

2020
Annual Report

CARITAS
CONTRA
COVID-19



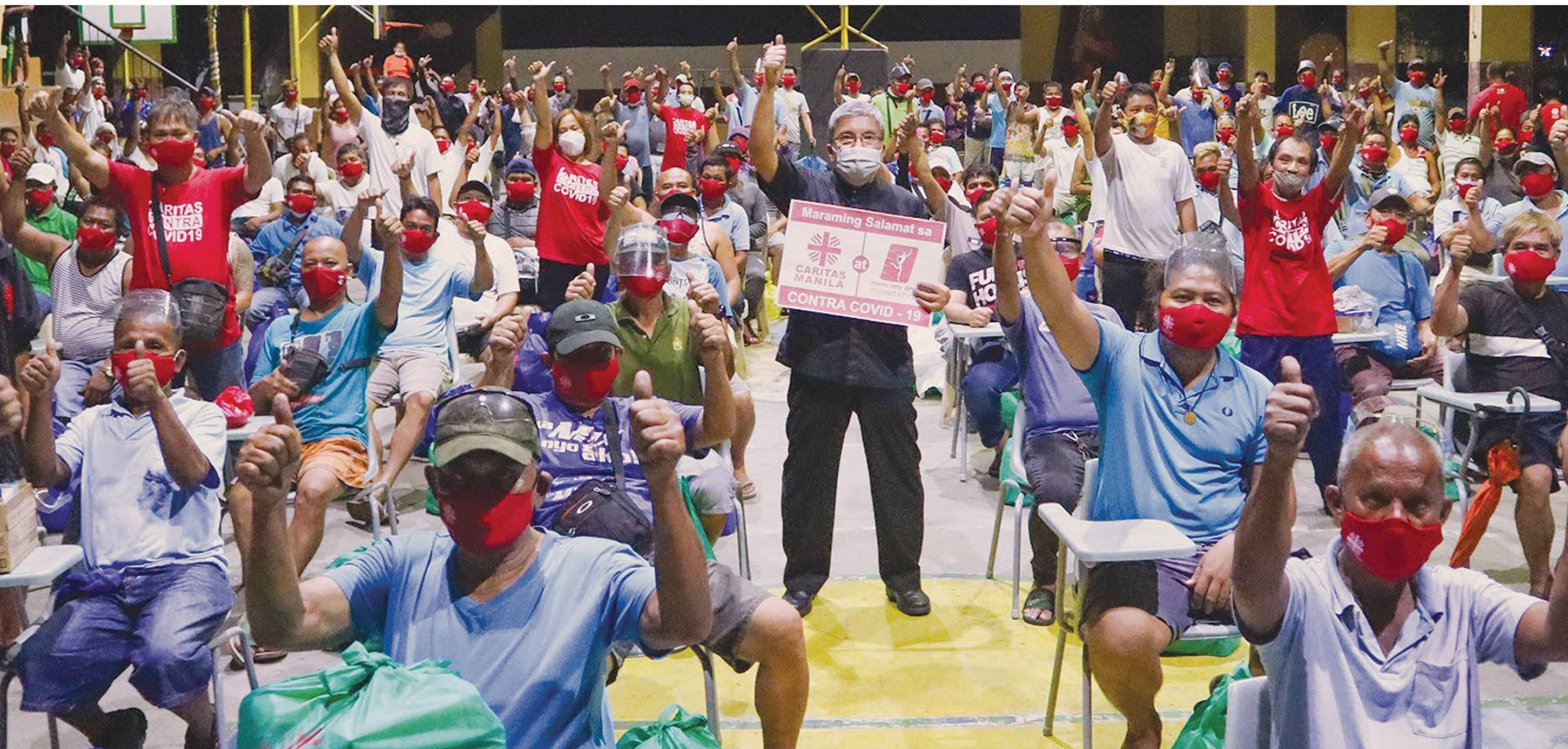
Thriving in Crisis...



... through Faith ...



... and Charity.





CARITAS MANILA
church of the poor

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.
Helping the POOR help themselves.



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

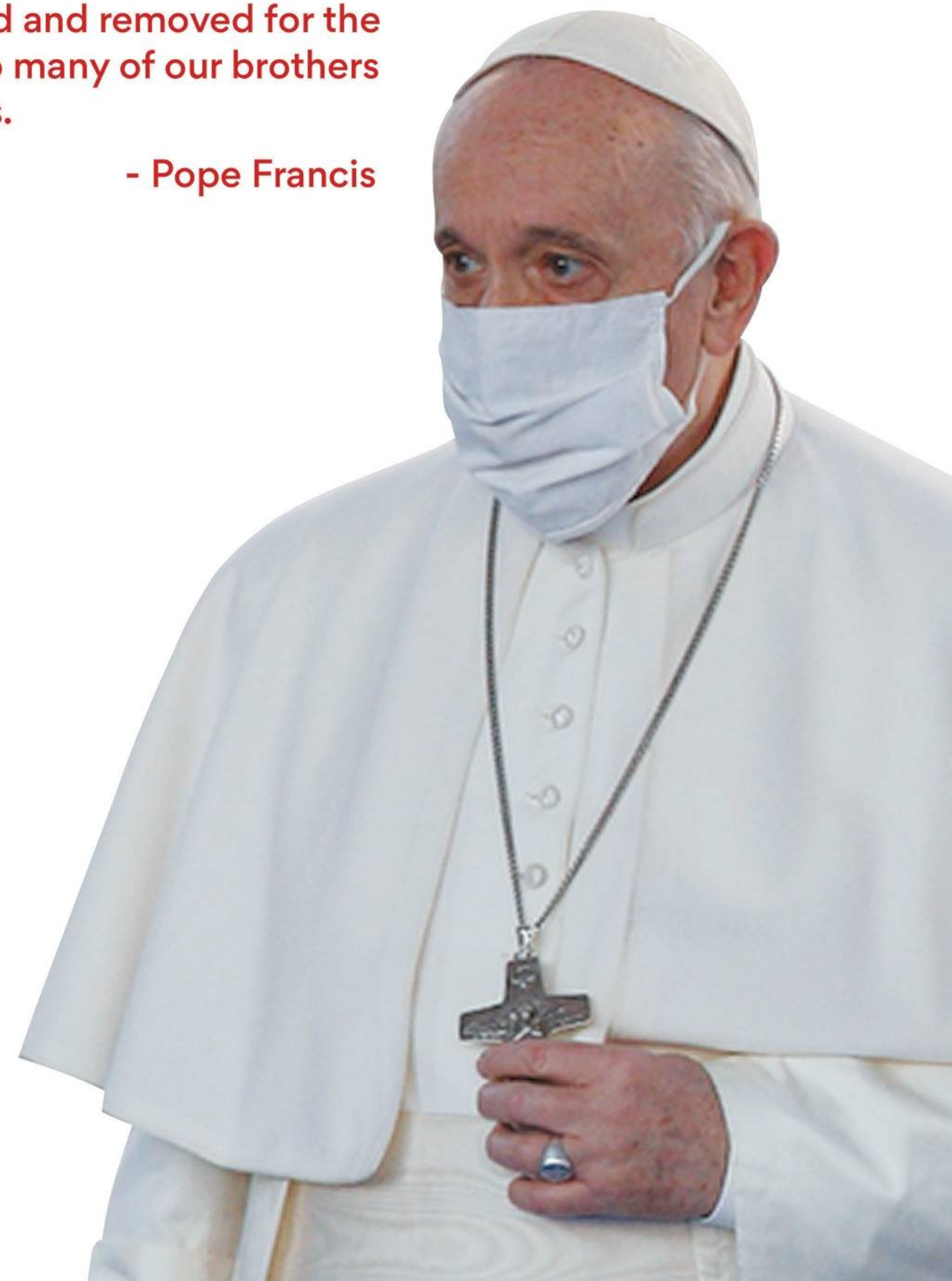


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**FOR THE LOVE OF CHRIST
URGES US ON... - 2 Cor. 5:14**

APOSTOLIC ADMINISTRATOR'S MESSAGE



The year 2020 will now be forever etched in human history because of this Covid-19 pandemic. I thank Caritas Manila especially its donors and volunteers for doing what it can to support local and national efforts to minimize the direct and indirect effects of this pandemic. God bless you all and may God bless you with the means to continue supporting Caritas Manila's Covid-19 efforts and social services and development programs for the poor. The year 2021 will be equally challenging for all of us and Caritas Manila.

However, in our efforts to make it out of this pandemic I hope that we do not lose sight of the bigger tragedy that is already in front of us. We as a people need to change on how we view our one and only planet. God gave us this paradise. What we have done to it requires repentance and change in the level of every individual and every institution. Covid-19 is just a result.

Let us heed the call of ecological conversion in this time of climate emergency.

"I brought you into a plentiful land to eat its fruits and its good things. But when you entered you defiled my land, and made my heritage an abomination." - Jeremiah 2:7

To the people in Caritas Manila we lost, and those who have lost loved ones this 2020, I pray for God's embrace to envelope and comfort you and those you left behind.

"Truly I tell you, today you will be with me in Paradise." - Luke 23:43

+Broderick S. Pabillo
+ BISHOP BRODERICK S. PABILLO, D.D.
Auxiliary Bishop of Manila, Apostolic
Administrator Archdiocese of Manila



EXECUTIVE DIRECTOR'S MESSAGE



At the onset of Covid-19 in the country, Caritas Manila immediately launched Caritas Contra Covid-19 to respond to the effects of the pandemic. In March of 2020, in partnership with Project Ugnayan of the Philippine business community, Caritas Manila began distributing food vouchers in the form of grocery gift checks to prevent widespread hunger as a result of loss of jobs and community quarantines. At the same time, Caritas Manila continued to hand-out Covid-19 Sanitation Kits, alcohols, and facemasks to the poorest sectors.

Caritas Manila has focused its Caritas Contra Covid-19 efforts to prioritize 5 specific groups: The poorest families in Metro Manila; Those under vulnerable groups like jeepney drivers, construction workers, street dwellers, inmates, handicapped, and stranded students, seafarers and OFWs; Medical, Government and Church service frontliners; Individuals that need urgent assistance; and poor dioceses that have appealed for assistance to Caritas Manila.

By the end of 2020, Caritas Manila was able to raise ₱ 1.7 Billion worth of donations for Covid-19 while extending Covid-19 assistance to 9.8 million individuals and 1.8 million poorest families all over the country. These we were able to do because of our donors, volunteers and your donations.

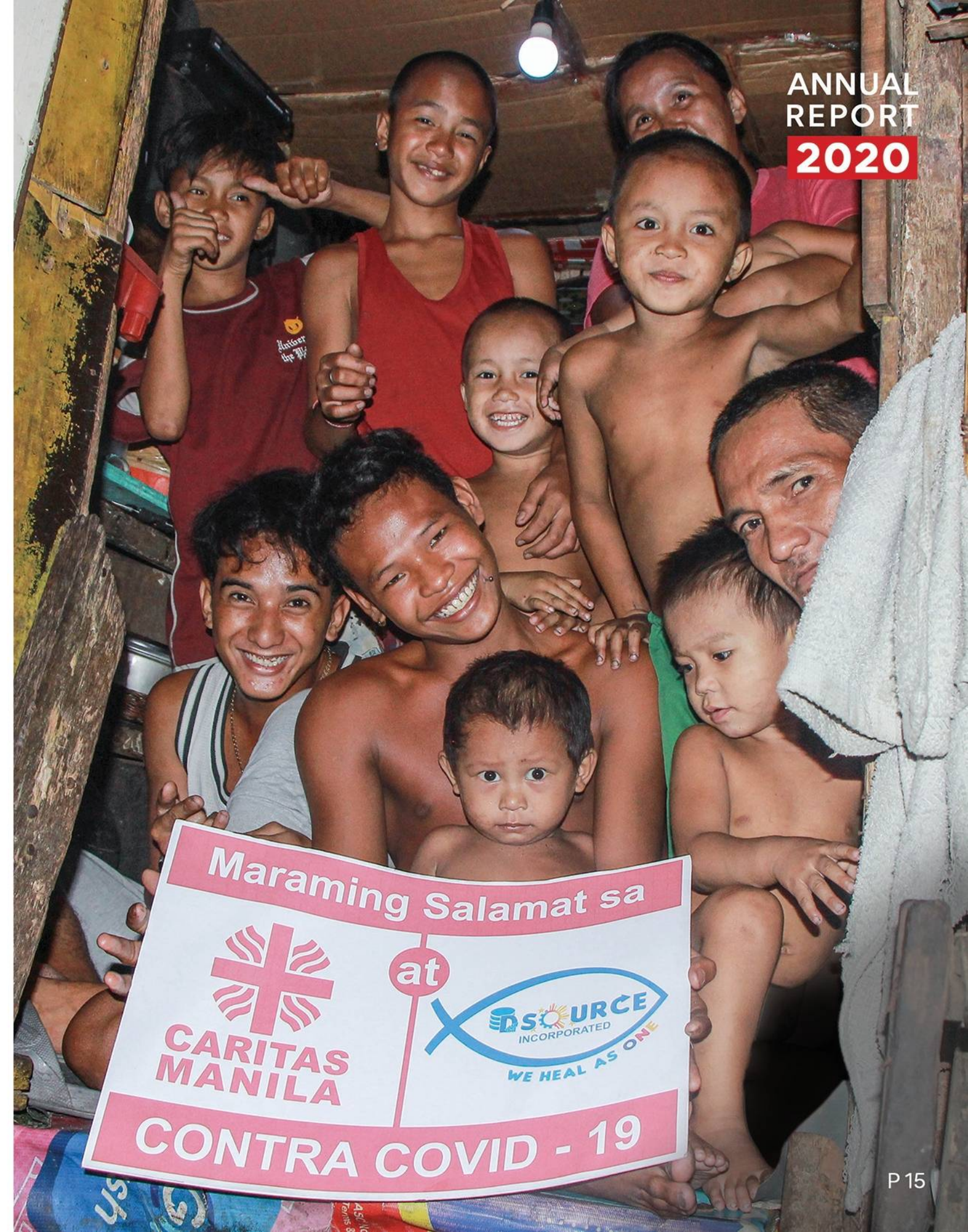
As we anticipate the eventual implementation of mass vaccinations in the country in 2021 and 2022, Caritas Manila, will continue to evolve, adapt, and deliver Caritas Contra Covid-19 services to contribute as much as we can in ending this pandemic. At the same time, all our social services and development programs and activities will continue in full force. We must strive not just to survive but to thrive in crisis.

**"... let us not grow weary of doing good, for in due season we will reap, if we do not give up."
- Gal. 6:9**

God bless us all.

In Opus Ministerii


Fr. Anton CT Pascual
Executive Director



SUMMARY OF ACCOMPLISHMENTS

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CARITAS CONTRA COVID-19

- Total Covid-19 Donations Received = ₱ 1.7B
- Number of Individuals Served = 9.8 M
- Amount of Gift Checks Distributed to Poor = ₱ 1.3B
- Number of Poorest Families assisted = 1.8 M

CARITAS DAMAYAN

"Daig ng MAAGAP ang ... sakit at sakuna!"

- 29 clinics = 29,145 individual clients served.
- 16,492 crisis clients assisted
- 6,918 families who were victims of fire were given assistance.
- 2,581 malnourished children under Feeding Program

CARITAS MANILA YSLEP

YOUTH SERVANT LEADERSHIP AND EDUCATION PROGRAM

- 4,221 scholars
- 488 graduates
- ₱ 96,975,486 Total amount spent for YSLEP
- 51 partner dioceses

RJ

Restorative Justice Program

- Conducted planning with wardens and welfare officers.
- Conducted planning with Youth Reception Centers.
- Established partnership with Philippine Human Rights Information Center.
- 58 new RJ volunteers recruited

San Lakbay

SA PAGBABAGO NG BUHAY

- Persons Who Used Drugs (PWUDs) enrolled in Sanlakbay = 106
- Successful graduates = 68
- Number of Parishes implementing Sanlakbay = 20
- 221 Active Sanlakbay Volunteers

ISLaS

Institute for Servant Leadership and Stewardship

VOLUNTEERS

- Active Volunteers = 1,859
- New Volunteers = 479
- Total Volunteer Hours Rendered in 2020 = 413,264.5
- Value of total Volunteer Hours = ₱ 27.7 M

SEGUNDA MANA

- ₱ 91 M worth of Donations-in-Kind solicited
- ₱ 39.15 M gross revenue generated
- 8 Segunda Mana EXPOs held

CARITAS margins

Church Social Enterprise

- Gross Revenue = ₱ 66 M
- ₱ 57.5 M gross profit generated for 89 partner micro-entrepreneurs
- 12 selling events conducted
- 18 new partner micro-entrepreneurs





Caritas Manila immediately launched Caritas Contra Covid-19 to respond to the Covid-19 pandemic to provide aid in the form of food vouchers to address hunger; Covid-19 sanitation kits; cash and in-kind assistance. It also served as logistics provider to connect donors and beneficiaries.

Total Covid-19
Donations Received

₱1.7B

1,723,118,172.35

Number of
Individuals Served

9.8M

9,847,433

Beneficiaries	Total Served
Poorest Families endorsed by Parishes	1,781,098 families representing 739 parishes
Vulnerable Groups (construction workers, street dwellers, stranded students and seafarers, inmates, elderly, handicapped, orphanages, jeepney drivers etc.)	139,448 individuals and 133 organizations
Frontliners (medical, church, government personnel)	19,890 individuals and 67 groups
Dioceses that requested assistance	34 dioceses for 834,100 individuals (166,820 families)

Individuals (Covid-19 cases served by Caritas Manila through the Good Samaritan Program in partnership with Radio Veritas846)	13,635 individuals
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Caritas Manila Covid-19 Response		
Activity	Amount Spent	Number of Beneficiaries
Distribution of Gift Checks as Food Vouchers	₱1.3B ₱ 1,387,254,764	6,930,135 individuals (1,386,027 families)
Cash / Financial Assistance	₱220M ₱ 220,594,152.88	3,011,859 individuals (566,655) families
In-kind Assistance (Contra Covid-19 Kits, Caritas Manna Food Packs and other aid)	₱141M ₱ 141,275,019.47	



CARITAS MANILA HELPS FEED 1.37 MILLION FAMILIES

PROJECT UGNAYAN

It all started with Project Ugnayan. Project Ugnayan is a collaboration of 56 of the top business corporations and families convened by Mr. Fernando Zobel de Ayala in cooperation with the Philippine Disaster Resilience Foundation (PDRF). The main goal was to raise funds and distribute gift checks as food vouchers to poor families that were economically displaced by the quarantine in Greater Metro Manila.



This was a direct response to the government's implementation of community quarantines to prevent or slow down the COVID-19 infection during the early stages of the onslaught of Covid-19 in the Philippines.

Launched on March 19, 2020, Project Ugnayan aimed to prevent widespread hunger by giving food to over a million indigent families in Metro Manila, Bulacan, Cavite, Rizal, and Laguna by giving each of the over 1 million families a ₱ 1,000 food voucher in the form of gift checks. These leading businessmen and women of the country were able to raise ₱ 1.62 billion for Project Ugnayan.



Fear and hunger are the main consequences of the coronavirus outbreak among the poor in Metro Manila, placed under a government lockdown to contain the spread of the COVID-19 virus.

Having raised the funds, Project Ugnayan needed an effective and reliable partner for the other half of the task to hand carry the food vouchers to each family. Project Ugnayan turned to Caritas Manila.

PROJECT DAMAYAN

At the time Project Ugnayan was being formed, Caritas Manila was beginning to roll out its Caritas Contra Covid operations. Contra Covid Sanitation and Protection Kits together with Caritas Manna Food Packs were being repacked for a massive distribution effort to families in Metro Manila who will be most vulnerable during the Covid-19 quarantines.



All it took was a simple phone call from Mr. Fernando Zobel de Ayala to the Executive Director of Caritas Manila, Fr. Anton C.T. Pascual, and Project Damayan was born.



GIFT CHECKS

Project Ugnayan engaged Caritas Manila's Project Damayan for the door to door distribution of majority of the ₱ 1.5 billion worth of food vouchers redeemable at popular and very accessible groceries and supermarkets. Caritas Manila activated its network of Bishops, Social Action Directors, parishes, priests, and church volunteers led by Caritas Manila's servant leaders.

Aside from distributing house to house the food vouchers/gift checks, the parish priests and volunteers from ten dioceses also had to list down the names and other contact details of the recipients at the peak of Covid19. Project Damayan provided the priests and volunteers with the necessary protective equipment such as masks and gloves for the distribution of the food vouchers. They were also advised to make sure they carried out effective physical distancing.



1.37 BILLION WITH THE HELP OF OVER A THOUSAND PRIESTS & VOLUNTEERS

Of the ₱ 1.5 Billion raised by Project Ugnayan, ₱ 1.37 Billion worth of gift checks was distributed by over a thousand priests and volunteers who took part in Caritas Manila's Project Damayan. These priests and volunteers set-aside the concern for their well-being braving contact with the dreaded Covid-19 virus to deliver in person these food vouchers and stave off the potential for mass hunger during the enhanced community quarantine.

This charitable undertaking is considered the biggest undertaking (cost-wise) tackled by the Philippine Catholic Church's premier social service institution, Caritas Manila.



Caritas Manila and the network of Caritas Diocesan Social Action Centers believe that the ₱ 1.37 billion amount of food vouchers distributed to the vulnerable families was a significant effort, the impact of which may never be quantified, in preventing hunger during the initial salvo of COVID-19 in the country particularly in greater Metro Manila.

1.34 MILLION FAMILIES IN 7 WEEKS

From March 22, 2020 to May 8, 2020, the joint Project Ugnayan and Damayan was able to give out ₱1000 food vouchers to 1,371,855 families from 10 dioceses and 650 parishes in Metro Manila and the surrounding provinces of Bulacan, Rizal, Laguna and Cavite. It was a major undertaking that was made possible through God's blessing and God's people.



AUDIT REPORT

REPORT ON FACTUAL FINDINGS

The Board of Trustees
Caritas Manila Inc.
2002 Jesus St., Pandacan, Manila

Opinion

We have performed the procedures enumerated below with respect to the distribution of Gift Certificates (GC) from various donors amounting to ₱1,372,496,000 under the OPLAN DAMAYAN project. Our engagement was undertaken in accordance with the Philippine Standards on Related Services (PSRS) applicable to agreed-upon procedures engagement. The procedures were performed solely to provide transparency on the distribution of allocated GC per diocese in accordance with the distribution guidelines and are summarized as follows:

We obtained the GC distribution guidelines and procedures and conducted inquiry and understanding on the actual implementation of the project.

We obtained the encoded tabulation of family beneficiaries of 648 parishes/organizations/mission areas/foundations under the 10 Dioceses who participated in the distribution of GC from March 22, 2020 to May 8, 2020.

We checked samples of duly accomplished distribution forms submitted by the 10 Dioceses to Caritas Manila Inc. (CM).

We checked the mathematical accuracy of the reports submitted by the CM project team.

We report our findings as follows:

We noted that the number of beneficiaries who received GC is more than the targeted number of beneficiaries based on the distribution guidelines that P1,000 worth of GC shall be given per family. With the total donated GC of ₱1,372,496,000, the total number of beneficiaries should have been 1,372,496 only, however, the tabulation reports showed 1,392,988 beneficiaries with an increase number of 20,492 beneficiaries. Per inquiry with the CM Secretariat, there were Parishes who distributed GC at ₱500 per family only in order to cover a larger number of poor families. However, we cannot determine specific beneficiaries who received ₱500 only since the amount of GC received was not indicated in the distribution forms. Below are the data lifted from the tabulation report by CM project team.

Diocese	No. of Parish/Mission Areas/Organization	Amount of Released GC	Target Number of Families	Numbers of Actual Recipients	Variance
RCAM	87	₱ 369,164,000	369,164	379,214	10,050
Caloocan	44	240,500,000	240,500	240,412	(88)
Novaliches	71	128,300,000	128,300	131,292	2,992
Antipolo	79	115,932,000	115,932	116,222	290
Imus	71	108,100,000	108,100	109,041	941
Pasig	31	100,000,000	100,000	101,964	1,964
Paranaque	51	84,200,000	84,200	84,336	1,136
San Pablo	79	80,000,000	80,000	81,593	1,593
Malolos	95	75,500,000	75,500	77,048	1,548
Cubao	40	70,800,000	70,800	70,866	66
Total	648	1,372,496,000	1,372,496	1,392,988	20,492

As per distribution guidelines, each recipient should affix their signatures in the distribution forms as proof of receipt, however, out of the 1,392,988 listed beneficiaries, 3,041 has no signatures. Per inquiry with CM Secretariat, reasons for no signature were no longer confirmed with the Parish Priest and Diocesan Social Action Director in charge.

Per checking of the tabulation reports, it was noted that out of the 1,392,988 listed beneficiaries, there are 31,085 names who appeared more than once. As such, the number of families who actually received GC is only 1,345,682.

Total number of families who received once	1,311,556
Total number of families who received more than once	31,085
Families who received GC without signatures	3,041
Total	1,345,682

Our report is intended solely for the purpose set forth in the first paragraph of this report and for your information and is not to be used for any other purpose. This report relates only to the items specified above and do not extend to the financial statements of the Company, taken as a whole.

Very truly yours,


Valenbert C. Juan

Certified Public Accountant

CPA Certificate No. 106735

Valid until February 14, 2023

BOA/PRC Reg. No. 2883

October 19, 2018, Valid until February 14, 2021

SEC Accreditation No. 1672-A

March 20, 2018, Valid until March 19, 2021

Tax Identification No. 228-464-264

BIR Accreditation No. AN 06-005719-001-2020

January 22, 2020, Valid until January 22, 2023

January 18, 2021

A TOTAL of ₱ 1,372,496,000 (₱ 1.37 Billion) worth of gift certificates/gift checks was donated to Caritas Manila by 119 donors for the purpose of distributing to the poor in Metro Manila and the nearby provinces of Bulacan, Cavite, Laguna, and Rizal.

The project was under the Philippine Disaster Resilience Foundation’s OPLAN UGNAYAN.

Christened OPLAN DAMAYAN, the distribution of these gift checks were allocated to ten (10) Dioceses under the Ecclesiastical Province of Manila as follows:

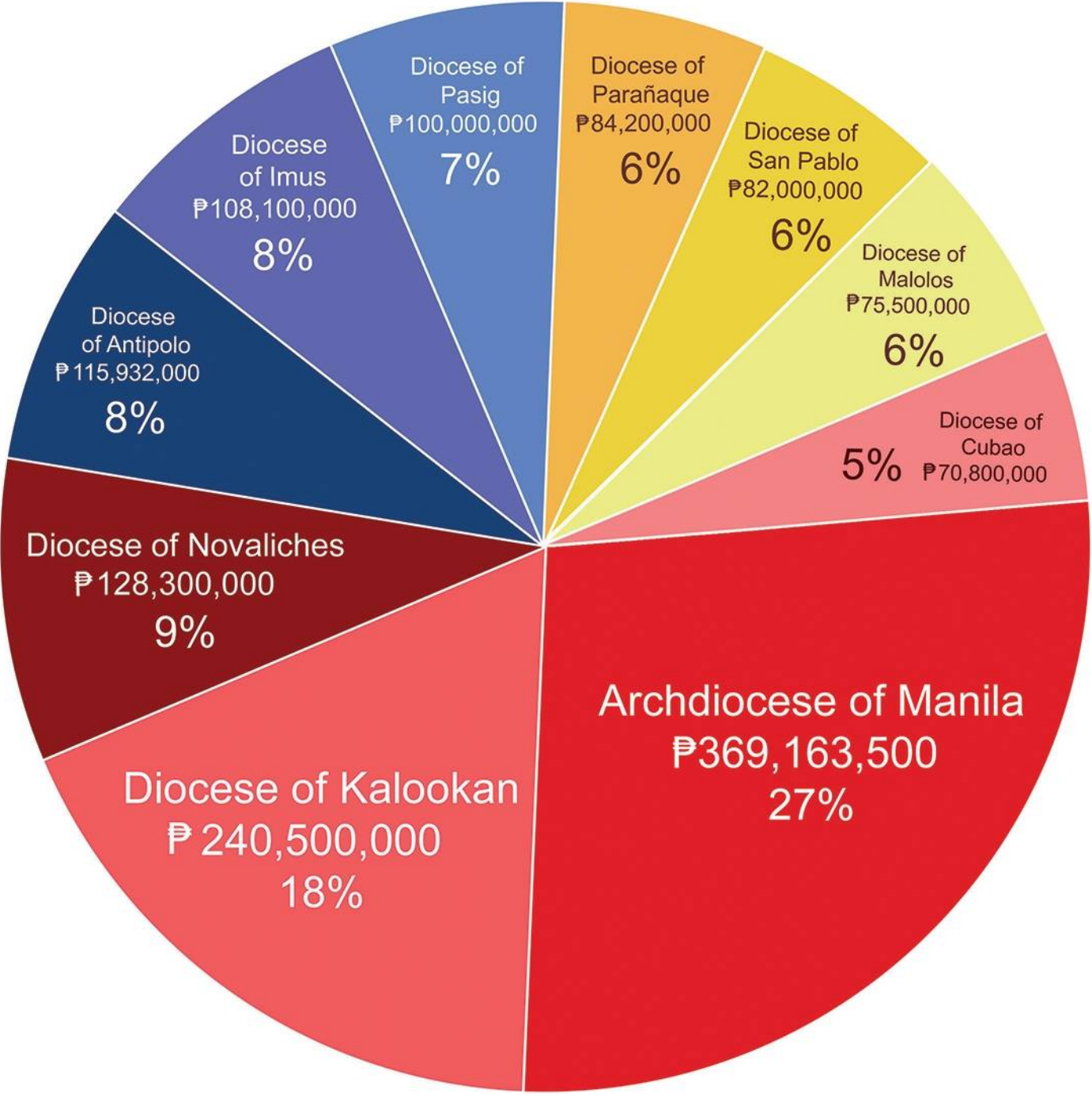
- Archdiocese of Manila (Makati, Mandaluyong, Manila, Pasay, & San Juan)
- Diocese of Antipolo
- Diocese of Cubao
- Diocese of Imus
- Diocese of Kalookan
- Diocese of Malolos
- Diocese of Novaliches
- Diocese of Parañaque
- Diocese of Pasig
- Diocese of San Pablo

Of the total 1,392,988 families/names submitted, 1,389,947 (99.78%) were audited and deemed valid (with proper address, contact number and duly signed by the actual recipient). 3,041 (0.22%) names on the list were unsigned or were not duly signed by the actual recipient of the gift check.

OPLAN DAMAYAN PROJECT
Summary Report
As of 22 December 2020

Total No. of Participating Arch/Dioceses	10	
Total No. of Parishes/Organizations/Mission Areas/Foundations	648	
Total Amount of GCs Released	₱1,372,495,500	
Total No. of Encoded Data	1,392,988	101.49%

ALLOCATION OF GIFT CHECKS DISTRIBUTED UNDER
OPLAN DAMAYAN WITH A TOTAL WORTH OF
₱ 1,372,495,500



OPLAN DAMAYAN REPORT ON THE NUMBER OF FAMILIES WHO RECEIVED GIFT CHECKS (VALID & INVALID

Total No. of Valid Data	1,389,947	99.78%
Total No. of Invalid Data (No Signature)	3,041	0.22%
Total No. of Names that Appeared Once (VALID):	1,311,556	94.15%
Total No. of Names that Appeared More than Once (VALID)	78,391	5.63%
Total No. of Invalid Names (No Signature)	3,041	0.22%

		Against Total No. of Encoded Data 1,392,988
Total No. of Families who Received Once (VALID)	1,311,556	94.15%
Total No. of Families who Received More than Once (VALID)	31,085	2.23%
Total No. of Families who Received Once (INVALID - NO SIGNATURE)	3,041	0.22%
TOTAL NO. OF FAMILIES WHO RECEIVED GC	1,345,682	96.60%

Description	No. of Families	Percent of Total
Number of Families with Proper Signature	1,389,947	99.78%
Number of Families without Proper Signature	3,041	0.22%

Of the 1,389,947 families, 1,311,556 names appeared once and 31,085 names/families appeared more than once.


Description	No. of Families
Number of Families to have received exactly ₱1000 worth of gift checks	1,311,556
Number of Families to have received more than ₱1000 worth of gift checks	31,085


TABULATION OF ENCODED FAMILY DATA (GC BENEFICIARIES) AS OF 22 DECEMBER 2020

DIOCESE	NO. OF PARISHES/ ORGANIZATIONS/ MISSION AREAS/ FOUNDATIONS	AMOUNT OF GC RELEASED (₱)	NO. OF VALID DATA (INCLUDING NAMES THAT APPEARED MORE THAN ONCE)	NO. OF INVALID DATA (NO SIGNATURE)	TOTAL
RCAM	87	369,163,500	351,585	1,175	352,760
KALOOKAN	44	240,500,000	237,637	21	237,658
NOVALICHES	71	128,300,000	126,786	947	127,733
ANTIPOLO	79	115,932,000	114,068	442	114,510
IMUS	71	108,100,000	106,829	221	107,050
PASIG	31	100,000,000	96,511	75	96,586
PARAÑAQUE	51	84,200,000	84,391	39	84,430
SAN PABLO	79	80,000,000	81,582	100	81,682
MALOLOS	95	75,500,000	75,230	6	75,236
CUBAO	40	70,800,000	68,022	15	68,037
TOTAL	684	1,372,495,500	1,342,641	3,041	1,345,682

In summary, a total of 1,345,682 families benefitted under OPLAN DAMAYAN.

Audit report prepared by:


Tam M. De Ocampo
Caritas Manila, Executive Office


Josephus B. Lobrino
Caritas Manila, LEAD

Noted by:


Rev. Fr. Gilbert Kabigting
Treasurer, Caritas Manila


Rev. Fr. Anton C.T. Pascual
Executive Director, Caritas Manila



Caritas Damayan is the umbrella Program of Caritas Manila for crisis, health, disaster response, and food security. It is also the community well-being and disaster management program of Caritas Manila.

CARITAS PREVENTIVE HEALTH CENTERS (CLINICS) & GOOD SAMARITAN PROGRAM

29 clinics operational, 29,145 individual clients served. Thermal scanners & PPE supplies provided in every clinic. Partnerships with 17 laboratories and 3 tertiary hospitals maintained.

Good Samaritan / Caritas in Action Program in partnership with Radio Veritas846

16,492 crisis clients assisted

₱ 2,673,072.99 amount of in-kind (food and non-food) assistance to crisis clients.

₱ 1,572,638 value of medical and laboratory assistance extended to crisis clients.

₱ 2,279,769.72 total cash donations received for crisis clients.

₱ 7,651,633 total value of non-cash donations received for crisis clients.

1,385 clients provided post client care.

TYPE OF ASSISTANCE	NO. OF CLIENTS SERVED
Medical assistance	175
Meal/Food Bag	6,620
Burial Pack	52
Casket Assistance	196
Blood Assistance	4
Medical Check-up (eye, dental & neuro)	1,417
Livelihood	1
Laboratory/Diagnostic	203
Funeral Assistance	9
Hospital Bill Assistance	27
Medical Supplies	35
Medical Equipment	32
Non-Food Items	628
Transportation	3
Gift Certificates	200
Referrals to other institutions	233
Online consultations	3,949
For follow up	2,469

DISASTER RELIEF RESPONSE

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4,339 families who were victims of 23 separate fire incidents were given Caritas Damayan assistance with a total amount of ₱ 4,583,947.

Another 2,579 families who were also victims of fire were given shelter assistance with a total amount of ₱ 3,866,210.

MONTH	NO. OF INCIDENTS	NO. OF FAMILIES ASSISTED
JAN	4 (FIRE)	857
FEB	4 (FIRE)	512
MAR	0	0
APR	0	0
MAY	1 (FIRE)	0
JUN	3 (FIRE)	1,248
JULY	1 (FIRE)	300
AUG	1 (FIRE)	21
SEP	4 (FIRE)	289
OCT	1 (FIRE)	47
NOV	1	1,000
DEC	3	336



FOOD SECURITY

Hapag-asa Feeding Program for malnourished children

Total no. of enrolled children (Pre-Covid19) = 2,960

Site/Parish: Archdiocese of Manila	1st BATCH	2nd BATCH	TOTAL
San Agustin Church (2 sites)	69	155	224
Sto. Niño de Baseco	813	1006	1819
Our Lady of Peace & Good Voyage	121	89	210
St. John Bosco	94	0	94
Risen Christ	78	535	613

• UNDER THE NEW NORMAL:

Modified Feeding Administration: Food was prepared and cooked in a centralized kitchen then delivered to the children's homes.

Total no. of enrolled children under Modified Hapag-asa Feeding Program = 2,581

- 5,596 Parents participated in the Operation Timbang Campaign.
- 2,121 Mothers were oriented on program duties and responsibilities.

SITE	TOTAL
San Agustin Church	520
Sto. Niño de Baseco	887
Our Lady of Peace & Good Voyage	78
St. John Bosco	149
Risen Christ	947



GEN129 PLANT-BASED DIET PROGRAM



3 urban gardening sites established (Baseco Compound, Caritas Manila Compound, San Carlos Seminary) with developed greenhouse and water system. The Caritas Manila Eco Hub is a 350 square meter farm lot with Bioclimatic Architecture; Training/Learning & Laboratory Center for the Poor Community Adaptors; And an indoor Hydroponic System.

YSLEP

YSLEP is the flagship program of Caritas Manila. It is the main weapon of Caritas to fight poverty. YSLEP is implemented nationwide prioritizing youths from the most vulnerable sectors and provinces.

4,221 scholars (Youth
Servant Leaders or YSLs)

AREA	NO. OF YSLs
Metro Manila	2,188
Luzon	545
Visayas	828
Mindanao	660
TOTAL	4,221

488 graduates
389 of the 488 graduates received honors

Magna Cum Laude	2
Cum Laude	5
President's List Awardees	27
Dean's List Awardees	304
Academic Excellence Awardees	16
Special Awardees	35



- P 96,975,486 Total amount of released educational assistance for YSLEP
- 134 Implementing Caritas Partners (ICPs)
- 51 partner dioceses
- 77% of YSLs rendered at least 25 hours voluntary service as part of their social apostolate totalling 214,537 hours for SY 2019-2020.
- 77% of YSLs had church involvement totalling 204,464 hours.
- 89% of YSLs got an average grade of 85%.

AREA	NO. OF PARTNER DIOCESES
Metro Manila	9
Luzon	16
Visayas	15
Mindanao	11
TOTAL	51

YSLEP scholars who become successful graduates become part of Caritas Manila's Scholars Association. Under CAMASA, graduates are monitored and given additional guidance. They are also taught the value of giving back through a payforward program known as Balik-Handog.

- Post-YSLEP Tracker System was installed: 1,789 YSLEP graduates were located and registered in the CAMASA database of graduates.
- Akubo System to track Balik Handog givers updated: 1,002 YSLEP graduates are participating in the Balik-handog Program as of December 31, 2020.
- A total of ₱1,596,628.89 contributed by the YSLEP graduates in the Balik-handog Program as of December 31, 2020.

• 51 CAMASA Chapters organized:

NCR	29
Luzon	9
Visayas	7
Mindanao	6
TOTAL	51



RESTORATIVE JUSTICE

- Caritas Restorative Justice Program was reorganized during the first semester of 2020.
- Visitation in jails within the Archdiocese of Manila conducted before the lockdown for needs assessment.
- Planning with jail wardens and welfare and development officers in RCAM for Business Continuity Plan conducted.
- Planning with the institution head of Manila Youth Reception Center and Pasay City Youth Homes for Business Continuity Plan conducted.
- Partnership with Philippine Human Rights Information Center established.
- Received project funding from Consuelo Zobel Alger Foundation amounting to ₱ 112,690 for the benefit of 2 Children in Conflict with the Law (CICL) institutions.



- Provided the following assistance to various jails during the period of March to June 2020 while Metro Manila is in enhanced community quarantine:

JAIL/PRECINCT	IN-KIND DONATIONS
Partner jails and CICL Institutions in RCAM	350 pcs. manna food bags, 350 pcs. hygiene kit
12 Precincts in RCAM	1,826 Nestle supplemental food packs
Manila Youth Reception Center	250 Nestle supplemental food packs
Manila City Jail	5,700 Nestle supplemental food packs
Manila City Jail Female Dorm	2 pcs. 10ft x 10ft collapsible tents
Makati City Jail	1,800 Nestle supplemental food packs
Pasay City Youth Homes	100 Nestle supplemental food packs
Pasay City Jail	2,500 Nestle supplemental food packs
San Juan City Jail	600 Nestle supplemental food packs
Mandaluyong City Jail	1,200 Nestle supplemental food packs
Diocese of Novaliches (10 precincts)	555 pcs. manna food bags

- Celebrated the National Correctional Consciousness Week from October 25-31 2020 and provided foods, prizes, raffles and psychological education in relation with COVID-19 pandemic to all jails in RCAM in partnership with Medical Action Group.
- Conducted Christmas gift-giving to 500 PDLs(persons deprived of liberty) and 191 CICLs.
- 58 new RJ volunteers successfully recruited and oriented.

Sanlakbay (One Journey) *Tungo sa Pagbabago ng Buhay* is a biopsychosocial and spiritual program approach in the journey of drug dependents and families towards healing, restoration, and recovery.

Our Vision:

The faith-led community-based recovery program of the Archdiocese of Manila toward drug-free Parishes.

Our Mission:

Provide psychosocial and spiritual support to recovering drug dependents for healing and community reintegration.



2020 Accomplishments:

- Persons Who Used Drugs (PWUDs) enrolled in Sanlakbay = 106
Successful graduates = 68
- PWUDs enrolled from 2016 to 2020 = 1291
Successful graduates produced from 2016 to 2020 = 452
- Number of Parishes implementing Sanlakbay = 20
- Plea Bargains enrolled in Sanlakbay at the Manila City Jail = 87 (57 completed the program)
- 21 released plea bargainers are also enrolled in Sanlakbay with 6 successful graduates
- 221 Active Sanlakbay Volunteers

ISLAS

Volunteerism is the backbone of servant leadership and Caritas Manila. Caritas Manila's Institute for Servant Leadership and Stewardship or ISLaS is the program in charge of all the volunteers from recruitment, training, formation, and discipline.

Active Volunteers = 1,859 2338 Total Volunteers
New Volunteers = 479

Total Volunteer Hours Rendered in 2020 = 413,264.5
Value of Total Volunteer Hours = ₱ 27,668,721.5

No. of clustered families with Caritas Manila partner booklets = 6,572

• 6 urban poor visits conducted in the following areas/parishes:

- Baseco (Santo Niño de Baseco)
- San Roque Parish – Pasay City
- Maricaban under Mary Comforter of the Afflicted Parish
- Isla Puting Bato under Our Lady of Peace and Good Voyage Parish
- Katuparan under San Pablo Apostol Parish
- Smokey Mountain under Risen Christ Parish
- Sagrada Familia Parish



ANNUAL REPORT 2020



- 8 Operations Committee meetings conducted = 92% attendance.
- 8 Parish Social Service and Development Ministry (PSSDM) meetings conducted = 55% attendance
- 6 Shepherding Heads' meetings conducted = 46% attendance
- Partnerships initiated with I-Volunteer and De La Salle University. Partnered with Pinas Forward for the volunteers' and family partners' livelihood program. Tapped the Evangelian Foundation as Consultant for the Ladderized Formation Program.
- 13 vicariates conducted YSLEP Formation modules from January to mid-March 2020 and throughout the new school year (September to December 2020) using different platforms (online, face-to-face, modular).

SEGUNDA MANA

Segunda Mana is the donations-in-kind program of Caritas Manila. Segunda Mana is a social enterprise program that makes helping easy. It encourages people to support the programs of Caritas Manila by simply donating items they no longer need.

- ₱ 91 M worth of Donations-in-Kind solicited
- ₱ 39.15 M gross revenue generated
- 744 buyer-donors registered as members of the Segunda Mana Club.
- Charity Outlet in Victory Mall Santa Rosa, Laguna opened.



- Segunda Mana EXPOs held:
Starmall EDSA
Espiritu Santo School – Tayuman (2x)
Holy Child School – Tondo (2x)
Farmers Plaza – Araneta City
Victory Mall Caloocan
Pagkabuhay Parish - Novaliches



PRE-COVID PHOTO



CARITAS MARGINS

Caritas Margins is another social enterprise program of Caritas Manila. Caritas Margins provides business opportunities for the products of farmers and poor microentrepreneurs from all over the country. It markets products that nourish the spirit, mind, and body. The program promotes entrepreneurship as a means to fight poverty.

2020 Gross Revenue = ₱ 66 M

₱ 57.5 M gross profit generated for 89 partner micro-entrepreneurs.

- 3 Caritas Margins Outlets operational
- 12 selling events conducted
- 2 online bazaars
- 5 new online selling portals



- 7 logistics partners
- 20 food dealership partners
- Maintained online selling products through website, Instagram, Facebook.
- 18 new partner micro-entrepreneurs
- Maintained partnership with 6 parishes
- On-going promotional activities of Caritas Margins via Radio Veritas.

ANNUAL REPORT 2020



FINANCIAL STEWARDSHIP HIGHLIGHTS



DONATIONS RAISED	2020
Non-Cash (In-Kind)	₱ 1,538,721,879
Direct Donations	₱ 244,062,765
Segunda Mana	₱ 38,099,085
Alay Kapwa Collection	₱ 17,142,162
Cans of Charity	₱ 5,278,901
Parish – Mall Collections	₱ 2,071,439
CAMASA (Post-YSLEP)	₱ 1,423,696
ISLaS	₱ 1,074,958
Donations from Social Enterprise	₱ 570,717

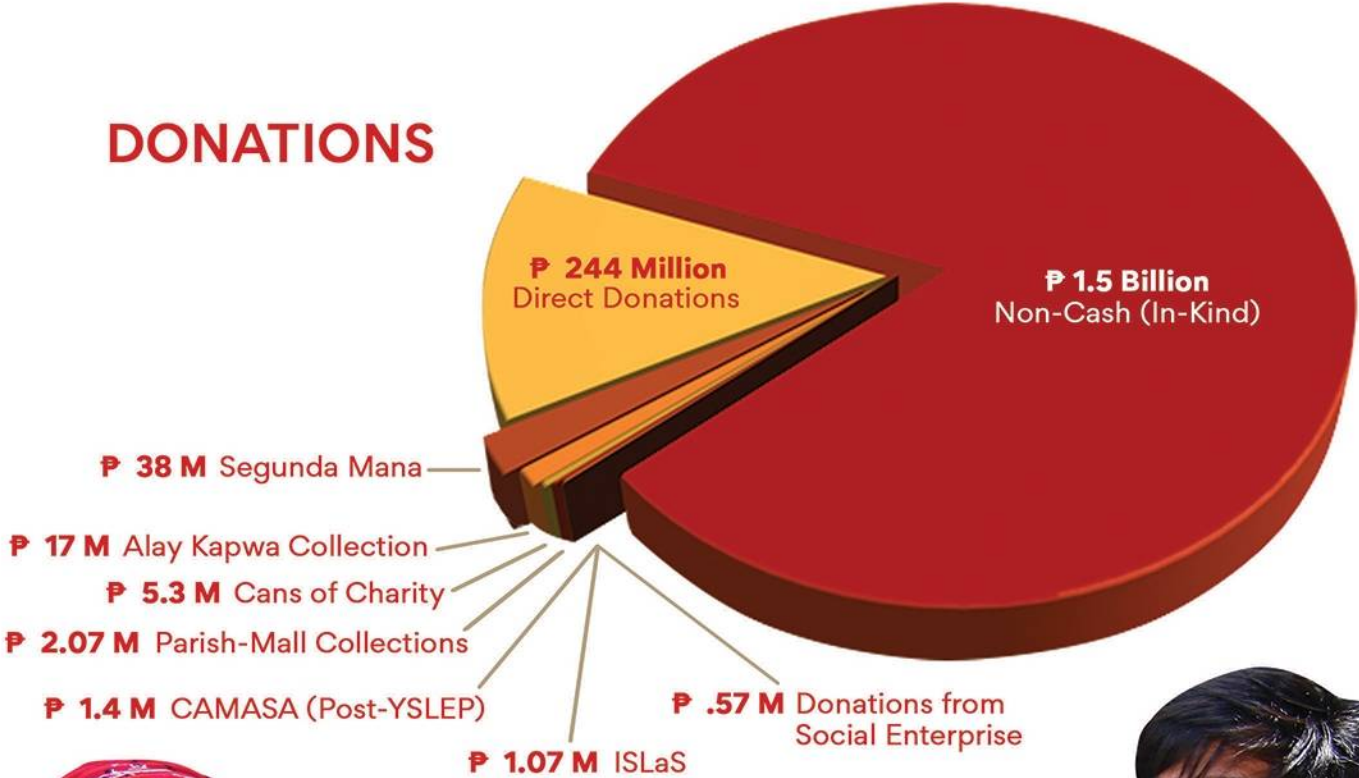
GRANTS RECEIVED	2020
DAMAYAN-DISASTER	₱ 87,450,255
YSLEP	₱ 57,656,215
HEALTH	₱ 9,223,677
Interest & Miscellaneous Income	₱ 2,447,365
RJ	₱ 1,838,690
CRISIS	₱ 1,400,575

TOTAL FUNDS RAISED:	₱ 2,008,462,378
---------------------	-----------------

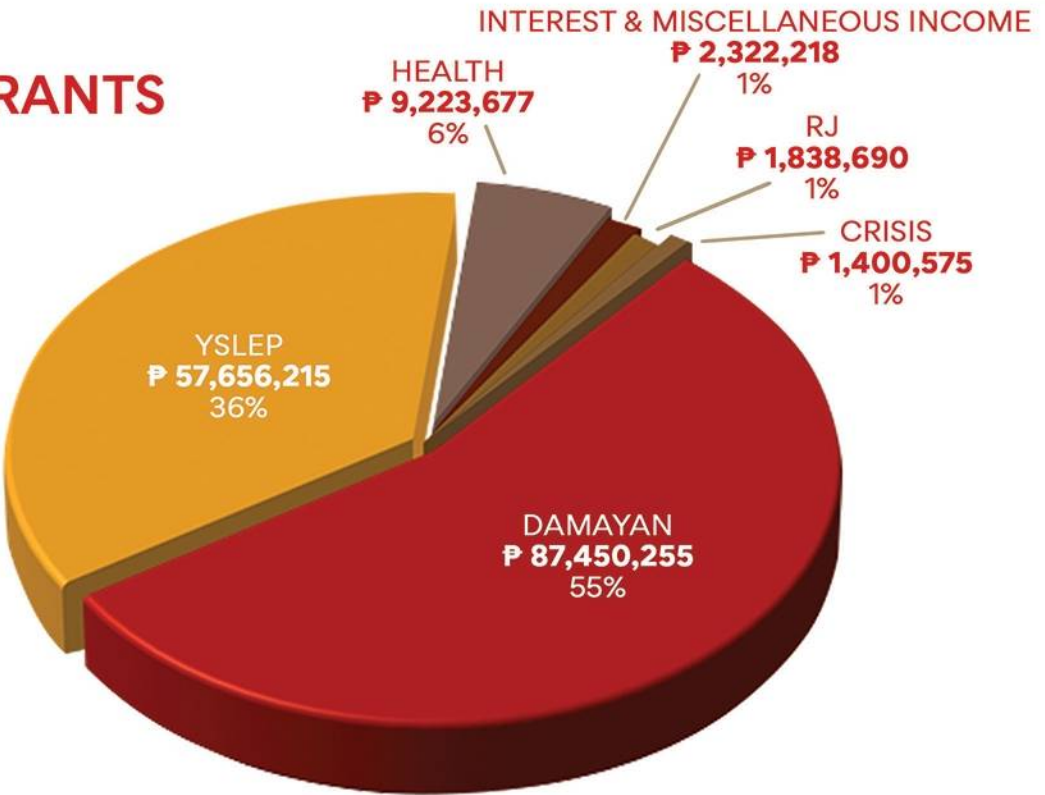


FINANCIAL OVERVIEW
SOURCES OF FUNDS

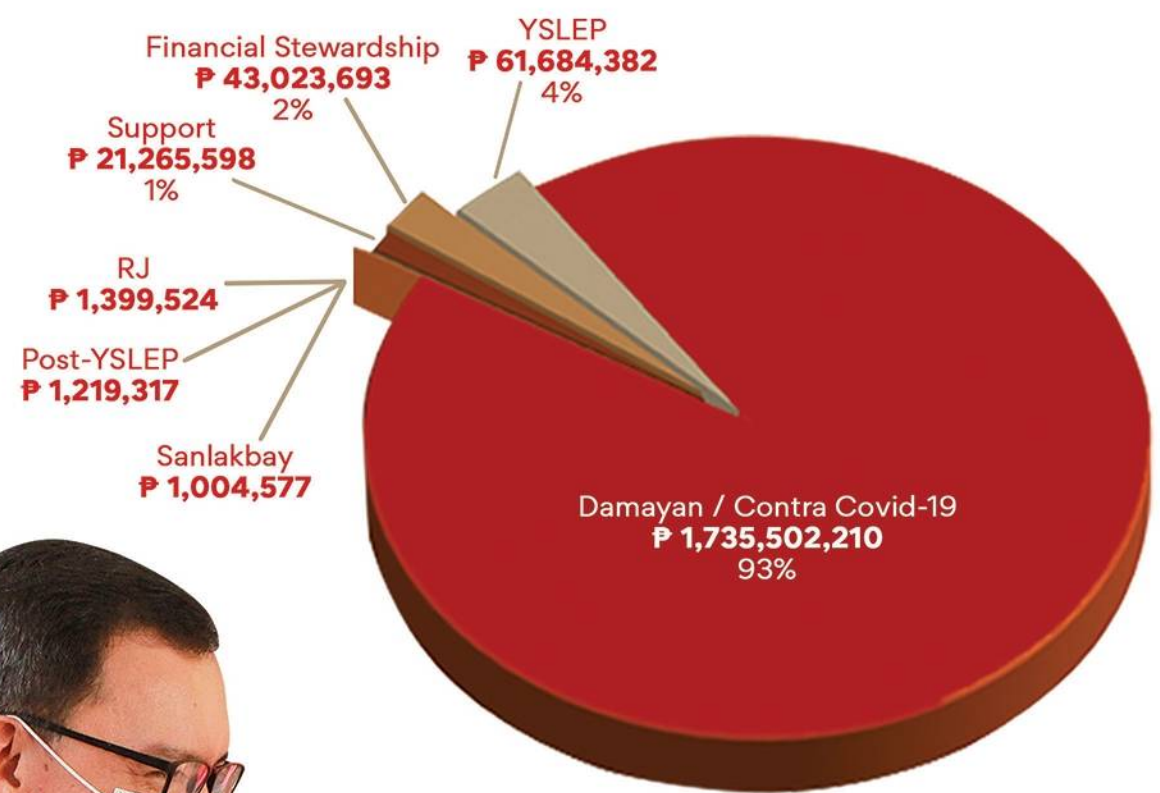
DONATIONS



GRANTS



FINANCIAL OVERVIEW USES OF FUNDS





CARITAS MANILA
church of the poor
www.caritasmanila.org.ph

CARITAS DAMAYAN
"Daig ng MAAGAP ang sakit at sakuna!"

Sampung Utos para Maiwasan at Mapigilan ang COVID-19

1

Kumain ng prutas at gulay. Uminom ng maraming tubig. Siguraduhing luto nang maayos ang pagkain.

2

Magkaroon ng sapat na pahinga at regular na ehersisyo.

3

Maghugas ng kamay ng tubig at sabon ng 20 segundo pagkatapos gumamit ng banyo, bago at pagkatapos kumain at pagkagaling sa labas. Gumamit ng alcohol siguraduhin na ikuskos ang alcohol sa kamay hanggang sa matuyo.

4

Maglinis ng bahay at i-disinfect ang mga madalas na hawakang bagay o lugar.

5

Umiwas sa matatao o pampublikong lugar hangga't maari.

6

Manatili sa tahanan kung ikaw ay may sakit, maliban kung kailangan ng medikal na atensyon.

7

Lumayo at takpan ang ilong at bibig ng tisyu sa tuwing uubo at babahing o gamitin ang manggas ng damit o loob ng siko

8

Iwasan ang paghawak sa mga hayop.

9

Makinig lamang sa mga eksperto at opisyal na pahayag ng pamahalaan para sa tamang impormasyon.

10

Magdasal.
Nahum 1:7
Ang Panginoon ay mabuti; matibay siyang kanlungan sa oras ng kagipitan, at inaalagaan niya ang nananalig sa kanya.



Hataw mula sa <https://www.doh.gov.ph/2019-nCoVFAQs-Filipino>

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CARITAS MANILA INC.

A NON-STOCK, NOT 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, 2020 and 2019, 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.

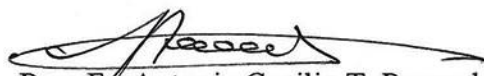
In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or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

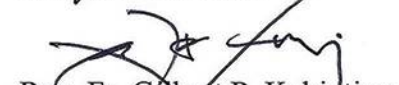
The Board of Trustees is responsible for overseeing the Company's financial reporting process.

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


Mr. Ramon R. Del Rosario, Jr.
Vice-Chairman of the Board


Rev. Fr. Antonio Cecilio T. Pascual
Executive Director


Rev. Fr. Gilbert P. Kabigting
Treasurer

Signed this 12th day of August 2021.

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

Financial Statements
December 31, 2020 and 2019

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, 2020 and 2019, 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, 2020 and 2019, 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 and 34-2020

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 and 34-2020 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.

Ana Lea C. Bergado

Ana Lea C. Bergado

Partner

CPA Certificate No. 80470

SEC Accreditation No. 0660-AR-4 (Group A),

October 22, 2019, valid until October 21, 2022

Tax Identification No. 102-082-670

BIR Accreditation No. 08-001998-063-2020,

November 27, 2020, valid until November 26, 2023

PTR No. 8534225, January 4, 2021, Makati City

August 12, 2021

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

	December 31	
	2020	2019
ASSETS		
Current Assets		
Cash and cash equivalents (Note 4)	₱153,454,586	₱56,807,465
Receivables (Note 5)	14,511,634	12,579,952
Investments (Note 6)	166,652,597	161,969,504
Other current assets	744,850	6,798,430
Total Current Assets	335,363,667	238,155,351
Noncurrent Assets		
Property and equipment (Notes 7 and 15)	83,459,326	84,193,824
TOTAL ASSETS	₱418,822,993	₱322,349,175
LIABILITIES AND FUND BALANCES		
Current Liabilities		
Accounts payable and accrued expenses (Note 8)	₱26,881,539	₱30,016,473
Current portion of loans payable (Note 9)	816,686	1,433,358
Total Current Liabilities	27,698,225	31,449,831
Noncurrent Liabilities		
Net retirement benefit liabilities (Note 14)	188,098	3,142,815
Loans payable - net of current portion (Note 9)	236,118	1,052,733
Total Noncurrent Liabilities	424,216	4,195,548
Total Liabilities	28,122,441	35,645,379
Fund Balances (Note 15)		
Endowment fund	100,440,575	100,440,575
Restricted fund	56,554,080	56,554,080
General fund	233,705,897	129,709,141
Total Fund Balances	390,700,552	286,703,796
TOTAL LIABILITIES AND FUND BALANCES	₱418,822,993	₱322,349,175

See accompanying Notes to Financial Statements.



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

STATEMENTS OF COMPREHENSIVE INCOME

	Years Ended December 31	
	2020	2019
INCOME		
Donations and contributions (Note 10)	₱561,539,309	₱239,304,972
Interest and other income (Notes 4 and 6)	5,699,312	4,928,439
Unrealized gain from investments (Note 6)	2,301,935	2,852,211
Realized gain from investments (Note 6)	93,842	4,752,472
Reversal of bad debts (Note 5)	—	144,707
	569,634,398	251,982,801
LOSS AND EXPENSES		
Program (Note 11)	434,664,541	219,031,389
Personnel (Notes 12 and 14)	15,764,366	16,523,147
Depreciation and amortization (Note 7)	5,170,958	5,502,685
Printing and supplies	3,235,691	3,636,962
Utilities	601,935	1,015,860
Communications	536,529	563,369
Repairs and maintenance	531,767	500,013
Advertising and publicity	484,449	86,483
Professional fees	465,901	659,580
Representation	411,968	885,674
Provision for bad debts (Note 5)	409,679	—
Interest expense (Note 9)	344,066	407,888
Transportation	160,235	256,302
Security services	102,556	116,004
Miscellaneous	2,753,001	348,049
EXCESS OF INCOME OVER EXPENSES	103,996,756	2,449,396
OTHER COMPREHENSIVE INCOME	—	—
TOTAL COMPREHENSIVE INCOME	₱103,996,756	₱2,449,396

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, 2020 AND 2019

	Endowment	Restricted	General	Total
FUND BALANCE AT DECEMBER 31, 2018	₱100,440,575	₱56,554,080	₱127,259,745	₱284,254,400
Total comprehensive income for the year	—	—	2,449,396	2,449,396
FUND BALANCE AT DECEMBER 31, 2019	100,440,575	56,554,080	129,709,141	286,703,796
Total comprehensive income for the year	—	—	103,996,756	103,996,756
FUND BALANCE AT DECEMBER 31, 2020	₱100,440,575	₱56,554,080	₱233,705,897	₱390,700,552

See accompanying Notes to Financial Statements.



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

- 2 -

	Years Ended December 31	
	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of income over expenses	₱103,996,756	₱2,449,396
Adjustments for:		
Depreciation and amortization (Note 7)	5,170,958	5,502,685
Income from investments (Note 6)	(7,961,778)	(11,119,995)
Changes in net retirement benefits liabilities (Note 14)	(2,954,717)	(484,467)
Trustee fees and other expenses on investments	998,685	875,327
Interest income (Note 4)	(133,311)	(194,799)
Interest expense (Note 9)	344,066	407,888
Unrealized foreign exchange losses	736,682	1,327
Excess (deficiency) of income over expenses before working capital changes	100,197,341	(2,563,965)
Decrease (increase) in:		
Receivables	(1,931,682)	2,047,263
Other current assets	6,053,580	(2,210,617)
Decrease in accounts payable and accrued expenses	(3,134,934)	(151,783)
Cash from (used in) operating activities	101,184,305	(2,879,102)
Interest received	133,311	194,799
Net cash flows from (used in) operating activities	101,317,616	(2,684,303)
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment (Note 7)	(4,436,460)	(4,156,776)
Redemption of (additions to) investments (Note 6)	2,280,000	(29,173,546)
Net cash flows used in investing activities	(2,156,460)	(33,330,322)
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of loans (Note 9)	(1,433,287)	(1,700,569)
Interest paid (Note 9)	(344,066)	(407,888)
Proceeds from loans (Note 9)	—	1,700,000
Net cash flows used in financing activities	(1,777,353)	(408,457)
EFFECT OF FOREIGN EXCHANGE CHANGES ON CASH AND CASH EQUIVALENTS	(736,682)	(1,327)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	96,647,121	(36,424,409)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	56,807,465	93,231,874
CASH AND CASH EQUIVALENTS AT END OF YEAR (Note 4)	₱153,454,586	₱56,807,465

See accompanying Notes to Financial Statements.

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 presented on the statement of comprehensive income separately.

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.



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(e) 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 August 12, 2021.

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).

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.

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 equipment's 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 Judgments and 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.

Judgement

Use of PFRS for SMEs

The Organization adopts PFRS for SMEs as its financial reporting framework based on the criteria provided by Revised Securities Regulation Code (SRC) Rule 68. As of December 31, 2020, the Organization has breached the ceiling of the size criteria due to large volume of donations received during the year to support the Organization's project related to the pandemic.

Management assessed that the event that caused the change is not considered significant and continuing. Hence, it will continue to prepare its financial statements in accordance with the PFRS for SMEs.



Estimate

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 ₱14,511,634 and ₱12,579,952 and allowance for doubtful accounts amounted to ₱846,938 and ₱437,259 as of December 31, 2020 and 2019, respectively (see Note 5).

4. Cash and Cash Equivalents

	2020	2019
Cash on hand and in banks	₱152,916,575	₱56,190,769
Cash equivalents	538,011	616,696
	₱153,454,586	₱56,807,465

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 ₱133,311 and ₱194,799 in 2020 and 2019, respectively.

5. Receivables

	2020	2019
Caritas Margins, Inc. (Note 13)	₱5,719,156	₱5,830,556
Caritas Salve Credit Cooperative (Note 13)	2,255,986	2,359,974
Roman Catholic Archdiocese of Manila (RCAM) [Note 13]	3,178,938	781,249
Others	4,204,492	4,045,432
	15,358,572	13,017,211
Less allowance for doubtful accounts	846,938	437,259
	₱14,511,634	₱12,579,952

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

	2020	2019
Beginning balances	₱437,259	₱1,736,690
Provision (reversal) for the year	409,679	(144,707)
Write-off against allowance	—	(1,154,724)
Ending balances	₱846,938	₱437,259

Other receivables are composed of advances to employees.



6. Investments

In order to maximize the return on its investible funds, the Organization has entrusted significant 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:

	2020	2019
January 1	₱161,969,504	₱122,549,963
Transactions during the year:		
Addition (redemption)	(2,280,000)	29,173,546
Realized gain on investments	93,842	4,752,472
Unrealized gain on investments	2,301,935	2,852,211
Interest and other income	5,566,001	3,515,312
Trustee fees and other expenses	(998,685)	(874,000)
December 31	₱166,652,597	₱161,969,504

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

	2020	2019
Government securities	₱75,300,553	₱73,437,540
Corporate bond	37,157,917	38,253,651
Shares of stock	27,799,659	28,485,452
Investments in unit trust fund	24,003,642	18,916,880
Loans, receivables and other investments	2,390,826	2,875,981
	₱166,652,597	₱161,969,504

	2020	2019
Investments held by the investment managers	99%	99%
Investments held by the Organization	1%	1%
	100%	100%

7. Property and Equipment

	2020							
	Land and Improvements	Building (Note 13)	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	₱41,458,841	₱29,184,983	₱20,649,479	₱973,016	₱1,749,234	₱3,312,905	₱156,142,371
Additions	—	—	3,803,740	55,000	577,720	—	—	4,436,460
Ending balances	58,813,913	41,458,841	32,988,723	20,704,479	1,550,736	1,749,234	3,312,905	160,578,831
Accumulated Depreciation and Amortization								
Beginning balances	2,259,833	25,171,796	26,831,537	14,088,732	577,773	1,732,643	1,286,233	71,948,547
Depreciation and amortization	—	1,709,919	2,136,311	840,698	155,279	—	328,751	5,170,958
Ending balances	2,259,833	26,881,715	28,967,848	14,929,430	733,052	1,732,643	1,614,984	77,119,505
Net Book Values	₱56,554,080	₱14,577,126	₱4,020,875	₱5,775,049	₱817,684	₱16,591	₱1,697,921	₱83,459,326

	2019							
	Land and Improvements	Building (Note 13)	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	₱41,178,841	₱27,653,383	₱18,706,604	₱582,433	₱1,749,234	₱3,301,187	₱151,985,595
Additions	—	280,000	1,531,600	1,942,875	390,583	—	11,718	4,156,776
Ending balances	58,813,913	41,458,841	29,184,983	20,649,479	973,016	1,749,234	3,312,905	156,142,371
Accumulated Depreciation and Amortization								
Beginning balances	2,259,833	23,461,539	24,144,022	13,377,113	530,155	1,715,718	957,482	66,445,862
Depreciation and amortization	—	1,710,257	2,687,515	711,619	47,618	16,925	328,751	5,502,685
Ending balances	2,259,833	25,171,796	26,831,537	14,088,732	577,773	1,732,643	1,286,233	71,948,547
Net Book Values	₱56,554,080	₱16,287,045	₱2,353,446	₱6,560,747	₱395,243	₱16,591	₱2,026,672	₱84,193,824

The cost of the Organization's land amounted to ₱56,554,080 as of December 31, 2020 and 2019.

8. Accounts Payable and Accrued Expenses

	2020	2019
Accounts payable	₱7,781,729	₱13,470,570
Accrued expenses	18,773,002	16,422,289
Others	326,808	123,614
	₱26,881,539	₱30,016,473

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

Details of accrued expenses are as follows:

	2020	2019
Scholarship expense	₱6,043,900	₱8,157,752
Emergency relief	6,242,192	7,687
Honoraria	2,068,000	4,867,281
Medical assistance	1,860,380	952,823
Financial assistance	1,172,450	431,300
Communications expense	438,544	190,427
Light and water	122,002	253,140
Transportation and travel	82,756	224,546
Representation	73,789	21,373
Materials and supplies	500	430,874
Advertising and publicity	—	601,110
Others	668,489	283,976
	₱18,773,002	₱16,422,289

9. Loans Payable

In 2019 and 2018, the Organization availed loans amounting to ₱1,700,000 and ₱1,500,000 bearing annual interest rate of both 8% and payable in 36 equal monthly installments. The proceeds from the said loans were used to finance the acquisition of transportation equipment of the Organization.

Interest expense on loans payable amounted to ₱344,066 and ₱407,888 for the year ended December 31, 2020 and 2019, respectively.



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

	2020	2019
Principal, balance at beginning of year	₱2,486,091	₱2,486,660
Add availment during the year	–	1,700,000
Less principal payments during the year	(1,433,287)	(1,700,569)
Principal, balance at end of year	1,052,804	2,486,091
Less current portion	(816,686)	(1,433,358)
Noncurrent portion	₱236,118	₱1,052,733

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 ₱37,421,325 and ₱69,300,983 in 2020 and 2019, respectively, are presented under "Donations and Contributions" in the statement of comprehensive income.

11. Program Expenses

	2020	2019
Emergency relief	₱237,796,876	₱19,694,118
Educational assistance	65,772,838	70,421,953
Financial and medical assistance	59,362,449	40,528,317
Personnel (Notes 12 and 14)	44,869,791	54,579,950
Repairs and maintenance	3,639,196	3,120,300
Advertising and publicity	3,516,207	6,517,304
Communications	3,302,693	2,776,538
Transportation	3,150,395	5,005,493
Representation	2,565,433	3,279,067
Utilities	2,551,895	2,928,572
Printing and supplies	2,366,502	2,555,068
Financial support to religious activities	1,614,000	2,120,700
Professional fees	1,275,146	1,970,530
Miscellaneous	2,881,120	3,533,479
	₱434,664,541	₱219,031,389

Emergency relief expense pertains to immediate assistance given by the Organization to the victims of calamities and poorest families from the parishes, vulnerable groups (construction workers, street dwellers, stranded seafarers and students, inmates, elderly, handicapped, orphanage, jeepney drivers), service frontliners (medical, church, government), poor dioceses, and individual crisis clients (sick and affected by hunger and malnutrition) affected by the COVID-19 pandemic from Metro Manila and nearby areas (Bulacan, Cavite, Laguna, and Rizal). Assistance includes relief goods such as clothes, foods, medicines and COVID-19 hygiene kit.



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.

12. Personnel Expenses

Personnel expenses consist of:

	2020	2019
Program expenses (Note 11)	₱44,869,791	₱54,579,950
General	15,764,366	16,523,147
	₱60,634,157	₱71,103,097

Breakdown as to nature of personnel expenses follows:

	2020	2019
Honoraria	₱45,309,604	₱52,864,826
Salaries, wages and allowances	11,835,746	11,869,999
Employee benefits	2,693,524	4,852,739
Retirement expense (Note 14)	795,283	1,515,533
	₱60,634,157	₱71,103,097

13. 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 ₱3,178,938 and ₱781,249 as of December 31, 2020 and 2019, 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 ₱12,079,808 and ₱10,973,976 in 2020 and 2019, respectively.



- c. Receivable amounting to ₱2,255,986 and ₱2,359,974 as of December 31, 2020 and 2019, 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.
- d. Receivable amounting to ₱5,719,156 and ₱5,830,556 as of December 31, 2020 and 2019, from Caritas Margins, Inc. (Note 5) 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.

14. 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, 2020.

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

	2020	2019
Current service cost	₱950,883	₱600,555
Interest cost on defined benefit obligation	361,087	442,723
Expected return on plan assets	(82,158)	(47,760)
Actuarial loss (gain)	(434,529)	520,015
	₱795,283	₱1,515,533

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

	2020	2019
Present value of defined benefit obligation	₱8,418,344	₱7,250,734
Fair value of plan assets	8,230,246	4,107,919
Net retirement benefit liabilities (assets)	₱188,098	₱3,142,815

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

	2020	2019
Beginning of year	₱7,250,734	₱6,015,257
Current service cost	950,883	600,555
Interest cost	361,087	442,723
Actuarial loss (gain)	(144,360)	738,653
Benefits paid	—	(546,454)
	₱8,418,344	₱7,250,734

The changes in the fair value of plan assets follow:

	2020	2019
Beginning of year	₱4,107,919	₱2,387,975
Expected return on plan assets	82,158	47,760
Contributions	3,750,000	2,000,000
Actuarial gain	290,169	218,638
Benefits paid	—	(546,454)
	₱8,230,246	₱4,107,919

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

	2020	2019
Cash and cash equivalents	₱308	₱338
Debt instruments	7,005,851	3,661,663
Equity instruments	1,157,150	385,998
Others	74,961	64,305
	8,238,270	4,112,304
Liabilities	8,024	4,385
	₱8,230,246	₱4,107,919

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

	2020	2019
Discount rate	3.77%	4.98%
Future salary increase rate	5.00%	5.00%

15. 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:

	2020	2019
Endowment fund	₱100,440,575	₱100,440,575
Restricted fund	56,554,080	56,554,080
General fund	233,705,897	129,709,141
	₱390,700,552	₱286,703,796

Endowment fund consists of donations where only the interest is utilized for the programs of the Organization and recorded under the general fund.



Restricted fund represents the value of donated parcels of land.

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

16. Other Matters

- a. In response to the continuing spread of COVID 19 in the country, the Philippine Disaster Resilience Foundation (PDRF) collaborated with business groups to raise funds in support of ongoing initiatives to help poor families that were economically displaced by the Enhanced Community Quarantine in Manila. This collaboration was named as "Project Ugnayan". The Organization has been engaged by the PDRF in the said project, through its Project Damayan, for the door to door distribution of grocery vouchers redeemable for food items from accessible groceries and supermarkets. The Organization received grocery vouchers totaling to ₱1.37 billion from the PDRF and same were distributed to challenged communities in Metro Manila and nearby areas (Bulacan, Cavite, Laguna and Rizal). The Organization reported the distribution of grocery vouchers and the list of beneficiaries to PDRF. Any administrative expenses incurred were shouldered by the Organization.
- b. President Rodrigo Duterte signed into law on March 26, 2021 the Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act to attract more investments and maintain fiscal prudence and stability in the Philippines. Republic Act (RA) 11534 or the CREATE Act introduces reforms to the corporate income tax and incentives systems. It takes effect 15 days after its complete publication in the Official Gazette or in a newspaper of general circulation or April 11, 2021.

The provisions of the CREATE Act will not have a significant effect to the Organization since it is exempted from income tax under condition set forth in Section 30(e) of the Republic Act. No. 8424 entitled "an act amending the National Internal Revenue Code (NIRC), as Amended and for Other Purposes".

- c. In a move to contain the COVID-19 outbreak, on March 13, 2020, the Office of the President of the Philippines issued a Memorandum directive to impose stringent social distancing measures in the National Capital Region effective March 15, 2020. These measures have caused disruptions to businesses and economic activities, and its impact on businesses continue to evolve.

The Organization has recognized the health and business risks posed by the virus to the general public and the need to join the collective effort in mitigating the spread of COVID-19. In the face of this global crisis, the Organization remains collected and vigilant as it operates and maintains mitigation efforts to help safeguard the health and safety of its employees. Considering the evolving nature of this outbreak, the Organization is continuously assessing at this time the impact to its financial position, performance and cash flows. The Organization has taken measures to manage the risks and uncertainties brought about by the outbreak and will continue to monitor the situation.

17. Supplementary Information Required Under Revenue Regulations No. 15-2010 and 34-2020

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 2020.



Withholding Taxes

Withholding taxes on compensation and benefits	₱933,241
Expanded withholding taxes	10,000

Taxes and Licenses

BIR registration fee	₱500
Community tax certificate	500
	₱1,000

Revenue Regulations No. 34-2020
The Organization is not required to file the *Information Return on Transactions with Related Party* regardless of whether such taxpayer had dealings with a related party that falls under Section 2 of Revenue Regulations No. 34-2020, since as clarified by Revenue Memorandum Circular No. 54-2021, taxpayers exempt from payment of income tax are not covered by the requirement.



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2020

Annual Report

