

# CITEM BOARD COMMITTEE ACCOMPLISHMENT REPORT

## SUMMARY OF BOARD COMMITTEE MEETINGS FOR THE YEAR 2020 VIRTUAL MEETING

### BOARD COMPOSITION:

#### Executive Committee

Usec. Abdulgani M. Macatoman  
Alternate Chairman  
DTI - Alternate

Ms. Paulina Suaco-Juan  
Executive Director  
CITEM

Ms. Judy O. Kis-Ing  
Manager/Special Assistant to the CEO  
LBP – Alternate

#### Audit and Risk Management Committee

Usec. Abdulgani M. Macatoman  
Alternate Chairman  
DTI - Alternate

Ms. Paulina Suaco-Juan  
Executive Director  
CITEM

Ms. Elsa Asuncion Lim  
Executive Assistant V  
NFA - Alternate

Ms. Maria Mercedes G. Yacapin  
Assistant Administrator for Marketing Operations  
NFA (Retired Alternate)

#### Governance and Nomination and Remuneration Committee

Mr. Thomas Benjamin B. Marcelo  
Senior Director of the Int'l Operations  
BSP - Alternate

Ms. Paulina Suaco-Juan  
Executive Director  
CITEM

Atty. Dennis A. Gamaya  
Bank Officer V  
BSP - Alternate

Ms. Judy O. Kis-Ing  
Manager/Special Assistant to the CEO  
LBP - Alternate

### I. SUMMARY OF EXECUTIVE COMMITTEE MEETINGS

a. The CITEM Executive Committee held three (3) meetings in 2020 on the following dates:

i. 17 January 2020

1. Ms. Kis-Ing was absent during this meeting because of conflict of schedule. LBP has no other alternates.

ii. 27 May 2020

iii. 27 October 2020

b. Provided in the table below is the reports of the Executive Committee.

DATE	AGENDA	REMARKS
17 JAN 2020	Amended Policy on the Conduct of Board Meetings	APPROVED
27 MAY 2020	CITEM Policy on Alternative Working Arrangement	NOTED
27 OCT 2020	Status of Preparation of FAME	NOTED

### II. SUMMARY OF GOVERNANCE AND NOMINATION AND REMUNERATION COMMITTEE MEETINGS

## CITEM BOARD COMMITTEE ACCOMPLISHMENT REPORT

- a. The CITEM Governance and Nomination and Remuneration Committee held four (4) meetings in 2020 on the following dates:
- i. 17 January 2020
  - ii. 20 March 2020
  - iii. 24 July 2020
    1. During this meeting, Ms. Yacapin of NFA is already retired and Ms. Asuncion-Lim is the new Alternate of NFA.
  - iv. 27 October 2020
- b. Provided in the table below is the reports of the Governance and Nomination and Remuneration Committee.

DATE	AGENDA	REMARKS
17 JAN 2020	Performance of the Mandatory Committees	RESOLVED
20 MAR 2020	Deferment of 3 <sup>rd</sup> Quarter 2020 Projects affected by COVID 19 Pandemic	APPROVED
24 JULY 2020	2019 and 2020 CITEM Performance Commitment	NOTED & APPROVED
27 OCT 2020	Status and Progress and Interview of Applicants	APPROVED

### III. SUMMARY OF RISK AND AUDIT MANAGEMENT COMMITTEE MEETINGS

- a. The CITEM Risk and Audit Management Committee held five (5) meetings in 2020 on the following dates:
- i. 17 January 2020
    1. Ms. Kis-Ing of LBP was absent during this meeting because of conflict of schedule.
    2. Mr. Marcelo of BSP was absent as well during this meeting for the reason of conflict of schedule. He was substituted by Atty. Gamaya as an Alternate of BSP.
  - ii. 20 March 2020
  - iii. 24 July 2020
  - iv. 28 August 2020
  - v. 27 October 2020
- b. Provided in the table below is the reports of the Risk and Audit Management Committee.

DATE	AGENDA	REMARKS
17 JAN 2020	Authority to Avail GSIS Financial Assistance Loan for Employees (GSI GFALII)	APPROVED
20 MAR 2020	Additional Cash Drawdown for 2020	APPROVED
24 JULY 2020	Financial Report as of 30June 2020	NOTED & APPROVED
	2021 Work Program and COB based on DBM Subsidy	APPROVED
	Audit Observations and Recommendations in accordance with RA 5676	APPROVED
28 AUG 2020	Authority to Augment Additional Budget for CIFIT 2020	APPROVED
27 OCT 2020	Remote Audit to be conducted by outsourced External Auditors	APPROVED