

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Db:

Filipino Chamber of Commerce of Hawaii ("FCCH")

Amount of State Funds Requested: \$ 100,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Operating Grant (\$100,000) will enable the Filipino Chamber of Commerce of Hawaii to plan, fund, and host the 2026 Hawaii - Philippines Business Symposium in partnership with the State of Hawaii, City and County of Honolulu, and the Consulate General of the Philippines in Honolulu. This event will expand and strengthen the development of goodwill, social, cultural, and most importantly, economic relationships between Hawaii and the Philippines.

Amount of Other Funds Available:

State: \$ 100,000

Federal: \$ 0

County: \$ 0

Private/Other: \$ 30,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 35,000

Unrestricted Assets:

\$ 17,545.13

New Service (Presently Does Not Exist): ☒ Existing Service (Presently in Operation): ☐

Type of Business Entity:



501(C)(3) Non Profit Corporation



Other Non Profit



Other

Mailing Address:

P.O. Box 1572

City:

Honolulu

State:

HI

Zip:

96806-1572

Contact Person for Matters Involving this Application

Name:

Melody Calisay, Ph.D.

Title:

President

Email:

melodycalisay@gmail.com

Phone:

(808) 224-9535


Authorized Signature

Melody Calisay, FCCH President

Name and Title

January 17, 2025

Date Signed

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- ☒ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☒ 2) Declaration Statement
- ☒ 3) Verify that grant shall be used for a public purpose
- ☒ 4) Background and Summary
- ☒ 5) Service Summary and Outcomes
- ☒ 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Melody Calisay, FCCH President

PRINT NAME AND TITLE

January 17, 2025

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **FILIPINO CHAMBER OF COMMERCE OF HAWAII**

Issue Date: **01/08/2025**

Status: **Compliant**

Hawaii Tax#: 20303216-01
New Hawaii Tax#: GE-0214689792-01
FEIN/SSN#: XX-XXX5546
UI#: No record
DCCA FILE#: 72460

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

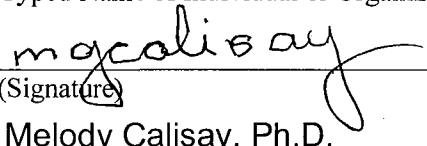
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

FILIPINO CHAMBER OF COMMERCE OF HAWAII

(Typed Name of Individual or Organization)


(Signature)

Melody Calisay, Ph.D.

(Typed Name)

January 17, 2025

(Date)

President

(Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable"

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

Hawaii Compliance Express Certificate is attached.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

Declaration Statement is attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The grant will be used for a public purpose.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

The Filipino Chamber of Commerce of Hawaii ("FCCH") is a business organization established in 1954 and incorporated in 1961, with its own 501 (c) (3) Foundation that was established in 2006. When Hawai'i became the 50th State, the organization became the first of its kind in the nation. Today, FCCH represents a growing influence of changemakers in Hawaii as well as the Philippines, and in the Filipino Diaspora.

The primary purpose of FCCH is to provide leadership in promoting the Hawaii Business Community through its programs and activities by broadening opportunities for Filipino Entrepreneurs and member businesses.

FCCH has been the face and voice of the Filipino business community in Hawaii with over 70 years of recognizing and nurturing vital contributions that Filipinos have made to Hawaii's businesses and the State of Hawaii. The organization has contributed to providing much needed leadership for perpetuating the rich Filipino heritage in Hawai'i. The organization provided regular networking meetings, valuable workshops, and outreach trade missions to the Philippines. This attracted many businessmen and women whose ingenuity and leadership helped birth many great community endeavors such as, establishment of The Filipino Community Center (FilCom Center), the "A Taste of Kalihi" Festival, the Filipino Entrepreneur of the Year awards and the annual Trade Mission - now on its 32nd tour in 2025 which promotes and strengthens business relationships between Hawaii and the Philippines, and in 2023 the partnership with the Maui Chamber of Commerce Lahaina Fire project.

Today, the FCCH continues its tradition of promoting Hawai'i's business in the Filipino community through 1) membership & networking meetings; 2) entrepreneurial & business workshops, seminars and awards; 3) leadership support & mentorship network; 4) valuable partnerships & working relationships with local, national and international organizations with similar goals; and 5)

These activities and programs are implemented in support of its mission statement:

- Broadening opportunities for Filipino entrepreneurs and member businesses.
- Strengthening business links between Hawai'i and the Philippines.
- Assisting in the professional growth of its members.
- Supporting the well-being of the community.

2. The goals and objectives related to the request;

This grant request is for the planning, promotion and implementation of the 3rd Hawai'i - Philippines Sister-Province Symposium to be held in mid-2026 in Honolulu, Hawaii. The first one was held in March 2024 at the Hawai'i Convention Center—a joint project of the FCCH and the State's Department of Business Economic Development & Tourism (DBEDT).

The first symposium attracted delegations from all sister provinces especially from Ilocos Norte and Ilocos Sur who sent large delegations to the event. The governor of Ilocos Norte delivered the keynote address and Hawai'i's governor hosted a pre-event reception on the grounds of Washington Place.

Due to the success of this event and the response and results gained from the symposium, the Province of Ilocos Norte is hosting the 2nd sister-province symposium in its capital city of Laoag on March 3, 2025. The delegates of the FCCH's 32nd Trade Mission are scheduled to participate, and the 32nd Trade Mission's organizers are assisting in the symposium's planning and promotion.

The other sister-provinces of the State of Hawai'i are invited. These are: Cebu, Ilocos Sur, Pangasinan, Isabela as well as other provinces and cities that have hosted, or will host the 32nd FCCH Trade Mission. These sister-province relationships serve to raise

Hawai'i's profile internationally and attract dynamic cooperative programs. But more importantly it stimulates Hawai'i's economy such that, trade and business potential has been recognized as a crucial component in establishing sister relationships, or at most, co-equal to the "historic purposes of friendship, cultural ties, and goodwill."

Since 1993, the State has consciously sought economic benefits in seeking Sister-State/Province relationships. However it was also evident that substantial grassroots support for the relationship and a strong record of activities are key to an expanded economic, cultural, education and governance exchanges. Although sister-state relationships are partnerships between governments, its success is dependent on the private sector to sustain the relationships.

Accordingly, the State of Hawai'i through its Department of Business, Economic Development and Tourism (DBEDT) sought partnerships with the Filipino Chamber of Commerce of Hawai'i (FCCH) to implement its goal of hosting a Hawai'i - Philippines sister state/province symposium that could enhance the State's relationships with its sister-provinces--with trade and business exchange as a dominant activity.

The symposium is a vehicle where counterparts can discuss issues of mutual interests, and is a tremendous tool in promoting Hawai'i to an audience representing decision-makers from a region that reflects Asia's "youth exuberance" who will be the nation builders in Asia—the Philippines included, as it positions itself in the ASEAN (Association of Southeast Asian Nations) –which is a potential market for Hawai'i.

The goals of the symposium are:

- Develop new business contacts specially in the area of consulting services in engineering, design, tourism planning, and services related to environmental protection, development of renewable energy resources and construction.
- Encourage foreign direct investments in real estate acquisitions & development
- Promote the visitor industry by attracting tourists via family reunions & other events
- Attract foreign fee-paying students to Hawai'i's colleges, schools, and institutions
- Facilitate technology-sharing and joint research specially in disaster management, environment protection and infrastructure planning in view of climate change
- Promote Hawai'i as a destination for film-makers and creative industry artists
- Share knowledge and ideas to improve local-government infrastructure and services, and help economic and social activity in the community
- Strengthen bonds between local groups and their ties with the homeland.

Obtaining an Operating Grant of \$100,000 will enable the Filipino Chamber of Commerce of Hawaii to plan, fund and successfully execute the 2026 Hawaii Philippines Business Symposium in partnership with the State of Hawaii, City and County of Honolulu, and the Consulate General of the Philippines in Honolulu.

This event will expand internationally, strengthen the development and growth of the business, goodwill, friendship, cultural and economic relationships between Hawaii and the Philippines.

The Filipino Chamber of Commerce of Hawaii provides its members with economic, social, and trade resources to develop business networks for the advancement of the Filipino community within Hawaii and internationally. The trade show which is an integral part of the Business Symposium has created a partnership between the Philippines and Hawaii based on cultural, educational, informational, and trade exchanges. The trade show will be instrumental in strengthening the relationship between the Philippines and the Hawaii Sister Cities/ Sister Provinces benefitting the City and County of Honolulu, the State of Hawaii, the Filipino Chamber of Commerce, the Filipino Community in Hawaii as well as Hawaii businesses.

3. The public purpose and need to be served.

The event being planned is for a public purpose and benefits not only the large Filipino-American residents but also the entire culturally diverse State population.

The 2026 Hawaii – Business Symposium intends to expand the economic partnership between the State of Hawaii and the Philippines Sister Cities/ Sister Provinces, provide an overview of economic conditions in both countries, and promote economic activity by establishing business networks because of the Business Symposium. The Business Symposium will benefit various stakeholders including the City and County of Honolulu, the State of Hawaii, the Filipino Chamber of Commerce, the Filipino Community in Hawaii, as well as individuals and businesses in Hawaii interested in the Philippines as follows:

- The Filipino Chamber of Commerce of Hawaii will fulfill its mission of providing its members with resources to broaden opportunities. In addition, it will serve as a facilitator of economic activity for the State of Hawaii.
- The Filipino Business Community in Hawaii consisting of Filipino-American organizations, will have the opportunity to meet and conduct business with the Sister Cities/ Sister Provinces participants, share best practices, and create partnerships for trade opportunities.
- The Sister Cities/Sister Provinces participants will have the opportunity to showcase their business, products, craftsmanship, artisan designs, and provide their regional perspectives on industry best practices, technology, and supply chain management.
- In addition to meetings and presentations, FCCH plans to cover the State of Hawaii's objectives that include but not limited to the following:
 - 1- Economy: Promote economic diversification and policies that support growth, including attracting more air carriers to Hawai'i, expanding the U.S. Customs Pre-clearance program

- 2- Upgrading and expanding broadband infrastructure. Recognize and support renewable energy initiatives and the military as crucial pillars of Hawai'i's economy.
 - 3- Energy: Ensure a 100 percent renewable energy future in which we work together as a state, focusing on making solar and other technologies available for all.
 - 4- Agriculture: Double local food production by 2025; develop water and energy resources to support this effort. Provide loans for farmers and more land for agriculture.
 - 5- Environment: Foster environmental stewardship from mountain to sea. Protect and more efficiently use our fresh water supply.
- The State of Hawaii will receive an economic benefit from increased travelers to Hawaii for the Business Symposium and trade show and gain from increased taxes related to their participant expenditures such as hotel, car rental, food, purchase of souvenirs and other items, etc. In addition, direct foreign investment in companies in Hawaii and/or the Sister Cities/Sister Provinces could flourish.

Project Scope:

This event is being hosted by the Filipino Chamber of Commerce of Hawaii, the State of Hawaii, the City & County of Honolulu, and the Consulate General of the Philippines in Hawaii in partnership with the Philippines Sister Cities/ Sister Provinces.

The 2026 Business Symposium will include the following:

- a. **Workshops:** with panel speakers addressing different business topics
- b. **Trade Show Exhibition:** The Trade Show's focus is to showcase products, services, craftsmanship, artistic design, and ideas of the Sister Cities/Sister Provinces that could benefit the State of Hawaii and its business community by building a bridge between Hawaii businesses and those in the Philippines. The exhibition will display one major product from each sister city along with 5 complementing products from their region. The products exhibited by the Sister Cities/Sister Provinces will need to demonstrate the benefits contributing to the businesses in Hawaii in terms of culture, education, and/or trade, creating an economic impact to the State of Hawaii and to the participating Sister City/ Sister Provinces. The event will also encourage other provinces and cities to participate in and promote their businesses and products.

Location: Venue will be decided based on availability, the 2026 Business Symposium will be held in Mid 2026 for three business days.

Participants: This event will be open to the general public.

Hosts: The event will be organized by the Filipino Chamber of Commerce, the State of Hawaii, the City and County of Honolulu, the Consulate General of the Philippines in Hawaii, and other private and public organizations in Hawaii and the Philippines.

4. Describe the target population to be served

The Business Symposium will target individuals and businesses in the State of Hawaii to provide opportunities for relationship development, thereby increasing knowledge on trade, cultural exchange, understanding of local and international economic conditions for trade and the observation of actual products that could enhance their businesses. The economic gains from this initiative will benefit the entire State.

Potential Attendees:

- 1) Hawaii individuals and nonprofit businesses
- 2) Filipino Chamber of Commerce Members (nationwide - US)
- 3) Filipino Organizations
- 4) Business community leaders in Hawaii and Philippines
- 5) International business leaders and educational institutions
- 6) Government leaders in the relevant economic sectors
- 7) The public in the State of Hawaii

Marketing Channels:

- 1) Websites and Social Media: FCCH, Philippine Consulate of Hawaii, State of Hawaii, City & County, Universities, Shipping Companies, Restaurants, Hotels, etc.
- 2) Newspaper: Pacific Business News, Fil-Am Courier, Star-Advertiser, Honolulu Magazine, MidWeek circular as well as other print media, etc.
- 3) Hawaii and Philippines Networks, and Public Service Channels
- 4) Other Enterprise Sponsors and Corporate Sponsors

5. Describe the geographic coverage.

The geographic coverage is the entire State of Hawaii. Although the symposium will be held in Honolulu, the other counties are expected to encourage their sister-cities to visit their respective islands. While this is a project held in Hawaii and is for the benefit of Hawaii individuals and businesses, the geographic coverage will also include the Philippines Sister Cities/Sister Provinces in that the relationships that have been created will be enhanced and further promoted. A list of the Sister States and Sister Provinces (Hawaii and the Philippines) is attached as **Exhibit "E"**.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks, and responsibilities.

There is a broad scope of work required to achieve the increasing exchange of knowledge, information, experiences and best practices that will contribute to both the economic and social development of the State of Hawaii and the Philippines through the Sister Cities/Sister Provinces Programs. The personnel coordinating the Business Symposium are key members of the Filipino Chamber of Commerce of Hawaii. The top three-positions of the FCCH are The President, President Elect and Business Symposium Chair. The responsibilities of these three members of the current FCCH leadership are provided below. In total, the team for the 2026 Business Symposium will consist of the current board of directors and FCCH Past Presidents (See Organizational Chart - **Exhibit C** and Current Board of Directors / Past Presidents - **Exhibit D**).

The symposium will start with a plenary where all participants will convene and keynote speakers from both countries will address the audience. It is likely that Governor Green will address the assembly. The governors from the Philippines will have the opportunity to speak, or heads of their respective delegations. Hawai'i's community groups will be tapped to provide the welcome activities and in escorting the delegates to the events.

The plenary will be followed by break-out sessions, forums, round-table discussions, and film presentations and the like. The best and brightest of Hawai'i's experts in various fields will be invited to serve as lead discussants to the panel discussions. The other sister-provinces are also expected to encourage experts within their organizations to share information and other issues faced by their respective provinces.

A publication that contains salient facts about Hawai'i and the Hawai'i market in general, and the Filipino community in particular will be prepared. Also included in this publication are list of exhibitors, presenters, participants (in various capacities) to participating organizations.

Some of the proceedings will be documented (possibly the plenary and sister-province forums—at a minimum—depending on availability of rapporteurs). Evaluation of each session will be asked of participants and an evaluation session convened soon after the event so an evaluation report could be compiled. Survey instruments will be sent out to participants after six months to ascertain if any results can be quantified, or if there is a need for follow-up to secure interest in the delivery of consulting services, for example.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service.

July 2025

Notice of award

August to December 2025	Identify team members, businesses; confirm contacts for each sister-city / sister-province in the Philippines; conceptualize events;
January – February 2026	Send letters of invitation; 2 nd follow-up via informal means; identify possible discussants; seek other funding sources; structure marketing and promotion activities and proponents
March to April 2026	Secure participants and speakers' confirmation; coordinate with community groups and match with incoming delegations
May to June 2026	Finalize roster of speakers and participants; develop detailed program of activities; prepare collaterals; Event happens.
July to December 2026	Collate evaluation responses and summarize; conduct assessments and debriefing; start preparing required reports; Publish findings; quantify data collected; submit required reports

DETAILED TIMELINE

2026 Business Symposium / Trade Show

12 Months Out

- Build a Team (see attached Organizational Chart, **Exhibit C**)
- Determine event dates
- Identify planning committee and/or key players for the planning process
- Establish planning meeting frequency and times; schedule remaining planning meetings
- Develop event goals, objectives, program outline, and any key communication messages for printed and web-based materials
- Submit and confirm venue reservations; confirm lodging reservations
- Identify constituencies for guest lists
- Identify possible emcees, keynote speakers, etc.
- Prepare budget estimate
- Discuss the invitation list and estimated yield
- Confirm invitation lists for events and meals
- Design and develop an event database for mailing invitations and tracking RSVPs
- Outline ceremony and dinner program to review with key officers
- Brainstorm gift ideas; identify gift vendors; work on the design, and costs
- Contact designer for the invitation and program designs; initiate design process; determine deadlines and costs; include accessibility information
- Identify specific speakers and program pieces; begin discussing AV needs
- Get sign-offs on event program ideas
- Study floor plans for the (location) - seek out potential venue availability

- Review the governmental rules and policies that are involved
- Timelines for marketing, social media, and attendees from the Philippines
- Send out invitations to potential and prospective foreign participants
- Schedule times for the Business Symposium
- Identify local speakers and panelists, emcee, keynote speakers, etc.

9 to 6 Months Out

- Initiate "Save the Date" mailing; Business Symposium website in place
- Gather speaker biographies (if needed for the printed program)
- Obtain final approval of invitation design, marketing and advertising
- Discuss press coverage and press relations
- Identify and reserve caterer and florist, photographer
- Reserve entertainment envelopes, notebooks, wrapping paper, ribbon, guest lists
- Print invitations
- Confirm speakers and speaking order for ceremony and dinner; confirm topic, length of presentation, and AV requirements
- Contact guests requiring lodging; confirm arrangements/needs
- Contact florist to discuss design ideas; caterers to discuss menus
- Reserve security
- Obtain final approval of ceremony program copy
- Facility walkthrough with Conferences & Events, Services, Safety & Security, facility manager and/or vendors (as needed)
- Determine if any directional signage will be needed at the event
- Set up design of the venue (trade show booths)
- Confirmation of vendors and speakers
- Collaborate with travel and tour agency
- Finalize guest lists for symposium, dinners etc.
- Block hotel and housing

Four Months Out

- Order gifts, name badge holders, pens, stamps, necessary supplies
- Address envelopes and assemble mailing; mail invitations
- Confirm speakers, programme, topics, length of presentation, AV requirements
- Determine exhibit needs: refurbishments, additions, changes
- Select specific exhibit vendors
- Communicate with primary vendors (exhibit house, shipping, installation, dismantle) regarding services needed and dates
- Finalize new exhibit design.
- Execute show-related advertising.
- Meet deadlines for (free) publicity in the exhibitor guide/preview.

Three Months Out

- Review exhibitor manuals / select portable exhibit supplier/vendor
- Review exhibit floor plan and note target dates and restrictions.
- Plan any in-booth presentations/demonstrations.
- Create a list of required services
- Distribute floor plan to staff.
- Reserve any additional meeting rooms (hospitality events, press conferences)
- Select catering menus (for hospitality events, press events, etc.)
- Submit authorization form if you are using an exhibitor-appointed contractor
- Continue with weekly coordination meeting, check loose ends
- Follow up on all promotions, making sure everything is ready to ship by the target date.

Two Months Out

- RSVPs due (2-3 weeks prior to the event)
- Send the rooming list to the hotel(s)
- Release unneeded hotel rooms by appropriate deadline (varies by hotel)
- Make any needed publicity/press arrangements
- Arrange to have any directional signage designed/printed
- Forward setup requests, including AV, to Conferences & Events and others as needed (3 weeks prior to the event)
- Send ceremony program to the printer (3 weeks prior to the event or date determined by designer and printer)
- Send agenda, directions, map, and parking instructions to participants
- Make follow up phone calls/emails to pending guests
- Initial run for name badges and place cards; wrap gifts
- Develop scripts for key speakers
- Draft and distribute ceremony and dinner cue sheets
- Plan seating arrangements for dinner
- Make a list of photo opportunities for the photographer; re-confirm photographer
- Re-confirm entertainment
- Set task assignments/determine responsibilities internally and with cosponsoring departments; distribute this "Schedule of Events" to all staff and volunteers working on the event (be sure to have extra copies on-site)
- Confirm catering order (48 hours out or a time determined by caterer);
- Confirm set up, AV, florist, and Media Production orders
- Confirm Safety & Security's role
- Register alcohol "social event" with Safety and Security (if necessary)
- Confirm transportation of guests and VIPs
- Distribute guest list to appropriate parties
- Run final name badges and place cards
- Make confirmation phone calls/emails (if necessary)
- Set up an on-site run-through (if needed)

- Set up sound checks for speakers/musicians
- Print or email media/remarks release form for speakers to sign
- Confirm honorarium amount(s) for speakers; send requests to Finance Office for payment
- Finalize graphics art/copy; order staff badges
- Send information to Trade Show exhibitors; review do's and don'ts for booth staff at the show.
- Create and order lead forms. Finalize inquiry processing procedures.
- Make publicity / press arrangements
- Send an update to the Business Symposium team about briefing meetings (in office and at the show); include agenda.

One Month Out

- Set up and hold a pre-symposium briefing meeting.
- Set up in-booth conference room schedule for pre-arranged meetings at the show
- Send follow-up reminder to upper management and all concerned about briefing meeting, agenda
- Follow up on target dates with all vendors.
- Confirm vendors' display products/literature.
- Distribute briefing packet, including training materials, to team and booth staffers

Week and Day Prior to the Event

- Arrive at location(s) early to check setups and be prepared to troubleshoot
- Bring registration materials: guest lists, name badges, place cards, gifts, etc.
- Review planning details and walk through the event with all staff and volunteers
- Inform staff and volunteers of the location of restrooms, elevators, and accessible entrances
- Be sure to have extra copies of all materials: schedule of events, agendas, cue sheets, photographer instructions, media releases, etc.
- Check in with the caterer and provide them with any last minute changes or special meal requests; check weather report
- Find the service area. Meet electrician and confirm date and time for electrical installation.
- Supervise booth setup.
- Hold pre-show briefing and training for staff the day before the show.

During Business Symposium / Trade Show

- Conduct daily meetings with staff, briefing will be early in the day.

After the Business Symposium / Trade Show

- Hold event debrief meeting
- A complete comparison of actual versus budgeted costs
- Send thank-you notes

- Update final event attendance in the computer program used for RSVP's, no shows
- File all materials to assist with the planning of future events

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

A pro forma budget will be prepared for the Business Symposium, the team will use the pro forma budget as a tool to keeping the expenses of the Business Symposium at a minimum and within budget.

A monthly meeting will be scheduled with all the Business Symposium team (attendance can be at the meeting site, through video or telephone conferencing), or thru ZOOM, to assure that timeline is being met. Committees will be created and meetings will be held as often as necessary.

Consistently review the timeline prepared for the Business Symposium and all activities will be reviewed and updated to determine vendors/exhibitor's participation and interest via email. Finalized updates will be uploaded to the FCCH website specifically for the Business Symposium event.

The plenary and each of the break-out sessions will be provided with exit evaluation instruments to measure the satisfaction rating of each participant. Rapporteurs will be posted for each panel to take minutes and provide feedback. A follow-up survey (via email or social media) will also be conducted to participants to gather information that could be quantified (range of fees projected or investments realized by participating in the event).

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Among the measures of effectiveness that will be provided to the expending agency will be results of the exit surveys from the plenary and break-out sessions. Aside from the measures of size (how many attendees), other data may include satisfaction of each participant on discussion content, manner of delivery, appropriateness of topics and others. A follow-up survey (via email or social media) will also be conducted to participants to gather information that could be quantified. At this time both DBEDT and the Philippines Department of Trade and Industry (DTI) data only show the dollar value of trade via goods and commodities. Nothing is available regarding the range of professional consulting fees generated for Hawai'i, or of economic gains due to back-office outsourcing, use of virtual assistants, medical transcriptions and the like. There is

also no data on gains from the creative industries (monetizing the results of fashion shows, for example).

The Business Symposium effectiveness will be measured by the number of attendees to the event, the number of vendors / exhibits that will be participating, and a follow-up survey conducted through the evaluation of gathered information from participants from Hawaii, Philippines, US Mainland, and other countries.

The estimated number of attendees to the Business Symposium:

- Day 1 : 200 – 300
- Day 2: 300 - 400
- Day 3: 300 - 400

Number of visitors / guests from the Philippines, US Mainland, and Other Countries:

- Estimated at 2,000 to 3,000

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

- a. Budget request by source of funds (Attached **Exhibit B**)
- b. Personnel salaries and wages ((Attached—Not Applicable)
- c. Equipment and motor vehicles (Attached—Not Applicable)
- d. Capital project details (Attached—Not Applicable)
- e. Government contracts, grants, and grants in aid (Attached)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1 \$ 30,000	Quarter 2 \$30,000	Quarter 3 \$30,000	Quarter 4 \$10,000	Total Grant \$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

The organizers will seek assistance from the counties who want to participate.

Sponsorships will also be sought from the private sector.

Other sources of funding will be:

- City and County of Honolulu – NONE
- Sponsorships (Small Business/Corporations - Hawaii & Philippines).

- Donations (Small Business/Corporations - Hawaii & Philippines).
- Tickets Sales for the Business Symposium

4. ***The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.***

Not applicable—no credits were granted nor applied for from any governmental entity.

5. ***The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.***

Not applicable—no funding was requested from any governmental entity.

6. ***The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.***

\$ 17,545.13

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The skills and experience of the individuals tapped to implement this project is described in Section VI below. The FCCH implemented a symposium of a similar nature last March 2024 in Honolulu and is set to implement another on March 3, 2025 in Laoag City, Philippines during the 32nd Trade Mission. The FCCH board of directors and past presidents have also been involved in similar events conducted in past years.

The Filipino Chamber of Commerce of Hawaii's experience, institutional knowledge, partnership, and business, government and community connections has been outstanding. Since FCCH's establishment 70 years ago, it has conducted 31 Trade Missions to the Philippines. During one of these trade missions, the Memorandum of Understanding and Cooperation Between the State of Hawaii and the League of Provinces of the Philippines was signed. (See attached **Exhibit F**).

The Officers and Board Members of FCCH, and its past presidents are and have been represented with a wide range of expertise in law, small business, education, real estate, insurance, banking and much more (see attached **Exhibit D**). FCCH also maintains contacts with the Philippine Consulate General in Honolulu, the Hawaii State Government, the City and County of Honolulu and other islands. In addition to regular monthly meetings featuring guest speakers and activities, FCCH has coordinated numerous scholarship golf tournaments, the “A Taste of Kalihi” events, informational events, such as the Business Symposium 2024 in Honolulu, the 2024 “Legislative Breakfast” held at the FilCom Center; the 2024 “How a Bill Becomes a Law” workshop at the Filcom Center; the 2024 “Growing Your Business with Government Support” workshop, the 2024 Joint Filipino Caucus, among others.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The event will be held at a facility that offers the best deal within the budget allocated for this purpose. The event will need a gathering place for at least 250 seats; five break-out rooms with a capacity of at least 30 seats; and a lobby area that can accommodate exhibit and reception tables.

VI. Personnel: Project Organization and Staffing

2. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

See Attached **Exhibit C – Organizational Chart**

The staffing will be made up of volunteers for the Business Symposium. The management team will tap into the current FCCH Membership, FCCH Past Presidents, Community Leaders, Small Business Owners, Corporations, and the more than 350 Filipino Organizations in Hawaii, the Philippines and the United States.

1. Project Manager (Symposium Chair) - Manages the delegation of the project task to the team managers that are identified below. Develop a comprehensive project plan in collaboration with the State of Hawaii, the City and County of Honolulu and the Consulate General of the Philippines in Honolulu. Track the project performance to achieve successful completion. Must have excellent

leadership and communication skills. Ability to work with Hawaii and Philippine project task managers. The following team managers will report directly to the Project Manager.

- a. International/Foreign Affairs Manager
 - i. The Sister States and Sister/ Coordinator
- b. Hawaii and Philippines Government Liaison
- c. Trade Show Manager
- d. Workshop/ Symposium Manager
- e. Tour and Travel Manager
- f. Marketing Manager
 - i. Advertising Coordinator
 - ii. Sales Coordinator
 - iii. Website Designer

2. Administrative/Operations Manager - Manages all the administrative and functional operating support for the Business Symposium including but not limited to the planning of meetings, recording of meeting minutes, record keeping, reviewing the timeline with the team to make sure the Business Symposium is on track. Prepare reports and correspondences, keeps a list of the vendors, contractors, participants and all parties that are involved in the project. Will have the support of the FCCH Secretary and Assistant Secretary. Manager must possess excellent leadership and good communication and writing skills as well as proficiency with technology. Most importantly, must possess the ability to work with Hawaii and Philippines project team managers. The following will report to the Administrative / Operations Manager:

- a. Teams Coordinator

3. Financial / Budget Manager (Treasurer) - Prepares the budget for the Business Symposium in coordination with the Program Manager. Manages the revenues and expenses. Keeps records and documentation for verification and future audits. Work with the funding sources. Assist in obtaining funds through Sponsorship and Partnerships. Should have accounting and fundraising knowledge. The following will report to the Financial/Budget Manager:

- a. Sponsorship/Partners Coordinator

The current (FY 2024-25) and incoming officers (FY 2025-26) of the FCCH will implement the project, including some of its past presidents and affiliated organizations. Its key officers are:

Melody Calisay - current FCCH President and she is also the President/CEO of East West Marketing, Inc. a supplier of processed food products from the Philippines. She received her BS & MS from UP Los Banos and a doctorate in soil science and agronomy from the UH Manoa. Until recently she was the state's Brownfields Coordinator with the

Department of Health, a position she held for 20 years. Since the State is not able to fill that position, she continues to assist the department and wants to use her expertise to facilitate the clean-up of contaminated lands so these could be used for affordable housing or assist in securing Federal funds to initiate these activities.

Elvi Sutherland is the FCCH's President for FY 2025-26 when the event will be planned and implemented. She is President of Amethyst Builders LLC, a General Contractor established in 2012 and is an SBA Certified 8a Women-Owned Company. A licensed Civil Engineer from the Philippines since 1984, she graduated from Saint Louis University in Baguio City, Philippines. She is a past president of the Filipino American League of Engineers and Architects (FALEA) and the FCCH's Entrepreneur of the Year in 2017 and has chaired the FCCH's Golf Tournament for several years. Born and raised in Banaue, Ifugao Province in the Philippines, she will be the first FCCH President from the Cordillera Administrative Region, home of the Igorot indigenous tribes of Benguet, Ifugao, Bontoc, Apayao and Kalinga (BIBAK).

Gino Soquena is the chair of the 32nd Trade Mission and a current FCCH Director. He is also the Executive Director of Hawaii Building and Construction Trades Council. With a strong background in trade and labor union advocacy, coupled with skills in political lobbying, Gino is a pivotal figure in the construction industry. Gino's advocacy extends to championing the rights and interests of trade workers and labor unions. Through strategic initiatives and negotiations, he works to ensure fair labor practices, safe working conditions, and equitable opportunities for those in the building and construction sector. As a seasoned political lobbyist, Gino navigates the complex intersection of politics and construction. He engages with policymakers to influence legislation and regulations that impact the industry, advocating for policies that foster growth, sustainability, and fair practices

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

The project's organizational chart (attached **Exhibit C**) is circular and collegial--not hierarchal. The designated chair acts as a conductor to ensure that all are providing the information/action items in a timely manner and the activities are in accord with the overall goals and themes.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Not applicable. No compensation is provided to the FCCH officers or FCCH members involved in the event. Each officer or director serves on a voluntary basis including sharing of resources (office resources; access to social media accounts, etc.)

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable. There is no pending litigation of which FCCH is a party.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

There are no licensing requirements to implement the project. However, the individuals involved in the project have maintained the necessary licensing and/or acquired the necessary special qualifications to practice their professions or manage their businesses. See attached **Exhibit A** for FCHH's current organization status in the State of Hawaii.

- Hawaii's Compliance Express Certificate

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Not applicable. The grant will not be used to support or benefit a sectarian or non-sectarian private educational institutions.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but***
- (b) Not received by the applicant thereafter.***

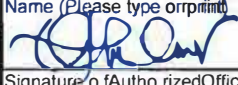
The grant is specific to the events that will happen on May or June 2026. Other sources of funds will be applied to any other projected events, should there be any.

The Grant request is for the third Business Symposium that is being coordinated by FCCH in partnership with the State of Hawaii, City and County of Honolulu, and the Consulate General of the Philippines in Honolulu. Approval of this Grant will enable FCCH and its partners to plan, fund and successfully execute the Business Symposium.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: **FILIPINO CHAMBER OF COMMERCE OF HAWAII (FCCH)**

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	2,000	0	0	0
3. Lease/Rental of Equipment	8,000	0	0	0
4. Lease/Rental of Space (hall+breakout rms)	10,000	0	0	0
5. Staff Training (volunteer briefings)	2,000	0	0	0
6. Supplies (for handouts & stage decor)	2,000	0	0	0
7. Telecommunication (Internet access)	1,000	0	0	0
8. Utilities (AV use, projectors, etc.)	20,000	0	0	0
9. Food & Beverage	24,000	0	0	0
10. Printing (souvenir book and flyers)	8,000	0	0	0
11. Centerpieces and Leis	1,000	0	0	0
12. Plaques and Awards	2,000	0	0	0
13. Gifts	5,000	0	0	0
14. Promotions & Social Media ads	10,000	0	0	0
15. Honoraria	5,000	0	0	0
16. Sponsorships and ADS		0	0	30,000
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	100,000	0	0	30,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			30,000
SOURCES OF FUNDING		Budget Prepared By: FE VELASCO, FCCH Treasurer (808) 222-7436 Name (Please type or print) Phone  January 17, 2025 Signature of Authorized Official Date ELVIRA SUTHERLAND, FCCH President-Elect Name and Title (Please type or print)		
(a) Total State Funds Requested	100,000			
(b) Total Federal Funds Requested	0			
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	30,000			
TOTAL BUDGET	130,000			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

NOT APPLICABLE

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					
JUSTIFICATION/COMMENTS:					

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

NOT APPLICABLE

Period: July 1, 2024 to June 30, 2025

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

NOT APPLICABLE

Period: July 1, 2024 to June 30, 2025

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

Contracts Total: 35,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Grant - 2020 Hawaii-Philippines Sister City	2020	State of Hawaii	Honolulu	30,000
2	Trade Show and Economic Outlook	2023	State of Hawaii	Honolulu	5,000
3	Symposium				
4					
5					
6					
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28					
29					
30					



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT A

Certificate of Vendor Compliance

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **FILIPINO CHAMBER OF COMMERCE OF HAWAII**

Issue Date: **01/08/2025**

Status: **Compliant**

Hawaii Tax#: 20303216-01
New Hawaii Tax#: GE-0214689792-01
FEIN/SSN#: XX-XXX5546
UI#: No record
DCCA FILE#: 72460

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



FILIPINO CHAMBER OF COMMERCE OF HAWAII

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70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT B

BUSINESS SYMPOSIUM BUDGET

P.O. BOX 1572 HONOLULU, HAWAII 96806

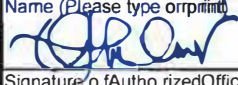
Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: **FILIPINO CHAMBER OF COMMERCE OF HAWAII (FCCH)**

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	2,000	0	0	0
3. Lease/Rental of Equipment	8,000	0	0	0
4. Lease/Rental of Space (hall+breakout rms)	10,000	0	0	0
5. Staff Training (volunteer briefings)	2,000	0	0	0
6. Supplies (for handouts & stage decor)	2,000	0	0	0
7. Telecommunication (Internet access)	1,000	0	0	0
8. Utilities (AV use, projectors, etc.)	20,000	0	0	0
9. Food & Beverage	24,000	0	0	0
10. Printing (souvenir book and flyers)	8,000	0	0	0
11. Centerpieces and Leis	1,000	0	0	0
12. Plaques and Awards	2,000	0	0	0
13. Gifts	5,000	0	0	0
14. Promotions & Social Media ads	10,000	0	0	0
15. Honoraria	5,000	0	0	0
16. Sponsorships and ADS		0	0	30,000
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	100,000	0	0	30,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			30,000
SOURCES OF FUNDING		Budget Prepared By: FE VELASCO, FCCH Treasurer (808) 222-7436 Name (Please type or print) Phone  January 17, 2025 Signature of Authorized Official Date ELVIRA SUTHERLAND, FCCH President-Elect Name and Title (Please type or print)		
(a) Total State Funds Requested	100,000			
(b) Total Federal Funds Requested	0			
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	30,000			
TOTAL BUDGET	130,000			



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT C

ORGANIZATIONAL CHART

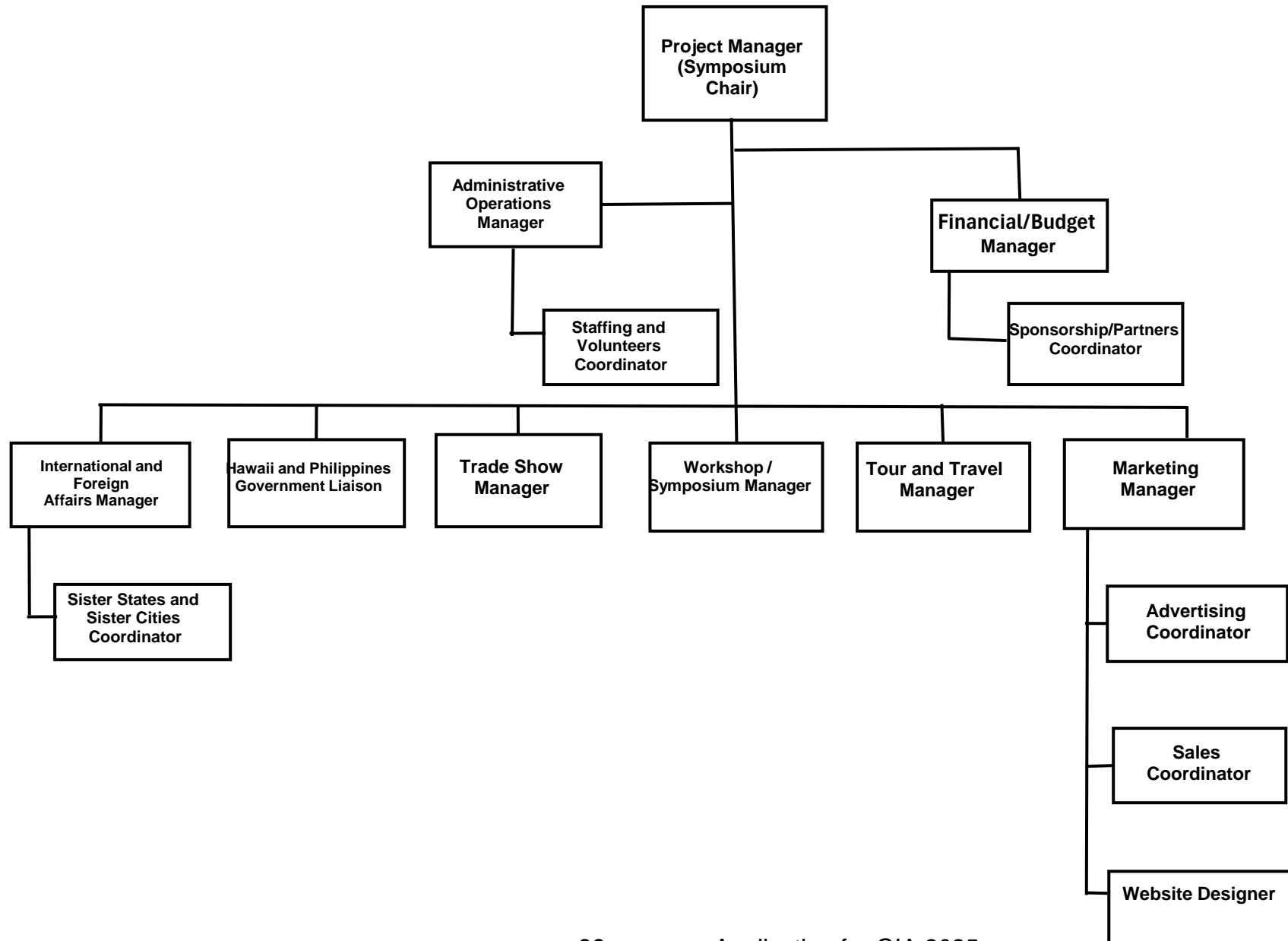
P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

3rd Hawaii - Philippines Sister-Province Symposium

ORGANIZATIONAL CHART





FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT D

Current Board of Directors Past FCCH Presidents Summary of Events Current Membership Roster

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

FCCH MISSION

The Filipino Chamber of Commerce of Hawaii provides leadership in promoting Hawaii's business community through its programs and activities by:

- Broadening opportunities for Filipino entrepreneurs and member businesses
- Strengthening business links between Hawaii and the Philippines
- Assisting in the professional growth of its members and
- Supporting the well-being of the community



Melody Calisay, Ph.D.
President



Elvi Sutherland
President-Elect



Randy Cortez
Vice President



Arlina Agbayani
Secretary



Paul Billington
Assistant Secretary



Fe Velasco
Treasurer



Susie Berardy
Immediate Past President



John Adarna
Director



Gene Albano
Director



Rhoda Yabes Alvarez
Director



Stephanie Chung
Director



Keith Kanetani
Director



Su Lazo
Director



Ailyn Lum
Director



Jeff Orig
Director



Constancio Paranal III
Director



Mylene Reyes
Director



Sol Solleza
Director



Gino Soquena
Director



Daniel J. Padilla
Legal Counsel



Jasmine Chung
Executive Director

LEADERSHIP



Membership

Arlina Agbayani, Chair
Fe Velasco
Elvi Sutherland
John Adarna
Mylene Reyes
Kit Z. Furukawa



Finance & Budget

Fe Velasco, Chair
Elvi Sutherland
Rocky Anguay



Government Affairs (Legislative Breakfast)

Randy Cortez, Chair
Gino Soquena
Constancio Paranal III
Bea Ramos-Razon
Sergio Alcubilla
Arlina Agbayani



International Affairs (Trade Mission)

Gino Soquena, Chair
Elvi Sutherland
Rose Churma
Rose Mendoza
Susie Berardy



Workforce Development

Atty. Rhoda Yabez
Alvarez, Chair
Gino Soquena
Bea Ramos Razon
Constancio Paranal III



Nominations & Elections

Elvi Sutherland, Chair
Atty. Daniel Padilla
Dr. Penny Chung



Filipino Entrepreneur of the Year

Fe Velasco, Chair
Elvi Sutherland
John Adarna
Keith Kanetani
Sol Solleza
Rose Mendoza



Anniversary & Installation

Rose Mendoza, Chair
Elvi Sutherland
Adela Salacup
Gino Soquena



Public Relations & Communications

Su Lazo, Chair
Arlina Agbayani,
Constancio Paranal III



Special Business Assistance

Constancio Paranal III
Keith Kanetani,
Co-Chairs
Paul Billington
Ailyn Lum
Arlina Agbayani



Christmas Party

Ailyn Lum, Chair
Rose Mendoza
John Adarna
Dr. Penny Chung
Susie Berardy



Board Retreat and Strategic Planning

Melody Calisay, Chair
Elvi Sutherland



By-Laws Review

Atty. Rhoda Yabez
Alvarez, Chair
Atty. Daniel Padilla



Golf Tournament

Elvi Sutherland, Chair
Gino Soquena
Mylene Reyes
Rose Mendoza
Sol Solleza
Ailyn Lum



Grant Applications

Dr. Penny Chung,
Chair
Randy Cortez
Constancio Paranal III
Arlina Agbayani



Scholarship Program

Dr. Penny Chung,
Chair
Ailyn Lum
Jasmine Chung
Paul Billington
Susie Berardy



FCCH Fellows Program

Su Lazo, Chair
Mylene Reyes
Gene Albano
Constancio Paranal III
Jeff Orig
Harry Alonso

FILIPINO
CHAMBER of
COMMERCE
of HAWAI'I

FILIPINO
CHAMBER of
COMMERCE
of HAWAI'I
FOUNDATION

70 years of ENDURANCE RESILIENCE EXCELLENCE & SUCCESS

FCCH Presidents

1954-1955 Pastor A. Pablo +
1955-1956 Jose B. Labrador +
1956-1957 Benjamin E. Ayson +
1957-1959 Bernaldo D. Bicoy +
1959-1960 Lyn U. Remular +
1960-1962 Fred C. Blanco +
1962-1963 N.C. "Bert" Villanueva +
1963-1965 Barney B. Menor +
1965-1966 Ernesto Tesoro +
1966-1967 James Solidum
1967-1968 Vince Dela Cruz
1968-1969 Diosdado G. Avecilla +
1969-1971 Ricardo Labez +
1971-1972 Franciso Ugale
1972-1973 Alfred P. Fernandez
1973-1974 Gene Albano
1974-1976 Raymond Bartolome +
1976-1978 Ernest Bautista
1978-1982 Roland D. Sagum +
1982-1983 Christopher G. Pablo +
1983-1987 Isabel M. Tagala
1987-1988 Joseph F. Blanco
1988-1989 Cecilia Villafuerte
1989-1990 Teresita Umali Okihara +
1990-1991 Perfecto L. Cortez +
1991-1992 Wilfredo O. Tungol
1992-1993 Lito Alcantra
1993-1994 Buddy Gendrano
1994-1995 Alfredo G. Evangelista, Esq.

1995-1996 Theo B. Butuyan
1996-1997 Ismael Europa +
1997-1998 Rose C. Churma
1998-1999 Elias T. Beniga
1999-2000 Bennette E. Misalucha
2000-2001 Rey T. Prado, III
2001-2002 William Rol
2002-2003 Nelly Pongco Liu
2003-2004 Vergel Adonis +
2004-2005 Tony Ofri
2005-2006 Alma A. Caberto
2006-2007 Stephen E. Callo
2007-2008 Jack Legal
2008-2009 Jason Pascua
2009-2010 Rosemarie V. Mendoza
2010-2011 Jamesner A. Dumlaog, Esq.
2011-2012 Harry Alonso
2012-2013 Bryan Andaya, Esq
2013-2014 Maria A. F. Etrata +
2014-2015 Paul G. Alimbuyao
2015-2016 Sam Acosta
2016-2017 Bernadette D. Fajardo
2017-2018 Brandon dela Cruz
2018-2019 Vanessa Kop
2019-2020 Dr. Nancy Atmospera-Walch
2020-2021 Jeoffrey Cudiamat
2021-2022 Rose Galanto
2022-2023 Rocky Anguay
2023-2024 Susana Berardy

+ Deceased



FILIPINO
CHAMBER of
COMMERCE
of HAWAI'I

FILIPINO
CHAMBER of
COMMERCE
of HAWAI'I
FOUNDATION

70 years of ENDURANCE RESILIENCE EXCELLENCE & SUCCESS

For the past 70 years, the Filipino Chamber of Commerce of Hawai'i, an organization for entrepreneurs, executives and leaders continue to advance the interests of the business community and perpetuate Filipino culture.

Throughout the years, the Chamber has forged lifelong business connections and relationships, creating a lasting and meaningful impact to the community.

The Chamber exists because of your dedication and support, which will continue to lift the Filipino community and leave a lasting legacy for generations to come.

1954

ESTABLISHMENT

Created the National Association of Filipino Community Council of America. The 1st Trade Mission to the Philippines was held. The Chamber established a scholarship fund.

1977

DEFYING NORMS FOR THE BETTER

The Filipino Chamber of Commerce was established with 47 charter members. The Chamber sponsored a Trade Mission to Seattle, San Francisco, and Los Angeles.

1963

MAKING AN IMPACT ON THE NATIONAL AND INTERNATIONAL ARENA

Membership in the Chamber was extended to non-Filipinos. The first female president was elected - Isabel Tagala.

The Filipino Entrepreneur of the Year awards was launched. In 1992, the Scholarship Awards program was reinstated. The first Legislative Breakfast was held in 1994. The first Golf Tournament to raise funds started in 1995.

1999

STRATEGIC PARTNERSHIPS

Held the 20th Trade Mission to the Philippines. Established the Filipino Chamber of Commerce of Hawaii Foundation, for charitable and educational programs and events. Hosted an International Trade Expo in Honolulu. A Taste of Kalihi was launched in 2007.

2010

STRENGTHENING TIES WITH THE PHILIPPINES

Created a Quad Chamber alliance with the Japanese, Korean and Chinese Chambers of Commerce. Partnered with Hawaii Business Magazine in 2014 for the first Hawaii Business Leadership Conference. Organized Filipino Restaurant Week with the Philippine Consulate in 2016, and a financial literacy program "Kinabukasan Series" in 2017.

2020

INNOVATION AMIDST A GLOBAL PANDEMIC

Provided crucial recovery support to victims of Aug. 8 Lahaina wildfires. Held the first Hawaii-Philippines Sister Province Business Symposium. Trade Mission.

1989

MORE SIGNATURE PROGRAMS ESTABLISHED

Established an affiliate relationship with the Honolulu Filipino Junior Chamber of Commerce. Began creating Sister-Chamber links in 2000. Became a member of the National Federation of Filipino American Association in America in 2004.

2006

SAKADA CENTENNIAL CELEBRATIONS

Created the Hawaii-Philippines Business Economic Council to execute a partnership with the Philippine Chamber of Commerce & Industry. HPBEC holds a monthly "Talk Story" series via Zoom on relevant interest topics.

2015

NEW PROGRAMS WITH GREAT PARTNERS

Operations turned virtual. First Fellows program launched, featuring up-and-coming leaders.

2024

THE BEST IS YET TO COME...



For a more detailed report, include summaries by past presidents through the years, visit filipinochamber.org.

MEMBERSHIP DIRECTORY

Antonio, Steven

94-316 Kahualena Street
Waipahu, HI 96797
(808) 692-6078
stevenahawaii808@gmail.com

Aquino, Jennifer

VP/Branch Manager
HomeStreet Bank
Pearl City Branch
98-1258 Kaahumanu Street
(808) 484-4750 (888) 472-4484
jenniferaquino17911@gmail.com

Aquino, Dr. Belinda A.

Professor, University of Hawaii
2740 Kuilei Street #2203
Honolulu, HI 96826
(808) 956-6086 (808) 947-7011
lindaquino@gmail.com

Arenas, Pliny

Regional VP Operations Pacific
US Renal Care
98-1005 Moanalua Road #420
Aiea, HI 96701
(808) 440-4800 (808) 225-2957
pliny.arenas@usrenalcare.com

Armas, Angie

Owner, Armas Financial Service
94-210 Pupukahi St. Ste# 203
Waipahu, HI 96797
(808) 382-6290
angiearmas67@gmail.com

Armas, Marc

Owner, Armas Financial Service
94-210 Pupukahi St. Ste# 203
Waipahu, HI 96797
(808) 392-3840
marcarmas51@gmail.com

Arnobit, Violeta

CEO, ACE Medical Inc.
94-910 Moloalo St, Suite B
Waipahu, HI 96797
(808) 678-3600 (808) 306-3766
violeta@acemedicalinc.com

Arrastia, Bridget C

Realtor, Coldwell Banker Realty
P.O. Box 29151
Honolulu, HI 96818
(808) 676-7200 (808) 223-9297
barrastia13@gmail.com

Atmospera-Walch, Nancy

CEO/Owner
Advantage Health Care Provider
1188 Bishop Street Suite #2502
Honolulu, HI 96813
(808) 525-8888 (808) 778-3832
aimnancywalch@yahoo.com
dr.nancy@advantagehealthcare

Badua, Espie

Owner/Broker, Espie D Badua, LLC
1488 Alencastre St
Honolulu, HI 96816
(808) 551-4419
espiebadua@gmail.com

Banasan, Josie

President, JB Rentals
4038 Keaka Drive
Honolulu, HI 96818
(808) 282-8113
jbanasan1@gmail.com

Baraquo, John

Manager, Able Pest Management LLC
PO Box 1598 Aiea, HI 96701
(808) 853-2253 (808) 330-1839
jbaraquo@ablepestex.com

Bargamento, Bertram

(808) 753-7964
bbargamen@gmail.com

Barnhill, Kristel Dianne

Business Operations Manager
Mr. Water Pro
1933 Kalani Street
Honolulu, HI 96819
(808) 460-7358 (808) 490-1526
kristel@mrwaterpro.com

Bartasan, Flordeline

(808) 649-0092
flora.lanai@gmail.com

Bautista, Ernest G

KNDI Radio 1270 AM
(808) 676-8771

Benigas, Elias

Vice President/Senior Financial
Advisor, Merrill Lynch: the Kimura
Beniga Meade Group
1003 Bishop St.
Honolulu, HI 96813
(808) 525-7399 (808) 291-5797
elias_beniga@ml.com

Berardy, Joseph S

Vice President, DBI-HI, Inc
PO Box 25033
Honolulu, HI 96825
(808) 729-6539
joe@dbihawaii.com

Berardy, Susana

President, DBI-HI Inc
PO Box 25033
Honolulu, HI 96825
(808) 392-7083
susie@dbihawaii.com

Berueda, Margie

President & CEO
Residential Choices
94-450 Mokuda Street
Waipahu, HI 96797
(808) 676-3948 (808) 383-9803
margieberueda@gmail.com

Billington, Paul

1222 Makaloe Street, #3
Honolulu, HI 96814
(808) 754-0027
superbprb@yahoo.com

Blanco, Joseph F

Daligcon DD Foster Home
c/o KCOM Corp,
99-1324 Koaha Place
Aiea, HI 96701
(808) 533-7419
blancohawaii@gmail.com

Boling, Debbie

Founder/CEO
808Notary.net
115 Lehua St #861402
Wahiawa, HI 96786
(808) 978-6948
deb@808notary.net

Bongco, Joel

CEO, Inspired Life Investments LLC
95-116 Lalei Place
Mililani, HI 96789
(808) 382-8151
joel@ilihawaii.com

Brewer, Aurora Caailan

Retired, Philippine Army,
Light Armor Division
92-1093 Koio Drive, APT D
Kapolei, HI 96707
(808) 364-2251

Bringas, Anselmo Eduardo G.

CEO & Founder
The CAMDAP Group, LLC
590 Farrington Hwy #210-133
Kapolei, HI 96707
(808) 953-5724
ed_bringas@yahoo.com

Brown, Exavier

President
Boweaks Electrical Solutions LLC
1967 Paula Drive
Honolulu, HI 96816
(808) 783-3978
info@boweaks-electric.com

Burgos, Annalisa

Reporter, Hawaii News Now
420 Waiakamilo Road, Suite 205
Honolulu, HI 96817
(808) 223-9606
annalisaburgos@gmail.com

Burns, Joseph

Associate Director, Hawaii Small
Business Development Center
www.hisbdc.org
2800 Woodland Drive, Suite 299
Honolulu, HI 96822
(808) 945-1430
joseph.burns@hisbdc.org

Bustamante, Marietta S.

Facility Manager, SPPLUS Corporation
733 Bishop Street Suite 2300
Honolulu, HI 96815
(808) 377-6772 (808) 780-1260
marietta.bustamante@gmail.com

Butuyan, Elena T

President, Elena's Restaurant
3130 Binaggio Ct
Las Vegas, NV 89141
(702) 791-7912 (702) 308-3521
ElenasRestaurant@gmail.com

Cabingabang, Delia

Administrator
Cabingabang Care Home
94-1121 Waipahu St.
Waipahu, HI 96797
(808) 381-3673
deliacabingabang@gmail.com

Cachola, Romy M

Retired/Former State Representative,
State of Hawaii
936 Kalihi Street
Honolulu, HI 96819
(808) 845-5433 (808) 754-7070
rmcachola@yahoo.com

Cachola, Fil M

1451 Dement Street
Honolulu, HI 96819
(808) 741-0980
cacholafil@yahoo.com

Become a member



SEMINARS AND WORKSHOPS

The Chamber offers educational and professional development workshops on various topics such as investment opportunities, tax updates and workforce development.



Become a member online
at filipinochamber.org.

MEMBERSHIP DIRECTORY

Cadiz, Erwin

Owner, Erbe's Cleaning
94-444 Awamoi Street
Waipahu, HI 96797
(808) 349-2984

Cadiz, Jasmin F

Realtor, Century 21
HomeFinders of Hawaii
94-1024 Waipio Uka #206
Waipahu, HI 96797
(808) 260-8400
hawaiiproperties@aol.com

Calinao, Arlene

Business Owner, Forever Living
Products
1617 Keeaumoku St. Apt. 1808
Honolulu, HI 96822
(808) 675-8026
arlene_050527@yahoo.com

Calisay, Melody

Owner, East West Marketing Inc.
P. O. Box 17096
Honolulu, HI 96817
(808) 843-1221 (808) 224-9535
melodycalisay@gmail.com

Callo, Andrew

President, Kelly's Mini
Mart & Fast Food
65 W Kaahumanu Ave 3A
Kahului, HI 96732
(808) 214-3031
ajkc.kmmffi@gmail.com

Callo, Tessie

Vice President, Callo Care Home LLC
1027A Lowell Place
Honolulu, HI 96817
(808) 843-1240 (808) 983-9240
cornerstonellc808@gmail.com

Callo, Stephen E

Accountant, CS Accounting & Tax
Services Inc.
1188 Bishop Street Ste 2105
Honolulu, HI 96813
(808) 537-5714 (808) 351-0972
stephen@cscspahi.com

Calpo, Kimberly

Operations Program Assistant
US Vets Initiative
PO BOX 701325
Kapolei, HI 96709
(808) 342-2319 (808) 388-7326
kimberlycalpo808@gmail.com

Camp, Phillip

Principal Architect, hi*arch*y llp
1188 Fort Street Mall, Suite 201
Honolulu, HI 96813
(808) 721-3411
pcamp@hiarchy.net

Cantorna, Erlinda J

Retired Accountant, Department of
Taxation
1403 Molehu Drive
Honolulu, HI 96818
(808) 220-6737
linda.cantorna@gmail.com

Caranto, Evelyn Calisay

Vice President,
East West Marketing Inc.
1037 Gulick Avenue
Honolulu, HI 96819
(808) 843-1221 (808) 265-0759
cavanevelyn@gmail.com

Cardenas, Carolina B

Owner, A & C Transport, LLC
94-1067 Kuhaulua Street
Waipahu, HI 96797
(808) 723-4639 (808) 677-8908
ardelsalacup@yahoo.com

Caringal, Monica

Business Development Manager,
ProService Hawaii
99-303 Uwau Drive
Aiea, HI 96701
(808) 725-6826 (808) 321-9294
monica.caringal@proservice.com

Casamina, Roland

President & CEO, House of Finance
2300 North King Street
Honolulu, HI 96819
(808) 847-8493 (808) 391-1325
roland@hofhawaii.com

Casamina-Cabatu, Amelia

Owner/Administrator,
Casamina Adult Day Care Home
1426 Ala Napunani Street
Honolulu, HI 96818
(808) 839-9733 (808) 282-2033
acmina808@gmail.com

Castillo, Edmar

Photographer,
Specular Industries LLC
3408 Waiialae Ave
Honolulu, HI 96816
(808) 312-9988 (808) 312-9988
edmar.t.castillo@gmail.com

Castillo, Mary Jean

1330A Moanalualani Place
Honolulu, HI 96819
mjcastillo2011@yahoo.com

Cheng, Jeremy

Owner,
Creative Building Solutions LLC
978 Valley View Drive
Honolulu, HI 96819
(808) 729-3751
jeremy.cheng@exprealty.com

Chung, Jasmine

Real Estate Property Manager
Co-owner S&J Cleaners
98-1964 Hoala Street
Aiea, HI 96701
(808) 542-4260
jchung808@gmail.com

Chung, Stephanie M

Co-Owner S&J Cleaners
98-1964 Hoala Street
Aiea, HI 96701
(808) 221-6212
spennyc808@gmail.com

Churma, Rose Cruz

Principal Architect, DesignLab
47-233 Kamehameha Highway
Kaneohe, HI 96744
(808) 239-6365 (808) 358-2868
rosechurma@mac.com

Cordero, David

President, Pacific Century Realty
1188 Bishop Street, Suite 2704
Honolulu, HI 96813
(808) 377-5088 (808) 721-0700
corderocorp@aol.com

Cordero, Mary

Publisher, Fil-Am Courier
P.O. Box 17753
Honolulu, HI 96817
(808) 595-8787

Corpus, John

VIP/III, DOT, State of Hawaii
91-1033 Ahuua
Ewa Beach, HI 96706
(808) 679-8427
corpusj015@yahoo.com

Corpus, Rasha P

Owners,
Honolulu Premier Flooring, LLC
PO Box 631
Honolulu, HI 96809
(808) 451-2765 (808) 389-9388

Cortez, Randy

Economic Development Specialist
DBEDT
(808) 829-0138 (808) 342-7685
randy.j.cortez@hawaii.gov

Correa, Albert

Financial Fitness Director, FinFit Life
86-900 Pokaihene Place
Waianae, HI 96792
(808) 551-4771
albertcorrea@finfit@gmail.com

Cortez, Marylou

Food Analyst
Palaman Purveyor
(808) 829-0138
info@palamanpurveyor.com

Cudiamat, Cheryl

Owner / Preschool Director, Keiki Care
Center of Hawaii, Inc
757 Hoomalu Street
Pearl City, HI 96782
(808) 455-5545 (808) 358-5602
CEO@keikicarehawaii.com

Cudiamat, Glenn

President & CEO, TDA, Inc
Top-Down Analytics
1255 Kuala Street, 2nd Floor
Pearl City, HI 96782
(310) 871-3768
glennccudiamat@gmail.com

Cudiamat, Jeoffrey

Principal Engineer / Business Owner,
Structural Hawaii Inc.
1256 Kuala Street, 2nd Floor (Suite #2)
Pearl City, HI 96782
(808) 488-5000 (808) 358-7111
jcudiamat@structuralhawaii.com

Culanay, Gerric

Financial Professional, New York Life
1560 Kanunu St APT 1416
Honolulu, HI 96814
(808) 636-0366
gdculanay@ft.newyorklife.com

Dahilig, Estrelita

Secretary
Office of the Mayor - County of Maui
200 S. High /street 9th Floor
Wailuku, HI 96793
(808) 280-6308
tedlee.dahilig@gmail.com

Dalit, Edgar

Managing Broker, TeamELite Hawaii
1132 Bishop Street #2101
Honolulu, HI 96813
(802) 377-1164 (808) 753-7465
bcsarizona@gmail.com

Davis, Azeleah C

Owner, Chano's Best LLC
2043 North King Street
Honolulu, HI 96819
(808) 892-1105 (808) 763-7205
davisazeleah@aol.com

Dar, Marivic

Financial Planner, Prudential
1100 Alakea Street, 28th Floor
Honolulu, HI 96813
(808) 535-4437 (808) 342-8879
Marivic.Dar@prudential.com

Dayoan, Darlyn

Project Manager, TransPerfect
1518 Makaloa Street Apt. 1014
Honolulu, HI 96814
(808) 463-5503 (808) 463-5504
darlyndayoan@gmail.com

De Vega, Ma Rosario

President, Kitchen Legacy, Inc.
Saladmaster
2200 Kamehameha Highway, Suite
105, Honolulu, HI 96819
(808) 888-2124 (808) 852-0780
kitchenlegacyinc@gmail.com

DeCosta, Bernice

Account Executive, KHON2
1015 Aoloo Pl. Apt #205
Kailua, HI 96734
(808) 591-4213 (808) 693-6998

Dela Cruz, Brandon T

Director of Marketing,
L & L Hawaiian Barbecue
931 University Ave #202
Honolulu, HI 96826
(808) 951-9888 ext. 109
brandon@hawaiianbarbecue.com

Delos Santos, John H.

CEO/President,
Citizens Mortgage Corporation
1101 N. King Street
Honolulu, HI 96817
(808) 847-6566 (808) 728-1308
john@citizensmtg.com

Dimovska, Christina

Director, Servpac
200 Kahelu Ave.
Mililani, HI 96789
(808) 237-5101 (734) 560-9064
cdimovska@servpac.com

Domingo, Magdalena Pasion

Owner, Phil-American Travel Agency
2150 Jennie Street
Honolulu, HI 96819
(808) 783-0068
magdalena.domingo32@gmail.com

Duhachek, Janeth D

Seniro Admin. Rep., University Alliance
94-698 Honowai Street
Waipahu, HI 96797
(808) 532-4000
jrxduvelo@yahoo.com

Dulay, Michael

Owner, Infinity Lending Providers
67-106 Kealohanui Suite A1
Wailua, HI 96791
(808) 888-4362 (808) 554-1671
michael@infinitylendingproviders.com

Dulay, Melanie

Consultant, Infinity Lending Providers
95-1135 Koolani Drive #134
Mililani, HI 96789
(720) 878-8456 (808) 542-5206
melsteph808@gamil.com

Dumbrique, Celia

Owner, Dumbrique Dental Clinic
458 Manawai Street, Unit 608
Kapolei, HI 96707
808-285-3580
celiad003@gmail.com

Dumlao, Jamesner

Compliance Auditor, Finance Factors
1164 Bishop Street, Ste. 710
Honolulu, HI 96813
(808) 548-4935 (808) 728-5767

Dumlao, Maryvic

Owner, Mary-Jo Cleaning
98-878 Olena St.
Aiea, HI 96701
(808) 979-1072
maryvicdumlao808@gmail.com

Durham, Shirley

SVP & Division Manager, First
Hawaiian Bank
45675 Lohiehu St.
Kaneohe, HI 96744
(808) 844-3162 (808) 342-8233
sdurham@fihb.com

Eugenio, Mary Ann E

President, Golden Traders
Wholesale Inc
2312 Kamehameha Hwy
Honolulu, HI 96819
(808) 837-2700 (626) 373-3384
maryann@goldentradersinc.com

Eustace, Alma

Registered Nurse, Case Manager
1655 Makaloa St.
Honolulu, HI 96814
(808) 321-6465
almaeustace@yahoo.com

Eustace, Laren

Commercial Real Estate Advisor,
NAI | CBI Hawaii
1712 South King Street
Honolulu, HI 96826
(808) 427-8516 (630) 659-8434

Evangelista, Alfredo G.

President/Attorney, Law Offices of
Alfredo Evangelista, A Limited Liability
Law Company
24 Central Avenue
Wailuku, HI 96793
(808) 242-8100 (808) 294-5510
AlfredoGEvangelista@gmail.com

MEMBERSHIP DIRECTORY

Fajardo, Bernadette D.

Owner, B2B Enterprises LLC
91-978 Hualaula Loop
Ewa Beach, HI 96706
(808) 623-3062 (808) 342-8090
bernafajardo@gmail.com

Fajardo, Candice Beryl

Executive Director, Hawaii Market,
March of Dimes
1580 Makaloa Street, Suite 1200
Honolulu, HI 96814
(888) 663-4367 (818) 636-7988
candiceberyl@gmail.com

Fannon, Winnie

Business Owner & Director, Wolfpack
Consulting Pte Ltd
46-020 Aliikane Place Apt 325
Kaneohe, HI 96744
(808) 206-1172
winniefannon@gmail.com

Feliciano, Miriam

Manager, MGF / Miriam's Foster Family
Home LLC
819 Ala Liliko'i St. Apt 1
Honolulu, HI 96818
(808) 807-7979 (808) 744-6973
feliciano_miriam@yahoo.com

Feliciano, Romelyn

Owner/Founder, RC
Property Group, LLC
1345 Akaiki St
Kailua, HI 96734
(808) 773-1415
romelyn@rcpropertygroup.com

Flores, Devina

VP of Finance and Operations, NDC
Water Extraction LLC dba
AdvantaClean of Honolulu
91-1367 Maliko St.
Ewa Beach, HI 96706
(808) 486-5074 (808) 489-6175
devina.flores@advantaclean.com

Ford, Mary Ann

Owner, Mary Ann's ARCH & E-ARCH
745 Puu Kala Street
Pearl City, HI 96782
(808) 690-0855
maryann131310@gmail.com

Gacula, Maria Tereza

Managing Member, Keaau Filipino
Food Store LLC
16-577 Old Volcano Rd
Keaau, HI 96749
(808) 966-7222 (808) 366-2682
maritess@keaaufilipinofoodstore.com

Gahol, Bob Pablito

Colonel (Retired) US Army,
311 Iliwahi Loop
Kailua, HI 96734
(808) 218-2393 (808) 218-2393
bgahol@hotmail.com

Galang, Norie

Owner, Cryo Health Hawaii
94-550 Farrington Hwy
Waipahu, HI 96797
(808) 673-6499
cryohealthhawaii@gmail.com

Galanto, Rose

Owner, Aloha Tours & Travels, Inc.
2153 North King St # 110
Honolulu, HI 96819
(808) 845-2218 (808) 688-4458
hills@hawaii.rr.com

Gambol, Melinda

Administration Office, Mutual Housing
Association of Hawaii
91-1159 Keahumoa Parkway# 112
Ewa Beach, HI 96706
(808) 295-1363
melinda.p.gambol@gmail.com

Garcia, Froebel A

President (owner)
Froebel Investment Co.
P.O. Box 4303
Kaneohe, HI 96744
(808) 386-6857
froebelgarcia07@aol.com

Gascon, Elaine

Commercial Account Executive
King & Neel
91 2022 Kanela St
Ewa Beach, HI 96706
(808) 497-3203
elaine.gascon@kingneel.com

Gendrano, Buddy

President & Principal Broker, KFG
Properties, Inc.
909 Lehua Avenue 2nd Floor
Pearl City, HI 96782
(808) 456-8188 (808) 384-9589
bgendrano@gmail.com

Go, Helen Grace

Manager/Owner
United Family Care Home LLC
1328 Molehu Drive
Honolulu, HI 96818
(808) 421-1775 (808) 389-1989
rnhgvgo@aol.com

Gonzales, Lennard

Founder, Galleon Chocolate
Trade Company
375 Huku Lii Pl Ste 101
Kihei, Hawaii 96753
(808) 757-3900 (415) 948-3075
len.gonzales@gmail.com

Gozar, Amalia

Owner, Manzano Collection
1260 Richard Lane Apt. #504
Honolulu, HI 96819
(808) 312-0778
manzanocollection@gmail.com

Gozar, Leo

Managing Member, Pygmalio Arts
Consortium, LLC dba Pygmalia
Communications
1260 Richard Ln Apt B504
Honolulu, HI 96819
(808) 630-6268
voguepygmalion@gmail.com

Grant, William Joshua Jr.

VP/Mortgage Loan Officer, Finance
Factors
1164 Bishop St. Suite# 300
Honolulu, HI 96813
(808) 256-7398
joshg@financefactors.com

Guerrero, Arlene

Business Intermediary, Oceanside
Business Brokerage
84-526 Manuku Street
Waianae, HI 96792
(808) 999-7032 (808) 620-2433
arlene@xclusivebusinessbrokers.com

Guevarra, Pepito

President, Guevarra Appraisal
Services, LLC
P.O. Box 97612
Waipahu, HI 96797
(808) 676-4572 (808) 386-6379

Guieb, Wendell V

Owner, W.G. Construction LLC
94-065 Waipahu Depot Street Unit #F
Waipahu, HI 96797
(808) 676-8898 (808) 330-8943
wgconstruction@hawaii.rr.com

Gutierrez, Lynne V

1523 Lehia Street
Honolulu, HI 96818
(808) 728-1700
mestralynne@aol.com

Halagao, Avelino J, Jr

President, Hawaii Leadership Forum
700 Bishop Street Suite 1701
Honolulu, HI 96813
(808) 380-3570
aj.halagao@gmail.com

Hamakawa, Gary

Owner, GFH Global LLC
521 Ala Moana Blvd., Suite 225
Honolulu, HI 96813
(808) 523-0717
gary.h@gfhglobalhawaii.com

Han, John J

VP of Administration and CFO,
University of Hawaii Foundation
1314 S. King St, Suite B
Honolulu, HI 96814
(808) 295-0148
johnhan99@gmail.com

Handel, Milagros

Director of Finance & Administration,
Hawaii Job Corps
400 Hobron Lane #2115
Honolulu, HI 96815
(808) 259-6001 (808) 291-5875
milguiang@hotmail.com

Heatherly, Shirley

Business Programs Specialist, USDA
Rural Development Hawaii Office
www.rd.usda.gov/hi
Honolulu, HI
(808) 600-2943
shirley.heatherly@usda.com

Hiramatsu, Lori

Business Advisor, VBOC of the Pacific
2800 Woodlawn Drive, Suite 293
Honolulu, HI 96822
(808) 988-1236
lori.hiramatsu@hawaii.edu

Hosaka, Sarah

Employer Services Manager,
University Health Alliance (UHA)
700 Bishop Street, 3rd Floor
Honolulu, HI 96813
(808) 532-4000 (808) 497-5575

Ildefonso, Joe

Owner, JMI Electric, LLC
94-058 Pumaia Way
Waipahu, HI 96797
(808) 497-5413
Joe@jmielectricllc.com

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MEMBERSHIP DIRECTORY

Idefonso, Remedios

Owner, JMI Electric, LLC
94-058 Pumaia Way
Waipahu, HI 96797
(808) 425-8188
idefonsojeandmimi@yahoo.com

Imakyure, Carlota H

Reverend, Doctor
Self-Employed
(808) 258-3151
carlimakyure@hotmail.com

Imperial, Lorna

CEO, Med Consultants
1062 Wiliki Drive
Honolulu, HI 96818
(808) 628-0984
delegatingnurse@gmail.com

Jacob, Marianela

Business Owner
Healthcare School of Hawaii
95-1008 Holoalea St
Mililani, HI 96789
(808) 488-9449 (808) 255-9198
nelaaprn@gmail.com

Kahinhina, Lennie

Business Development Executive
(808) 834-5931 (808) 927-0062
lenniec@aloha freight.com

Katakya, Robert S. K.

Director, Na Kanatona O Osiania
(The Cantonments of Oceania)
94-272 Kahuawai St
Waipahu, HI 96797
(808) 990-9139
nalunahookele@gmail.com

Kane, Will

Senior Vice President, Strategies 360
850 Richards Street
Honolulu, Hawaii 96813
(808) 291-1869
willk@strategies360.com

Kanetani, Keith

Business Development Manager
Engineering Partners Inc.
455 E Lanikaula Street
Hilo, HI 96720
(808) 930-7851 (808) 895-5780
keith.kanetani@epinc.pro

Keliikoa, Martines

Marketing Coordinator
Wyndham Destination
920 Kaheka Street #5
Honolulu, HI 96814
(808) 478-5562

Kim, Donna Mercado

Hawaii State Senator, State Capitol
415 S. Beretania Street Room 218
Honolulu, HI 96813
(808) 587-7200 (808) 587-7205
senkim@capitol.hawaii.gov

Kim, Sam O.

Senior executive Director, H Mart
165 Chubb Ave. STE130
Lyndhurst, HI 7071
(201) 636-5520

Kop, Vanessa (B)

Executive Vice President, Sales,
Leasing & Investments,
NAI CBI Hawaii
1712 South King Street, Suite 201
Honolulu, HI 96826
(808) 441-0509 (808) 256-0370
vkop@cbi-hawaii.com

Lacambra, Nancy

Co-Owner, Lacambra &
Associates CPA
92-569 Pilipono Sreet
Kapolei, HI 96707
(808) 630-1527 (808) 630-1527
nancy.Lacpa@gmail.com

Lazaro, Myra Rocas

V. Pres / Travel Consultant, Aloha
Tours and Travel
2153 N. King St. Ste# 110
Honolulu, HI 96819
(808) 741-8218
myra-alohatours@hawaii.rr.com

Lazo, Su

Director of Career Development,
Purple Ma'a Foundation
PO BOX 12178
Honolulu, HI 96828
(808) 256-2745
sulazo@gmail.com

Leaverton, Matt

GFH Global LLC
(808) 523-0717
matt@gfhglobalhawaii.com

Legal, Jack

Owner Principal Broker, Legal Realty
92-1389 Hoali Street
Kapolei, HI 96707
(808) 284-6832
jack.legal1350@gmail.com

Lerch, Anne-Marie

CXO, Hi Tech Hui, LLC
1050 Queen Street Suite 100
Honolulu, HI 96814
(206) 890-1880
amlerch@hitechhui.com

Lindley, Amanda

Business Development Manager,
Makai HR
99-960 Aiea Heights Drive
Aiea, HI 96701
(808) 256-9874

Lopez, Sarah

Broker/Owner, Scale, LLC
15 Kulanihikoi Street, Unit 19A
Same, HI 96753
(808) 250-6721
slopez7272@gmail.com

Lum, Ailyn P

Owner, Damsel In Defense
45-113 Holio Place
Kaneohe, HI 96744
(808) 226-1228
lumt013@hawaii.rr.com

Lum, Jeannie

Outreach Partnership Specialist,
Hawaii Stateside Military Operations
UMGC Pearl City
98-1238 Kaahumanu St., Suite 404
Pearl City, HI 96782
(808) 583-3096
jeannieanne.lum@umgc.edu

Luna, Ethel M

Co-owner, Malasig, 7 Sisters
The MarketPlace at City Square
1199 Dillingham Blvd
Honolulu, HI 96817
(808) 284-8394
ethelmalasig@yahoo.com

Mabalot, Daniel

Business Owner
Dickey's Barbecue Pit
91-710 Farrington Hwy.
Kapolei, HI 96797
(808) 255-7463 (808) 2557463
danny.mabalot@hotmail.com

Magaoy, Zhoydell

Neighborhood Assistant
Neighborhood Commission Office
City & County of Honolulu
1921 Kalihi Street
Honolulu, HI 96819
(808) 478-9802
magaoyz@gmail.com

Magbojos, Gerard

Mortgage Loan Officer
American Savings Bank
1582 Waialele St
Honolulu, HI 96819
(808) 593-4872 (808) 452-1470
gmagbojos@asbhawaii.com

Malalis, Rosalinda

Owner/Case Manager, Nightingale
Case Management Inc.
98-029 Hekaha Street #30
Aiea, HI 96701
(808) 484-2205 (808) 741-8033
nightingalecmi@hotmail.com

Malig-on, Yonie

Payroll Coordinator
Nordic PCL Construction
1099 Alakea Street Suite 1600
Honolulu, HI 96813
(808) 541-8161 (808) 497-9244
LBMaligon@nordicpcl.com

Malone, Treston

Executive Marketing Director
Visionary Views LLC
711 Kapiolani Blvd Ste 1420
Honolulu, HI 96813
(808) 475-2497
treston@visionaryviewsllc.com

Manahan, Peter

Owner, Fil-Am Enterprises LLC
2141 Kaumualii Street
Honolulu, HI 96819
(808) 843-0007 (808) 306-5661
filamtermite@yahoo.com

Manlansing, Rosemarie G

Owner, 4-R Oriental Food Mart &
Produce 350 Hukilike Street Ste B
Kahului, HI 96732
(808) 419-8154
rogermanlansing64@gmail.com

Manuel, Rosemary

Administrator, Preferred Home &
Community Based Services of HI, Inc.
94-412 Maikoiko Street
Waipahu, HI 96797
(808) 456-0078
phcbcs@hawaiiantel.net

Marcelo, Lourdes

CEO, Administrator, Lou's Quality
Home Health Care Services, LLC
Advanced Care Training, LLC
School for Certified Nursing
Assistants
P.O. Box 893224
Mililani, HI 96789
(808) 623-7109 (808) 623-1777
lou@louscare.com

Martinez-Boyette, Cheyenne

Vice President, Bank of Hawaii
P.O. Box 2900
Honolulu, HI 96846
(808) 694-4907 (808) 457-0325
cheyenne.martinez-boyette@boh.com

Matas, Flor

Owner, Flor Cleaning Services
94-501 Hiapiole
Waipahu, HI 96797
(808) 389-9636 (808) 677-9639
florhomecleaning@gmail.com

Matsuki, Cindy

Hawaii Foreign-Trade Zone No.9
521 Ala Moana Blvd.
Honolulu, HI 96813
(808) 586-2509 (808) 348-2721
cindy.matsuki@ftz9.org

Matsumoto, Matthew

Membership, U Okada & Company Ltd
1052 Ala Nanu St #204
Honolulu, HI 96818
(808) 597-1102 (808) 341-1197
easyrider309@aol.com

McCaleb, Glorey

Owner, Hair Creations By Glorey
94-1144 Ka Uka Blvd
Waipahu, HI 96797
(808) 691-9747 (808) 349-9912
germitanio2005@gmail.com

McCleave, Dani

Architect/Designer, Sol Studios LLC
3628 Sierra Drive
Honolulu, HI 96816
(808) 465-6944
danielle@solstudiosllc.com

Meadows, Hong Lee

Owner, Blessed and Beautiful
Kangen 808
95-1016 Kahualea St.
Mililani, HI 96789
(808) 501-9878

Medalle, Margie

Realtor, Better Homes and Gardens
Realty Advantate Realty
1177 Queen St. #2403
Honolulu, HI 96814
(808) 479-8851
margiem@betterhawaii.com

Medina, Linette Marielle V.

Accountant, Amethyst Builders LLC
91-1081 Iwikuamoo St. Apt. 508
Ewa Beach, HI 96706
(808) 208-6126
medinalmv13@gmail.com

Mejia, Arnel

Registered Representative, New York
Life Insurance Company
211A Booth Rd.
Honolulu, HI 96813
(808) 397-7238
arnel.mejia@gmail.com

Mendoza, Michael

Partner/Owner, Homeland
Construction LLC
91-815 Hanakahii Street
Ewa Beach, HI 96706
(808) 690-1153
homeland.construction@yahoo.com

Mendoza, Rosemarie

President/Owner
NAWS powered by AKVO
P.O. Box 29356
Honolulu, HI 96820
(808) 375-2708 (808) 371-3902
rmendozahi808@gmail.com

Menor, Gladys Mae

Owner, Gladys Menor Foster Homes
1436 Uila St.
Honolulu, HI 96818
(808) 366-2317
menor330@gmail.com

Mercado, Lina B

President & Owner, Lina B Flowers
1195 River St.
Honolulu, HI 96817
(808) 526-9009 (808) 382-7751
linabmercado@aol.com

Merriam, Mark

President, Aloha Graphics Inc.
64 South Hotel Street
Honolulu, HI 96813
(808) 544-2679 (808) 381-5504
mark@alohagraphics.com

Miller, Carrie C

Owner, Bliss Concierge dba Hawaii
Senior Concierge
95-401 Ikaola Street
Mililani, HI 96789
(808) 829-2105

Millon, Natalie Luz B

Program Associate, Community
Grants & Initiatives, Hawaii
Community Foundation
827 Fort Street Mall
Honolulu, HI 96813
(808) 566-5544 (808) 366-9583
nataliemillon@hotmail.com

Mirafior, Clarita

Founding President
Philippine Nurses Association
of America
(760) 285-2796
claritamirafior1979@gmail.com

Misalucha, Bennette

Executive Director
Workforce Development Council
State of Hawaii
830 Punchbowl Street, Suite 317
Honolulu, HI 9813
(808) 398-5988
bennette.misalucha808@gmail.com

MEMBERSHIP DIRECTORY

Miyat, Natylia

Home Care Administrator, Flor & Naty's Adult Foster Home
1328 Anapa Street
Honolulu, HI 96818
(808) 421-0721 (808) 728-4956
NatyMiyat@yahoo.com

Mizukami, Evelyn

Owner, Damsel In Defense
1624 Konunu Street #807
Honolulu, HI 96814
(808) 721-1735
belen@hawaii.rr.com

Moble, Robert Timothy

President, Connex, LLC dba
Connex Global Solutions
2432 Sonoma Street
Honolulu, HI 96822
(808) 377-6198 (808) 222-4321
tim@connexglobal.com

Morales, Helena

Financial Professional,
New York Life - Honolulu
462-A Kahinu St.
Honolulu, HI 96821
(808) 277-7826
moraleshelena23@gmail.com

Morales, Nenita

Financial Strategist
Impact Wealth Innovations
(808) 439-3589
91-1790 Kupeleko Place
Ewa Beach, HI 96706
(808) 979-1547
nenitam007@gmail.com

Munoz, Fe D

Personal Banking Officer, First
Hawaiian Bank
94-115 Poolau Way
Waipahu, HI 96797
(808) 671-3977 (808) 382-8528
fmunoz@fhib.com

Munoz, Edwin M

Operations Manager, Munoz Vacations
& Travel
94-115 Poolau Way
Waipahu, HI 96797
(808) 351-0374 (808) 351-0374
eddie_munoz56@yahoo.com

Nakasone, Kenneth

Partner, Kobayashi, Sugita & Goda
999 Bishop Street - 25th Floor
Honolulu, HI 96813
(808) 535-5744 (808) 381-9009

Nakata, Barbara

Pension Professionals LLC
1585 Kapiolani Boulevard #1700
Honolulu, HI 96814
(808) 697-5540
barb@pensionproshawaii.com

Nava, Anna Melissa

1 Export - Philippines
Unit 404 Angelus Plaza 104 V.A. Rufino
St. Legaspi Village
Makaki City, Philippines
melnava@texport.net

Navarro, May

Tech, Queens Hospital
4229 Keaka Dr.
Honolulu, HI 96818
(808) 388-8826
may52542004@yahoo.com

Navasca, Joel

President, Food Group Inc dba Tiano's
94-223 Hanawai Circle
Waipahu, HI 96797
(808) 484-5855 (808) 688-6094
joel@purewatertechhawaii.com

Nguyen, Davis

Paul Brown Salon, President
2511 Henry St.
Honolulu, HI 96817
(808) 591-1881 (808) 227-4503
davisnguyen65@yahoo.com

Nicolas, Lyraleli

Real Estate Agent,
91-1001 Keaunui Drive Unit 382
Ewa beach, HI 96706
(808) 628-8685
lyralelicsn@gmail.com

Noble, Teresita

President/Owner, Noble Travel
160 N. Market Street #D
Wailuku, HI 96793
(808) 249-8025 (808) 385-0456
nobletravel@yahoo.com

Obaldo, Salvador

Service Supervisor, Aloha Habilitation
92-668 Makakilo Drive
Kapolei, HI 96707
(808) 778-3841
salvadorobaldo@yahoo.com

Oliquino, Ruth Ann

Business Owner, Radiant Allure
94-1016 Mawaho Street
Waipahu, HI 96797
(808) 259-1363 (808) 2581363

Orig, Jeffrey

President/Owner, Orig Media LLC
1136 Union Mall, Unit 703
Honolulu, HI 96813
808 447-9559 (808) 561-1651
jefforig@origmedia.com

Orly, Petalver

Sales Representative, Primerica
99-009 Kalaloe Street A1202
Aiea, HI 96701
(808) 258-9781
alanjane_petal95@yahoo.com

Otsuka, Vince

President & CEO, Aloha Pacific
Federal Credit Union
Honolulu, HI
(808) 256-3364
Vince.Otsuka@alohapacific.com

Pacquing, Joe

Principal Broker,
Granventure Realty LLC
2153 N King Street, Suite 110
Honolulu, HI 96819
(808) 845-5918 (808) 228-3528
granventure@hawaii.rr.com

Pacquing, Felipe II

Attorney
FP Consulting & Interpreter Services
1321 Waimano Home Rd
Pearl City, HI 96782
(808) 455-6794
fpacquingii@yahoo.com

Padilla, Daniel J

Attorney
Carlsmith Ball LLP
1001 Bishop Street, Suite 2100
Honolulu, HI 96813
(808) 523-2523 (808) 386-6987
dpadilla@carlsmith.com

Padilla, Duane

Violinist/Teacher
Duane Padilla Violin
duane@duanepadilla.com

Padron, Francis

Trustee, P Padron Trust
1322 Ala Mahamoe Street
Honolulu, HI 96819
(808) 223-6877

Pagaduan, Hermie M

Compliance Specialist, American
Savings Bank
823 Lakimela Lane
Honolulu, HI 96817
(808) 258-8542
hpagaduan115@gmail.com

Papin, Mallorie

Associate Account Executive, Atlas
Insurance Agency
803 Waimanu St #321
Honolulu, HI 96813
(808) 533-8658 (808) 218-8798
malpapin@gmail.com

Paranal, Constancio

Owner, Primed Hawaii LLC
600 Queen St., Unit 2704
Honolulu, 96813
(816) 682-7905
c.paranal@honolulu.gov

Pascua, Tessie

Retired/Accounting
Retired/Hawaiian Airlines
1723 Kamohoalii St.
Honolulu, HI 96819
(808) 780-7632
tessie_balpascua@yahoo.com

Pasion, Arlynne

Realtor-Associate
Compass dba Arlynne Pasion
55 S. Kuki St., # 706
Honolulu, HI 96813
808-391-2249
arlynnepm@gmail.com

Pasion, Randall

Retired / Supervisor, Office of the
Prosecutor, C&C of Honolulu
PO Box 17886
Honolulu, HI 96817
(808) 741-6496
randallpasion@yahoo.com

Patino, Bles M

Owner, A & B Import-Export, Inc
1818 North King Street
Honolulu, HI 96819
(808) 843-8200
a-bhawaii@hotmail.com

Peirson, Luz

Accountant, City & County of Honolulu
95-411 Lauawa St.
Mililani, HI 96789
(808) 351-5395
lpeirson@gmail.com

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MEMBERSHIP DIRECTORY

Phu, Isabel Rivera

Real Estate Agent, West Oahu Realty, Inc
801 South Street, Suite #2513
Honolulu, HI 96817
(808) 223-2888
isabelphu@gmail.com

Pineda, Melissa Anne A.

Civil Engineer, Amethyst Builders LLC
91-1098 G Hamana St
Ewa Beach, HI 96706
808-253-8699
mlssaapnd@gmail.com

Pongco Liu, Nelly

Principal Broker - Owner, Nell Properties
1177 Queen Street #2802
Honolulu, HI 96814
(808) 593-7808 (808) 228-7808
nellyliu88@gmail.com

Prado, Rey

Sr. HR Manager, Brunswick Corp.
2519 Canterbury Circle
Rockledge, FL 32955
(202) 246-2223
rxprado@gmail.com

Prather, Lyla

Vice President, Cachola Medical Clinic LLC
936 Kalihi Street
Honolulu, HI 96819
(808) 845-9955
lylapratherrmd@gmail.com
info@caholamedical.com

Quemado, Rey

Principal, Next Design LLC
1003 Bishop Street Suite 2000
Honolulu, HI 96813
(808) 440-2789 (808) 232-4468
rqquemado@nextdesignllc@gmail.com

Quinabo, Jesusa G.

RN, Administrator, J. Quinabo ARCH 1&2 LLC
1805 Hookupa St.
Pearl City, HI 96782
(808) 230-0934
susanquinabo2@gmail.com

Quintanilla, Rosario

Owner, Twin Dragon Café
2021 N. King Street
Honolulu, HI 96819
(808) 744-3311 (808) 861-7387
islaqc_rosario@aol.com

Rabago, Jayrald

Financial Advisor, WestPac Wealth Partners LLC
3127 Francis Street
Honolulu, HI 96815
(808) 721-9691

Rabe, Scott M

Financial Advisor, Northwestern Mutual
407 Smoke Bush Drive
Stafford, VA 22554
(703) 848-4825 (808) 225-0096
scott.rabe@nm.com

Rahman, Inam

Medical Doctor, Galaxy Urgent Care
50 S Beretania Street #C210B
Honolulu, HI 96813
(808) 521-1165 (808) 398-2753
inamr01@gmail.com

Ramos, Danicole

Immigration Veterans Lawyer, William S Richardson School of Law, Refugee and Immigration Clinic
66-102 Alena Place
Wailua, HI 96791
(808) 428-7206
danicolerosamos@gmail.com

Ramos, DeAnn F P

Account Manager, Aloha Freight Forwarders
94-1022 Lahe Street
Mililani, HI 96789
deannr@alohafreight.com

Ramos-Razon, Beatrice

Executive Director, HINAMI
2929 Ala Ilima St. #1203
Honolulu, HI 96818
(808) 778-6291
bramosrazon@aol.com

Ranchez, Charlayne

Workforce Consultant, Kaiser Permanente
711 Kapiolani Boulevard
Honolulu, HI 96813
(808) 208-9090
Charlayne.D.Ranchez@kp.org

Raqueno, Margarita

Practice Administrator, Hawaiian Eye Center, Inc
606 Kilani Avenue
Wahiawa, HI 96786
(808) 621-3155 (808) 726-1309
mraqueno@hawaiianeye.com

Raymundo, Rommel

Owner, Raymundo Digital
4742 Nara Vista Way, Unit 102
Las Vegas, NV 89103
(808) 551-2768
hello@rommelraymundo.com

Raymundo, Jay

Chief Executive Officer, Aloha Habilitation Services
100 Kahelu Avenue, Suite 110
Mililani, HI 96786
(808) 622-4200 (808) 497-8157
jraymundo@alohahab.com

Redick-Yundt, Joni B

Motivational Writer, Million Dollar Attitude
95-130 Punanu Street
Mililani, HI 96789
(808) 781-5905
jonimda@yahoo.com

Reyes, Mylene

President, R&M REYES ENTERPRISE, LLC
94-479 Ukee Street, Ste 101
Waipahu, HI 96797
(808) 676-7661 (808) 452-0380
rnmreyes@gmail.com

Robiniol, Jennifer

Owner, JMR Builders, LLC
1328C Kamehameha IV Rd
Honolulu, HI 96819
(808) 372-6731 (808) 546-0455
jmrbuilders808@gmail.com

Robiniol, Minda

Vice President, International Roofing & Bldg Construction
1328C Kamehameha IV Rd
Honolulu, HI 96819
(808) 456-2880 (808) 478-2811
minda@internationalroofing.net

Rodrigues, Nedy Pia Directo

Vice President, Bank of Hawaii
130 Merchant Street, 16th Floor
Honolulu, HI 96813
(808) 694-8767 (808) 953-0776
ned.rodrigues@boh.com

Rodrigues, Robert

Bank of Hawaii
PO Box 2579
Honolulu, HI 96803
(808) 554-1535

Rol, William

PR Marketing, Am Income Life
3524 Maunalei Ave
Honolulu, HI 96816
(808) 741-7777 (808) 722-0470
willyrol7777@gmail.com

Rous, Ruth Grace G

Licensed Insurance Agent,
94-829 Kimopelekane Road
Ewa Beach, HI 96706
(808) 384-2588
gracerous@hotmail.com

Ruth, Lynn S

VP & Manager, HomeStreet Bank
2 S. King Street
Honolulu, HI 96813
(808) 537-9404 (808) 387-0754
lynn.ruth@homestreet.com

Saban, Leticia

Owner, Let's Travel & Tour, LLC
1350 Ala Moana Blvd. Suite 2306
Honolulu, HI 96814
(808) 589-2525 (808) 255-9429
lettysaban@yahoo.com

Sadural, Epifanio

Proprietor/Master Cutter
D'Shadows Tailoring
1104 Wiliki Drive
Honolulu, HI 96818
(808) 423-0553 (808) 226-8498
Saduralv001@hawaii.rr.com

Sadural, Violeta

RN/BSN CareHome Administrator,
Violet's Care Home LLC
1104 Wiliki Drive
Honolulu, HI 96818
(808) 542-1562
Saduralv001@hawaii.rr.com

Sakoda, Richard M

Attorney
945 Makaiwa Street
Honolulu, HI 96816
(808) 224-1239
sakodaesq@aol.com

Salacup, Adela D

Owner, Aveias Adult Residential Care Home LLC
94-1067 Kuhaulua Street
Waipahu, HI 96797
(808) 677-8908 (808) 723-4639
adelasalacup0469@yahoo.com

Salacup, Ardel D.

Owner, Ashley's Chair Covers
94-1067 Kuhaulua St.
Waipahu, HI 96797
(808) 797-7153 (310) 261-8046
ardelasalacup@gmail.com

Salomon, Michael

Area Manager
LBC Express
Southern California Head Office
277 East Redondo Beach Blvd
Gardena, CA 90248
(310) 261-8046
jong@lbcusa.net

Salvador, Primrose

Life Insurance Field Trainer
Associate, Banker's Life
94-1024 Waipio Uka St. Ste. 207
Waipahu, HI 96797
(808) 861-1592
primrose.salvador@gmail.com

Salvador, Tina

Registered Nurse (Retired)
Kuakini Medical Center
1578 Ala Aeloa Loop
Honolulu, HI 96819
(808) 426-6183
tsal808@yahoo.com

Salvador, Vivien

Senior Business Development
Manager, Aloha Pacific FCU
832 S Hotel Street
Honolulu, HI 96813
(808) 539-0159 (808) 754-2114
vivien.salvador@alohapacific.com

Santiago, Angie D

EO, Joint Base Pearl Harbor-Hickam
94-397 Hokuili Street
Mililani, HI 96789
(808) 768-8507 (808) 542-1418

Santos, Joyleanne Leialohalani

Escrow Officer, Title Guaranty
1426 Keeaumoku Street A3
Honolulu, HI 96822
(808) 483-8136 (808) 561-8855
joyleanne.santos@gmail.com

Sarinas, Naneth

Personal Banking Officer
First Hawaiian Bank
2402 Puunoa Pl
Honolulu, HI 96816
(808) 220-9382
naneth693@gmail.com

Sarmiento, Ruby

President, Water Group 7
4354 Pahoa Avenue #161267
Honolulu, HI 96816
(808) 732-9777
rusarmiento@yahoo.com

Sebastian, Cecile

Dentist, Hawaiian Smile Implants
1003 Bishop Street Suite 340
Honolulu, HI 96813
(808) 537-2880 (808) 781-7266
drs@hawaiiansmile.com

Sebastian, Raymond

Owner, Raymond Sebastian Enterprises
91-1015 Opaehuna Street
Ewa Beach, HI 96706
(808) 680-0748 (808) 799-6080
monsebastian@gmail.com

Sevilleja, Raven

Deputy Prosecuting Attorney,
Department of the Prosecuting
Attorney
888 Kapiolani Blvd, Apt 1811
Honolulu, HI 96813
(808) 68-6497 (818) 371-6169
rjsevilleja@gmail.com

Shiroma, Angeline

Assistant Vice President
First Hawaiian Bank
999 Bishop Street
Honolulu, HI 96813
(808) 525-7883
ashiroma@fhhb.com

Smith, Jr, Matthew James

President
CS Accounting & Tax Services Inc.
1188 Bishop Street Ste 2105
Honolulu, HI 96813
(808) 954-6402 (808) 382-0692
matt@cscphhi.com

Solamillos, Marylou

Executive Marketing Director,
World Financial Group
91-1210 Kuanoo St.
Ewa Beach, HI 96706
(808) 357-1017
momentumempire29@gmail.com

Solleza, Sol

Area Manager
Philippines Airlines
300 Rodgers Blvd
Honolulu, HI 96819
(808) 222-2335
Sol.Solleza@pal.com.ph

Solidum, James

CS Accounting & Tax Services Inc.
1188 Bishop Street Ste 2105
Honolulu, HI 96813
matt@cscphhi.com

Soquena, Gino P

Founder & CEO, Mariano-Soquena Foundation
PO BOX 2963
Honolulu, HI 96802
(808) 393-1807
gsoquena@gmail.com

Soquena, Ryan

Vice president, Mariano Soquena Foundation
PO Box 2963
Honolulu, Hawaii 96802
(808) 384-5346
ryansoquena46@gmail.com

Stabilio-Cudiamat, Desiree

Office Manager, Structural Hawaii, Inc.
94-323 Honowai Street
Waipahu, HI 96797
(808) 488-5000
(808) 256-0092
dstabilio@structuralhawaii.com

MEMBERSHIP DIRECTORY

Susas, Marcelino

Vice President, Strategy and Business Development, Pacific Current, LLC
733 Bishop St, Suite 1880
Honolulu, HI 96813
(808) 445-0064
marcelino.susas@pacificcurrenthawaii.com

Sutherland, Elvira

President, Amethyst Builders LLC
91-1052 Kaiapele St
Ewa Beach, HI 96706
(808) 397-0754
elvi@amethystbuilders.com

Sutherland, Vincent

Vice President, Amethyst Builders LLC
91-1052 Kaiapele St
Ewa Beach, HI 96706
(808) 397-0459
vsutherland@amethystbuilders.com

Tabiolo-Ventura, Benedith

Personnel Specialist/Accountant,
Maryknoll School
4725 Bougainville Drive #234
Honolulu, HI 96818
(808) 952-7325 (808) 392-3756
bznvmee@gmail.com

Tabios, Erlinda

Owner, Cleaning Trends
94-508 Halekuai Place
Waipahu, HI 96797
(808) 729-7458 (808) 677-0809
tabiose001@hawaii.rr.com

Tabios, Judy

President, Mechanical Trends
94-508 Halekuai Place
Waipahu, HI 96797
(808) 729-7589
tabiose001@hawaii.rr.com

Tagala, Isabel

President, Tagala & Associates
469 Ena Road #231
Honolulu, HI 96815
(808) 949-7165

Takayesu, Jessica

Senior Loan Officer
Guild Mortgage Company
970 N. Kalaheo Ave. Suite A304
Kailua, HI 96734
(808) 277-3693
jtakayesu@guildmortgage.net

Takayesu, Paul

Private Investor, Self Employed
1212 Nuuanu Avenue #7.0.1.1.
Honolulu, HI 96817
(808) 286-6205
goldenlemurs@yahoo.com

Talavera, Elsa

President & CEO, All Island Case Management Corporation
1188 Bishop Street Suite 1508
Honolulu, HI 96813
(808) 536-7100 (808) 358-8964
elsa@allisland-cmc.com

Tamayo, Edna

Owner, PEK Professional Medical Billing Services
91-1011 # A Ipolani Street
Kapolei, HI 96707
(808) 628-8242
etamayo01@hotmail.com

Tan, Rosemarie

Owner/Orthodontist, Oahu Orthodontics
422 Akoaoka Place
Kailua, HI 96734
(808) 7385500 (808) 7386571
rctdmsms@gmail.com

Tanaka, Leilanie A

Owner/Manager, Life Is Music Entertainment Production LLC
91-1058 Apuu Street
Ewa Beach, HI 96706
(808) 937-9162
msperidot73@gmail.com

Tanjuakio, Karlo

CEO & Founder
Kure Kompany, Inc.
91-1121 Keaunui Dr., Suite 108 PMB 190
Ewa Beach, HI 96706
(702) 533-6917
karlo@kureko.com

Tsujimura, Sandy

AARP Hawaii Marketing Ambassador
JonT Media Hawaii Vice President,
AARP Hawaii / JonT Media Hawaii
95-1054 Kuauli Street, #189
Mililani, Hawaii 96789
(808) 386-8758
sandytsujimura@gmail.com

Tungol, Wilfredo

Retired - State of Hawaii
Volunteer - The Filipino Veterans Recognition and Education Project
Hawaii Director
2512 Komo Mai Drive
Pearl City, HI 96782
(808) 456-9739
tungolw@yahoo.com

Tungpalan, April

Independent Beauty Consultant, Mary Kay Cosmetics
91-801 Alami Place
Ewa Beach, HI 96706
(808) 227-7605
atungpalanmk@gmail.com

Ulep, Marnelli Joy

Director, Pamantasan University of Hawai'i
2600 Campus Road QLC 406
Honolulu, HI 96822
(808) 956-0668
marnelljoy.ulep@gmail.com

Urbi, Clarita

Vice President, Clareville Corporation
91-1028 Kanihaalilo Street
Kapolei, HI 96707
(808) 729-5766 (808) 744-9828
cburbi@hawaii.rr.com

Urbi, Rogelio

President, Clareville Corporation
91-1028 Kanihaalilo Street
Kapolei, HI 96707
(808) 729-5096 (808) 744-9828
rurbi1@hawaii.rr.com

Uy, Gloria S C

President, GU Industrial & Business Corp dba Golden Coin Food Industries Corp
1833 N. King Street Floor 2
Honolulu, HI 96819
(808) 842-0866

Uytiepo, Mildred

Family Foster Caregiver,
1637 Ahihi St.
Honolulu, HI 96819
(808) 291-0680

Valdez, Charmaine Tomaquin

Treasurer/Director
Hale Lehua Care Home
984 Ala Lehua Street
Honolulu, HI 96813
(808) 674-2563 (808) 674-2564
charmervt@gmail.com

Valera, Arthur

Realtor & Property Manager,
Arthur Valera
2963 Papali Pl
Honolulu, HI 96819
(808) 228-3143
realtor@arthurvalera.com

Vargas, Levy

Owner, Shay's Filipino Café
94-296 Kahuahele Street
Waipahu, HI 96797
(808) 892-1793 (808) 268-2427

Velasco, Fe Edita M

Owner, Fe Edita M. Velasco Accounting & Bookkeeping Service
1159 Manuwa Dr.
Honolulu, HI 96818
(808) 222-7436
fevelasco327@yahoo.com

Velasco, Dandy

President
Royal Mechanical & Sheet Metal Inc.
99-656 Aiea Heights Drive
Aiea, HI 96701
(808) 779-6560
royalmsm63@yahoo.com

Velasco, Maureen

Legal Assistant, Leavitt Yamane & Soldner
1159 Manuwa Drive
Honolulu, HI 96818
(808) 234-9398
velasco@me.com

Velasco, Tony

Division Chief
City and County of Honolulu/DIT
1698 Komo Mai Drive
Pearl City, Hawaii 96782
(808) 768-7888 (808) 256-9542
tfvelasco@gmail.com

Ver, Dr Marel R

President, Philippine Medical Association of Hawaii
PO Box 1294
Pearl City, HI 96782
(888) 674-7624 (773) 241-9263
m.ver.md@gmail.com

Vergara, Alex R

Rev.Dr., Alex Vergara Photography
91-896 Oaniani Street
Kapolei, HI 96707
(808) 551-4303
alex@alexvergaphotography.com

Vergara, Marienne V

Recreational Activities Specialist,
Remote Dream Team Digital Marketing
91-896 Oaniani Street
Kapolei, HI 96707
(808) 542-6077
marienne@alexvergaraDhotaDhvc.com

Vergara, Virgil V

Owner, Remote Dream Team Digital Marketing
91-896 Oaniani Street
Kapolei, HI 96707
(808) 227-8584
virgil@veethreemarketing.com

Vila, Flordeline

Ambassador
Four Seasons Resort Lana'i
1 Manele Bay Rd.
Lana'i City, HI 96763
(808) 649-0092
flora.lana'i@gmail.com

Vila, Edwin

Hospital Administrator
Lana's Community Hospital
628 7th Street
Lana'i City, HI 96763
(808) 649-0092
edvila.lana'i@gmail.com

Villafuerte, Cecilia

Professional Mortgage Loan Officer,
Security National Mortgage Company
1718 Fernandez Street
Honolulu, HI 96819
(808) 371-8538 (808) 780-4985
ceciliavillafuerte@gmail.com

Wade, Daniel P

Owner, Dan Does Plumbing
91-739 Poloula Place
Ewa Beach, HI 96706
(808) 298-4041
dandoesplumbing@yahoo.com

Walch, Gerhart

AIM HI
1188 Bishop Street Suite #2502
Honolulu, HI 96813

Wayfield, Fely

Real Estate Investor
Various Rental Properties
94-269 Puamano Place
Waipahu, HI 96797
(808) 779-1669 (808) 676-2300
felywayfield@icloud.com

White, John

Senior Vice President, Strategies 360
850 Richards Street, Suite 300
Honolulu, Hawaii 96813
(808) 228-8339
johnw@strategies360.com

Wong, Delia

Senior Accountant-Operations,
Atlas Insurance Agency
94-1014 Nawele Street
Waipahu, HI 96797
(808) 678-8270 (808) 499-8971

Wong-Arlett, Milagros

Owner, Flower By Mila
888 Iwilei Road, Unit 1404
Honolulu, HI 96817
(808) 852-2227
milawong27@gmail.com

Yamasaki, Cynthia

Outreach & Marketing Specialist, U.S. Small Business Administration Hawaii District Office
Honolulu, HI
(808) 460-8967 (202) 941-8088
Cynthia.Yamasaki@sba.gov

Yanguas, Jeanette T

Owner, Maui Asian Distribution LLC
37 Ohana Hana Loop
Wailuku, HI 96793
(808) 214-2608
mauiasiandistributionllc@gmail.com

Yere, Norlita

President
M & N Filipino Restaurant
844 N. King Street
Honolulu, HI 96817
(808) 842-3515 (808) 291-1192
mnrestaurant@gmail.com

Young, Mae

CNA Manager, Arcadia Home Health Services
1448 Young Street, Apt. # 507
Honolulu, HI 96814
(808) 284-7856
sweetmae77@gmail.com

Young, Michael

Pono Consulting Management
(206) 227-8851
mpyoung808@gmail.com

Zorilla, Kristoffer

Regional HR Director
PureStar-Hawaii
2291 Alahao Place
Honolulu, HI 96734
(808) 380-7458 (808) 483-0200
kristofferz@unitedlaundry.net

Zulueta Furukawa, Kit

Owner, Kit Zulueta Productions LLC
P.O. Box 2853
Wailuku, HI 96793
(808) 291-9407
kit@kitzulueta.com



LOVE
THE PHILIPPINES

SAVE THE DATES
2025 FCCH Trade Mission
to the Philippines
February 20 to
March 4, 2025

Laoag, Cebu, Iloilo,
Makati, and Laguna
Optional trip to Palawan
(El Nido and Coron)
from March 4 to 9, 2025.



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT E

CURRENT LIST OF SISTER CITIES / PROVINCES BETWEEN HAWAII and the PHILIPPINES

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

LIST OF SISTER CITIES AND SISTER PROVINCES
Updated as of December 31, 2025

List of Sister States and Sister Cities (Hawaii and Philippines)

1. State of Hawaii
 - a. Ilocos Sur, Philippines (1985)
 - b. Cebu, Philippines (1996)
 - c. Pangasinan, Philippines (2002)
 - d. Ilocos Norte, Philippines (2005)
 - e. Isabela, Philippines (2006)
 - f. *Memorandum of Understanding and Cooperation between the State of Hawaii and the League of Provinces of the Philippines (Cebu, Ilocos Norte, Ilocos Sur, Pangasinan, and Isabela – 2017).*
2. County of Honolulu
 - a. Baguio, Philippines (1995)
 - b. Candon, Philippines (2015)
 - c. Cebu, Philippines (1990)
 - d. Laoag City, Philippines (1969)
 - e. Mandaluyong, Philippines (2006)
 - f. Manila, Philippines (1980)
 - g. Vigan, Philippines (2003)
3. County of Kauai
 - a. Bangued, Abra, Philippines (2000)
 - b. Davao City, Philippines (2000)
 - c. Urdaneta, Pangasinan, Philippines (1991)
 - d. Davao City, Philippines (2018)
4. County of Maui
 - a. Zambales Province, Philippines (State)
Resolution No. 68-88 by Supervisor Richard Caldito dated June 21, 1968
 - b. Quezon City, Republic of the Philippines
Resolution No. 70-58 by Councilmember Richard Caldito dated February 20, 1970
 - c. Bacarra, Ilocos Norte Province, Republic Of The Philippines
Resolution No 370 by Councilmember Yoneto Yamaguchid dated November 20, 1970
 - d. Santa & San Juan, Province of Ilocos Sur, Philippines
Resolution No. 91-114 by Councilmember Vinco Bagoyo, Jr. dated December 6, 1991
 - e. Manila, Republic of the Philippines
Resolution No. 94-95 by Councilmember Goro Hokama dated September 16, 1994
 - f. Puerto Princesa, Palawan Philippines
Resolution No. 99-33 by James "Kimo" Apana dated March 5, 1999
 - g. Cabugao, Ilocos Sur, Republic of the Philippines (May 2005)
 - h. Sarrat, Ilocos Norte, Republic of the Philippines (May 2006)
 - i. Badoc, Ilocos Norte, Republic of the Philippines
Resolution No. 10-71 by Councilmember Gladys Baisa dated November 19, 2010
5. County of Hawaii (Big Island)
 - a. Ormoc City, Philippines (9/14/11)
 - i. Supporting Organizations: Kona Visayan Club, Hilo Visayan Club
 - b. Legaspi City, Philippines (1970)



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT F

MEMORANDUM OF UNDERSTANDING AND COOPERATION BETWEEN THE STATE OF HAWAII AND THE LEAGUE OF PROVINCES OF THE PHILIPPINES

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

**MEMORANDUM OF UNDERSTANDING AND COOPERATION
BETWEEN THE STATE OF HAWAII AND THE LEAGUE OF
PROVINCES OF THE PHILIPPINES**

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF UNDERSTANDING** is entered into this 19th day of October 2017 in Vigan City, Philippines by and between:

The **STATE OF HAWAII**, a state duly organized and existing under the laws of the United States of America, with office address at State Capitol Honolulu, Hawaii, USA, represented herein by its Governor, **HON. DAVID IGE**, duly authorized for the purpose, hereinafter, "**STATE OF HAWAII**",

and

The **LEAGUE OF PROVINCES OF THE PHILIPPINES**, a non-stock, non-profit organization of provincial governments of the Republic of the Philippines organized under the 1991 Local Government Code of 1991 and existing under the said laws and others laws of the Republic of the Philippines, with office address at Unit 1510 West Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, Philippines, represented herein by its National President, **HON. RYAN LUIS V. SINGSON**, duly authorized for the purpose, hereinafter, the "**LPP**".

RECITALS

WHEREAS, the State of Hawai'i maintains sister state relationships with the Provinces of Cebu, Ilocos Norte, Ilocos Sur, Pangasinan, and Isabela, and has had significant exchanges with these Philippine provinces in the areas of arts, culture, education, business, and trade;

WHEREAS, the State of Hawai'i seeks to expand its international ties and has interest in developing goodwill, friendship, and cultural and economic relations between the people of Hawai'i and the people of the Philippines;

WHEREAS, the LPP also seeks opportunities for cooperation with other entities in the fields of economy, trade, culture, education, health, tourism and environmental protection to benefit the economic and social development of Philippine Provinces;

WHEREAS, the Legislative of the State of Hawai'i has passed significant laws on matters, which are also the main concerns of the member provinces of the LPP, such as land use, conservation of environmental and natural resources, alternative and renewable sources of energy, water and sewerage management, juvenile justice system, educational system, public health, mass transport, housing, and tourism;

WHEREAS, the Filipinos constitute the largest ethnic group in Hawaii, who have contributed significantly to the prosperity and development of the State;

WHEREAS, the State of Hawai'i and the LPP recognize the rich historical relationship between the United States and the Republic of the Philippines;

WHEREAS, the State of Hawaii has designated December 20 of every year as "Sakada Day" to commemorate the anniversary of the arrival of the first Filipino plantation workers in Hawai'i on December 20, 1906.

WHEREAS, there are more than 300 Filipino-American organizations in Hawaii reflecting the close people-to-people and cultural links between Filipinos in Hawai'i and in the Philippines.

NOW, THEREFORE, for and in consideration of the foregoing, the State of Hawai'i and the LPP enter into this Memorandum of Understanding (hereinafter referred to as "MOU") to represent the commitment of the State of Hawai'i and the LPP to work together to achieve the benefits of cooperation in pursuing the objectives of this MOU.

I. PURPOSE AND OBJECTIVES

The purpose of this MOU is to strengthen political, social and economic cooperation between the State of Hawai'i and the LPP, and to this end, both shall contribute to the fulfillment of the following objectives:

- A. To increase the exchange of knowledge, information, experiences and best practices that can contribute to the economic and social development of the State of Hawai'i and the member provinces of the LPP and their respective constituents;
- B. To foster peace and goodwill between the people of the State of Hawai'i and the member provinces of the LPP; and
- C. To promote the mutual understanding of the cultures of the each of the Parties through education, information and campaigns, and exchange programs.

II. ACTIVITIES

The activities to be undertaken pursuant to this MOU may include:

- A. Exchange visits by the citizens of both the State of Hawai'i and the member provinces of the LPP;
- B. Official visits between representatives from both the State of Hawai'i and the LPP officials;
- C. Cultural exchanges and exchange of various information and materials towards the development of mutual understanding between the citizens of both the State of Hawai'i and the member provinces of the LPP, subject to existing laws, rules and regulations of the countries of both Parties;
- D. Sharing of information and best practices in the fields of economy, trade, culture, education, health, tourism, urban land use, alternative sources of energy, mass transport, water and sewerage management, and environmental protection, subject to existing laws, rules, and regulations of the countries of both Parties; and
- E. Sharing of technical experts for policy and program development on identified issues common to both the State of Hawai'i and the LPP.

III. IMPLEMENTATION

To implement and advance the objectives stated in this MOU, the Parties shall create a Working Group consisting of ten (10) members, five (5) from each of the Party, to adopt and recommend plans and programs and joint initiatives for the purpose. The President of the LPP shall be responsible for naming the (5) members from the Philippines. The Governor of Hawaii can designate the Director of the Hawaii Department of Business, Economic Development and Tourism to name the (5) members of the Hawaii Working Group. Towards this end, the members of the Working Group shall closely coordinate and meet periodically to recommend and review the joint initiatives and to assess and monitor the general progress on the goals and objectives stated in this MOU.

Each of the Parties shall name their respective members to the Working Group within twenty (20) days from signing hereof. Thereafter, upon the initiative to the LPP, the members of the Working Group shall mutually agree to schedule future meetings upon their designation.

IV. FUNDING MECHANISM

The travel expense and other administrative cost to be incurred by each of the Parties to implement this MOU shall be borne by the concerned Party.


V. TERM AND AMENDMENT

This MOU shall remain in effect until terminated by mutual agreement between the State of Hawai'i and the LPP.

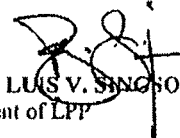
This MOU may be amended at any time by written agreement by the State of Hawai'i and the LPP.

IN WITNESS WHEREOF, the State of Hawai'i and the LPP have executed this MOU on the date and at the place first above written.

THE STATE OF HAWAII

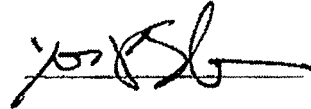

DAVID Y. IGE
Governor of Hawai'i

LEAGUE OF PROVINCES OF
THE PHILIPPINES (LPP)


RYAN LUIS V. SISON
President of LPP

WITNESSES:


Consul General Gilda Jannet



ACKNOWLEDGEMENT

Republic of the Philippines)
Vigan City) S.s.

BEFORE ME, on this _____ day of _____, 2017 at
Vigan City, Ilocos Sur.
 Personally appeared the following persons, namely:

NAME	Gov't ID	Place and Date Issued
HON. RYAN LUIS V. SINGSON	P3554809A	OFA Manila July 3, 2017
HON. DAVID IGE	H00817006	Hawaii

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same in their free and voluntary act and voluntary act and deed, and that of the institutions represented including their instrumental witnesses.

This instrument refers to the memorandum of Understanding consisting of four (4) pages, including this page whereon this Acknowledgment is written, duly signed on each and every page and on the left hand margin by the parties, by themselves or by their respective representatives and their instrumental witnesses.

WITNESS MY HAND SEAL on the date and at the place written above.

ATTY. [Signature] Notary Public
 NO. 1018
 P.T. 1018
 T.I. 1018
 VIGAN CITY ILOCOS SUR

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 Series of 2017