

BOARD OF GOVERNOR'S MEETING

31 May 2016, 1:00 pm, Tuesday

Department of Trade and Industry
Office of the Undersecretary, Industry Promotion Group
3F Conference Room, DTI International Building,
375 Sen. Gil Puyat Ave., Makati City

AGENDA

I. CALL TO ORDER

II. PROOF OF DUE NOTICE AND DETERMINATION OF EXISTENCE OF QUORUM

III. AGENDA

1. APPROVAL AND ADOPTION OF THE AGENDA

IV. MINUTES OF THE PREVIOUS BOARD MEETING

V. MATTERS ARISING FROM THE PREVIOUS BOARD MEETING

VI. FOR CITEM BOARD INFORMATION

1. EXECUTIVE DIRECTOR'S 2016 1ST SEMESTER ACCOMPLISHMENT REPORT
2. 2016 CITEM FINANCIAL REPORT
3. SUMMARY OF MARCH 2016 CITEM BOARD APPROVED MATTERS THROUGH REFERENDUM
 - i. DESIGNATION OF SUPERVISING UNDERSECRETARY FOR INDUSTRY PROMOTION GROUP (IPG), NORA K. TERRADO, AS THE ALTERNATE CHAIRMAN OF THE BOARD
 - ii. APPROVAL OF THE SUPPLEMENTAL BUDGET FOR CAPITAL OUTLAY FOR 2016
 - iii. INCREASE IN SIGNING AUTHORITY OF THE EXECUTIVE DIRECTOR FOR PURCHASE REQUESTS AND CONTRACTS FROM PHP3M TO PHP5M
 - iv. APPROVAL AND AUTHORITY TO SECURE CORPORATE CREDIT CARD AS ALTERNATIVE MODE TO SETTLE CORPORATE PURCHASES AND OBLIGATIONS
 - v. APPROVAL AND AUTHORITY TO OPEN A NEW REGULAR ACCOUNT WITH LAND BANK OF THE PHILIPPINES
 - vi. ACTS OF MANAGEMENT FOR THE PERIOD DECEMBER 2015 TO FEBRUARY 2016

VII. FOR CITEM BOARD APPROVAL AND CONFIRMATION

1. CITEM REORGANIZATION
2. 2016 PERFORMANCE NEGOTIATION AGREEMENT (PNA) BETWEEN GCG AND CITEM
3. DISPOSAL OF UNSERVICEABLE CITEM VEHICLES

VIII. RATIFICATION

1. ACTS OF MANAGEMENT FOR CONTRACTS FOR THE PERIOD OF
FEBRUARY – MAY 2016

IX. OTHER MATTERS

X. SCHEDULE OF NEXT BOARD MEETING

- a. July 11, 2016

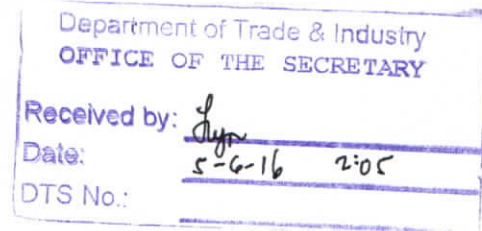
XI. ADJOURNMENT



**BOARD OF GOVERNORS' MEETING
CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS (CITEM)**

04 May 2016

HON. ADRIAN S. CRISTOBAL JR.
Secretary
Department of Trade & Industry
5F Industry and Investments Bldg.
385 Sen. Gil J. Puyat Avenue
Makati City



Thru: **UNDERSECRETARY NORA K. TERRADO**
Trade and Investment Promotions Group (TIPG)

Dear Secretary Cristobal:

May we seek the approval of the Secretary to hold a **CITEM Board of Governors' Meeting** on **Tuesday, 31 May 2016 at 1:00 p.m.** at the 3F Conference Room, International Trade Group Building, 375 Sen. Gil Puyat, Makati City.

After coordinating with the offices of the members of the Board, we were able to obtain a quorum for the meeting.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



**BOARD OF GOVERNORS' MEETING
CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS (CITEM)**

04 May 2016

HON. NORA K. TERRADO

Undersecretary, Industry Promotion Group (IPG)
Department of Trade and Industry
3F Trade and Industry Bldg., 375
Sen. Gil J. Puyat Ave.
Makati City

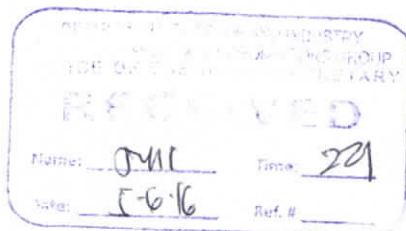
Dear Usec. Terrado:

Please be informed that the Center for International Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting on Tuesday, 31 May 2016 at 1:00 p.m.** at the 3F Conference Room, International Trade Group Building, 375 Sen. Gil Puyat, Makati City.

After coordinating with the offices of the Members of the Board, we were able to obtain a quorum for the meeting.

Sincerely,


ATTY. ANNA GRACE T. MARPURI
Corporate Secretary





BOARD OF GOVERNORS' MEETING
CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS (CITEM)

10 May 2016

Ms. ROSARIO VIRGINIA C. GAETOS
Executive Director, CITEM
GSP, Sen. Gil Puyat Ave., cor. Roxas Boulevard
1300 Pasay City

Dear Ms. Gaetos:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting on Tuesday, 31 May 2016, at 1:00 p.m.** at the 3F Conference Room, 3F DTI International Building, 375 Sen. Gil J. Puyat Avenue, Makati City.

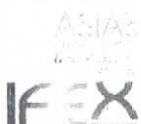
Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary

CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS
OFFICE OF THE EXECUTIVE DIRECTOR

RECEIVED
MAY 10 2016

BY: Molten TIME: 06:00 pm



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil J. Puyat Avenue, 1300 Pasay City, Philippines
Telephone: (632) 831-2201 to 09 • Fax: (632) 832-3965/834-0177 • E-mail: info@citem.com.ph
www.citem.com.ph www.dti.gov.ph www.facebook.com/citem.go



DEPARTMENT OF
TRADE & INDUSTRY
PHILIPPINES

**MANILA
FAME**
THE DESIGN
& LIFESTYLE
EVENT

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 1000 S. Street, Portland, Oregon, 97202 • Phone: (503) 224-1100 • Fax: (503) 224-1101
 Telexphone: (632) 831 2201 • E-mail: info@ciitemissions.com • Web: www.ciitemissions.com



HALLONE



**BOARD OF GOVERNORS' MEETING
CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS (CITEM)**

04 May 2016

Ms. LEILA C. MARTIN
First Vice President/ Head, North NCR Branches Group
Land Bank of the Philippines
27th Floor, M.H. Del Pilar cor. Dr. Quintos Street
LBP Main Building,
Malate, Manila

Dear Ms. Martin:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting** on **Tuesday, 31 May 2016, at 1:00 p.m.** at the 3F Conference Room, International Trade Group Building, 375 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary

RECEIVED
MAY 06 2016

BY: _____



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil J. Puyat Avenue, 1300 Pasay City, Philippines
Telephone: (632) 831-2201 to 09 • Fax: (632) 832-3965/834-0177 • Email: info@citem.com.ph
www.citem.com.ph www.dti.gov.ph www.facebook.com/citem.go



NATIONAL FOOD AUTHORITY
Quezon City

TRAVEL AUTHORITY (EXHIBIT A)

M.O. NO. DA CODE

Date : MAY 26, 2016

Name of Official/Employee

MARIA MERCEDES G. YACAPIN

Group Level

() I () II () III

Position

Assistant Administrator

Department/Div./Section

OAAMO

Wire Authority No.

Destination

DAVAO

Chargeable Against

Duration

MAY 30 - JUNE 2, 2016

Not Entitled to

Purpose of Travel

() Subsistence

() Lodging

() Transportation

TO ATTEND THE PFAB SPECIAL MEETING ** RPs Meeting*

ITINERARY OF TRAVEL

DATE	PLACES VISITED	TIME		MEANS OF TRANSPORTATION	ALLOWABLE EXPENSE		
		Departure	Arrival		Transp./ Other	Travel Allow.	Total
2016 MAY 30	RESIDENCE TO AIRPORT MANILA - DAVAO DAVAO - TAGUM/MATI	05:10 AM 09:10 AM	07:00 AM 11:00 AM	NFA SERVICE AIRPLANE		4,323.00	4,323.00
JUNE 1	STILL IN NFA MATI						
2	DAVAO - MANILA	11:40 AM	01:30 PM	AIRPLANE	4,131.00		4,131.00
							8,454.00

CERTIFICATION

I certify that (1) I have reviewed the foregoing itinerary
(2) The travel is necessary to the (3) The period
covered is reasonable (4) The expenses claimed
are proper.

PREPARED BY :

[Signature]
MARIA MERCEDES G. YACAPIN
Assistant Administrator

APPROVED BY :

[Signature]
TOMAS R. ESCAREZ
Deputy Administrator

for



BOARD OF GOVERNORS' MEETING
CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS (CITEM)

04 May 2016

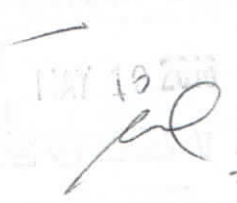
Ms. MARIA MERCEDES G. YACAPIN
Assistant Administrator
Marketing Operations
National Food Authority
4th Floor, Office of the OAAMO
Sugar Regulatory Administration (SRA) Building
North Ave. Diliman, Quezon City

Dear Director Yacapin:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting** on Tuesday, May 10, 2016, at the Conference Room, International Trade Group Building, North Ave. Diliman, Quezon City.

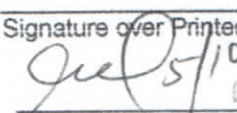
Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary


MAY 10 2016
3:30 PM



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)
Golden Shell Pavilion Roxas Boulevard cor. Sen. Gil J. Puyat Avenue
Telephone: (632) 831-2201 to 09 • Fax: (632) 832-3965/834-017
www.citem.com.ph www.dti.gov.ph

CITEM		REQUEST FOR DELIVERY		CITEM.507.FR.001	
				1605-593	
REQUESTING PARTY					
Name	:	<u>Theresa A. Caneda</u>			
Division	:	<u>LEGAL UNIT</u>			
Date of Request	:	<u>10 MAY 2016</u>			
Date/Time Needed	:	<u>11 MAY 2016</u>			
Description	:	<u>NOTICE OF MEETING - 31 MAY 2016 BOARD OF GOVERNORS</u>			
RECEIVING PARTY					
Name	:	<u>Ms. MARIA MERCEDES G. YACAPIN</u>			
Position	:	<u>ASST. ADMINISTRATOR</u>			
Company	:	<u>NATIONAL FOOD AUTHORITY</u>			
Address	:	<u>4th Flr. Office of OAAMO</u>			
Contact No	:	<u>Sugar Regulatory Admin. Bldg. (453-3900/909-2991)</u>			
Recipient	:	Signature over Printed Name			
					
REMARKS					
Date/Time Received	:	<u>10 MAY 2016</u>			
Messenger	:	<u>JOSE PETER CENES</u>			
NOTED					
		ELVIE A. BORJE Chief, Systems and Logistics Management Division			
RETURN TO SENDER					
		<input type="checkbox"/> Moved Out		<input type="checkbox"/> Insufficient address	
		<input type="checkbox"/> Unknown address		<input type="checkbox"/> Forwarding address	
		<input type="checkbox"/> Refused to accept			