred Heart College of Calamba, Ozamis



Region/Area	No. of Partner Dioceses	No. of Implementing Partners	No. of Scholars
Metro Manila	9	89	1,947
Luzon	14	16	398
Visayas	15	17	553
Mindanao	10	15	465

1,950 NEW YSLEP SCHOLARS

1,413 RENEWED YSLEP SCHOLARS

4,849 GRADUATES ARE BEING MONITORED IN TERMS OF THEIR WORK STATUS AND THEIR ACTIVE SERVICE IN THE PARISH OR COMMUNITY.

95% OF YSLs COMPLETED 8 MODULES OF CARITAS FORMATION PROGRAM

95% OF YSLs RENDERED AT LEAST 50 HOURS VOLUNTARY SERVICE
= TOTAL OF 69,415 HOURS.

82%

OF YSLs HAD CHURCH INVOLVEMENT OF AT LEAST 50 HOURS EACH
= TOTAL OF 60,348 HOURS.

6th National ICP Assembly

HELD ON MAY 24-26, 2018 AT THE PIUS X CATHOLIC CENTER, UN AVENUE, MANILA.

YSLEP YOLANDA SURVIVORS SPECIAL REPORT

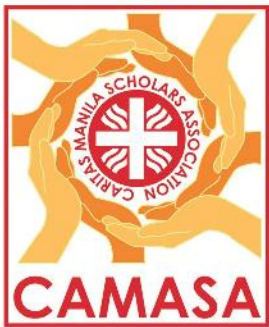
485

Yolanda survivors have earned their college and voc-tech degrees. Of the 485 graduates, 2 are Magna Cum Laudes, 57 are Cum Laudes, 24 Dean's Listers, and another 52 received special awards.

11 Kairos assemblies for YSLEP graduates organized nationwide

NCR	Manila
Luzon	Tabuk, Kalinga Romblon Coron, Palawan Santiago, Isabela Palanan, Isabela
Visayas	Escalante City Palo, Leyte
Mindanao	Ipil, Zamboanga Sibugay Tagum Marbel





**YSLEP POST-PHASE:
THE CARITAS MANILA
SCHOLARS ASSOCIATION**

The Caritas Manila Scholars Association or CAMASA is the alumni house of Caritas Manila’s scholars. It is the Post-Youth Servant Leadership and Education Program of Caritas Manila. YSLEP scholars automatically become members of CAMASA when they graduate. The main task of CAMASA is to watch over these graduates and make sure that they are doing well. When they are ready and have attained some success, they are encouraged to give back by becoming regular Caritas Manila donors.

AREA	CAMASA Caravan Venues
NCR	Sta. Isabel, College, Manila Rodriguez Rizal (Relocation)
LUZON	Tabuk, Kalinga Romblon Coron, Palawan Santiago, Isabela Palanan, Isabela
VISAYAS	Escalante City Palo, Leyte (For Yolanda Survivors)
MINDANAO	Ipil, Zamboanga Sibugay Tagum City, Davao del Norte Marbel, Cotabato City

6,390
YSLEP GRADUATES ENCODED
IN CAMASA DATABASE

600
CAMASA MEMBERS ACTIVELY
PARTICIPATING IN CARITAS PAY FORWARD
PROGRAM

187
CAMASA FRIENDS ARE DONATING AS PART OF
CAMASA DONOR CARE CAMPAIGN

₱ 1.27 M
RAISED THROUGH PAY FORWARD AND
FUNDRAISING ACTIVITIES

33
NEW CAMASA CHAPTERS
ESTABLISHED NATIONWIDE

CAMASA ANNUAL PLANNING
held in Los Baños, Laguna

4TH GENERAL ASSEMBLY
held with more than
133 CAMASA officers
participating

Conducted COASTAL CLEAN-UP
DRIVE at Roxas Boulevard

MAJOR FUNDRAISING EVENT:
Movie Block Screening “Aquaman”
in Megamall raised ₱ 644,998.65
for YSLEP



CARITAS DAMAYAN PREVENTIVE HEALTH AND DISASTER MANAGEMENT PROGRAM

Caritas Damayan is the community well-being and disaster management (from relief to rehabilitation) program of Caritas Manila. It prioritizes capacity building for disaster preparedness. The program also has disaster mitigation, emergency response and developmental rehabilitation components. The organization has a quick-response capability anchored on the Church's umbrella of social action centers, Catholic schools, organizations, religious men and women and church volunteers nationwide.

3,758 families

WHO WERE VICTIMS OF FIRES AND FLOODS IN METRO-MANILA WERE PROVIDED RELIEF ASSISTANCE WITH A TOTAL VALUE OF

₱ 3,938,450

ANOTHER **2,711 families** WHO WERE VICTIMS OF FIRES AND FLOODS OUTSIDE OF METRO-MANILA WERE PROVIDED RELIEF ASSISTANCE WITH A TOTAL AMOUNT OF

₱ 2,512,600

228 urban poor families IN METRO-MANILA WERE GIVEN SHELTER ASSISTANCE AMOUNTING TO

₱ 778,640

40 PARISHES UNDERWENT FIRST-AID AND CPR TRAINING

36 parishes PARTICIPATED IN THE SPHERE STANDARDS TRAINING FOR DISASTER MANAGEMENT



29 parishes GIVEN COMMUNITY-BASED DISASTER RISK REDUCTION MANAGEMENT TRAINING

29 NEW CARITAS DAMAYAN DISASTER TEAMS WERE ORGANIZED

₱ 4,799,678.11

IN SPECIAL GRANTS WERE EXTENDED TO THE DIOCESE OF SURIGAO FOR CHURCH REPAIR AND RECONSTRUCTION DAMAGED BY EARTHQUAKE

TYPHOON ASSISTANCE

MONTH	TYPHOON	DIOCESE	COST OF ASSISTANCE (CASH & IN-KIND) IN ₱
FEB	AGATON	CAPIZ	150,000
JUL	JOSIE	BALANGA	110,000
		TARLAC	160,000
		DAGUPAN	220,000
SEP	OMPONG	LAOAG	200,000
		ILAGAN	200,000
		TUGUEGARAO	200,000
		TABUK	200,000
		BATANES	200,000
		NUEVA SEGOVIA	262,440
		TARLAC	1000 food packs & 15 boxes cookies
		BAGUIO	623 food packs & cookies
		SAN FERNANDO	1000 food packs
TOTAL	3	13	3,716,240

SPECIAL ASSISTANCE

For Mt. Mayon evacuees and Lumads of Mindanao (Total: ₱ 3,034,395)

First wave of food and NFI assistance = ₱ 479,860

Second wave of food and NFI assistance = ₱ 292,900

Third wave of food and NFI assistance = ₱ 657,835

Fourth wave of food and NFI assistance = ₱ 403,800

Temporary shelter assistance and NFI for Mayon 500 households = ₱ 1,000,000

Lumad Assistance coursed through the Diocese of Tandag = ₱ 200,000



PREVENTIVE HEALTH AND
FEEDING PROGRAM

31
OPERATIONAL CARITAS PREVENTIVE
HEALTH CLINICS

41,487
INDIVIDUAL PATIENTS SERVED

4,269
PARTNER FAMILIES PROVIDED
FREE ANNUAL PHYSICAL EXAMINATIONS

194
ACTIVE HEALTH COUNSELORS AND
CLINIC VOLUNTEERS

139
VOLUNTEER ACTIVE HEALTH PROFESSIONALS

17
PARTNER LABORATORIES

3
PARTNER HOSPITALS

2
PARTNER MEDICAL ORGANIZATIONS

1,833
CHILDREN ENROLLED UNDER
CHILD HEALTH NUTRITION AND FEEDING PROGRAM

1,532
OF THE CHILDREN NOURISHED BACK TO HEALTH

996
MOTHERS PARTICIPATED IN HEALTH
AND NUTRITION SEMINARS

PLANT-BASED DIET
PROGRAM

1,760
INDIVIDUALS ATTENDED PLANT-BASED
DIET ORIENTATION

534
HOUSEHOLDS IN TONDO, MANILA
ARE ADAPTORS OF HOUSEHOLD LEVEL
FOOD GARDENING

3
SITES HAVE BEEN DEVELOPED AS
FOOD GARDENING LEARNING SITES

544
INDIVIDUALS ATTENDED
URBAN GARDENING SEMINAR

475
INDIVIDUALS RECEIVED
SEED-STARTER FARM KIT

27
PARISHES ORIENTED ON
PLANT-BASED DIET PROGRAM

GOOD SAMARITAN PROGRAM
(PARTNERSHIP W/ RADIO VERITAS846)

6,071
CRISIS CLIENTS SERVED

₱ 1,723,711
CASH DONATIONS RECEIVED FROM GOOD SAMARITANS

₱ 256,300
AMOUNT OF ASSISTANCE FOR VICTIMS RELATED TO
EXTRA JUDICIAL KILLINGS

₱ 734,978
AMOUNT RELEASED AS INSTITUTIONAL/GROUP ASSISTANCE
(E.G. LITTLE SISTERS OF THE ABANDONED ELDERLY,
LOURDES HANDICAPPED CENTER, VICTIMS OF DEMOLITION,
TAHANAN NI MARIA ETC.)

Type of Assistance Provided	No. of Clients Served
Medical Assistance (medicines)	443
Medical Equipment	90
Laboratory Assistance	239
Food / Crisis food bag	391
Burial / Wake Assistance	669
Burial Casket	650
Clothing Assistance	57
Referral to various institutions	98
Check up and consultation: dental and eye	323
Medical and Dental Mission	945
Funeral Bill Assistance	12
Hospital Bill Assistance	11
Livelihood Assistance	6
Transportation Assistance	4
Assistance provided through on-air sms	2,132
Stroller	1





CARITAS RESTORATIVE JUSTICE (RJ) PROGRAM

The Caritas Restorative Justice Program helps in the healing and recovery of inmates through an integrated socio-economic pastoral care for prisoners and their families.

899 INMATES WERE RELEASED THROUGH PARALEGAL ASSISTANCE PROVIDED BY CARITAS RJ

2,205 PAROLEES PROVIDED VALUES FORMATION AND LIVELIHOOD TRAINING

174 VICTIMS AND FAMILIES OF CRIME AND VIOLENCE AND EXTRA JUDICIAL KILLINGS COUNSELLED

1,156 YOUTH OFFENDERS GIVEN CARITAS RJ FORMATION

26,541 DETAINEES ASSISTED THROUGH PASTORAL CARE PROGRAM

1,000 INMATES FROM NEW BILIBID PRISONS (NBP) AND CORRECTIONAL INSTITUTE FOR WOMEN (CIW) AVAILED OF PA-RELEASE-ME SERVICES:

- Pa** - Paralegal assistance
- Re** - Religious services
- L** - Livelihood & skills training
- E** - Educational services
- A** - Advocacy
- Se** - Services for Social Action
- Me** - Medical Services

₱ 471,675
GROSS SALES GENERATED FROM
KNOTTED ROSARIES PRODUCED
BY PRISONERS AT NBP

767 MASSES AND 60 CONFESSIONS
CONDUCTED IN JAILS AROUND
MEGA-MANILA

766 GOSPEL
VALUES EDUCATION SESSIONS AND
18 RECOLLECTIONS CONDUCTED
IN JAILS AROUND MEGA-MANILA

CARITAS RJ MEDICAL MISSIONS

DIOCESE	NO. OF MEDICAL/DENTAL MISSIONS	NO. OF PATIENTS SERVED
Diocese of Antipolo	6 Dental Missions 3 Medical Missions	141 inmates availed tooth extraction 461 inmates received consultation and medicines
Archdiocese of Manila Diocese of Cubao	2 Medical-Dental Missions Medical Missions for 2 Jails (male & female) every 4th week of the month.	500 inmates benefitted 595 inmates received medicine assistance; 67 inmates underwent tooth extraction.
Diocese of Kalookan	8 Medical-Dental Missions	1,197 inmates received medicine assistance, 326 tooth extraction.



SANLAKBAY

The pastoral accompaniment program for drug dependents toward healing, recovery and restoration. It is a Parish Community based Rehabilitation program. It aims to transform lives, restore human dignity and reintegrate them back to their communities to live a purpose-driven, decent and meaningful life. A drug dependent enrolled in the program is known as “kalakbay”.

Fr. Bobby dela Cruz, priest-in-charge of Sanlakbay was welcomed by His Holiness Pope Francis at the Vatican as guest speaker at the Vatican’s international conference entitled, Drugs and Addiction: An Obstacle to Integral Human Development, organized by the Dicastery for Promoting Integral Human Development at Vatican’s New Synod Hall on 29 November to 1 December 2018. Fr. Bobby also delivered his sharing at the World Meeting of Families in Dublin, Ireland. ▼

18 PARISHES IN THE ARCHDIOCESE OF MANILA ARE IMPLEMENTING THE SANLAKBAY PROGRAM

931 DRUG DEPENDENTS ENROLLED IN SANLAKBAY FROM 2016 TO 2018.

411 ENROLLEES IN 2018.

275 TOTAL NUMBER OF PROGRAM GRADUATES AS OF 2018
(2 OF THE GRADUATES ARE NOW ACTUAL SANLAKBAY STAFF)

135 ACTIVE VOLUNTEERS AND
15 TECHNICAL WORKING GROUP VOLUNTEERS

SANLAKBAY TEAM ATTENDED SEMINARS AND CONFERENCES ON “DRUG ADDICTION.”

- Philippine Conference on New Evangelization Concurrent Workshop “The Beginnings and Experience of Recovery and Renewal”
- “Compassionate Pragmatism” and “Harm Reduction” by Dr. Andrew Tatarsky
- United Nations Office Drugs and Crime “Theory of Change”
- USAP Pa – Ugnayan ng Simbahan, Pulis at Pamahalaan Kontra Droga at Krimen
- Conference on Mental Health “Ang Tahanang Gumuho sa Karimlan: Ang Pag-ukit ng Panibagong Tahanang Pinapangarap”
- World Meeting of Families in ACN Ireland, Dublin

Forged partnership with government agencies: PNP, DILG, PDEA, DOH, LGU, DDB, TESDA, DSWD, and US Embassy - Office of International Narcotics and Law Enforcement Affairs

Forged partnership with the following non-government organizations: La Colcha Hospitalier, Facenda de Esperanca, Rotary Club of Makati, Kababihan ng Maynila, NoBox, Inc. SeaOil Foundation, IDEALS, Lost Sheep Initiative and the Sacred Heart Diagnostic Center.

The Jaime Cardinal Sin Sanlakbay Recovery and Restoration Center in Oroquieta St., Tayuman, Manila.



Volunteerism is the backbone of Caritas Manila's Servant Leadership.

Caritas Manila's Institute for Servant Leadership and Stewardship or ISLaS is in-charge of all volunteers, all Servant Leaders, and all formation. It is tasked with making sure that all personnel, from organic, agency-based, pastoral, volunteers, even scholars have undergone the right formation to effectively carryout the social services and development programs of Caritas. ISLaS training and formation is anchored on Stewardship, Servant Leadership and the Catholic Social Teachings. ISLaS also covers the holistic formation of Caritas Manila's partner beneficiaries.

2,565
VOLUNTEER SERVANT
LEADERS

808
NEWLY RECRUITED
VOLUNTEERS

7
FORMATORS' GENERAL
ASSEMBLIES

35
FORMATOR'S TUTORIAL SESSIONS
CONDUCTED IN 13 VICARIATES

16 out of 24
MONITORING AND EVALUATION
SESSIONS FOR YSLEP FORMATION
ACCOMPLISHED

825,125
TOTAL VOLUNTEER HOURS
₱ 53,633,125
VALUE OF VOLUNTEER HOURS

CONDUCTED **12** OPERATIONS
COMMITTEE MEETINGS

CONDUCTED **12** PARISH SOCIAL
SERVICES AND DEVELOPMENT
MINISTRY MEETINGS

HELD LEADERS TRAINING ON
COMMUNITY ORGANIZING

NETWORKING AND LINKAGE
WITH OTHER VOLUNTEER
ORGANIZATIONS

CONDUCTED TRANSFORMATION
FORMATION TALK FEATURING
FR. ANTON CT PASCUAL





Segunda Mana Donations-in-Kind

Segunda Mana makes helping easy. It is a social enterprise that asks people to help the poor by donating items they no longer need or just want to give away. These items are converted to cash through Segunda Mana charity outlets.

10 years ago, Caritas Manila's donations-in-kind program had one charity outlet and was contributing only half a million annually to fund Caritas Manila's pro-poor programs. Now Segunda Mana generates over 60 million pesos annually for Caritas Manila. 50% of the proceeds fund Caritas Manila's scholarship program, the Youth Servant Leadership and Education Program.

Segunda Mana successfully held its second Celebrity Bazaar on October 18, 2018 at the Atrium of SM Megamall in Mandaluyong City. The event was led by Caritas Manila's prominent supporter and donor Mr. Red and Mrs. Portia Cruz, and celebrity endorser Ms. Heart Evangelista. The Segunda Mana Celebrity Bazaar has become a much sought and awaited event.

₱ 128.1M

TOTAL AMOUNT OF
DONATIONS-IN-KIND
RECEIVED

32

CHARITY OUTLETS AND
3

PARISH KIOSKS OPERATIONAL

1,157

ACTIVE MEMBERS OF THE
SEGUNDA MANA CLUB

₱ 62.5M

GROSS REVENUE GENERATED

17

MALL-BASED EXPOS HELD

6

NEW SEGUNDA MANA
CHARITY OUTLETS OPENED

July 2, 2018 Segunda Mana opened its first Charity Outlet outside of Luzon. Segunda Mana Iloilo is located at the 2nd floor of Iloilo City's Marymart Center in Delgado Street. Segunda Mana Iloilo is the 31st charity outlet of Caritas Manila.



Margins Church Social Enterprise

*"To be holy is to be whole in spirit, mind and body."
1 Thessalonians 5:23*

Caritas Margins markets the products of partner micro-entrepreneurs nationwide. It is another social enterprise program of Caritas Manila to help the poor help themselves. The name margins is taken from the term "marginalized" referring to those who have been neglected and deprived. Caritas Margins is promoting entrepreneurship to fight poverty.

₱ 28,023,475

GROSS REVENUE RAISED

₱ 13,570,009

LIVELIHOOD INCOME RAISED FOR

68

PARTNER MICRO-ENTREPRENEUR
COMMUNITIES AND

1,154

PARTNER FAMILIES

78

BAZAARS AND EXHIBITS

40

NEW PRODUCTS LAUNCHED

₱ 5,163,907

RAISED FROM

4 TRADE FAIRS

3

NEW MARGINS STORES
OPENED

4

PERMANENT STORES
OPERATIONAL

7

CARITAS MARGINS KIOSKS

PARTNERSHIP WITH

128

RELIGIOUS SHOPS, PASALUBONG
CENTERS AND HOTELS AS WELL AS
68 SUPPLIERS MAINTAINED

ON-LINE SELLING OF PRODUCTS AT
LAZADA AND CARITAS
MARGINS WEBSITE AND
FACEBOOK

20 NEW PARTNERS TO SUPPLY NEW PRODUCTS

Holy Trinity Parish

Sta. Cruz Church Book Center

St. Peter Shrine Religious Store

St. Raphael Religious Store

– Batangas

Carmelite Monastery – Lipa

Paulines Media Center – Lipa

Mother of All Asia Religious Store

Catholic Trade Religious Store

Ermita Shrine Religious Store

Lola Mary's Religious Store

– Cavite

St. James The Apostle Parish

– Plaridel, Bulacan

San Agustin Parish Religious Store

– Mendez, Cavite

LPC MPC (Immaculate
Conception)

– Sta. Maria, Bulacan

Our Lady of All Nations
Religious Store – Batangas

Divine Mercy Shrine
Religious Store – Cavite

San Roque Parish

Religious Store – Lemery

Most Holy Rosary
Multi-Purpose Coop

– Batangas City

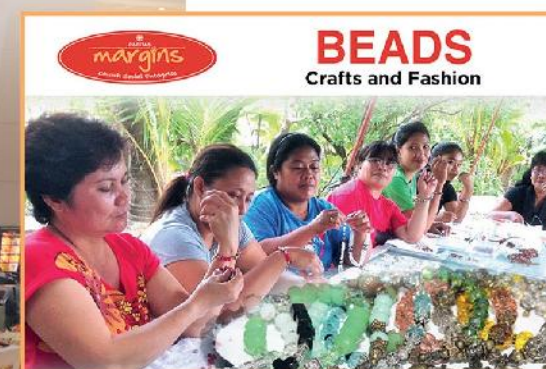
Immaculate Conception

Parish – Sta. Maria, Bulacan

Sta. Lucia Parish

Religious Store – Manggahan,
Pasig

Blessed Sacrament Parish
Religious Store – Bulacan



BEADS
Crafts and Fashion



DOMINGGA YOO
Tea Powder



ALCALA
Peanuts



CARDONA
MPC

FINANCIAL STEWARDSHIP HIGHLIGHTS



FUNDS RAISED

January 1, 2018 to December 31, 2018



DONATIONS RAISED

Segunda Mana	₱ 62,536,647.00
Direct Donations	₱ 47,716,129.51
Alay Kapwa Collection	₱ 29,328,925.42
Non-Cash (In-Kind)	₱ 23,143,449.57
Cans of Charity	₱ 7,912,959.64
Parish - Mall Collections	₱ 5,329,943.06
Other Campaigns	₱ 3,378,637.25
ISLAS	₱ 2,072,750.30
CAMASA (Post-YSLEP)	₱ 1,242,710.55
Donations from Social Enterprise	₱ 821,106.00

GRANTS RECEIVED

YSLEP	₱ 40,353,188.58
HEALTH	₱ 18,514,845.63
DAMAYAN-DISASTER	₱ 6,878,121.06
RJ	₱ 2,640,076.20
CRISIS	₱ 1,516,601.00
Interest & Miscellaneous Income	₱ 2,742,213.83

TOTAL FUNDS RAISED
₱ 256,128,304.60

SPECIAL THANKS TO



CARITAS MANILA INC.
A NON-STOCK, NOT-FOR-PROFIT ORGANIZATION

**STATEMENT OF MANAGEMENT’S RESPONSIBILITY
FOR FINANCIAL STATEMENTS**

The management of Caritas Manila, Inc. is responsible for the preparation and fair presentation of the financial statements including the schedules attached therein, for the years ended December 31, 2018 and 2017, in accordance with the prescribed financial reporting framework indicated therein, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

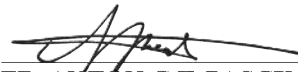
In preparing the financial statements, management is responsible for assessing the Company’s ability to continue as a going concern, disclosing, as applicable matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

The Board of Trustees is responsible for overseeing the Company’s financial reporting process.

The Board of Trustees reviews and approves the financial statements including the schedules attached therein, and submits same to the members.

Sycip, Gorres Velayo & Co., the independent auditor appointed by the trustees, has audited the financial statements of the company in accordance with Philippine Standards on Auditing, and in its report to the members, has expressed its opinion on the fairness of presentation upon completion of such audit.


+LUIS ANTONIO G. CARDINAL TAGLE, D.D.
Chairman of the Board


FR. ANTON C.T. PASCUAL
Executive Director


FR. GILBERT P. KABIGTING
Treasurer

Signed this 30th day of July, 2019.

Caritas Manila, Inc.
*(A Nonstock, Not-for-profit
Organization)*

Financial Statements
December 31, 2018 and 2017

and

Independent Auditor’s Report



A member firm of Ernst & Young Global Limited

INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
Caritas Manila, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Caritas Manila, Inc. (a nonstock, not-for-profit organization), which comprise the statements of financial position as at December 31, 2018 and 2017, and the statements of comprehensive income, statements of changes in fund balances and statements of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2018 and 2017, and its financial performance and its cash flows for the years then ended in accordance with Philippine Financial Reporting Standard for Small and Medium-sized Entities (PFRS for SMEs).

Basis for Opinion

We conducted our audits in accordance with Philippine Standards on Auditing (PSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the Code of Ethics for Professional Accountants in the Philippines (Code of Ethics) together with the ethical requirements that are relevant to our audit of the financial statements in the Philippines, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PFRS for SMEs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with PSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with PSAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Report on the Supplementary Information Required Under Revenue Regulations No. 15-2010

Our audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information required under Revenue Regulations No. 15-2010 in Note 17 to the financial statements is presented for purposes of filing with the Bureau of Internal Revenue and is not a required part of the basic financial statements. Such information is the responsibility of the management of Caritas Manila, Inc. The information has been subjected to the auditing procedures applied in our audit of the basic financial statements. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

SYCIP GORRES VELAYO & CO.

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Partner

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March 2, 2017, valid until March 1, 2020

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BIR Accreditation No. 08-001998-63-2018,

February 14, 2018, valid until February 13, 2021

PTR No. 7332529, January 3, 2019, Makati City

July 30, 2019

CARITAS MANILA, INC. (A Nonstock, Not-for-profit Organization)

STATEMENTS OF FINANCIAL POSITION

	December 31	
	2018	2017
ASSETS		
Current Assets		
Cash and cash equivalents (Note 4)	₱93,231,874	₱96,080,213
Receivables (Note 5)	14,627,215	6,603,610
Investments (Note 6)	122,549,963	128,181,454
Other current assets	4,587,813	6,112,511
Total Current Assets	234,996,865	236,977,788
Noncurrent Assets		
Property and equipment (Notes 7 and 11)	85,539,733	88,603,754
TOTAL ASSETS	₱320,536,598	₱325,581,542
LIABILITIES AND FUND BALANCES		
Current Liabilities		
Accounts payable and accrued expenses (Note 8)	₱30,168,256	₱31,335,234
Current portion of loans payable (Note 9)	1,370,008	870,004
Total Current Liabilities	31,538,264	32,205,238
Noncurrent Liabilities		
Net retirement benefit liabilities (Note 15)	3,627,282	2,996,556
Loans payable - net of current portion (Note 9)	1,116,652	1,236,662
Total Noncurrent Liabilities	4,743,934	4,233,218
Total Liabilities	36,282,198	36,438,456
Fund Balances (Notes 11 and 16)		
Endowment fund	100,440,575	100,440,575
Restricted fund	56,554,080	56,554,080
General fund	127,259,745	132,148,431
Total Fund Balances	284,254,400	289,143,086
TOTAL LIABILITIES AND FUND BALANCES	₱320,536,598	₱325,581,542

See accompanying Notes to Financial Statements.



INCOME		
Donations and contributions (Note 10)	₱251,833,300	₱267,863,537
Realized gain from investments (Note 6)	—	1,481,553
Unrealized gain from investments (Note 6)	—	4,616,752
Interest and other income (Notes 4 and 6)	4,769,032	3,662,667
	256,602,332	277,624,509
LOSS AND EXPENSES		
Program (Note 12)	221,070,559	169,852,828
Personnel (Notes 13 and 15)	14,550,788	17,030,654
Depreciation and amortization (Note 7)	6,762,339	6,976,221
Realized loss from investments (Note 6)	4,420,248	—
Printing and supplies	2,977,548	1,979,112
Unrealized loss from investments (Note 6)	2,714,704	—
Utilities	790,053	1,058,634
Representation	866,545	816,726
Repairs and maintenance	695,670	631,546
Communications	622,467	1,252,988
Professional fees	615,561	377,671
Transportation	449,711	384,413
Provision for bad debts (Note 5)	369,672	1,409,138
Interest expenses	269,634	211,208
Security services	161,691	333,473
Advertising and publicity	56,293	73,776
Taxes and licenses	1,032	2,000
Miscellaneous	4,096,503	3,122,092
EXCESS (DEFICIENCY) OF INCOME OVER EXPENSES	(4,888,686)	72,112,029
OTHER COMPREHENSIVE INCOME	—	—
TOTAL COMPREHENSIVE INCOME (LOSS)	(₱4,888,686)	₱72,112,029

See accompanying Notes to Financial Statements.



CARITAS MANILA, INC.
(A Nonstock, Not-for-profit Organization)

STATEMENTS OF CHANGES IN FUND BALANCES
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	Endowment	Restricted	General	Total
FUND BALANCE AT DECEMBER 31, 2016	₱70,440,575	₱56,554,080	₱90,036,402	₱217,031,057
Total comprehensive income for the year	30,000,000	—	42,112,029	72,112,029
FUND BALANCE AT DECEMBER 31, 2017	100,440,575	56,554,080	132,148,431	289,143,086
Total comprehensive loss for the year	—	—	(4,888,686)	(4,888,686)
FUND BALANCE AT DECEMBER 31, 2018	₱100,440,575	₱56,554,080	₱127,259,745	₱284,254,400

See accompanying Notes to Financial Statements.



CARITAS MANILA, INC.
(A Nonstock, Not-for-profit Organization)
STATEMENTS OF CASH FLOWS

	Years Ended December 31	
	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess (deficiency) of income over expenses	(₱4,888,686)	₱72,112,029
Adjustments for:		
Depreciation and amortization (Note 7)	6,762,339	6,976,221
Loss (income) from investments (Note 6)	2,728,208	(9,612,503)
Changes in net retirement benefits liabilities (Note 15)	630,726	62,782
Trustee fees and other expenses on investments	623,283	592,996
Interest income (Note 4)	(362,288)	(148,469)
Interest expense (Note 9)	269,634	211,208
Unrealized foreign exchange losses	43,488	49,020
Excess of income over expenses before working capital changes	5,806,704	70,243,284
Decrease (increase) in:		
Receivables	(8,023,605)	2,857,998
Other current assets	1,524,698	(5,212,926)
Decrease in accounts payable and accrued expenses	(1,166,978)	(7,868,763)
Net cash flows from (used in) operating activities	(1,859,181)	60,019,593
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment (Note 7)	(3,698,318)	(6,140,011)
Proceeds from redemption of investments (Note 6)	2,280,000	2,280,000
Interest received	362,288	148,469
Net cash flows used in investing activities	(1,056,030)	(3,711,542)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from loans (Note 9)	1,500,000	1,320,000
Repayment of loans (Note 9)	(1,120,006)	(503,334)
Interest paid (Note 9)	(269,634)	(211,208)
Net cash flows from financing activities	110,360	605,458
EFFECT OF FOREIGN EXCHANGE CHANGES ON CASH AND CASH EQUIVALENTS	(43,488)	(49,020)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(2,848,339)	56,864,489
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	96,080,213	39,215,724
CASH AND CASH EQUIVALENTS AT END OF YEAR	₱93,231,874	₱96,080,213

See accompanying Notes to Financial Statements.



CARITAS MANILA, INC.
(A Nonstock, Not-for-profit Organization)
NOTES TO FINANCIAL STATEMENTS

1. Organization Information and Authorization for Issuance of Financial Statements

Organization Information

Caritas Manila, Inc. (the Organization) was established for purely charitable, benevolent, and religious purposes. Its mission is to provide total human development with the framework of basic Christian community and to extend welfare services to the indigent poor and the needy within the Archdiocese of Manila. To promote its objectives, grants and donations are received from various institutions and individuals, which are operated based on the terms and conditions of such grants and donations.

The registered office address of the Organization is 2002 Jesus Street, Pandacan, Manila.

The Organization, being a nonstock, not-for-profit organization, falls under Section 30(c) of the Republic Act No. 8424 entitled “an act amending the National Internal Revenue Code (NIRC), as Amended and for Other Purposes”. The income from activities conducted in pursuit of the objectives for which the Organization was established is exempt from tax. However, any income from activity conducted for profit, regardless of the disposition of such income, is subject to income tax.

The Organization was duly accredited with the Philippine Council for NGO Certification (PCNC), certification of which is valid until February 21, 2023.

Authorization for Issuance of the Financial Statements

The financial statements of the Organization were authorized for issuance by the Board of Trustees (BOT) on July 30, 2019.

2. Summary of Significant Accounting Policies

Basis of Preparation

The financial statements have been prepared under the historical cost basis except for investments which are measured at fair value. The financial statements are presented in Philippine peso (Peso), which is the Organization’s functional currency. All amounts were rounded to the nearest Peso, except when otherwise indicated.

Statement of Compliance

The financial statements of the Organization have been prepared in accordance with the Philippine Financial Reporting Standard for Small and Medium-sized Entities (PFRS for SMEs).

2015 Amendments to the PFRS for SMEs

In August 2017, the Securities and Exchange Commission resolved to adopt the 2015 *Amendments to the PFRS for SMEs* as part of its rules and regulations on financial reporting.

Most of the amendments clarify existing requirements and add supporting guidance to the existing standard rather than change the underlying requirements. Among the most significant amendments to the standard are:

- Permitting SMEs to use the revaluation model to measure items of property, plant and equipment
- Aligning the recognition and measurement requirements for deferred income tax with full PFRSs
- Allowing SMEs to use the equity method to account for investments in subsidiaries, associates and jointly controlled entities in the separate financial statements



The adoption of these amendments did not have a significant impact on the financial statements as they are not relevant to the Organization and that the Organization continue to apply the cost model when measuring its property and equipment.

Cash and Cash Equivalents

Cash includes cash on hand and in banks. Cash in banks earn interests at the respective bank deposit rates. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash, with original maturities of three months or less from the dates of acquisition, and are subject to an insignificant risk of change in value.

Receivables

Receivables are stated at face value less allowance for any uncollectible amounts. Provision is made when collection is no longer probable. Bad debts are written off when identified.

Investments

Investments are carried at fair value. The carrying values of the investments are periodically adjusted to reflect subsequent upward and/or downward changes in their fair values. The changes in the market values, net of applicable tax, of the investments are included in the "Interest and income from investments" account in the statement of comprehensive income.

Property and Equipment

Property and equipment, except land, are carried at cost less accumulated depreciation and amortization and any impairment in value. Parcels of land, which were received as donations, are stated at their fair market values at the time of donation.

The initial cost of an item of property and equipment consists of its purchase price, including import duties and any directly attributable costs of bringing the asset to its working condition and location for its intended use. Expenditures incurred after the property and equipment have been put into operations, such as repairs and maintenance costs, are normally charged to operations in the period in which the costs are incurred. In situations where it can be clearly demonstrated that the expenditures have resulted in an increase in the future economic benefits expected to be obtained from the use of an item of property and equipment beyond its originally assessed standard of performance, the expenditures are capitalized as an additional cost of the item of property and equipment.

Recognition of depreciation and amortization commences when the asset is ready for its intended use.

Depreciation and amortization are calculated on a straight-line basis over the estimated useful lives of the assets as follows:

	Number of Years
Land improvements	10
Buildings	5 to 50
Office furniture, fixtures and equipment	2 to 5
Small tools and other equipment	5
Vocational facilities and equipment	5
Medical and dental equipment	5
Transportation equipment	5 to 10

The estimated useful lives, depreciation and amortization method are reviewed periodically to ensure that these are consistent with the expected pattern of economic benefits from the items of property and equipment.



When assets are retired or otherwise disposed of, their cost and related accumulated depreciation and amortization, and any impairment in value are removed from the accounts. Any resulting gain or loss is credited to or charged to statement of comprehensive income.

Impairment of Assets

The carrying values of property and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying values may not be recoverable. If any such indication exists and where the carrying values exceed the estimated recoverable amount, the assets or cash-generating units are written down to their recoverable amount. The recoverable amount of property and equipment is the higher between net selling price and value-in-use. In assessing value-in-use, the estimated future cash flows are discounted to their present value using a pretax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. Any impairment loss is recognized in statement of comprehensive income.

An assessment is made at each reporting date as to whether there is any indication that previously recognized impairment losses may no longer exist or may have decreased. If such indication exists, the recoverable amount is estimated. A previously recognized impairment loss is reversed only if there has been a change in the estimates used to determine the property and equipments' recoverable amount since the last impairment loss was recognized. If that is the case, the carrying amount cannot exceed the carrying amount that would have been determined, net of accumulated depreciation, had no impairment loss had been recognized for the asset in previous years. After such reversal, the depreciation charge is adjusted in future periods to allocate the asset's revised carrying amount on a systematic basis over its remaining useful life.

Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses are recognized in the Organization's statement of financial position at amounts established in exchanges, usually the amount to be paid. These are present obligation of the Organization arising from past transactions or events, the settlement of which is expected to result in an outflow from the Organization's resources embodying economic benefits.

Fund Balance

Fund balance represents the cumulative balance of excess or deficiency of income over expenses.

Revenue

Revenue is recognized to the extent that it is probable that the economic benefits associated with the transaction will flow to the Organization and the amount of revenue can be measured reliably.

The following specific revenue recognition criteria must also be met before revenue is recognized:

Donations and contributions are recognized when cash and other grants and donations are received or when collection is reasonably certain. Donations in kind are valued based on the estimated recoverable amount of the item received. All donations received are considered available for general use unless specifically restricted by the respective donors. Undistributed donations in kind as at reporting date are recognized in "Other current assets".

Interest income is recognized as the interest accrues.

Expenses

Expenses are recognized in revenue and expenses upon utilization of the service or when they are incurred.



Retirement Benefits Cost

The Organization has a funded, noncontributory retirement plan, administered by a trustee, covering its permanent employees. Retirement costs are actuarially determined using the projected unit credit method. This method reflects service rendered by employees to the date of valuation and incorporates assumptions concerning employees' projected salaries. Retirement expense charged to expenses includes current service cost, interest cost, expected return on plan assets, amortization of unrecognized past service costs and effect of any curtailment or settlement. Past service cost is amortized over a period until the benefits become vested. If the benefits are already vested following the introduction of, or changes to, a pension plan, past service cost is recognized immediately. Actuarial gains and losses for the period are recognized in full in statement of comprehensive income.

The defined benefit asset or liability comprises the present value of defined benefit obligation, reduced by past service cost and the fair value of plan assets out of which the obligations are to be settled directly.

Foreign Currency-Denominated Transactions

Foreign currency-denominated transactions, mainly receipts of grants from foreign institutions, are recorded in Peso based on the exchange rates prevailing at the time the grants are received. Exchange gains or losses resulting from foreign currency denominated transactions are credited to or charged against operations. Outstanding monetary assets and liabilities denominated in foreign currencies are restated using the closing exchange rate at reporting date.

Provisions and Contingencies

Provisions are recognized when the Organization has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the amount of the obligation can be made, if the effect of the time value of money is material, provisions are determined by discounting the expected future cash flows at a pretax rate that reflects current market assessment of the time value of money and, where appropriate the risk specific to the liability. If discounting is used, the increase in the provision due to the passage of time is recognized as an interest expense.

Contingent liabilities are not recognized in the financial statements. They are disclosed in the notes to financial statements unless the possibility of an outflow of resources embodying economic benefits is remote. Contingent assets are not recognized in the financial statements but are disclosed in the notes to financial statements when an inflow of economic benefits is probable.

Events After the Reporting Date

Post year-end events that provide additional information about the Organization's position at the reporting date (adjusting events) are reflected in the financial statements. Post year-end events that are not adjusting events are disclosed in the notes to financial statements when material.

3. Significant Accounting Estimate

The preparation of the financial statements in accordance with PFRS for SMEs requires the Organization to exercise judgments and make estimates that affect the amounts reported in the financial statements and accompanying notes. The judgments and estimates used in the financial statements are based upon evaluation of relevant facts and circumstances as of statement of financial position date. Future events may occur which can cause the assumptions used in arriving at those judgments and estimates to change. The effects of any changes will be reflected in the financial statements of the Organization as they become reasonably determinable.



Judgments and estimates are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Estimate

The key estimate that have a significant risk of causing a material adjustment to the carrying amounts of the assets within the next financial year is discussed below:

Estimation of allowance for doubtful accounts

Provisions are made for accounts specifically identified to be doubtful of collection. The level of this allowance is evaluated by management on the basis of factors that affect the collectability of the accounts.

Receivables amounted to ₱14,627,215 and ₱6,603,610 as of December 31, 2018 and 2017, respectively (see Note 5).

4. Cash and Cash Equivalents

	2018	2017
Cash on hand and in banks	₱92,630,826	₱95,648,773
Cash equivalents	601,048	431,440
	₱93,231,874	₱96,080,213

Cash in banks earn interest at the respective bank deposit rates. Cash equivalents are made for varying periods of up to three months depending on the immediate cash requirements of the Organization and earn interest at the respective short-term cash deposit rates. Interest income earned on cash in banks and short-term cash deposits amounted to ₱362,288 and ₱148,469 in 2018 and 2017, respectively.

5. Receivables

	2018	2017
Caritas Salve Credit Cooperative (Note 14)	₱2,379,889	₱2,391,768
Roman Catholic Archdiocese of Manila (RCAM) [Note 14]	2,625,551	1,276,397
Caritas Margins, Inc. (Note 14)	2,673,564	—
Stewardship donors	2,695,900	—
Others	5,989,001	4,678,477
	16,363,905	8,346,642
Less allowance for doubtful accounts	1,736,690	1,743,032
	₱14,627,215	₱6,603,610

Movement in the allowance for doubtful accounts on trade receivables follows:

	2018	2017
Beginning balances	₱1,743,032	₱333,894
Provision for the year	369,672	1,409,138
Write-off against allowance	(376,014)	—
Ending balances	₱1,736,690	₱1,743,032



Receivables from stewardship donors are donations related to the fund-raising activities of the Organization for the year 2018 and subsequently received in 2019.

Other receivables are composed of advances to employees.

6. Investments

In order to maximize the return on its investible funds, the Organization has entrusted a portion of its funds to local financial institutions, who act as the fund managers of these trust funds. Under the covering agreements, the fund managers are authorized, under certain conditions and for an agreed fee, to hold, invest, and reinvest the funds.

Changes in investment balances for the years ended December 31 follow:

	2018	2017
January 1	₱128,181,454	₱121,441,947
Transactions during the year:		
Realized gain (loss) on investments	(4,420,248)	1,481,553
Unrealized gain (loss) on investments	(2,714,704)	4,616,752
Interest and other income	4,406,744	3,514,198
Redemption	(2,280,000)	(2,280,000)
Trustee fees and other expenses	(623,283)	(592,996)
December 31	₱122,549,963	₱128,181,454

The consolidated investments portfolio held by the investment managers, including other investments held by the Organization as of December 31 follows:

	2018	2017
Shares of stock	₱41,475,456	₱44,563,677
Government securities	53,028,829	41,613,854
Investments in unit trust fund	7,351,704	18,307,738
Corporate bond	19,857,899	17,982,319
Loans, receivables and other investments	836,075	5,713,866
	₱122,549,963	₱128,181,454

The realized and unrealized gain (loss) on investments were previously presented under one-line item in the statement of comprehensive income. The prior year amounts have been reclassified for consistency with the current year presentation.



7. Property and Equipment

	2018							
	Land and Land Improvements	Building (Note 14)	Office Furniture, Fixtures and Equipment	Transportation Equipment	Small Tools and Other Equipment	Vocational Facilities and Equipment	Medical and Dental Equipment	Total
Cost								
Beginning balances	₱58,813,913	₱39,978,841	₱26,753,133	₱17,144,154	₱558,533	₱1,749,234	₱3,289,469	₱148,287,277
Additions	—	1,200,000	900,250	1,562,450	23,900	—	11,718	3,698,318
Ending balances	58,813,913	41,178,841	27,653,383	18,706,604	582,433	1,749,234	3,301,187	151,985,595
Accumulated Depreciation and Amortization								
Beginning balances	₱2,259,833	₱21,779,578	₱20,956,975	₱11,973,715	₱495,464	₱1,588,251	₱629,707	₱59,683,523
Depreciation and amortization	—	1,681,961	3,187,047	1,403,398	34,691	127,467	327,775	6,762,339
Ending balances	2,259,833	23,461,539	24,144,022	13,377,113	530,155	1,715,718	957,482	66,445,862
Net Book Values	₱56,554,080	₱17,717,302	₱3,509,361	₱5,329,491	₱52,278	₱33,516	₱2,343,705	₱85,539,733

	2017							
	Land and Land Improvements	Building (Note 14)	Office Furniture, Fixtures and Equipment	Transportation Equipment	Small Tools and Other Equipment	Vocational Facilities and Equipment	Medical and Dental Equipment	Total
Cost								
Beginning balances	₱58,813,913	₱39,978,841	₱23,875,668	₱14,948,958	₱546,183	₱1,749,234	₱3,289,469	₱143,202,266
Additions	—	—	2,877,465	3,250,196	12,350	—	—	6,140,011
Retirement	—	—	—	(1,055,000)	—	—	—	(1,055,000)
Ending balances	58,813,913	39,978,841	26,753,133	17,144,154	558,533	1,749,234	3,289,469	148,287,277
Accumulated Depreciation and Amortization								
Beginning balances	2,259,833	20,117,617	17,518,789	11,776,801	461,562	1,324,401	303,299	53,762,302
Depreciation and amortization	—	1,661,961	3,438,186	1,251,914	33,902	263,850	326,408	6,976,221
Retirement	—	—	—	(1,055,000)	—	—	—	(1,055,000)
Ending balances	2,259,833	21,779,578	20,956,975	11,973,715	495,464	1,588,251	629,707	59,683,523
Net Book Values	₱56,554,080	₱18,199,263	₱5,796,159	₱5,170,439	₱63,069	₱160,983	₱2,659,762	₱88,603,754

The cost of the Organization's land amounted to ₱56,554,080 as of December 31, 2018 and 2017.

8. Accounts Payable and Accrued Expenses

	2018	2017
Accounts payable	₱16,042,411	₱24,694,186
Accrued expenses	14,024,202	6,617,964
Others	101,643	23,084
	₱30,168,256	₱31,335,234

The balance of accounts payable and accrued expenses represents program expenses incurred during the year and paid only subsequent to year-end.

Details of accrued expenses are as follows:

	2018	2017
Scholarship expense	₱9,106,555	₱444,454
Honoraria	3,287,031	5,410,496
Advertising and publicity	540,039	87,078
Light and water	292,029	241,471
Medical assistance	252,404	38,195
Transportation and travel	160,298	219,926

(Forward)



	2018	2017
Communications expense	₱129,822	₱128,767
Representation	20,573	13,834
Financial assistance	—	10,000
Others	235,451	23,743
	₱14,024,202	₱6,617,964

9. Loans Payable

In December 2016, the Organization availed a loan from a local financing company amounting to ₱1,290,000. The loan bears annual interest of 8% and is payable in 36 equal monthly installments starting January 6, 2017. In October 2017, the Organization availed loan amounting to ₱1,320,000 that bears annual interest of 8% and payable in 36 equal monthly installments starting November 25, 2017. In June 2018, the Organization availed another loan amounting to ₱1,500,000 that bears annual interest of 8% and payable in 36 equal monthly installments starting July 25, 2018. The proceeds from the said loans will be used to finance the acquisition of transportation equipment of the Organization.

Interest expense on loans payable amounted to ₱269,634 and ₱211,208 for the year ended December 31, 2018 and 2017, respectively.

Consolidated details of the Organization's loans are as follow:

	2018	2017
Principal, balance at beginning of year	₱2,106,666	₱1,290,000
Add availment during the year	1,500,000	1,320,000
Less principal payments during the year	(1,120,006)	(503,334)
Principal, balance at end of year	2,486,660	2,106,666
Less current portion	(1,370,008)	(870,004)
Noncurrent portion	₱1,116,652	₱1,236,662

10. Donations

Donations are mostly cash collections from benefactors that will be used in carrying out the Organization's various programs. These are recorded under the restricted fund if it is intended for a specific purpose defined by the donors and/or their agreement with the Organization and endowment fund if it is subject to imposed stipulations specifying that the resources contributed be maintained permanently. All other donations are recorded under the general fund.

Donations in kind coming from the Organization's "Segunda Mana" program are recorded at their estimated recoverable values at the time of donation. Total received donations in kind pertaining to Segunda Mana amounting to ₱59,862,599 and ₱45,264,107 in 2018 and 2017, respectively, are presented under "Donations and Contributions - General Fund" in the statement of comprehensive income.

Donations amounting to ₱30 million raised during the 60th birthday celebration of the Organization's Chairman Luis Antonio G. Tagle held last June 25, 2017 was approved by the Board of Trustees on July 26, 2017 to form part of the endowment fund, interest of which will be used to provide educational assistance to at least 50 poor youths every year.

11. Funds

Endowment fund consists of donations where only the interest is utilized for the programs of the Organization.

Restricted fund represents the value of donated parcels of land.

General fund represents the portion of expendable funds available to support the Organization.

12. Program Expenses

	2018	2017
Educational assistance	₱65,805,263	₱43,624,697
Financial and medical assistance	50,820,867	43,378,967
Personnel (Notes 13 and 15)	48,122,778	41,916,193
Emergency relief	23,371,654	9,289,422
Advertising and publicity	6,511,235	4,916,078
Representation	4,513,974	5,812,388
Transportation	4,406,473	3,840,697
Communications	4,398,924	3,929,622
Utilities	2,968,906	1,818,389
Printing and supplies	2,558,503	2,186,762
Repairs and maintenance	2,151,027	1,972,107
Financial support to religious activities	2,021,901	2,219,931
Professional fees	1,944,685	2,495,184
Miscellaneous	1,474,369	2,452,391
	₱221,070,559	₱169,852,828

Educational assistance which relates to the flagship program of the Organization are the scholarships, allowances and subsidies granted by the Organization to its student beneficiaries.

Financial and medical assistance represents rehabilitation costs of various chapels, construction of housing units and re-establishment of livelihood programs incurred by the Organization for the victims affected by the calamities.

Emergency relief expense pertains to immediate assistance given by the Organization to the victims of calamities which includes relief goods such as clothes, foods and medicines.

Certain prior year amounts have been reclassified for consistency with the current year presentation. These reclassifications had no effect on the reported results of operations.

13. Personnel Expenses

Personnel expenses consist of:

	2018	2017
Program expenses (Note 12)	₱48,122,778	₱41,916,193
General	14,550,788	17,030,654
	₱62,673,566	₱58,946,847



Breakdown as to nature of personnel expenses follows:

	2018	2017
Honoraria	₱43,814,053	₱36,099,912
Salaries, wages and allowances	11,915,900	15,032,595
Employee benefits	6,312,887	7,751,558
Retirement expense	630,726	62,782
	₱62,673,566	₱58,946,847

14. Related Party Transactions

Related party relationships exist when the entity has the ability to control, directly or indirectly, through one or more intermediaries, or exercise significant influence over the entity in making financial and operating decisions. Such relationships also exist between and/or among entities which are under common control with the reporting entity and its key management personnel, directors or stockholders. In considering each possible related party relationship, attention is directed to the substance of the relationships, and not merely to the legal form.

The Organization has the following significant transactions with related parties:

- The Organization is the social service and development arm of the RCAM. The land where the Organization's building is located, is owned by RCAM. RCAM has allowed the Organization to use this land free of charge.
- Receivable from RCAM amounting to ₱2,625,551 and ₱1,276,397 as of December 31, 2018 and 2017, respectively, represents cash donations not yet received related to the medical expenses incurred in the health centers located in the 13 vicariates of the Archdiocese of Manila (Note 5). Total donations from RCAM amounted to ₱11,625,855 and ₱13,732,391 in 2018 and 2017, respectively.
- Receivable amounting to ₱2,379,889 and ₱2,391,768 as of December 31, 2018 and 2017, respectively (Note 5) from Caritas Salve Credit Cooperative, an entity which also reports to RCAM, represents the seed money extended by the Organization to the entity during its start-up operations. The amount will be returned to the Organization once the entity has enough working capital.
- Receivable amounting to ₱2,673,564 as of December 31, 2018 (nil in 2017), from Caritas Margins, Inc. represents expenses related to utilities, fuel, and other administrative expenses advanced by the Organization which will be subsequently collected in cash and is non interest bearing.

15. Retirement Plan

The Organization has a funded defined benefit retirement plan covering all of its regular employees. The benefits are based on the years of service and percentage of final monthly basic salary. The latest actuarial valuation report of the defined benefit plan is as of December 31, 2018.

The components of retirement benefits cost recognized in the statements of comprehensive income follow:

	2018	2017
Current service cost	₱712,502	₱816,469
Interest cost on defined benefit obligation	308,072	272,847
Expected return on plan assets	(147,942)	(46,468)
Actuarial gain	(241,906)	(980,066)
	₱630,726	₱62,782

Net retirement benefit liabilities recognized in the statements of financial position follow:

	2018	2017
Present value of defined benefit obligation	₱6,015,257	₱5,462,261
Fair value of plan assets	2,387,975	2,465,705
Net retirement benefit liabilities	₱3,627,282	₱2,996,556

The changes in the present value of defined benefit obligation follow:

	2018	2017
Beginning of year	₱5,462,261	₱5,257,166
Current service cost	712,502	816,469
Interest cost	308,072	272,847
Actuarial gain	(467,578)	(884,221)
	₱6,015,257	₱5,462,261

The changes in the fair value of plan assets follow:

	2018	2017
Beginning of year	₱2,465,705	₱2,323,392
Expected return on plan assets	147,942	46,468
Actuarial gain (loss)	(225,672)	95,845
	₱2,387,975	₱2,465,705

The Organization's plan assets are managed by its trustee bank, which comprised of the following as of December 31:

	2018	2017
Cash and cash equivalents	₱154	₱872
Debt instruments	2,219,863	2,209,217
Equity instruments	158,779	252,717
Others	12,950	5,578
	2,391,746	2,468,384
Liabilities	(3,771)	(2,679)
	₱2,387,975	₱2,465,705



The principal actuarial assumptions used to determine the Organization’s retirement benefit obligation follow:

	December 31		
	2018	2017	2016
Discount rate	7.36%	5.64%	5.19%
Future salary increase rate	5.00%	5.00%	5.00%

16. Fund Balance Management

The primary objective of the Organization’s fund balances is to ensure that it maintains adequate funds to support its various activities and programs and its administrative costs.

Since the Organization depends on donations received to finance its various activities and projects, it maximizes the earnings of the funds. It sets aside funds for specific and for emergency purposes. No changes were made in the objectives, policies or processes in both years.

The Organization considers its fund balances as its capital. These are:

	2018	2017
Endowment fund	₱100,440,575	₱100,440,575
Restricted fund	56,554,080	56,554,080
General fund	127,259,745	132,148,431
	₱284,254,400	₱289,143,086

17. Supplementary Information Required Under Revenue Regulations No. 15-2010

In compliance with the requirements set forth by Revenue Regulations No. 15-2010, hereunder are the information on taxes and license fees paid or accrued during the taxable year 2018.

Withholding Taxes

Withholding taxes on compensation and benefits	₱776,108
Expanded withholding taxes	17,159

Taxes and Licenses

BIR registration fee	₱500
Community tax certificate	532

CARITAS SSDM



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CARITAS MANILA MANAGEMENT

EXECUTIVE OFFICE

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Marlita M. De Ocampo, Executive Assistant
May Flor R. Tiangco, EA on Devt. Planning & Strategy

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Telesforo J. Caminsi, YSLEP Program Officer RCAM & Suffragan
Daniel C. Castillo, YSLEP Program Officer - Mindanao
Maribel R. Palmitos, YSLEP Program Officer - Visayas
Elicerio P. Jaboco, Jr., Post-YSLEP Program Officer

DAMAYAN

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Fr. Emerson L. Luego, Caritas Damayan VisMin Priest-in-Charge
Gilda C. Avedillo, Caritas Damayan Program Head
Melissa G. Corpuz, Program Officer for Health
Maricar A. Fariñas, Program Officer, Good Samaritan

RESTORATIVE JUSTICE

Fr. Roberto D. Dela Cruz, Restorative Justice Priest-in-Charge
Sr. Zenaida Cabrera, SHE, Program Coordinator

INSTITUTE FOR SERVANT LEADERSHIP AND STEWARDSHIP

Helen Grace C. Sadol, Research & Devt. Officer

STEWARDSHIP

Marie Kiel S. Fernandez, Division Head
Gilda I. Cortez, Donor Devt. Head
Ma. Purita P. Mariano, Donor Care Head
Zoraydah L. Zotomayor, SPPC Head

SEGUNDA MANA

William Barry H. Camique, Program Manager

MARGINS

Salvador V. Arcangel VIII, Business Development Manager
Wency Rafael G. Lobo, Supply Chain Manager
Maya G. Arcega, Stores Operations Officer

SUPPORT SERVICES

Fr. Gilbert P. Kabigting, Priest-in-Charge
Gina P. Santos, Administrative Officer
Ruben Abedes, Accounting Officer
Josie D. Dy, Treasury Officer
Reynaldo T. Javien, Bookkeeper
Troy Andreo S. Zafra, Human Resource Officer-in-Charge
Nzo Gaglac, Technical Services Officer



CARITAS MANILA

church of the poor

2018 ANNUAL REPORT

*'Truly I tell you, just as you did it to one of the least of these
who are members of my family, you did it to me.'*

- Matthew 25:40