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4 **MINUTES OF CITEM BOARD OF GOVERNORS MEETING**

5
6 30 March 2015
7 IPG Conference Room
8 5/F Industry and Investments Building
9 385 Sen. Gil J. Puyat Ave., Makati City
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12 I. Quorum

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14 IN ATTENDANCE:

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16 Alternate Chairman

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18 Ponciano C. Manalo, Jr.
19 Undersecretary for Trade and Investment Promotions Group
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22 Board Members

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24 Ma. Mercedes G. Yacapin
25 National Food Authority

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27 Rosvi C. Gaetos
28 CITEM

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30 Wilhelmina C. Mañalac
31 Bangko Sentral ng Pilipinas

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33 Ms. Leila C. Martin
34 Land Bank of the Philippines

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36 Also Present:

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38 Ma. Lourdes D. Mediran
39 Deputy Executive Director

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41 Aurelia O. Cruz
42 OIC, Corporate Services

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44 Atty. Anna Grace I. Marpuri
45 Corporate Board Secretary
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48 II. DETERMINATION AND EXISTENCE OF QUORUM

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50 1. The Corporate Board Secretary determined the existence of a Quorum.
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53 III. CALL TO ORDER

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55 1. After confirmation from the Corporate Board Secretary of the existence of a quorum,
56 Undersecretary Ponciano C. Manalo, Jr., the Alternate Chairman, called the meeting
57 to order at 145 pm.
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59 2. The Undersecretary welcomed the CITEM Board Members as well as the CITEM
Officials present at the Board meeting.

IV. APPROVAL AND ADOPTION OF THE AGENDA

1. Reading and approval of the Agenda.

V. MATTERS ARISING FROM THE PREVIOUS BOARD MEETING

VI. APPROVAL OF THE 2015 COB AND WORK PROGRAM

1. To seek from the Board approval from the Board Approval of CITEM's COB and Work Program for FY 2015:

"RESOLVED, that the CORPORATE BUDGET AND WORK PROGRAM for FY 2015 in the amount of PHP 254.935M based on DBM subsidy of PHP186.443M, being in order is hereby APPROVED AND CONFIRMED"

(Res. No. BM 2015-01-01)

VII. INCREASE IN SIGNING AUTHORITY OF THE EXECUTIVE DIRECTOR FROM PHP2M TO PHP3M IN CONFORMITY WITH DTI DEPARTMENT ORDER 14-39, DATED 28 OCTOBER 2014

1. To seek approval from the Board on the proposed increase in signing authority of the Executive Director for Purchase Requests and Contracts from PHP2M to PHP 3M to conform with DTI Department Order No. 14-39 dated 28 October 2014
2. Likewise, the increase in signing authority of the Executive Director from PHP 2M to PHP3M will expedite the processing of documents necessary in the conduct of the day to day operations of the agency.
3. Having no more comments—

"RESOLVED, that the proposed increase in signing authority of the Executive Director form PHP2M to PHP 3M for purchase requests and Contracts in conformity with DTI Department Order 14-39 dated 28 October 2014, being in order is hereby APPROVED AND CONFIRMED"

(Res. No. BM 2015-01-02)

VIII. DESIGNATION OF CITEM MANAGEMENT OFFICERS FOR THE INTEGRATED CORPORATE REPORTING SYSTEM (ICRS) PURCUANT TO GCG MEMORANDUM CIRCULAR 2014-02

1. The Board hereby designate the following CITEM Officials for the ICRS in compliance with GCG Memorandum Circular 2014-02:

"RESOLVED, that the designation of the following CITEM Management Officers:

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|----|-------------------------------------|---|----------------------------------|
| a. | GOCC Monitoring System (GMS) | - | Ms. Aurelia O. Cruz |
| | | | OIC-Corporate Services Dept. |
| b. | GOCC Leadership Management | - | Ms. Florence Pearl M. Buensalido |
| | System (GLMS) | | OIC, Human Resource Mgmt Div. |
| c. | To provide the necessary software,- | | Ms. Elvie Borje |
| | hardware and technical knowledge | | Head, Management Information |
| | on the use of ICRS | | Services Division |

for the integrated Corporate Reporting System (ICRS) in compliance with GCG Memorandum Circular 2014-02, being in order is hereby APPROVED AND CONFIRMED

(Res. No. BM 2015-01-03)

IX. AUTHORITY TO DESIGNATE THE FOLLOWING OFFICERS/ EMPLOYEES TO ENROLL CITEM IN THE BIR ELECTRONIC FILING AND PAYMENT SYSTEM (EFPS)

1. It is mandatory for CITEM being one of the identified top 10,000 corporations to enroll in the Electronic Filing and Payment System (EFPS) of the BIR under Revenue Regulations No. 9-2001 as amended by Section III A Revenue Memorandum Order No. 10-2006/
2. As required, it is necessary to authorize through Board Resolution any two (2) officers to file the return under Section 52 (A) of the Tax Codes that is, the President or other principal officer and Treasurer or Assistant Treasurer of the Corporation
3. Having no more comments, the Board hereby approve and duly seconded---

"RESOLVED, that the authority to designate the following CITEM officers/employees :

Name	Designation
Rosario Virginia C. Gaetos	Executive Director
Aurelia O. Cruz	OIC-Department Manager
Wilma G. Dulay	Corporate Services Dept.
	OIC-Finance Division
1. To enroll CITEM in the BIR Electronic Filing and Payment System (EFPS); and,	
2. To file and pay tax returns through EFPS,	
Being in order , is hereby APPROVED AND CONFIRMED"	

(Res. No. BM 2015-01-04)

X. AUTHORITY TO DESIGNATE THE FOLLOWING OFFICERS/ EMPLOYEES TO ACCESS THE E-PAYMENT FACILITY OF PNB AND LBP

1. Under the EFPS of the BIR, the enrollment with any Authorized Agent Bank (AAB) of BIR for the E-payment is required;
2. PNB and LBP are the depository banks of CITEM's corporate income and subsidy accounts respectively;
3. Designation of one (1) or two (2) officers/employees authorized to file tax returns of the Agency is required by PNB and LBP to access its E-payment facility
4. The electronic means of paying the tax obligations of CITEM through these banks require authorization to debit the designated deposit accounts for the payment of taxes.
5. Having no more comments---

"RESOLVED, that the authority to avail of Tax E-Payment facility with PNB and LBP, being in order , is hereby APPROVED AND CONFIRMED;

RESOLVED FURTHER, that the authority to designate the following officers/employees:

Name	Designation
Rosario Virginia C. Gaetos	Executive Director
Ma. Lourdes D. Mediran	Deputy Executive Director
Aurelia O. Cruz	OIC-Department Manager
Wilma G. Dulay	Corporate Services Dept.
	OIC-Finance Division

To access the E-payment facility of PNB and LBP, being
in order, is hereby APPROVED AND CONFIRMED"
(Res. No. BM 2015-01-05)

XI. RATIFICATION OF ACTS OF CITEM MANAGEMENT FOR CONTRACTS
EXECUTED FROM 01 JUNE 2014 TO 30 NOVEMBER 2014

1. The Corporate Secretary presented to the Board for Ratification and Information Contracts of the period 01 June 2014 to 30 November 2014
2. The contracts are for consultancy agreements, contracts of lease, contracts of services, procurement of goods, and MOAs.
3. The contracts, MOUs and MOAs presented, except for ex-deals and Service Provider contracts, observed the prescribed government procurement process under RA 9184.
4. The Board made a policy that Contracts with amounts PHP 1M and above shall be submitted to the Board at the end of every month for Ratification through Referendum.
5. Having no more comments and clarifications and upon motion duly made and seconded, it was—

"RESOLVED, that the Ratification of Acts of
CITEM management for contracts of lease,
services, MOAs and other agreements
entered into 01 June 2014 to 30 November
2014, being in order, are hereby RATIFIED"

(Res. No. BM 2015-01-006)

XII. SCHEDULE OF THE NEXT BOARD MEETING

XIII. ADJOURNMENT

The meeting adjourned at 3:30 in the afternoon.

This 08th day of January 2015 at the Department of Trade and Industry, Sen. Gil J. Puyat Ave.,
Makati City, Philippines.

ATTY. ANNA GRACE I. MARPURI
Corporate Board Secretary