

Excerpt from the Minutes of the Meeting of the CITEM Board.
Held on 29 November 2022, during a Special Board Meeting of the CITEM Board of Governors,
at CITEM Golden Shell Pavilion, with a quorum present, the Board unanimously passed the
following resolution:

2023 PROPOSED BOARD CALENDAR

1. CITEM informed the Board of the proposed 2023 CITEM Board Calendar.
2. The Board noted the calendar schedule, however, given the logistical concern of convening the board as supported by only a maximum of 5 meetings conducted for the fiscal year. It was instructed to conduct a quarterly meeting instead.

I hereby certify to the correctness of the foregoing resolution.

SGD

ATTY. ANNA GRACE I. MARPURI
Corporate Secretary

CITEM BOARD OF GOVERNORS REGULAR BOARD MEETINGS

As a matter of policy, the CITEM Board must be able to meet the following conditions for Good Governance

- a. The Board shall schedule and hold regular board meetings quarterly and convene for special meetings whenever required and necessary.
- b. Each of the Directors must have attendance at least 90% of all the Board Meetings held during the next year.
- c. The Corporate Secretary is mandated to comply with the policy that the members of the Board of Directors meetings be provided to the members of the Board at least three (3) working days in advance of the Board Meeting.
- d. The Board of Directors meet separately at least once during the year without the President/CEO present.
- e. Board of Director's meeting scheduled of the year.

REGULAR BOARD MEETING AND ATTENDANCE

BOARD MEETING SCHEDULE	ACTUAL BOARD MEETING SCHEDULE	REMARKS
Once every Quarter as a policy of the Board		
1st Quarter	January 17, 2023 January 17, 2023 <i>w/o the CEO</i> March 03, 2023 <i>special Meeting</i>	convened five actual board meetings for CY2023.
2nd Quarter	April 27, 2023 May 19, 2023	
3rd Quarter	No Meeting held due to lack of quorum	
4th Quarter	No Meeting held due to lack of quorum	

Results:

1. 3 meetings in the first Quarter
2. 2 meetings held in the second Quarter.
3. No meetings conducted in the 3rd and 4th quarters due to lack of quorum, and CEO was on official travel.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd., Sen. Gil Puyat Ave, Pasay City

CITEM BOARD OF GOVERNOR'S MEETING 2023
ATTENDANCE

BOARD MEMBERS		Nature of Positions	January 17, 2023	January 17, 2023 w/o the CEO	March 03, 2023 (Physical)	April 27, 2023 (Virtual)	May 19 2023 (Ex-Officio & Alternate Members)	Notice of Meeting & Board Papers	Total of Meeting Attended	Total of Meeting Attended	
<i>Date when notice of the meeting and board papers were received</i> <i>*Following policy of at least 3 working days in advance before the Board Meeting</i>			Notice of Meeting - 09 Jan. 2023 Board papers - 15 Jan. 2023		SPECIAL MEETING	Notice of Meeting - April 14, 2023 Board paper - April 25, 2023	Notice of Meeting - May 08, 2023 Board papers - May 16, 2023				
DTI	SEC. ALFREDO E. PASCUAL Chairman	Ex-Officio			✓		✓	✓	2/2	100%	
	ASEC. GLENN G. PENARANDA Alternate Chairman	Alternate Chairman	✓	✓	✓	✓	✓	✓	5/4	125%	
NFA	FELIPE M. MEDALLA Governor	Ex-Officio			✓			✓	1/1	100%	
	BERNADETTE ROMULO - PUYAT Deputy Governor	Alternate Representative	✓	✓	✗			✓	2/4	50%	
	MARIA FARAH C. DIANGSON-ANGKA Director						End of appointment May 2023				
	JAY EDWARD AMATONG Director		Appointed April 24, 2023				✓	✓	✓	2/2	100%
RODERICO BICOCCO Administrator	Ex-Officio			Appointed April 01, 2023			✓	1/1	100%		
NFA	ELSA ASUNCION LIM Department Manager	Alternate Representative	✓	✓	✓	✓		End of appointment May 2023	✓	4/4	100%
	MERCEDITA ESTRELLA Department Manager		Appointed May 2023				✓	✓	1/1	100%	
	Dr. MARIO D. ANDRADA Department Manager							✓			
LBP	CECILIA C. BORRAMEO President & CEO	Ex-Officio						✓			
	ELCID C. PANGILINAN Senior Vice President	Alternate Representative	✗	✗	✓	✓	✓	✓	3/4	75%	
CITEM	DR. EDWARD L. FERREIRA Ph.D Executive Director	Appointive	✓	✗	✓	✓	✓	✓	4/4	100%	

COMMITTEE MEETING

EXECUTIVE COMMITTEE		Nature of Positions	January 17, 2023	March 03, 2023 (Physical)	April 27, 2023 (Virtual)	May 19 2023 (Ex-Officio & Alternate Members)	Notice of Meeting & Board Papers	Total of Meeting Attended	Total Percentage of Attendance
<i>Date when notice of the meeting and board papers were received</i> <i>*Following policy of at least 3 working days in advance before the Board Meeting</i>			Notice of Meeting - 09 Jan. 2023 Board papers - 15 Jan. 2023	SPECIAL MEETING	Notice of Meeting - April 14, 2023 Board paper - April 25, 2023	Notice of Meeting - May 08, 2023 Board papers - May 16, 2023			
DTI	SEC. ALFREDO E. PASCUAL Chairman	Ex-Officio		✓		✓	✓	2/2	100%
	ASEC. GLENN G. PENARANDA Alternate Chairman	Ex-Officio	✓	✓	✓	✓	✓	4/3	133%
LBP	CECILIA C. BORRAMEO President & CEO	Ex-Officio					✓		
	ELCID C. PANGILINAN Senior Vice President	Ex-Officio	✗	✓	✓	✓	✓	3/3	100%
CITEM	DR. EDWARD L. FERREIRA Ph.D Executive Director	Appointive	✓	✓	✓	✓	✓	4/3	133%

GOVERNANCE AND NOMINATION AND REMUNERATION COMMITTEE		Nature of Positions	January 17, 2023	March 03, 2023 (Physical)	April 27, 2023 (Virtual)	May 19 2023 (Ex-Officio & Alternate Members)	Notice of Meeting & Board Papers	Total of Meeting Attended	Total Percentage of Attendance
<i>Date when notice of the meeting and board papers were received</i> <i>*Following policy of at least 3 working days in advance before the Board Meeting</i>			Notice of Meeting - 09 Jan. 2023 Board papers - 15 Jan. 2023	SPECIAL MEETING	Notice of Meeting - April 14, 2023 Board paper - April 25, 2023	Notice of Meeting - May 08, 2023 Board papers - May 16, 2023			
DTI	SEC. ALFREDO E. PASCUAL Chairman	Ex-Officio		✓		✓	✓	2/2	100%
	ASEC. GLENN G. PENARANDA Alternate Chairman	Ex-Officio	✓	✓	✓	✓	✓	4/2	200%
NFA	RODERICO BICOCCO Administrator	Ex-Officio		✓			✓	1/1	100%
	ELSA ASUNCION LIM Department Manager	Ex-Officio	✓	✓	✓	End of appointment 01 May 2023	✓	3/3	100%
	MERCEDITA ESTRELLA Department Manager	Ex-Officio	Appointed 01 May 2023				✓	1/1	100%
CITEM	DR. EDWARD L. FERREIRA Ph.D Executive Director	Appointive	✓	✓	✓	✓	✓	4/2	200%

RISK AND AUDIT COMMITTEE		Nature of Positions	January 17, 2023	March 03, 2023 (Physical)	April 27, 2023 (Virtual)	May 19 2023 (Ex-Officio & Alternate Members)	Notice of Meeting & Board Papers	Total of Meeting Attended	Total Percentage of Attendance
<i>Date when notice of the meeting and board papers were received</i> <i>*Following policy of at least 3 working days in advance before the Board Meeting</i>			Notice of Meeting - 09 Jan. 2023 Board papers - 15 Jan. 2023	SPECIAL MEETING	Notice of Meeting - April 14, 2023 Board paper - April 25, 2023	Notice of Meeting - April 14, 2023 Board paper - April 25, 2023			
DTI	SEC. ALFREDO E. PASCUAL Chairman	Ex-Officio		✓		✓	✓	2/2	100%
	ASEC. GLENN G. PENARANDA Alternate Chairman	Ex-Officio	✓	✓	✓	✓	✓	4/4	100%
BSP	FELIPE M. MEDALLA Governor	Ex-Officio		✓		✓	✓	1/1	100%
	BERNADETTE ROMULO - PUYAT Deputy Governor		✓	✗			✓	1/1	100%
	MARIA FARAH C. DIANGSON-ANGKA Director						End of appointment 24 April 2023	✓	
	JAY EDWARD AMATONG Director	Appointed 24 April 2023			✓	✓	✓	2/2	100%
NFA	RODERICO BICOCCO Administrator	Ex-Officio		✓			✓	1/1	100%
	ELSA ASUNCION LIM Department Manager		✓	✓	✓	End of appointment 01 May 2023	✓	3/3	100%
	MERCEDITA ESTRELLA Department Manager		Appointed 01 May 2023				✓	1/1	100%
LBP	ELCID C. PANGILINAN Senior Vice President	Ex-Officio	✗	✓	✓	✓	✓	3/4	75%
CITEM	DR. EDWARD L. FERREIRA Ph.D Executive Director	Appointive	✓	✓	✓	✓	✓	4/4	100%

CERTIFICATION

I hereby certify that the above attendance of the CITEM Board of Governors for Calendar 2023, are true and correct.

ATTY. ANNA GRACE I. MARPURI
Corporate Board Secretary