

SECRETARY'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS:

I, **ATTY. ANNA GRACE I. MARPURI**, Filipino, of legal age, and with office address at the Center for International Trade Expositions and Missions, Sen. Gil J. Puyat cor. Roxas Boulevard, Pasay City, Philippines, do hereby certify that:

1. I am the Corporate Board Secretary of the Center For International Trade Expositions and Missions (CITEM), a national government instrumentality attached to the Department of Trade & Industry, with office address at Golden Shell Pavilion, Sen. Gil J. Puyat Avenue cor. Roxas Boulevard, Pasay City, Philippines;
2. The CITEM Board of Governors, through a Referendum on 02 February 2018, unanimously passed the following resolution:

"RESOLVED, that the CITEM Board of Governors duly appoint and designate Undersecretary for Trade and Investments Promotion Group, Nora K. Terrado, as the Officer-in-Charge of CITEM, being in order, is hereby APPROVED"

RESOLVED, that the designated Officer-in-Charge shall exercise all powers and authority conferred on the CITEM Executive Director;

RESOLVED further, that the OIC shall continue to act as such until a regular Private Sector Member to the CITEM Board is duly appointed by the President, and elected as CEO to the CITEM Board;

(Res. No. REF 2018-02-01)

IN WITNESS WHEREOF, I have affixed my signature on this 06 FEB 2018 day of February 2018, hereat Pasay City.


ATTY. ANNA GRACE I. MARPURI
Corporate Board Secretary

SUBSCRIBED AND SWORN to before me this 06 FEB 2018 day of February 2018 at Pasay City, Philippines, affiant exhibiting to me his competent evidence of identity IBP Roll No. 48441, valid until date.

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ATTY. JOSEPHINE SAPALA-ABADEJOS
Notary Public
Until December 31, 2019
PTR No. 5828873 / 01/09/2018 / PPLM
IBP No. 1062648 / 12/05/ 2017 / PPLM
Roll No. 50806
Pasay City, Metro Manila
MCLE Compliance No. V-00021210



06 February 2018

ATTY. ANNA GRACE V. MARPURI
Legal Officer V
**CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS**
Golden Shell Pavilion, Roxas Blvd. cor.
Sen. Gil Puyat, Pasay City

RE: DESIGNATION OF AN OFFICER-IN-CHARGE

Dear Atty. Marpuri,

This refers to your electronic mail dated 23 January 2018 seeking "guidance and clarification on the designation of a temporary/acting Officer-In-Charge (OIC) of the Center for International Trade Expositions and Missions (CITEM) upon the resignation of its CEO and Executive Director."

Under Item No. 9.3. of GCG Memorandum Circular No. 2012-09 (Third Issue),¹ it is provided that:

- (a) When the exigencies of public service require the same, the Chairperson of the Board shall automatically act as the OIC, subject to the following rules:
 - (i) The Chairperson shall act only as the temporary/acting CEO;
 - (ii) Within forty-eight (48) hours, the Chairperson shall call for a Board meeting for the formal appointment of the OIC; and
 - (iii) The duly designated OIC shall then serve until the regular CEO shall have been elected.
- (b) It is within the power of the Governing Board to appoint **the next highest ranking executive or any other suitable Senior Officer** as OIC of the GOCC, while awaiting for the regular CEO to be formally elected. (*Emphasis supplied*)

Furthermore, as to the extent of the authority of an OIC, the Civil Service Commission (CSC) in CSC Resolution No. 000778 dated 24 March 2000 provides that:

It must be noted that a designation under acting capacity may be differentiated from a designation as Officer-in-Charge (OIC) in such a manner that **an OIC enjoys limited powers which are confined to functions of administration and ensuring that the office continues its usual activities**. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC.

¹ *The Chief Executive Officer.*

x x x

An Officer-in-Charge does not exercise powers involving discretion of the regular incumbent. The rights and privileges of the latter do not normally descend upon the former unless specifically indicated or stated in the designation.

Based on the foregoing, the designated OIC cannot perform functions which involves the exercise of discretion, unless the CITEM Governing Board specifically grants him the power to exercise discretionary powers.

FOR YOUR INFORMATION AND GUIDANCE.

Very truly yours,


SAMUEL G. DAGPIN JR.
Chairman


MICHAEL P. CLORIBEL
Commissioner


MARITES CRUZ-DORAL
Commissioner