

## BOARD AND COMMITTEE APPRAISAL SYSTEM

The Board and Committee Appraisal is to strengthen the competence and character of the CITEM’s Board of Director’s and Committee Members. and to assist them in identifying areas for improvement in the performance and to allow them to further seek opportunities for self-development.

**GUIDELINES:**

1. The assessment shall be conducted annually on a date decided upon by the Board, or any other date proposed by the CITEM.
2. The assessment shall apply to each Director who served CITEM for at least three (3) months within the rating period and has attended at least two (2) Board during said rating period.
3. Each Director shall evaluate among themselves based on the rating scale below:
  - 1 – Outstanding, exceptional contribution
  - 2 – Satisfactory, no improvement required
  - 3 – Needs Improvement
4. The response Assessment and any subsequent discussions thereof shall be held in strict confidence.
5. The accomplished forms shall be submitted to the Compliance Officer, who will consolidate and compute the average rating of each Director.

CRITERIA	Self-Evaluation	Peer Evaluation Director				
		1	2	3	4	5
<b>MANAGEMENT</b>						
1. Understand and is committed to CITEM’s mission, vision, core values, goals, and objectives.						
2. Board meeting discussions are aligned with agency’s mandate.						
3. Review the CITEM’s Performance Accomplishments carrying out the mandate.						
4. Contributes valuable ideas during Board discussion.						



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APPRAISAL SYSTEM**

CRITERIA	Self-Evaluation	Peer Evaluation Director				
		1	2	3	4	5
<b>FINANCIAL</b>						
5. Review the integrity and effectiveness of CITEM's financial reporting.						
6. Monitor and review actual operating results against budget as reported by the Management and take appropriate action.						
7. Revise and approve the Annual Corporate Operating Budget and Work Program.						
<b>GOVERNANCE AND PERFORMANCE</b>						
8. Ensure the confidentiality of business information and that personal interest does not conflict with the interest of CITEM.						
9. Act in a manner characterized by transparency, accountability, integrity and fairness, fully aware that the office of a director is one of a trust and confidence.						
10. Has working knowledge of the statutory and regulatory requirements affecting CITEM, including the contents of its Charter, requirements of GCG, and other regulatory agencies.						



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CRITERIA	Self-Evaluation	Peer Evaluation Director				
		1	2	3	4	5
<b>BOARD ASSESSMENT PERFORMANCE</b>						
11. Understand duties and responsibilities as a director, including the distinction between board/committee and management roles.						
12. Cooperate and maintain good personal relations with co-members and treats other with courtesy and respect.						
13. Take into account the CITEM's policies when making decisions.						
14. Apply knowledge and experience to matters before the Board/Committee.						



Please provide  
comments/suggestions/recommendation

DIRECTOR 1

DIRECTOR 2

DIRECTOR 3

DIRECTOR 4

DIRECTOR 5



## CERTIFICATION

### ON THE CONDUCT FOR THE BOARD AND COMMITTEE ASSESSMENT FOR THE FY 2022

After notice on **19 July 2022**, the Board and the Board Committees have successfully completed the Assessment among themselves in areas of **Finance, Governance, Performance, Operations and Management**.

Given this **29<sup>th</sup> of November 2022**, at CITEM, Pasay City, Philippines.

Sgd. Corporate Secretary

