

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

05 June 2014

HON. GREGORY L. DOMINGO
Secretary
Department of Trade & Industry
5F Industry and Investments Bldg.
385 Sen. Gil J. Puyat Avenue
Makati City

Thru: UNDERSECRETARY PONCIANO C. MANALO, JR.
Trade and Investment Promotions Group (TIPG)

Pin/Onilla Ch 4/9/14

Dear Secretary Domingo:

May we seek the approval of the Secret
Meeting and Election of the Chief
Wednesday, 18 June 2014, at 2:00 p.m.
Industry and Investments Building, 385 Se

After coordinating with the offices of the
obtain a quorum for the meeting.

For your instructions.

Sincerely,

6/5
ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



FORM FOR REQUESTING
TRADE EXPOSITIONS AND MISSIONS

DELIVERY RECEIPT

6/9/2014
DATE

CONTACT PERSON	<i>Hon. Gregory L. Domingo</i>
COMPANY NAME	<i>Sec. DTI</i>
COMPLETE ADDRESS	<i>Makati</i>
TEL NO	
REQUESTED BY	<i>Con msa Que</i>
DIVISION	<i>Regal</i>
DESCRIPTION OF CONTENTS	<i>notice of meeting w/ attached board paper</i>
RECEIVED BY	PRINT NAME & SIGNATURE
RETURN TO SENDER:	
<input type="checkbox"/> MOVED OUT	<input type="checkbox"/> INSUFFICIENT ADDRESS
<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

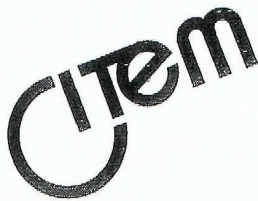
NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



CENTER FOR INTERNATIONAL
Golden Shell Pavilion, Roxas Boulevard
Telephone: (632) 831-2201 to 09
www.citem.com.ph

DE EXPI
J. Puyat
3965/834





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

05 June 2014

HON. PONCIANO C. MANALO, JR.
Undersecretary for Trade and Investments
Promotions Group (TIPG)
Department of Trade & Industry
DTI International Building
375 Sen. Gil J. Puyat Avenue
Makati City

information on 6/9/14

Dear Usec. Manalo:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors** at 2:00 p.m. at the 5th Floor, OSEC Co Building, 385 Sen. Gil J. Puyat Avenue, M

Sincerely,

at 6/5
ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



DEPARTMENT OF TRADE & INDUSTRY
TRADE EXPOSITIONS AND MISSIONS

DELIVERY RECEIPT

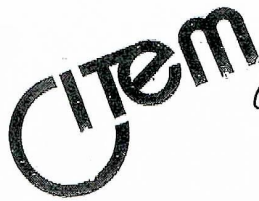
6/9/14
DATE

CONTACT PERSON	<i>Hon. Ponciano C. Manalo</i>
COMPANY NAME	<i>dti BDI</i>
COMPLETE ADDRESS	<i>Makati</i>
TEL NO	
REQUESTED BY	<i>Anna Grace I. Marpur</i>
DIVISION	<i>Legal</i>
DESCRIPTION OF CONTENTS	<i>notice of meeting w/ attached bank payor</i>
RECEIVED BY	
PRINT NAME & SIGNATURE	
RETURN TO SENDER:	
<input type="checkbox"/> MOVED OUT	<input type="checkbox"/> INSUFFICIENT ADDRESS
<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



CENTER FOR INTERNATIONAL TRADE
Golden Shell Pavilion, Roxas Boulevard cor. Sen. G
Telephone: (632) 831-2201 to 09 • Fax: (632) 832
www.citem.com.ph www.dti.gov.ph



Attn: Ms. REJ / MULA

fax # 708-7493



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

05 June 2014

05 JUN 14 PM 3:24

Ms. WILHELMINA C. MANALAC
Managing Director, International Sub-Sector
Bangko Sentral ng Pilipinas
3rd Floor, BSP Building
Harrison St., Vito Cruz, Manila

Dear Ms. Manalac:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM** on **Wednesday, 18 June 2014, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



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



Rental, Install and Dis. Of Product Dev setting for
Manila Fame



Attn: Ms. CHEDAN

fax # 528-8542



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

05 June 2014


Ms. LEILA C. MARTIN

Vice President, Lending Program Management Group
Land Bank of the Philippines
17th 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 and Election of the Chief Executive Officer (CEO)** of CITEM on **Wednesday, 18 June 2014, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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www.citem.com.ph www.dti.gov.ph www.facebook.com/citem.go

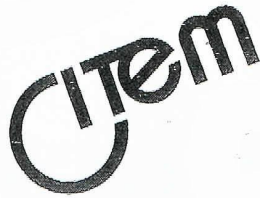
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JUN 09 2014

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

05 June 2014

Ms. MA. MERCEDES G. YACAPIN
Director, Corporate Planning Department
National Food Authority
7th Flr. PHILSUGIN Bldg.
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 and Election of the Chief Executive Officer (CEO) of CITEM** on **Wednesday, 18 June 2014, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

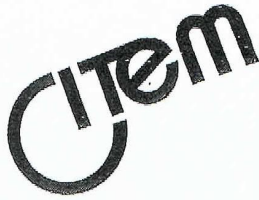
Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil J. Puyat Avenue, 1300 Pasay City, Philippines
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www.citem.com.ph www.dti.gov.ph www.facebook.com/citem.go





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


05 June 2014

Ms. ROSARIO VIRGINIA C. GAETOS
Appointive Member, CITEM Board of Governors
Golden Shell Pavilion
Roxas Boulevard cor. Sen. Gil J. Puyat Ave.
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 and Election of the Chief Executive Officer (CEO) of CITEM on Wednesday, 18 June 2014, at 2:00 p.m. at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

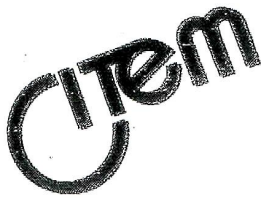
Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil J. Puyat Avenue, 1300 Pasay City, Philippines
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**BOARD OF GOVERNORS' MEETING
OF THE CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS (CITEM)**

05 June 2014

Ms. MARGIE A. JORILLO
Vice-President
Corporate Communications Office
Government Service Insurance System
7th Floor, GSIS Building, Financial District
Pasay City

Dear Ms. Jorillo:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM** on **Wednesday, 18 June 2014, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
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www.citem.com.ph www.dti.gov.ph www.facebook.com/citem.go





RAF INTERNATIONAL FORWARDING PHILS. INC.

Building 2, Units 3 and 4, Oyster Industrial Complex, NAIA Avenue, Parañaque City 1700

Tel. Nos.: +632 820-2920 to 25 • Fax: +632 820-2917

E-mail: mnicustomerservice@raf.ph • mrisales@raf.ph

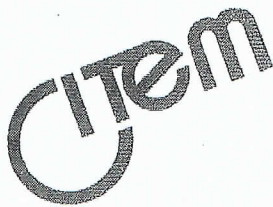
PRIORITY!

DOMESTIC AIRBILL

No. 604885

ORIGIN	PIECES	WEIGHT	DESTINATION	DATE	COURIER
MNL	1	1.5	PAAY	6/12/14	<input type="radio"/> Small <input type="checkbox"/> AIRFREIGHT <input checked="" type="radio"/> Medium <input type="checkbox"/> SEAFREIGHT <input type="radio"/> Large <input type="checkbox"/> INTRA CITY
DIMS LEGAL					CHARGES
FROM (Shipper)					
CITEM Roxas Boulevard corner Sen. Gil Puyat Ave. Pasay City Philippines			TO (Consignee) Mr. Margie Janillo Vice-President OJIS. Pasay City		CASH O.R. NO. _____ <input checked="" type="checkbox"/> PP <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party
DESCRIPTION / CONTENTS Notice of Meeting w/ attached Board Papers			RECEIVED IN GOOD ORDER AND CONDITION: DATE _____ PRINT NAME/SIGNATURE _____ TIME _____		Freight Charges _____
SUBJECT TO CONDITIONS AT THE BACK HEREOF					ODA _____
SHIPPER'S SIGNATURE _____			RECEIVED FOR RAF BY <i>Jun</i> 6/12/14		VALUATION _____
					Packing / Crating _____
					COLLECT FEE _____
					OTHERS _____
					VAT _____
					TOTAL _____

SHIPPER'S COPY



MEMORANDUM:

For : SECRETARY GREGORY L. DOMINGO

Thru : UNDERSECRETARY CRISTINO L. PANLILIO
Trade and Investment Promotions Group

From : EXECUTIVE DIRECTOR ROSVI C. GAETOS *Panlilio 1/17*

Date : 16 January 2013

Subject : CITEM BOARD OF GOVERNORS' MEETING

May we seek the approval of the Secretary to hold a CITEM Board of Governors' Meeting on Tuesday, 29 January 2013 at 2:00 p.m. to be held at the HallONE Meeting Room, International Trade Center, Roxas Blvd. corner Sen. Gil Puyat Ave., 1300 Pasay City.

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

For your consideration.

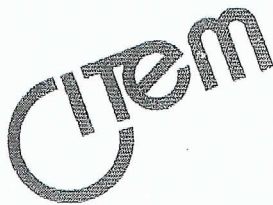
Consent 1/17

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DELLOS

LEGAL
2:11 PM
2013



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

17 January 2013

DEL 0093

HON. GREGORY L. DOMINGO
Secretary
Department of Trade & Industry
5F Industry and Investments Bldg.
385 Sen. Gil J. Puyat Avenue
Makati City

Thru: **UNDERSECRETARY CRISTINO L. PANLILIO**
Trade and Investment Promotions Group (TIPG)

Dear Secretary Domingo:

May we seek the approval of the Secretary to hold a **CITEM Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM** on **Tuesday, 29 January 2013, at 2:00 p.m.** at HallONE Meeting Room, International Trade Center, Roxas Blvd., corner Sen. Gil J. Puyat Ave, Pasay City

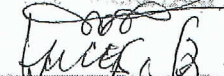
After coordinating with the offices of the members of the Board, we were able to obtain a quorum for the meeting.

For your instructions.

Sincerely,

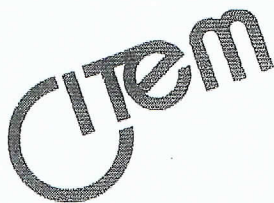

ATTY. BENJAMIN T. SUBIDO
Corporate Secretary

FOR


1/24/13 1:40 p.m.

THRU
1/24/13 1:50 p.m.

1/23/13 4:20 PM
JAN 23 2013



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

17 January 2013

HON. CRISTINO L. PANLILIO

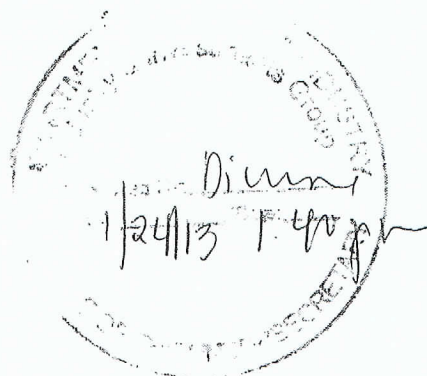
Undersecretary for Trade and Investments
Promotions Group (TIPG)
Department of Trade & Industry
DTI International Building
375 Sen. Gil J. Puyat Avenue
Makati City

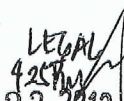
Dear Usec. Panlilio:

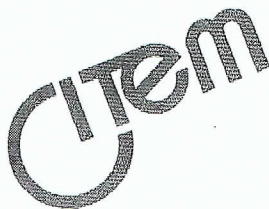
Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM** on **Tuesday, 29 January 2013, at 2:00 p.m.** at the HallONE Meeting Room, International Trade Center, Roxas Blvd., corner Sen. Gil J. Puyat Ave, Pasay City.

Sincerely,


ATTY. BENJAMIN T. SUBIDO
Corporate Secretary




JAN 23 2013



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

17 January 2013

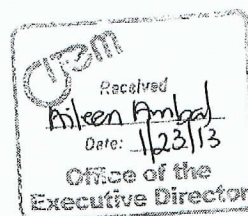
Ms. ROSVI C. GAETOS
Private Sector Representative
Golden Shell Pavillion
Roxas Blvd. corner Sen. Gil Puyat Ave.
1300 Pasay City

Dear Ms. Gaetos:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM** on **Tuesday, 29 January 2013, at 2:00 p.m.** at the HallONE Meeting Room, International Trade Center, Roxas Blvd., corner Sen. Gil J. Puyat Ave, Pasay City.

Sincerely,


ATTY. BENJAMIN T. SUBIDO
Corporate Secretary



DATE 1/23/13
 Trade and Industry
DELIVERY RECEIPT

CONTACT PERSON
 COMPANY NAME
 COMPLETE ADDRESS

Dir. Ma. Mercedes Yacapin
NFA, O.C.
c/o Pearl / JC

TEL NO.

REQUESTED BY
 DIVISION

Regal office

DESCRIPTION OF
 CONTENTS

Notice of CITEM Bd.
Mtg. 1/29/13

RECEIVED BY

DELLA J. GONZALEZ
 Print Name & Signature/Date

Return to Sender

☐ Move Out
☐ Unknown Addressee

☐ No Longer Connected

☐ Refused to Accept

Note: INCOMPLETE REQUEST WILL NOT BE ACTED UPON

MERCEDES G. YACAPIN

Director, Corporate Planning Department
 National Food Authority
 7th Flr. PHILSUGIN Bldg.
 North Ave. Diliman, Quezon City

National Food Authority

RECEIVED
 JAN 21 2013
Opina J. Puyat
 Corporate Planning and
 Management Service Department

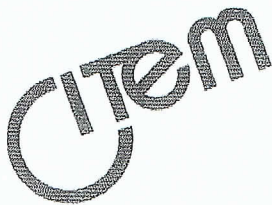
Dear Director Yacapin:

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Sincerely,

Benjamin T. Subido
ATTY. BENJAMIN T. SUBIDO
 Corporate Secretary

LETAL
 4282M
 JAN 23 2013



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

17 January 2013

seen 1/24/13
MA. THERESA S. MOLL
Communications Officer I
Corporate Affairs Department

Ms. MARGIE A. JORILLO
Vice-President
Corporate Communications Office
Government Service Insurance System
7th Floor, GSIS Building, Financial District
Pasay City

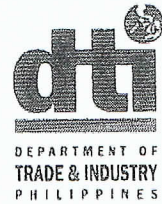
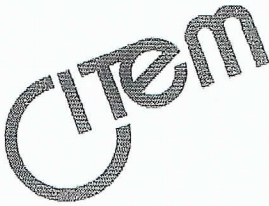
Dear Ms. Jorillo:

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Sincerely,


ATTY. BENJAMIN T. SUBIDO
Corporate Secretary

LEA
4254
JAN 23 2013



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

17 January 2013

Ms. WILHELMINA C. MANALAC
Officer-In-Charge, International Sub-Sector
Bangko Sentral ng Pilipinas
3rd Floor, BSP Building
Harrison St., Vito Cruz, Manila

Dear Ms. Manalac:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM on Tuesday, 29 January 2013, at 2:00 p.m.** at the HallONE Meeting Room, International Trade Center, Roxas Blvd., corner Sen. Gil J. Puyat Ave, Pasay City.

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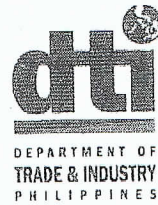
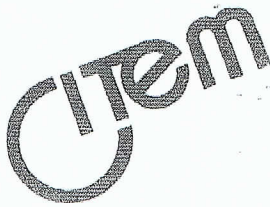

ATTY. BENJAMIN T. SUBIDO
Corporate Secretary

12:00 PM
428 PM
JAN 23 2013



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/citemgo





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

17 January 2013

Ms. LEILA C. MARTIN

Vice-President, Lending Program Mgmt. Group
Land Bank of the Philippines
17th Flr., M.H. del Pilar cor. Dr. Quintos Street
LBP Building Main, 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 and Election of Chief Executive Officer (CEO) of CITEM on Tuesday, 29 January 2013, at 2:00 p.m.** at the Executive Board Room – Office of the Executive Director, CITEM, Golden Shell Pavilion, ITC Building, Sen. Gil J. Puyat Avenue cor. Pasay City.

Sincerely,


ATTY. BENJAMIN T. SUBIDO
Corporate Secretary

RECEIVED


BY: _____

LEGAL
42cm
JAN 23 2013

SUMMARY OF BOARD ACTIONS
05 July 2012

MATTERS

BOARD ACTIONS

FOR THE INFORMATION OF THE BOARD

- | | |
|--|----------|
| 1. Approval of the Minutes of previous Board Meeting | APPROVED |
| 2. Executive Director's 1 st Semester 2012
Accomplishment Report and Work Plan for the 2 nd
Semester | NOTED |
| 3. CITEM Financial Reports | NOTED |

FOR CITEM BOARD APPROVAL AND CONFIRMATION

- | | |
|--|------------------------|
| 4. CITEM Board Meeting Procedures | APPROVED and CONFIRMED |
| 5. Use of Portion of Retained Earnings Appropriated to
Building Funds | |
| - Reconfirm source of cash drawdown in 2011 COB
amounting to PHP 39.236M from the retained
earnings portion appropriated building fund | APPROVED and CONFIRMED |
| - Confirm source of Hall One Construction cost in
the amount of PHP 18M from the Building Fund | APPROVED and CONFIRMED |
| 6. 2013 Proposed Work Program And Corporate
Operating Budget | APPROVED and CONFIRMED |

FOR CITEM BOARD RATIFICATION

- | | |
|---|----------|
| 7. Ratification of Acts of Management for contracts
executed from 01 April 2012 to 15 June 2012.
(with amounts involving PHP 1M and above) | RATIFIED |
|---|----------|

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

03 December 2013

HON. GREGORY L. DOMINGO
Secretary
Department of Trade & Industry
5F Industry and Investments Bldg.
385 Sen. Gil J. Puyat Avenue
Makati City

Thru: **UNDERSECRETARY PONCIANO C. MANALO, JR.**
Trade and Investment Promotions Group (TIPG)

Dear Secretary Domingo:

May we seek the approval of the Secretary to hold a CITEM Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM on Wednesday, 18 December 2013, at 2:00 p.m. at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

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

For your instructions, Sir.

Sincerely,


ATTY. RODOLFO B. GILBANG
Asst. Corporate Secretary

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


03 December 2013

Ms. WILHELMINA C. MANALAC
Managing Director, International Sub-Sector
Bangko Sentral ng Pilipinas
3rd Floor, BSP Building
Harrison St., Vito Cruz, Manila

Dear Ms. Manalac:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM on Wednesday, 18 December 2013, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. RODOLFO B. GILBANG
Asst. Corporate Secretary

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

03 December 2013

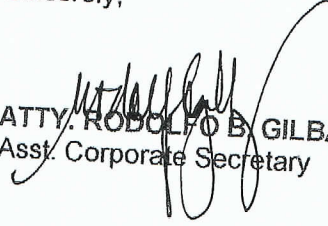
Ms. LEILA C. MARTIN

Vice President, Lending Program Management Group
Land Bank of the Philippines
17th 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 and Election of the Chief Executive Officer (CEO) of CITEM** on **Wednesday, 18 December 2013, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. RODOLFO B. GILBANG
Asst. Corporate Secretary

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


03 December 2013

Ms. MARGIE A. JORILLO
Vice-President
Corporate Communications Office
Government Service Insurance System
7th Floor, GSIS Building, Financial District
Pasay City

Dear Ms. Jorillo:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting and Election of the Chief Executive Officer (CEO) of CITEM** on **Wednesday, 18 December 2013, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. RODOLFO B. GILBANG
Asst. Corporate Secretary



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

03 December 2013

Ms. ROSARIO VIRGINIA C. GAETOS
Appointive Member, CITEM Board of Governors
Golden Shell Pavilion
Roxas Boulevard cor. Sen. Gil J. Puyat Ave.
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 and Election of the Chief Executive Officer (CEO) of CITEM** on **Wednesday, 18 December 2013, at 2:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. RODOLFO B. GILBANG
Asst. Corporate Secretary



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

26 October 2015

HON. GREGORY DOMINGO
Secretary
Department of Trade and Industry
5F Industry and Investments Bldg.
385 Sen. Gil J. Puyat Avenue
Makati City

Thru: **UNDERSECRETARY PONCIANO C. MANALO, JR.**
Trade and Investment Promotions Group (TIPG)

Dear Secretary Domingo:

May we seek the approval of the Secretary to hold a **CITEM Board of Governors' Meeting** on **Wednesday, 04 November 2015, at 1:00 p.m.** at the **5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil Puyat Avenue, 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

Department of Trade & Industry
OFFICE OF THE SECRETARY

Received by: 

Date:

10-27-15 2:25pm

CITE No.:



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Fashion, Bldg. Boulevard, 385 Sen. Gil J. Puyat Avenue, 1200 Pasay City, Philippines
Telephone: (632) 881-2203 to 09 • Fax: (632) 832-9422/832-1177 • Email: info@citem.com.ph
www.citem.com.ph www.dti.gov.ph www.facebook.com/citemph



ALL



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

26 October 2015

HON. PONCIANO C. MANALO, JR.
Industry Promotions Group (IPG)
Department of Trade and Industry
DTI International Building
375 Sen. Gil J. Puyat Avenue
Makati City

- jbagust
27 Oct. 2015

Dear Usec. Manalo:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **Board of Governors' Meeting on Wednesday, 04 November 2015, at 1:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil Puyat Avenue, Makati City.

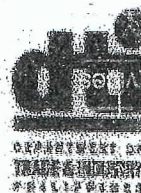
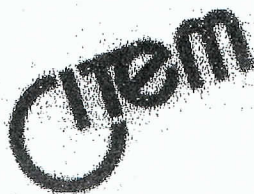
Sincerely,


ATTY. ANNA GRACE D. MARPUR
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Boardwalk One, Sen. Gil J. Puyat Avenue, 385 Puyat City, Philippines
Telephone (632) 821-2201 to 09 • Fax (632) 832-5938/836-0177 • Email: info@citem.com.ph
www.citem.com.ph www.dti.gov.ph www.asiashow.com/citem.ph





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

26 October 2015

MS. LEILA C. MARTIN
Vice President, Lending Program Management 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 will hold its Board of Governors' Meeting on Wednesday, October 27, 2015 at the 5th Floor, OSEC Conference Room, Industry Avenue, Makati City.

Sincerely,

ATTY. ANNA GRACE L. MARPURI
Corporate Secretary

CITEM REQUEST FOR DELIVERY
201510-437

REQUESTING PARTY

Name : DEBBIE R. DELA PENA
Signature over Printed Name :
Division : LEGAL UNIT
Date of Request : 10/26/15
Date/Time Needed : 10/27/15
Description : Notice of Meetings

RECEIVING PARTY

Name : MS. Chedon
Position :
Company : LBP
Address : Malate, Manila
Contact No :

Recipient :
Signature over Printed Name : ELVIE A. BORJE

REMARKS

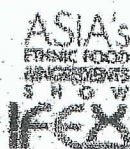
Date/Time Received : 270015 AM
Messenger : JOSE DELOS REYES

NOTED

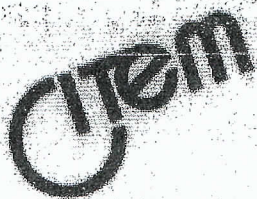
ELVIE A. BORJE
DC-OIC, STREDO

RETURN TO SENDER

☐ Moved Out
☐ Unknown address
☐ Refused to accept
☐ Insufficient address
☐ Forwarding address



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)
Delmon Street Pavilion, Asean Convention Center, San Jose, Manila
Telephone: (632) 431-2311 to 69 • Fax: (632) 431-2311 to 69
www.citem.gov.ph



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

26 October 2015

Ms. MA. MERCEDES G. YACAPIN
Director, Corporate Planning Department
National Food Authority
7th Floor PHILSUGIN Bldg.
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 Wednesday, 04 November 2015, at 1:00 p.m.** at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil Puyat Avenue, Makati City.

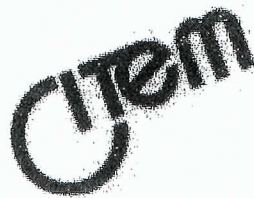
Sincerely,

ATTY. ANNA GRACE T. MARPURI
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Sector 10, Alabang, Muntinlupa City, Philippines • 1400 Puyat Avenue, 1400 Puyat City, Philippines
Telephone: (632) 531-2261 to 69 • Fax: (632) 422-3369/422-4177 • Email: citem@dti.gov.ph
www.citem.com.ph • www.dti.gov.ph • www.dti.gov.ph





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

26 October 2015

Ms. WILHELMINA C. MAÑALAC
Managing Director, International Sub-Sector
Bangko Sentral ng Pilipinas
3rd Floor, BSP Building
Harrison St., Vito Cruz, Manila

OMD ISS 27 OCT 2015 PM3:14

GLENN B. AQUINALDO

Dear Ms. Mañalac:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its Board of Governors' Meeting on Wednesday, 04 November 2015, at 1:00 p.m. at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. G. Puyat Avenue, Makati City.

Sincerely,

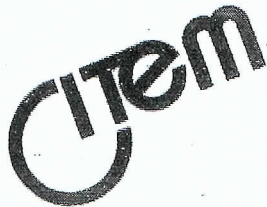

ATTY. ANNA GRACE K. MARPURI
Corporate Secretary



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Bonso Boulevard cor. Sen. G. Puyat Avenue, 1200 Pasay City, Philippines
Telephone: (632) 631-8391 to 99 • Fax: (632) 638-3762/6344177 • E-mail: info@citem.com.ph
www.citem.com.ph www.citem.gov.ph www.facebook.com/citem.ph



HALL



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

26 October 2015

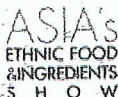
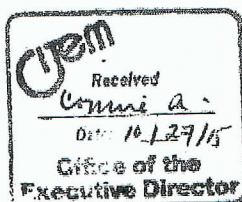
Ms. ROSARIO VIRGINIA C. GAETOS
Appointive Member, CITEM Board of Governors
Golden Shell Pavilion
Roxas Boulevard cor. Sen. Gil J. Puyat Ave.
Pasay City

Dear Ms. Gaetos:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its Board of Governors' Meeting on Wednesday, 04 November 2015, at 1:00 p.m. at the 5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



BOARD OF GOVERNORS' MEETING

BOARD PAPERS

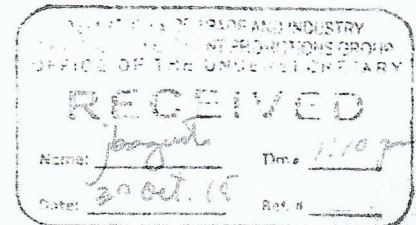
04 NOVEMBER 2015, 1:00 PM

IPG Conference Room

Industry & Investments Bldg.

Sen. Gil J. Puyat Avenue

Makati City



REQUEST FOR DELIVERY

201510-439

REQUESTING PARTY

Name : JEFFREY R. DELA PENA
Signature over Printed Name
Division : LEGAL UNIT
Date of Request : 10/30/15
Date/Time Needed : 10/30/15
Description : Board Papers

RECEIVING PARTY

Name : Ms. Karan (nee Manab)
Position : Secretary (BOL-IPG)
Company : DTI
Address : Makati
Contact No : _____

Recipient : Jonathan Agustin
Signature over Printed Name

REMARKS

Date/Time Received : 30 OCT 15 AM
Messenger : MICHAEL FIERRO
NOTED : Elvie A. Borje
ELVIE A. BORJE
DC-OIC, STREDO

RETURN TO SENDER

☐ Moved Out
☐ Insufficient address
☐ Unknown address
☐ Forwarding address
☐ Refused to accept

Note: INCOMPLETE REQUEST WILL NOT BE ACTED UPON

BOARD OF GOVERNORS' MEETING

BOARD PAPERS

04 NOVEMBER 2015, 1:00 PM
IPG Conference Room
Industry & Investments Bldg.
Sen. Gil J. Puyat Avenue
Makati City

Handwritten: Puyat, Jr.
10/30/15 12:00pm

REQUEST FOR DELIVERY

201510 - 428

REQUESTING PARTY

Name : Debbie R. Ochoa
Signature over Printed Name : [Signature]
Division : LEGAL UNIT
Date of Request : 10/30/15
Date/Time Needed : 10/30/15
Description : Board Papers

RECEIVING PARTY

Name : HON. DOMINICK
Position : DTI Secretary
Company : DTI
Address : MAKATI
Contact No : MAKATI

Recipient : [Signature]
Signature over Printed Name : [Signature]

REMARKS

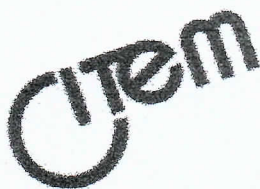
Date/Time Received : 306015 AM
Messenger : MICHAEL FARRO

NOTED : [Signature]
ELVIE A. BORJE
DC-OIC, STREDO

RETURN TO SENDER

☐ Moved Out ☐ Insufficient address
☐ Unknown address ☐ Forwarding address
☐ Refused to accept

Note: INCOMPLETE REQUEST WILL NOT BE ACTED UPON



**BOARD OF GOVERNORS
OF THE CENTER FOR INTERNATIONAL
EXPOSITIONS AND MISSIONS**

26 October 2015

HON. GREGORY DOMINGO

Secretary

Department of Trade and Industry

5F Industry and Investments Bldg.

385 Sen. Gil J. Puyat Avenue

Makati City

Thru: **UNDERSECRETARY PONCIANO C. MANALAY**
Trade and Investment Promotions Group

Dear Secretary Domingo:

May we seek the approval of the Secretary to hold a **CITEM Board of Governors' Meeting** on **Wednesday, 04 November 2015, at 1:00 p.m.** at the **5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil Puyat Avenue, 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. MARPUR
Corporate Secretary



REQUEST FOR DELIVERY

201510-432

REQUESTING PARTY

Name : DEBBIE R. DELA PENA
Signature over Printed Name : [Signature]
Division : Legal Unit
Date of Request : 10/26/15
Date/Time Needed : 10/27/15
Description : Notice of the Meeting

RECEIVING PARTY

Name : MS. KARA
Position : ADMIN. IN.
Company : DTI
Address : Makati City
Contact No : _____

Recipient : [Signature]
Signature over Printed Name : Jonathan Agut

REMARKS

Date/Time Received : 27 Oct. 15 2700HK AM
Messenger : MICHAEL FARRO

NOTED

[Signature]
ELVIE A. BORJE
DC-OIC, STREDO

RETURN TO SENDER

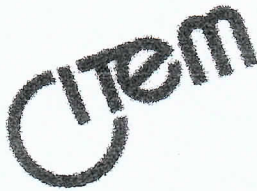
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☐ Unknown address
☐ Refused to accept
☐ Insufficient address
☐ Forwarding address

Note: INCOMPLETE REQUEST WILL NOT BE ACTED UPON



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roads Boulevard cor. Sen. Gil J. Puyat Avenue, 3802 Pasay City, Philippines
Telephone: (632) 627-2201 to 09 • Fax: (632) 627-2460/2460117 • Email: info@citm.gov.ph
www.cit.gov.ph www.facebook.com/citgovph





**BOARD OF GOVERNORS
OF THE CENTER FOR INTERNATIONAL
EXPOSITIONS AND MISSIONS**

26 October 2015

HON. GREGORY DOMINGO

Secretary

Department of Trade and Industry

5F Industry and Investments Bldg.

385 Sen. Gil J. Puyat Avenue

Makati City

Thru: **UNDERSECRETARY PONCIANO C. MANALO, Jr.**
Trade and Investment Promotions Group (TIP)

Dear Secretary Domingo:

May we seek the approval of the Secretary to hold a **CITEM Board of Governors' Meeting** on **Wednesday, 04 November 2015, at 1:00 p.m.** at the **5th Floor, OSEC Conference Room, Industry and Investments Building, 385 Sen. Gil Puyat Avenue, 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. MARPUR
Corporate Secretary



REQUEST FOR DELIVERY

201510-430

REQUESTING PARTY

Name : DEBBIE R. DELA PEÑA
Signature over Printed Name : [Signature]
Division : Legal Unit
Date of Request : 10/26/15
Date/Time Needed : 10/27/15
Description : Notice of Meeting

RECEIVING PARTY

Name : HON. GREGORY DOMINGO
Position : SECRETARY
Company : DTI
Address : MAKATI CITY
Contact No : _____

Recipient : [Signature]
Signature over Printed Name : _____

REMARKS

Date/Time Received : 27 OCT 15 AM
Messenger : MICHAEL FARRO

NOTED : [Signature]
ELVIE A. BORJE
DC-OIC, STREDO

RETURN TO SENDER

☐ Moved Out ☐ Insufficient address
☐ Unknown address ☐ Forwarding address
☐ Refused to accept

Note: INCOMPLETE REQUEST WILL NOT BE ACTED UPON



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, P.O. Box 100, 385 Sen. Gil J. Puyat Avenue, 1200 Makati City, Philippines
Telephone: (632) 871-2201 to 09 Fax: (632) 832-3762/832-4471 Email: info@citem.gov.ph
www.citem.gov.ph www.citem.gov.ph





EXPER FOR SUBMITTER
TRADE EXPANSION AND MESSAGE

1/24/13

DATE

DELIVERY RECEIPT

☐

CONTACT PERSON	Sec. A. L. Dunning
COMPANY NAME	DTI, J. Makat
COMPLETE ADDRESS	c/o Mr. Dime
TEL NO	
REQUESTED BY DIVISION	Legal Section
DESCRIPTION OF CONTENTS	Notice of meeting & board paper
RECEIVED BY	Dime 1/24/13
PRINT NAME & SIGNATURE	
◆-----◆	
RETURN TO SENDER:	
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<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



EXPER FOR SUBMITTER
TRADE EXPANSION AND MESSAGE

1/25/13

DATE

DELIVERY RECEIPT

☐

CONTACT PERSON	VP Leila C. Martin
COMPANY NAME	LB
COMPLETE ADDRESS	c/o Chedon
TEL NO	
REQUESTED BY DIVISION	Legal Section
DESCRIPTION OF CONTENTS	Notice of meeting & board paper
RECEIVED BY	
PRINT NAME & SIGNATURE	
◆-----◆	
RETURN TO SENDER:	
<input type="checkbox"/> MOVED OUT	<input type="checkbox"/> INSUFFICIENT ADDRESS
<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



FORM FOR MAJOR-GENERAL
THAT EXPENDITURE AND RECEIPTS

1/24/13
DATE

DELIVERY RECEIPT

☐

CONTACT PERSON	VP Margie Jonko
COMPANY NAME	ASTS
COMPLETE ADDRESS	c/o floor
TEL NO	
REQUESTED BY DIVISION	Regul Section
DESCRIPTION OF CONTENTS	Notice of meeting & Board Paper
RECEIVED BY	sgle 1/24/13
PRINT NAME & SIGNATURE	
◆-----◆	
RETURN TO SENDER:	
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<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



FORM FOR MAJOR-GENERAL
THAT EXPENDITURE AND RECEIPTS

1/24/13
DATE

DELIVERY RECEIPT

☐

CONTACT PERSON	Msgr. C. R. Panhilo
COMPANY NAME	DTI
COMPLETE ADDRESS	c/o Divine
TEL NO	
REQUESTED BY DIVISION	Regul Section
DESCRIPTION OF CONTENTS	Notice of meeting & Board Paper
RECEIVED BY	Divine 1/24/13
PRINT NAME & SIGNATURE	
◆-----◆	
RETURN TO SENDER:	
<input type="checkbox"/> MOVED OUT	<input type="checkbox"/> INSUFFICIENT ADDRESS
<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

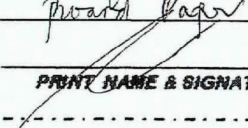
NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



1/24/13
DATE

DELIVERY RECEIPT



CONTACT PERSON	MC M. W. Maslow
COMPANY NAME	BSP
COMPLETE ADDRESS	c/o Key
TEL NO	
REQUESTED BY DIVISION	Legal Section
DESCRIPTION OF CONTENTS	Notice of Meeting Private Paper
RECEIVED BY	
	PRINT NAME & SIGNATURE
◆-----◆	
RETURN TO SENDER:	
<input type="checkbox"/> MOVED OUT	<input type="checkbox"/> INSUFFICIENT ADDRESS
<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON



1/23/13
DATE

DELIVERY RECEIPT



CONTACT PERSON	Mr. Rosin C. Gnetis
COMPANY NAME	CTEM
COMPLETE ADDRESS	
TEL NO	
REQUESTED BY DIVISION	Legal Section
DESCRIPTION OF CONTENTS	Notice of meeting & Board Paper
RECEIVED BY	
	PRINT NAME & SIGNATURE
◆-----◆	
RETURN TO SENDER:	
<input type="checkbox"/> MOVED OUT	<input type="checkbox"/> INSUFFICIENT ADDRESS
<input type="checkbox"/> UNKNOWN ADDRESSEE	<input type="checkbox"/> FORWARDING ADDRESS
<input type="checkbox"/> REFUSED TO ACCEPT	

NOTE: INCOMPLETE REQUEST FORM WILL NOT BE ACTED UPON

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

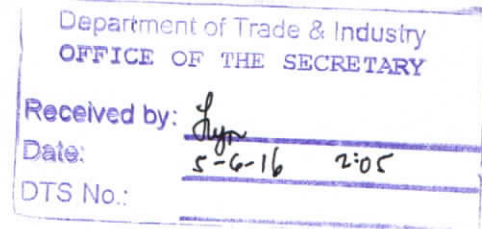
XI. ADJOURNMENT



**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

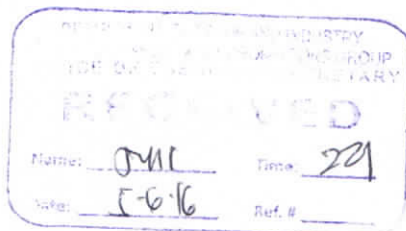
Dear Usec. Terrado:

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



DMD ISS 6MAY 2016 PM4:01

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


04 May 2016

Ms. WILHELMINA C. MAÑALAC
Managing Director, International Sub-Sector
Bangko Sentral ng Pilipinas
3rd Floor BSP Building
Harrison St., Vito Cruz Manila

Dear Ms. Mañalac:

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 Puyat, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



**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

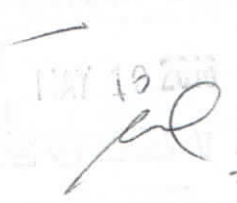
Ms. MARIA MERCEDES G. YACAPIN
Assistant Administrator
Marketing Operations
National Food Authority
4th Floor, Office of the OAAMO
Sugar Regulatory Administration (SRA) Building
North Ave. Diliman, Quezon City

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
REQUESTING PARTY		<i>Here</i>		1605-593
Name	:	<u>TERESA A. CAÑEDA</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</u>		
RECEIVING PARTY		<u>MAY 2016 BOARD OF GOVERNORS</u>		
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.</u>		
Recipient	:	<u>Bldg. (453-3900/909-299)</u>		
Remarks	:	Signature over Printed Name		
Date/Time Received	:	<u>10 MAY 16</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				

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

09 June 2017

HON. RAMON M. LOPEZ

Secretary
Department of Trade and Industry
5F Industry and Investments Bldg.
385 Sen. Gil. J. Puyat Avenue.
Makati City

Thru: **UNDESECRETARY NORA K. TERRADO**
Industry Promotion Group (IPG)

Dear Secretary Lopez:

May we seek the approval of the Secretary to hold a **CITEM Board of Governors' Meeting** on Thursday, **06 July 2017, at 10:00 a.m.** at the 3th Floor, OUTIPG Board Room, DTI International Building., 375 Sen. Gil J. Puyat Avenue, 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

Department of Trade & Industry	
OFFICE OF THE SECRETARY	
Received by:	ERLYN F. REMENTILLA
Date:	06-13-17 2:10
DTS	

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

09 June 2017

HON. NORA K. TERRADO

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

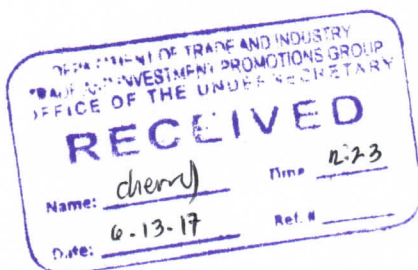
Dear Undersecretary Terrado:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **CITEM Board of Governors' Meeting** on **Thursday, 06 July 2017, at 10:00 a.m.** at the 3th Floor, OUTIPG Board Room, DTI International Building, 385 Sen. Gil J. Puyat Avenue, Makati City.

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Sincerely,


ATTY. ANNA GRACE V. MARPURI
Corporate Secretary



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

09 June 2017

MR. CLAYTON H. TUGONON

Executive Director

GSP, Sen. Gil Puyat Ave., cor. Roxas Boulevard
1300 Pasay City

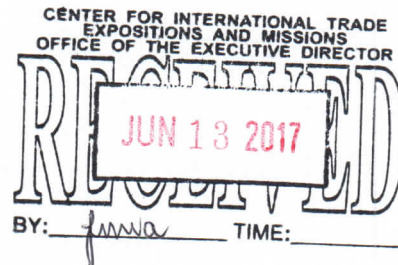
Dear Executive Tugonon:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **CITEM Board of Governors' Meeting** on **Thursday, 06 July 2017, at 10:00 a.m.** at the 3th Floor, OUTIPG Board Room, DTI International Building, 375 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,



ATTY. ANNA GRACE I. MARPURI
Corporate Secretary



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

09 June 2017

MR. EDWARD JOHN T. REYES

Senior Vice President
Agricultural & Development Lending Sector (ADLS)
Land bank of the Philippines
33th Flr M.H. Pilar cor. Dr. Quintos St.
LBP Bldg. Main Malate, Manila

Dear Board Member Reyes:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **CITEM Board of Governors' Meeting** on **Thursday, 06 July 2017, at 10:00 a.m.** at the 3th Floor, OUTIPG Board Room, DTI International Building, 375 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,

ATTY. ANNA GRACE I. MARPURI
Corporate Secretary

faulstich
pareda, Lea connie 6/13/17
3:05 pm

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

RECEIVED
JUN 17 PM 2:00

09 June 2017

MS. WILHELMINA C. MAÑALAC

Assistant Governor, International Sub-Sector
Bangko Sentral ng Pilipinas
BSP Bldg., Harrison St., Vito Cruz Manila

Dear Board Member Mañalac:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **CITEM Board of Governors' Meeting** on **Thursday, 06 July 2017, at 10:00 a.m.** at the 3th Floor, OUTIPG Board Room, DTI International Building, 375 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE A. MARPURI
Corporate Secretary



NATIONAL FOOD AUTHORITY

Philippine Sugar Center Bldg., North Avenue, Diliman, Quezon City
Tel. No. (02) 453-3900/981-3800 to 30
Website: <http://www.nfa.gov.ph>

June 30, 2017

HON. RAMON M. LOPEZ

Chairman,
CITEM Board of Governors
DTI International Building
Sen. Gil Puyat Ave., Makati City

Dear Sir,


Please be advised that I will not be able to attend the Board of Governor's meeting to be held on July 6, 2017, 10:00 am at the Office of the Undersecretary, Trade and Investment Promotion Group.

I will be on official travel on July 2-5, 2017 and July 5-7, 2017, to attend the Seminar on RA 9184 and to attend the NFA Regional Manager's Meeting, respectively. Moreover, I am tasked to discuss the Updates on Financial & Administrative Matters on the Regional Manager's meeting being the newly appointed NFA Deputy Administrator for Finance and Administration. My return flight to Manila will be on July 7, 2017.

Attached are pertinent documents for your perusal.

Thank you.

Very respectfully yours,


JUDY CAROL L. DANSAL

Deputy Administrator for Finance & Administration

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

09 June 2017


ATTY. JUDY CAROL L. DANSAL

Deputy Administrator for Finance Administration
National Food Authority
6th Flr, Phil. Sugar Center Bldg.
North Ave., Diliman Quezon

Dear Atty. Dansal:

Please be informed that the Center for International Trade Expositions and Missions (CITEM) will hold its **CITEM Board of Governors' Meeting** on **Thursday, 06 July 2017, at 10:00 a.m.** at the 3th Floor, OUTIPG Board Room, DTI International Building, 375 Sen. Gil J. Puyat Avenue, Makati City.

Sincerely,


ATTY. ANNA GRACE I. MARPURI
Corporate Secretary

