

PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

COMMITTEE ON INVESTMENT AND PROMOTION MEETING

February 7, 2020

MINUTES OF THE MEETING OF THE COMMITTEE ON INVESTMENT AND PROMOTION HELD ON FEBRUARY 7, 2020 AT THE PPMC BOARD ROOM, PPMC ADMINISTRATION BUILDING, PORO POINT FREEPORT ZONE, PORO, CITY OF SAN FERNANDO, LA UNION

PRESENT:

DIRECTOR WARLITO P. GUERRA	Committee Chairman
DIRECTOR/PRESIDENT & CEO (ACTING CHAIRMAN OF THE BOARD) FELIX S. RACADIO	Committee Member
DIRECTOR JOEL G. CARINGAL	Committee Member
DIRECTOR ARMANDO M. SEDENTARIO	Committee Member
DIRECTOR EDGAR T. SANTOS	Committee Member
DIRECTOR FERNANDO G. SEVILLA	Committee Member
DIRECTOR JEREMIAS A. SINGSON, JR.	Committee Member
DIRECTOR ENRICO G. GADIAN, JR.	Committee Member

ALSO PRESENT:

JOSEFA CATHERINE T. BADA	Secretariat/VP for Airport Management
ELIZA M. MACONOCIDO	Secretariat/Business Development Manager

I - III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the Agenda.

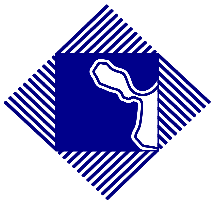
IV. DISCUSSIONS

The following item was discussed:

1. Performance Targets for CY 2020

Ms. Maconocido presented to the Committee the Performance Targets for CY 2020. She explained that for 2020, the target is six (6) locators consisting of the following prospective locators and/or developmental projects:

- Two (2) Airport Locators
 - One (1) Lease
 - One (1) Lease or Developmental Project
- Two (2) Baywalk Commercial Area Locators
 - Two (2) Lease



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One (1) Locator – Light Industrial Area

- Lease

One (1) Locator – Mixed-Use Commercial Area

- Lease

Ms. Maconocido explained that the projected targets were based on the intents and applications that were already received. She also informed the Committee that since the Comprehensive Integrated Master Development Plan (CIMDP) is almost completed, PPMC can now look for investors/locators using the new Master Plan. However, she also explained that as per meeting with BCDA Business Development Department, they said that the CIMDP is only a guideline and proposals and other developments are still subject to evaluation and approval of PPMC and BCDA.

2. Investment Promotion Activities

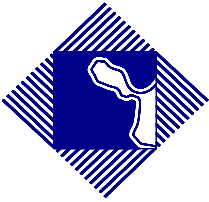
Ms. Maconocido presented to the Committee the Investment Promotion Activities being implemented. She explained that on the PPMC Marketing Plan prepared, it includes the marketing programs and activities to be done such as participation in various exhibits, forums, fairs and conferences, partnership with private and government agencies, among others.

Director Guerra suggested to include in the promotion activities inviting speakers to speak about business and other investment-related topics and/or have roundtable discussions. He suggested to schedule one (1) meeting per month and to invite speakers from various industries and other regulatory bodies/agencies to discuss topics such as telecommunications, technology, cyber-security. He explained that because of the cable landing station present in the Zone, the topic on technology and cyber-security is a very applicable topic to be discussed, it will be an opportunity for PPMC to learn from industry experts at the same time make the PPFZ visible. Innovation Law is also one of the topics that can be discussed to learn what possible benefits or advantages for the Zone and also for the province and the Region.

Director Guerra also suggested the possibility of having Memorandum of Understanding (MOU) with companies and agencies for possible collaboration. PPMC can invite subject matter speakers/experts and it could also be an Investment Forum wherein locators, government agencies and the business sectors could also be invited. VP Bada also shared that PPMC is already a member-agency of the Investment Promotion Group of the Regional Development Council-I. Director Guerra said he will identify the possible topics to be discussed and the possible speakers and he suggested the Business Development Team to look into the possible location for these roundtable discussions, possible participants and logistics requirements.

V. ADJOURNMENT

There being no matters to discussed, the meeting was adjourned.



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Prepared by:

Josefa Catherine T. Bada
JOSEFA CATHERINE T. BADA
VP for Airport Management/Secretariat

Eliza M. Maconocido
ELIZA M. MACONOCIDO
Business Development Manager/Secretariat



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Attendance **COMMITTEE ON INVESTMENT AND PROMOTION** February 7, 2020

Chairman:

DIRECTOR WARLITO P. GUERRA

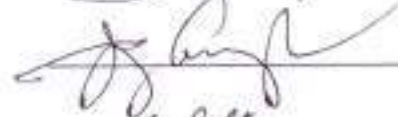


Members:

PCEO and DIRECTOR FELIX S. RACADIO



DIRECTOR JOEL G. CARINGAL



DIRECTOR ARMANDO M. SEDENTARIO



DIRECTOR EDGAR T. SANTOS



DIRECTOR FERDINANDO G. SEVILLA



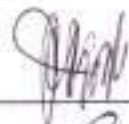
DIRECTOR JEREMIAS A. SINGSON, JR.



DIRECTOR ENRICO G. GADIAN, JR.

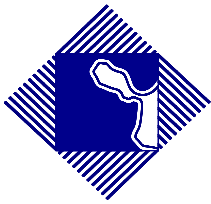


Secretariat: Ms. Josefa Catherine T. Bada



Ms. Eliza M. Maconocido





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COMMITTEE ON INVESTMENT AND PROMOTION MEETING

April 29, 2020

MINUTES OF THE ONLINE MEETING OF THE COMMITTEE ON INVESTMENT AND PROMOTION HELD ON APRIL 29, 2020 VIA ZOOM APP

PRESENT:

DIRECTOR WARLITO P. GUERRA	Committee Chairman
DIRECTOR/PRESIDENT & CEO (ACTING CHAIRMAN OF THE BOARD) FELIX S. RACADIO	Committee Member
DIRECTOR JOEL G. CARINGAL	Committee Member
DIRECTOR ARMANDO M. SEDENTARIO	Committee Member
DIRECTOR EDGAR T. SANTOS	Committee Member
DIRECTOR FERNANDO G. SEVILLA	Committee Member
DIRECTOR JEREMIAS A. SINGSON, JR.	Committee Member
DIRECTOR ENRICO G. GADIAN, JR.	Committee Member

ALSO PRESENT:

JOSEFA CATHERINE T. BADA	Secretariat/VP for Airport Management
ELIZA M. MACONOCIDO	Secretariat/Business Development Manager

I - III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

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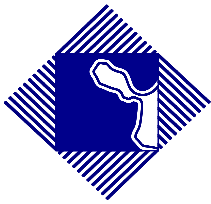
IV. DISCUSSIONS

The following item was discussed:

1. PROPOSED MEASURES THAT AIM TO MITIGATE THE IMPACT OF COVID-19 TO PPFZ LOCATORS

Ms. Maconocido presented to the Committee the identified proposed measures that aim to mitigate the impact of Covid-19 to PPFZ Locators. She is recommending for the approval of the following measures to mitigate the impact of the ECQ to PPFZ Locators due to the COVID-19 pandemic:

1. A grace period of two (2) months to be granted on payment of lease rentals falling due on PPFZ locators that have temporarily ceased operations within the period of the ECQ, or any extension thereof, without incurring interests and penalties. The cumulative amount of lease rentals falling due within the ECQ period or extension thereof shall be equally amortized in six (6)



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months following the end of the grace period and shall be added to the rents due on those succeeding months without interests and penalties. The two-month grace period is determined to be the two (2) months following the last due date of the lease rental which fell due within the ECQ or extension thereof; and

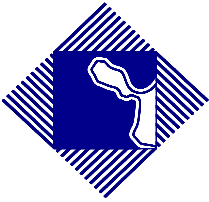
2. Extension of validity of Certificate of Registration and Permit to Operate that expire during the period of the ECQ.

She explained that the proposed recommended measures were pursuant to the directive of the Governance Commission for GOCCs (GCG) thru Memorandum Order No. 2020-04 dated April 13, 2020, regarding the Contribution of the GOCC Sector to the Bayanihan To Heal As One Act (Republic Act No. 11469). In the said GCG Memorandum Order, all GOCCs are directed to submit to the GCG their programs, initiatives, actions, or other forms of contribution that aim to fight against or mitigate the impact of COVID-19 to stakeholders, in line with PPMC's mandate to be socially responsible and to act and operate as good corporate citizens.

Ms. Maconocido explained that all locators inside the PPFZ have ceased their operations since March 17, 2020 when the Enhanced Community Quarantine (ECQ) was imposed over the entire Luzon on March 16, 2020. She stated that Pursuant to the declared policies of R.A. No. 11469, the Department of Trade and Industry (DTI) issued Memorandum Circular No. 20-12 dated April 4, 2020, regarding Guidelines on the Concessions on Residential Rents and Commercial Rents of MSMEs. The Memorandum Circular aims to provide Filipinos and businesses particularly Micro, Small and Medium Enterprises (MSMEs), economic relief during the COVID-19 pandemic. In the Circular, MSMEs are granted a minimum of 30 days grace period on commercial rents falling due upon MSMEs that have temporarily ceased operations within the period of the ECQ, without incurring interests, penalties, fees and other charges. Further, the cumulative amount of rents falling due within the ECQ, shall be equally amortized in the six (6) months following the end of the ECQ and shall be added to the rents due on those succeeding months without interests and penalties fees and other charges. The Circular also provides that lessors of commercial rents for MSMEs who wish to extend greater generosity may: 1. Totally or partially waive the commercial rents that are falling due during the ECQ; 2. Grant reprieve or discounted amount of commercial rents due after the ECQ; 3. Open for renegotiation the Lease Term Agreements with the lessees; and 4. Use other recourse to mitigate the impact of the ECQ to the MSMEs.

However, the DTI Circular is only applicable to MSMEs or for enterprises with total assets of up to PhP100 Million, thus, PPFZ locators with totals assets of more than PhP100 million will not be covered in the said circular. Considering that all PPFZ locators are affected since all locators ceased their operations during the ECQ, there is a need to include all PPFZ locators in the proposed measures.

She also informed the Committee that one of PPFZ locators, AAG International Center for Aviation Training Corporation (AICAT), has requested for the waiving of its lease rentals during the period of ECQ and since the area leased by AICAT is owned by BCDA and all lease rentals are remitted directly to BCDA, said request



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was already endorsed to BCDA. However, BCDA is also requesting for the position of PPMC on the matter.

Director Guerra asked for comments from the body, hearing none, he recommended that the proposed measures be endorsed to the Board Meeting proper for approval.

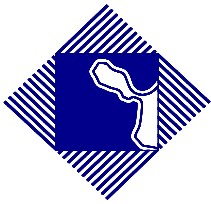
V. ADJOURNMENT

There being no matters to discussed, the meeting was adjourned.

Prepared by:


JOSEFA CATHERINE T. BADA
VP for Airport Management/Secretariat


ELIZA M. MACÓNOCIDO
Business Development Manager/Secretariat



PORO POINT MANAGEMENT CORPORATION

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Attendance
COMMITTEE ON INVESTMENT AND PROMOTION
April 29, 2020 (via Zoom)

Chairman:

DIRECTOR WARLITO P. GUERRA

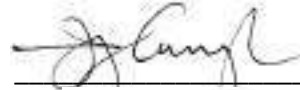


Members:

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DIRECTOR JOEL G. CARINGAL



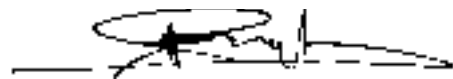
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DIRECTOR FERDINANDO G. SEVILLA



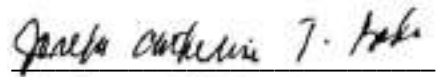
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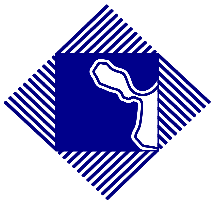


Secretariat: Ms. Josefa Catherine T. Bada



Ms. Eliza M. Maconocido





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JOINT MEETING OF THE COMMITTEE ON HR, NOMINATION & REMUNERATION AND COMMITTEE ON INVESTMENT & PROMOTION

May 8, 2020

MINUTES OF THE ONLINE JOINT MEETING OF THE COMMITTEE ON HR,
NOMINATION & REMUNERATION AND COMMITTEE ON INVESTMENT &
PROMOTION HELD ON MAY 8, 2020 VIA ZOOM APP

PRESENT:

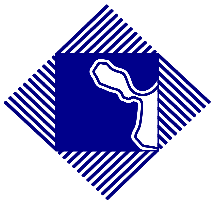
DIRECTOR/PRESIDENT & CEO (ACTING CHAIRMAN OF THE BOARD) ATTY. FELIX S. RACADIO	Nomination & Remuneration Committee Chairman; HR and Investment & Promotion Committee Member
DIRECTOR JOEL G. CARINGAL	HR Committee Chairman; Nomination & Remuneration and Investment & Promotion Committee Member
DIRECTOR WARLITO P. GUERRA	Investment & Promotion Committee Chairman
DIRECTOR ARMANDO M. SEDENTARIO	Investment & Promotion Committee Member
DIRECTOR EDGAR T. SANTOS	HR; Nomination & Remuneration and Investment & Promotion Committee Member
DIRECTOR FERNANDO G. SEVILLA	Investment & Promotion Committee Member
DIRECTOR JEREMIAS A. SINGSON, JR.	Investment & Promotion Committee Member
DIRECTOR ENRICO G. GADIAN, JR.	Investment & Promotion Committee Member

ALSO PRESENT:

MARIA VICTORIA DE GUZMAN-SORIANO	Secretariat/VP for HR and Administration
JOSEFA CATHERINE T. BADA	Secretariat/VP for Airport Management
ELIZA M. MACONOCIDO	Secretariat/Business Development Manager

I - III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

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IV. DISCUSSIONS

The following items were discussed:

1. CONFIRMATION OF THE REFERENDUM, DATED MAY 2, 2020, APPROVING THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS IN PPMC (IN ITS RE-ENTRY TO OFFICE) EFFECTIVE MAY 4, 2020

VP Soriano informed the Committees that the Implementation of Alternative Work Arrangements in PPMC was already approved by the PPMC Board thru referendum last May 2, 2020 and the presentation will be just for its ratification.

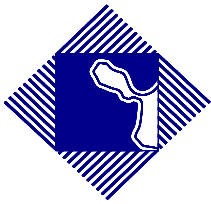
VP Soriano explained that since the Province of La Union has already transitioned to General Community Quarantine (GCQ), the work arrangements in PPMC are now combination of both skeletal as well as home-based employees. She said that for the San Fernando Airport, they have been operating since the ECQ as well as the Regulatory Services Office particularly the Security Staff while other employees are slowly going back to work at the office. However, she explained that there is also a need to wait for the completion of the reconfiguration of offices to comply with health and safety protocols. She added that one of the deliverables under the guidelines is to come up with a re-entry plan as well as to revisit our plans and programs for 2020 in order for PPMC to come up with its recovery plan.

Director Guerra said that he observed on the plan that there were no parameters on the tasks to be done while at home as compared to the Memorandum Circular No. 10 of the Civil Service Commission that identified some of the tasks included. He asked if there is a need to include it in the PPMC guideline. VP Soriano responded that it is already included in the approved guidelines. She said that one of the provisions is the requirement for the heads of offices to submit to the Office of the President its respective manning schedule as well as the deliverables. She added that for each office and for each position, they have to identify the tasks that have to be accomplished by each staff. She added that during the submission of daily time records, it is also one of the requirements.

Director Guerra asked for any comments, hearing none, he recommended to move on to the next agenda item.

2. ONLINE BRAINSTORMING/PLANNING SESSION WITH THE SUBSIDIARIES REGARDING THE BCDA BOUNCE BACK BETTER (BBB) PLAN

Ms. Maconocido was recognized. She informed the Committees that she will be discussing the background of the session and VP Soriano will discuss the details of the PPMC BBB Initiatives. Ms. Maconocido explained that the Online Planning/Brainstorming Session was conducted by BCDA with its subsidiaries on May, 7, 2020, regarding the need for BCDA and its subsidiaries to formulate a Bounce Back Better (BBB) Plan to manage, recover, and thrive after the Covid-19 outbreak and to prepare the BCDA Group for the next two to three years.



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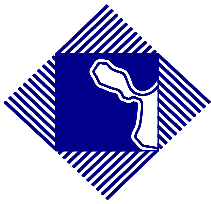
She explained that the subsidiaries submitted to BCDA their initial inputs, which were discussed during the Online Planning/Brainstorming Session. The subsidiaries were requested to finalize their inputs classified under Respond, Recover and Thrive. She said that the list of the proposed PPMC Initiatives is attached in the material and will be presented and discussed by VP Soriano.

Ms. Maconocido also informed the body that during the brainstorming session, the following items were also discussed:

1. BCDA will study the CAPEX Projects to be implemented and those which will be put on hold or discontinued. BCDA will conduct a consultative meeting with the subsidiaries regarding the matter. For PPMC Projects for this year, BCDA initially agreed to continue and implement the Water Connectivity Project of PPMC, however, as for the Airport Slope Protection Project, BCDA is considering to put the said project on hold at the moment. Ms. Hedda mentioned that this project will be put-on hold for few months.
2. BCDA will continue/proceed with the Settlement Negotiation with PPIC (Atty. Elvira Estanislao, Legal Counsel of BCDA mentioned there is already an OGCC Opinion and Ms. Nena Radoc requested a copy from Atty. Estanislao)
3. Fast track the completion of the Luzon Bypass Infrastructure
 - DICT – Backhaul Construction (ongoing)
 - BCDA – Build the Last Mile
 - Allocation of the 500,000 Mbps – (200,000 for New Clark City; 100,000 for Clark Freeport Zone; 50,000 for Poro Point; 50,000 for John Hay; 50,000 for Bataan and 50,000 for BGC)
 - To involve subsidiaries in this project, BCDA will create a Team/Task Force with PPMC and JHMC
4. The Comprehensive Master Development Plan for Poro Point will again be revisited in the light of the covid-19 scenario.

Chairman and President Racadio asked who were the subsidiaries that joined the brainstorming session. Ms. Maconocido answered that it was JHMC, CIAC and CDC. He also asked who said to put on hold the slope protection project, she answered that if she was not mistaken, it was Atty. Neda Radoc. He also asked why the PPIC issue was discussed during the session and Ms. Maconocido responded that Atty. Radoc asked the group during the session what is the status of the settlement negotiation with PPIC and Atty. Elvira Estanislao mentioned there is already an OGCC Opinion, however, the details of the OGCC Opinion were not discussed during the session.

Chairman and President Racadio explained there was already a resolution before from OGCC saying that the Agreement entered into by previous BCDA and PPMC directors was illegal. Secondly, he said that BCDA and PPMC already had a discussion before that BCDA would no longer insist for him to negotiate or to give recommendation to renew the PPIC contract which will expire on 2024, that is why he is questioning why the said issue was again brought up. He said that his stand is that considering BCDA is the owner of the property, BCDA can already solely renew the contract. He added that his stand since 2006 is that the Pre-Incorporation Agreement is illegal.



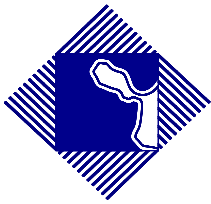
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Chairman and President Racadio then recognized VP Soriano to present the additional item to be discussed. VP Soriano presented to the Committees the initiatives of PPMC under the Respond, Recovery and Thrive. She explained that under the Respond, the timeline is until July 2020, for Recover it will be the second half of 2020 while Thrive will be 2021 onwards.

She explained that the initiatives will be submitted to BCDA and will be discussed by ManCom and presented to the BCDA Board. She added that the identified initiatives will also be the initial output to the PPMC re-entry plan. She discussed the following initiatives:

1. Compliance to National and Local Guidelines and Issuances, specially R. A. NO. 11469 (Bayanihan to Heal As One Act)
 - Faithful obedience and compliance to all National and Local Guidelines and Issuances, specially R. A. NO. 11469 (Bayanihan to Heal As One Act)
2. Health and Safety/Resilience-Building
 - Implementation and compliance with health and safety protocols required by IATF-EID, DOH, DOLE; local government units and other government agencies; and requiring all locators to also implement strictly such compulsory requirement
 - Issuance of the Guidelines for All Employees on Coronavirus Disease 2019 Prevention and Control at the Workplace; Ongoing implementation
 - Spearheaded the setting-up of thermal scanning and hygiene stations in strategic locations inside the PPFZ; mandatory temperature checking; ongoing implementation
 - Regular disinfection of various offices and buildings (PPMC Admin Building, Security Office, CCA, Airport, Baywalk); ongoing implementation
 - Provision of PPEs such as masks, face shields, alcohol and gloves for front liners; ongoing implementation
 - Compulsory social distancing in the workplace and within the PPFZ; ongoing implementation
 - Information, Education and Communication Program on COVID-19 Prevention and Control
 - Echoed issuances regarding COVID- 19 from various government agencies such as Office of the President, Office of the Provincial Government of La Union, Inter-Agency Task Force on Emerging Infectious Diseases, Department of Health, City Government of La Union, Department of Transportation and Department of Labor and Employment, among others, to all PPMC employees;
 - Conducted an orientation on the Approved Guidelines for All Employees on Coronavirus Disease 2019 Prevention and Control at the Workplace;
 - Online dissemination of Guidelines on the Adoption of Alternative Work Arrangements in PPMC
 - Installation of Infographics on Prevention and Control of COVID-19
3. Planning – Focusing on Transition from ECQ to GCQ; and Transition to the New Normal
 - Prepare and implement Re-Entry Plan of Employees to Transition to GCQ
 - Review 2020 Programs, Activities and Projects (PAPs); review priorities; adjust plans and PAPs
 - Implement and monitor the adjusted 2020 plans and PAPs
 - Review and prepare strategic plan to adjust to the new and emerging scenarios
 - Monitor the implementation of the Master Development Plan and Strategic Plan
4. Business Development
 - Sustaining Existing Locators
 - A grace period of two (2) months to be granted on payment of lease rentals falling due on PPFZ locators that have temporarily ceased operations within the period of the

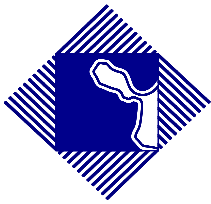


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ECQ, or any extension thereof, without incurring interests and penalties. The cumulative amount of lease rentals falling due within the ECQ period or extension thereof shall be equally amortized in six (6) months following the end of the grace period and shall be added to the rents due on those succeeding months without interests and penalties. The two-month grace period is determined to be the two (2) months following the last due date of the lease rental which fell due within the ECQ or extension thereof);

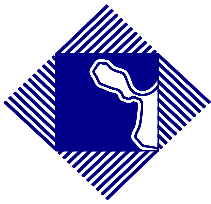
- Extension of validity of Certificate of Registration and Permit to Operate that expire during the period of the ECQ.
 - Assist locators that need financial assistance in availing and qualifying for financial assistance programs or rehabilitation financing support offered by banking institutions such as the Rehabilitation Support Program on Severe Events or RESPONSE of the Development Bank of the Philippines and the Interim Rehabilitation Support to Cushion Unfavorably Affected Enterprises by Covid-19 (I-RESCUE) Lending Program of the Land Bank of the Philippines, among others.
 - Revisit the priority investment areas/development plans based on the new Master Development Plan of PPFZ and review and re-position on the possibility of attracting needed industries/locators such as agri-industrial, manufacturing (food, essential goods, pharmaceuticals, among others) and other sectors/industries which respond to the new normal brought about by COVID-19 such as IT Industries (e.g. technology-based, online-based development)
 - Take advantage of the proposed “Balik Probinsya” Program of the Government particularly on the plans for countryside investments.
 - Conduct business research on possible alternative sources of revenues
 - Encourage more seaport operation (Soiltech Pier) for movements of essential goods to generate more revenues for PPMC
 - More vigorous interaction and coordination with prospective investors and locators and assess the impact of COVID-19 vis-à-vis their ongoing applications.
 - Develop skills, knowledge and experience in Digital Marketing through webinars
 - Continue the development of the PPFZ by completing the ongoing infrastructure projects; and implementing the identified infrastructure projects for 2020.
 - Focus Asset Disposition Programs and attract industries/locators based on the repositioned development plan for PPFZ
 - Since mass gatherings are prohibited (exhibits/fairs), maximize use of social media and other online or digital means of marketing and advertising as well as publication of news articles and/or press releases for PPMC
 - Take advantage and participate in conferences and expo moving into digital/online webinars or virtual events
5. San Fernando Community Airport Operation
- On-going Response to Covid-19:
 - A. The Crash, Fire and Rescue Team of the San Fernando Community Airport continues to respond everyday as Frontliners and the tasks of the airport personnel are guided by the following Advisories:
 - (1) The San Fernando Community Airport is open to serve only the following:
 - (a) Cargo Flights;
 - (b) Air Ambulance and Medical Supplies;
 - (c) Government/Military Flights;
 - (d) Weather Mitigation Flights; and
 - (e) Maintenance Flights Source: CAAP NOTAM issued on March 20,2020.
 - (2) Item 6 of the DOTr Advisory issued on March 16, 2020 that Land, Air and Sea Travel of uniformed personnel for official business, especially those transporting medical supplies and laboratory specimens related to COVID-19, and other humanitarian assistance, shall be allowed.



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- (3) DTI issued MC 20-08 Ensuring Unhampered Movement of Cargo and Transit of Personnel of Business Establishments allowed to operate during the Enhanced Community Quarantine of Luzon and other Government Advisories.
 - Frontliners at the San Fernando Community Airport are the personnel of the CAAP Air Traffic Service, Air Navigation Service, PNP Aviation Security, PPMC Crash, Fire and Rescue, Infrastructure and Security.
 - B. The Crash, Fire and Rescue Team Continues to Disinfect the Terminal Building, Fire Station and Control Tower.
6. Soil Tech Private Pier Operations
 - Adopt IATF guidelines on areas under General Community Quarantine.
 - Adopt Bureau of Quarantine/DOH guidelines on port operations.
 - Expect International Shipments for the Month of May and June 2020. Port Operator to follow IATF guidelines on the use of mask, hand washing, social distancing and no mass gatherings of Stevedores and other port workers.
 - Ensure continuous seaport (Soiltech Pier) operations for the unhampered movement of goods. Port operations will be guided by the IATF/DOTr Guidelines for the Port Sector in areas under the General Community Quarantine.
7. Systems, Processes and Procedures
 - Approval of transactions via email
 - Use of Acumatica
 - Review PPMC's Citizen's Charter/Manual of Operations in compliance with RA 11032 or Ease of Doing Business Act of 2018
 - Streamline processes through IT-based systems
 - Review of existing IT infrastructure
 - Strengthening of IT-based systems as primary tools in business operations to limit face to face transactions
 - Invest in IT infrastructure
8. Work Arrangements
 - Issuance of the Guidelines on the Adoption of Alternative Work Arrangements in PPMC
 - Issuance of amendatory or supplemental guidelines as warranted by circumstances
 - Regular Work Set-up upon completion of office expansion which comply with physical distancing requirements and other health and safety protocols
9. Organizational Design
 - Hire urgently needed positions:
 - MIS Supervisor to formulate IT Road Map
 - Corporate Secretary/Compliance Officer
 - Review of organizational structure in support of the strategic direction
10. Competency Development
 - Review of required competencies
 - Online learning and development interventions
 - Re-adjust the 2020 Learning and Development Plan
 - Upskilling and retooling of employees
 - Online Learning and development interventions
 - Formulation of a long-term Competency Development Plan aligned with the strategic direction
 - Increase technology-based employee engagement
11. Employee Welfare and Assistance
 - Provide assistance to employees in availing government programs such as the Pag-ibig Fund Calamity Loan Program
 - Review if PPMC can provide transportation to employees who have no access to public transportation



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- Provision of PPEs and hygiene kits to all employees
 - Review provision of vitamins to all employees
 - Coordinate with relevant government agencies to identify and implement government programs which can be extended to employees
 - Implement programs to promote the welfare of employees in collaboration with other government agencies and private sector partners, such as the setting-up of employees' cooperative
12. Work Spaces
- Reconfiguration of office spaces
 - Prepare design for the expansion of PPMC Administration Building to comply with physical distancing requirements and other health and safety protocols
 - Implement expansion of PPMC Admin. Building to comply with physical distancing requirements and other health and safety protocols (Phase 1)
 - Complete expansion of PPMC Admin Building
13. Community Programs
- Implement CSR Programs to assist the communities
 - Transported materials needed for making face shields which were distributed to front liners of PPMC, hospitals, Rural Health Units, Local Government Units, PNP, Philippine Army, and essential workers in the community
 - Raised the amount of Seventy-Four Thousand pesos (Php74,000.00) from the voluntary contributions of the Board, officers and employees given to the 5 impact barangays; and provided financial assistance in the same amount of Seventy-Four Thousand pesos (Php74,000.00) as PPMC's counterpart given to such impact barangays
 - Provided assistance to contracted manpower services agency in availing government programs. PPMC assisted in consolidating the information of its Janitors/Messengers detailed in PPMC as a requirement for their application for Department of Labor and Employment's COVID-19 Adjustment Measures Program (CAMP)
 - Implement CSR Programs focusing on prevention and control of COVID-19
 - Implement CSR Programs aligned with the Strategic Plan

Director Guerra thanked VP Soriano and the Management for coming up with such a comprehensive plan and initiatives and favorably endorsed the plan for approval of the Board duly seconded by the members of the Committees.

V. ADJOURNMENT

There being no matters to discussed, the meeting was adjourned.

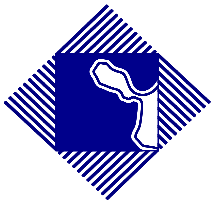
Prepared by:

MARIA VICTORIA DE GUZMAN-SORIANO

VP for HR and Administration/Secretariat

JOSEFA CATHERINE T. BADA
VP for Airport Management/Secretariat

ELIZA M. MACONOCIDO
Business Development Manager/Secretariat



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Attendance

JOINT COMMITTEE MEETING OF COMMITTEE ON HR, NOMINATION & RENUMERATION AND COMMITTEE ON INVESTMENT & PROMOTION

Online Meeting via Zoom App

May 8, 2020

COMMITTEE ON NOMINATION AND RENUMERATION

Chairman:

PCEO and DIRECTOR FELIX S. RACADIO

Members:

DIRECTOR JOEL G. CARINGAL

DIRECTOR EDGAR T. SANTOS

COMMITTEE ON HR

Chairman:

DIRECTOR JOEL G. CARINGAL

Members:

PCEO and DIRECTOR FELIX S. RACADIO

DIRECTOR EDGAR T. SANTOS

COMMITTEE ON INVESTMENT AND PROMOTION

Chairman:

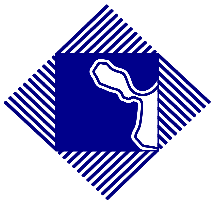
DIRECTOR WARLITO P. GUERRA

Members:

PCEO and DIRECTOR FELIX S. RACADIO

DIRECTOR JOEL G. CARINGAL

DIRECTOR ARMANDO M. SEDENTARIO



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DIRECTOR EDGAR T. SANTOS

DIRECTOR FERDINANDO G. SEVILLA

DIRECTOR JEREMIAS A. SINGSON, JR.

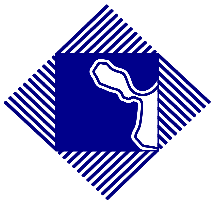
DIRECTOR ENRICO G. GADIAN, JR.

Committee Secretariat:

Ms. Maria Victoria de Guzman-Soriano

Ms. Josefa Catherine T. Bada

Ms. Eliza M. Maconocido



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COMMITTEE ON INVESTMENT AND PROMOTION MEETING

July 10, 2020

MINUTES OF THE ONLINE MEETING OF THE COMMITTEE ON INVESTMENT AND PROMOTION HELD ON JULY 10, 2020 VIA ZOOM APP

PRESENT:

DIRECTOR WARLITO P. GUERRA	Committee Chairman
DIRECTOR/PRESIDENT & CEO (ACTING CHAIRMAN OF THE BOARD) FELIX S. RACADIO	Committee Member
DIRECTOR JOEL G. CARINGAL	Committee Member
DIRECTOR ARMANDO M. SEDENTARIO	Committee Member
DIRECTOR EDGAR T. SANTOS	Committee Member
DIRECTOR JEREMIAS A. SINGSON, JR.	Committee Member
DIRECTOR ENRICO G. GADIAN, JR.	Committee Member

ALSO PRESENT:

JOSEFA CATHERINE T. BADA	Secretariat/VP for Airport Management
ENGR. CERILA A. CORPUZ	VP for Infrastructure Management
ELIZA M. MACONOCIDO	Secretariat/Business Development Manager

I - III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the Agenda.

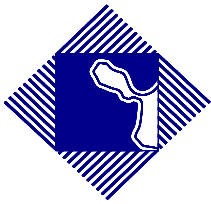
IV. DISCUSSIONS

The following item was discussed:

1. BRAINSTORMING ON THE POSSIBLE BUSINESS MODEL FOR THE LAST MILE INFRASTRUCTURE (INTERNET NETWORK DISTRIBUTION FACILITY) INSIDE PPFZ

Ms. Maconocido was recognized. She said to the Committee she will briefly discuss the background while the details of the update of the Luzon Bypass Infrastructure will be discussed by Engr. Cerila.

She informed the Committee that a Joint BCDA and subsidiaries task force/TWG was formed to study, develop and plan for the Last Mile Infrastructure of the Luzon Bypass Infrastructure, which is the internet network within the BCDA Ecozones including the bandwidth that will be allocated per each subsidiary. The



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members for the PPMC are herself, VP Kate Bada, Engr. Cerila Corpuz and Mr. Inigo Balagot.

Engr. Cerila proceeded to discuss the update on the Luzon Bypass Infrastructure. She explained that for the structure, the fronthaul was already completed, the two (2) landing stations were also completed together with the four (4) repeater sites while the backhaul was still ongoing and is being implemented by the DICT. She added that during the last meeting with BCDA, PPMC were informed that the backhaul for the PPFZ is almost complete and the fiber wire is already at the gate. Engr. Cerila said that they already identified the demarcation point where the fiber will be terminated which is at the PPMC Admin Building and another will be at the San Fernando Airport Terminal Building. She further explained that after the completion of backhaul the next step will be the Last Mile Infrastructure and one of the tasks of the task force is to develop the business model for last mile infrastructure. The business model will include the selection of a partner to construct, operate and manage the last mile infrastructure.

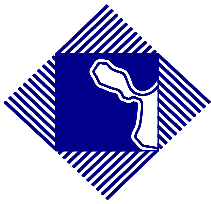
Chairman and President Racadio asked if the PPMC Office building will not be affected. Engr. Cerila explained that it will not. She said that during the last meeting they have already requested BCDA to ask DICT on the area requirement. DICT has not yet provided the area needed for the equipment to be placed. She added that from that termination point, the provider or the private partner will get the capacity and the provider or the private partner will be responsible for all the needed hardware for the last mile.

Director Guerra asked if the bidding procedure for the selection of provider or partner will be conducted by BCDA or by PPMC. Engr. Cerila said that based on the initial discussion, each subsidiary will present its business model and from the business model, BCDA will look into what are applicable per each Zone and make an assessment if they can conduct only one bidding.

Chairman and President Racadio asked if the fiber optic cable is underground or aboveground. Engr. Cerila responded that the fiber wire is aboveground, from the landing station to the Zone, it is still aerial. She also added that for the airport, it is also aerial since they have not constructed trenches for the underground fiber. The fiber that is underground is on the fronthaul, the fiber wire coming from the sea to the landing station. Dir. Guerra added that the service provider will be the one to put the fiber wire underground for the last mile.

Director Gadian asked who identified the termination points. Engr. Cerila answered that PPMC was asked to identify the points and they have identified it. He asked what will be the advantage that the termination point is at PPMC Building and Engr. Cerila responded that for the meantime PPMC can already use the capacity, aside from the existing bandwidth that PPMC is currently using from PLDT, there will now be redundancy.

Chairman and President Racadio asked if the aerial fiber optic cable has effect on the health, if there are some studies about it. Engr. Cerila responded that from what she knows, usually when they install such fiber optic cable, they follow



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certain height which is acceptable and has no effect on public health like electrical poles. He then asked Engr. Cerila to further look into this.

Director Gadian shared that from as far as he knows, wireless does not affect or one cannot get cancer from wireless but rather wireless are prone to lightning, thus, the PPMC building should have protection from lightning as precautionary measure. He suggested for Engr. Cerila to ask DICT about it.

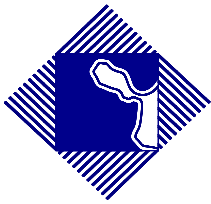
Director Guerra asked on the timeline and Engr. Cerila answered that per BCDA it will be 3rd quarter of 2020.

Director Guerra said that for the business part, the question is how can this project be converted to into a sustainable business. Ms. Maconocido explained that this is where the selection of a partner will come into the picture. The business model to be developed will be for the selection of a private partner for the construction, operation and management of the last mile infrastructure. She explained that the business model for this project will be a first in the country and there is no existing business cases to be looked into that is why as task force/TWG was formed to discuss possible business model for this project. The initial discussion is that it will be a Joint Venture Agreement wherein the JV partner will construct, operate and maintain all the needed infrastructure and the bandwidth will be equivalent equity for BCDA. She then asked VP Kate Bada to share some information she gathered.

VP Kate Bada was recognized. VP Bada shared that she made an initial research on how much revenue can be earned from this undertaking. She said that PPMC can earn approximately PhP45 Million per annum. She explained an example that for PLDT, they are selling 200 Mbps at PhP150,000.00 per month and if the PPMC allocation is 50 terabytes, PPMC will have an allocation of 50 Million Mbps and PPMC can earn approximately PhP3.75 Million per month or PhP45 Million per annum.

Director Guerra commented that the computation can be used as baseline assumption but there can be more value added to make the financial model higher depending on the industry that PPMC will be focusing on. Director Guerra asked what is the assumption on the targets industries or the targets locators for PPMC. He added that based on the presentation, the theme for PPMC is Innovation which included technology and cybersecurity which were already the industries identified and discussed before. Ms. Maconocido answered that there is a need to discuss the target companies since based on the CIMDP, the indicative industries include IT Industry, Fintech, Cybersecurity. Director Guerra agreed that these would be the industries that will be applicable for the Zone.

Director Guerra added that it will be good if PPMC could anchor on the word Innovation and since the Innovation Law was just recently enacted. PPMC could look into partnering with a quasi-public-private arm of DTI called QBO which is similar to Start-Up Village and is funded by DTI.



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Director Singson asked what is the allotted capacity for PPFZ. Ms. Maconocido answered that based on initial discussion its 50,000 Mbps. Director Guerra asked how often the TWG meets and Ms. Maconocido responded that its every Tuesday.

Director Gadian asked if PPMC will pay for the said allotted capacity. Ms. Maconocido responded that PPMC will not pay, the 50,000 Mbps is the proposed allotted capacity for PPFZ from the 500,000 Mbps capacity of BCDA, this is the share of BCDA in exchange of the Luzon Bypass Infrastructure's funding. Director Guerra explained that this discussion is geared towards identifying and planning how the bandwidth can be monetized. He added that is why a joint BCDA and subsidiaries TWG was formed to study and develop a business model or a Terms of Reference for the selection of service provider or partner.

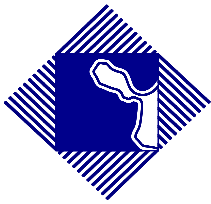
Director Singson further asked if PPMC are allowed to sell. VP Bada answered that if PPMC sells outside, it requires a franchise, thus, PPMC could only work within the PPFZ. Since the absorptive capacity of the Zone as this time is less than the 50 terabytes, the unused capacity will be given to other BCDA ecozones.

Chairman and President Racadio said that the revenues of the Zone are all remitted to BCDA. Director Guerra commented that PPMC should also have a revenue share on the project. He added that since the landing station is physically located in PPFZ, PPMC can also be the distributor to the other ecozones if PPMC has a capable partner. He suggested that since there is a TWG and while the creation of the TOR is ongoing, the share on the revenues to be generated should also be discussed or defined.

VP Bada shared the presence of technology partners in La Union such as Wuhan Technologies. She said that their fiber optic cables were already laid out up to Ilocos Norte and DITO is also already in the province as well as PLDT.

Director Caringal asked if the project is for bidding. Director Guerra responded that he is not sure of the timeline but it will be for bidding if they will be able to complete the TOR, however, if ever PPMC will received any unsolicited proposal, PPMC is required to entertain or look into it. Director Caringal said the based on the discussion of Ms. Maconocido, BCDA wants it to be solicited. Director Guerra said yes, BCDA wants it to be solicited that is why a TWG was formed but there is no timeline yet. Director Caringal said that the reason he asked the question because the authority of PPMC in entering into Contract is only up to PhP50 Million. However, Director Guerra commented that if PPMC will look into this project as a real estate transactions or lease transactions, the PhP50 Million refers to the contract on the land and not the business, so the size of the business is separate.

Director Gadian asked VP Kate on her discussion that since the capacity is huge for the Zone and PPMC will have excess capacity, can the technology partners she mentioned be able to sell all the 50 terabytes. Director Guerra responded that it will be a different approach and the business model varies. If the partner will cater inside the Zone, all the rules for a PPFZ locator shall apply to this partner. Their revenue should be 70% foreign and 30% local. VP Bada explained that what she presented as an example is if PLDT will be our partner, PLDT sells 200 Mbps at



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PhP150,000.00. She added that for the absorptive capacity of the Zone, at the moment PPFZ only has Thunderbird, Leading Edge, Alpha Aviation and those locators cannot consume all the capacity. Director Guerra commented that that would be the case if PPMC will treat it as retail, however, if PPMC will be able to get a Data Center, a 5-storey Data Center Building which will only require five employees but will be able to consume huge capacity equivalent to 100 Thunderbird. He added that since the Zone is limited in terms of real estate, PPMC can look into locators which utilize huge capacity.

Director Gadian asked if PPMC bring Facebook in PPFZ, does PPMC need BCDA's permission. Director Guerra answered that all rules apply, what will be the business of Facebook and what is the area requirement, if beyond PPMC's approving authority then we endorse it to BCDA but if PPMC is very interested in the proposal, PPMC can be supportive to that potential locator when PPMC endorse it to BCDA.

Chairman and President Racadio asked if the project will be completed, who will be the owner of the said project, will it be BCDA and is it not that the owner has the right to select to whom to partner with. Does PPMC has a say on the partner to be selected. Director Caringal agreed saying that BCDA has the control over the project since BCDA is the owner and thus has also control over the selection of the partner for the project. Chairman and President Racadio then asked VP Bada to asked BCDA what will be the role of PPMC on this project so that if PPMC will have an involvement, PPMC will be proactive on it. VP Bada answered that BCDA is giving PPMC an opportunity to present possible business model, however, Chairman and President Racadio, responded that PPMC may come up with a business model but in the end, it will still be BCDA that has the control over the selection of the partner.

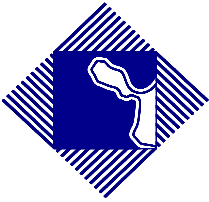
Chairman and President Racadio, however, explained that at the same time the Board might be accused of dereliction of duties if PPMC will not push for this project. It is also the duties and responsibilities of the Board to identify and implement projects and programs that will help progress the development of the Zone. Director Guerra agreed that this project is a window of opportunity for PPMC

VP Bada asked if Director Guerra if PPMC will now touch base with existing technology partners since there are already local technology partners available such as LUDECO, PLDT and Globe. Director Guerra said yes and added that if and when there are interests or proposals that fit to the project, PPMC can look into it and discuss it with BCDA. This is to show BCDA that PPMC also has initiatives towards the project.

Director Guerra requested the PPMC members of the TWG to keep the Board updated on the project.

V. ADJOURNMENT

There being no matters to discussed, the meeting was adjourned.



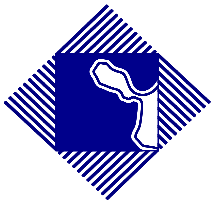
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A member of The BCDA Group

Prepared by:


JOSEFA CATHERINE T. BADA
VP for Airport Management/Secretariat


ELIZA M. MACONOCIDO
Business Development Manager/Secretariat



PORO POINT MANAGEMENT CORPORATION

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Attendance
COMMITTEE ON INVESTMENT AND PROMOTION
Online Meeting via Zoom App
July 10, 2020

Chairman:

DIRECTOR WARLITO P. GUERRA

Members:

PCEO and DIRECTOR FELIX S. RACADIO

DIRECTOR JOEL G. CARINGAL

DIRECTOR ARMANDO M. SEDENTARIO

DIRECTOR EDGAR T. SANTOS

DIRECTOR JEREMIAS A. SINGSON, JR.

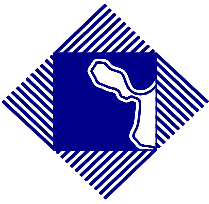
DIRECTOR ENRICO G. GADIAN, JR.

Secretariat: Ms. Josefa Catherine T. Bada

Josefa Catherine T. Bada

Ms. Eliza M. Maconocido

Eliza M. Maconocido



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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 07 FEBRUARY 2020, AT THE PPMC BOARD ROOM, PPMC ADMINISTRATION BUILDING, GOV. JOAQUIN L. ORTEGA AVENUE, PORO, CITY OF SAN FERNANDO, LA UNION

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Ferdinando G. Sevilla | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. Update on Water

Arch. Marc Lawrence P. Aquino discussed to the body the update on the Water Source Project from the timelines as early as September 17, 2019 to January 13, 2020, from coordination with various water providers such the Manila Water, to Metro La Union Water District and Prime Water Metro San Fernando up to the coordination to Ms. Cynthia Galvan.

He also informed the body that the Infrastructure Management Office is preparing the preliminary plans and estimates for the needed infrastructure to pump water from the existing deep well located at the property of Ms. Cynthia Galvan going to the proposed Interim Water Connectivity Project.

2. Ground Maintenance for upkeep and landscape particularly at the Poro Point Baywalk, Airport Areas and PPMC Admin Building vicinity

Engr. Cerila A. Corpuz discussed to the body the proposed estimated cost for grass cutting maintenance of areas at the San Fernando Airport and the leasable areas at the Poro Point Baywalk.

Arch. Marc Lawrence P. Aquino also discussed to the body the following: 1) Draft Terms of Reference for the grounds maintenance and landscape plan for the following areas: Administration Building, San Fernando Airport, Poro Point Baywalk and PPMC Main Gate and 2) Proposed



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estimated cost for the additional landscaping/planting of plants for the Administration Building, San Fernando Airport, Poro Point Baywalk and PPMC Main Gate.

The committee came up with the recommendation to explore the possibility of hiring laborers for the ground maintenance and upkeep of the Baywalk and Airport areas including the vicinity of the PPMC Administration Building.

3. **Update on the CAPEX Infra Projects for 2019 and 2020**

Engr. Cerila A. Corpuz presented to the body the ongoing construction of the various 2019 CAPEX Infrastructure projects and informed the body of the actual accomplishment of 9.8918% as of January 31, 2020.

Engr. Corpuz also informed the body on the ongoing conduct of public bidding of the construction of the various 2020 CAPEX Infrastructure projects and presented the BAC Resolution declaring Failure of Public Bidding of the CAPEX 2020 Infrastructure Projects.

The committee approved the BAC Resolution declaring Failure of Public Bidding of the CAPEX 2020 Infrastructure Projects and also approved the conduct of a third public bidding for the said Infrastructure.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

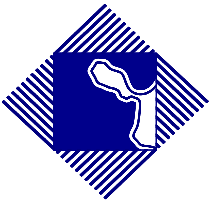
Prepared by:

ENGR. CERILA A. CORPUZ

Secretariat/Vice President for Infrastructure Management

ARCH. MARC LAWRENCE P. AQUINO

Secretariat/Facilities Manager



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Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

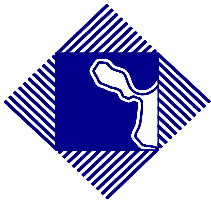
DIR. FERDINANDO G. SEVILLA
Member

DIR. WARLITO P. GUERRA
Member

DIR. EDGAR T. SANTOS
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member



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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 21 FEBRUARY 2020, AT THE PPMC BOARD ROOM, PPMC ADMINISTRATION BUILDING, GOV. JOAQUIN L. ORTEGA AVENUE, PORO, CITY OF SAN FERNANDO, LA UNION

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Ferdinando G. Sevilla | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. Update on Water- Deepwell as source of water in the Poro Point Freeport Zone

Engr. Cerila A. Corpuz and Arch. Marc Lawrence P. Aquino discussed to the body the following:

a. The possibility to put up a deep well parallel to Galvan's deep well area as alternative;

The Office for Infrastructure Management and the Office of the President are still exploring the possibility of putting up a deep well parallel to the deep well of Ms. Cynthia Galvan since the lots near the deep well of Ms. Galvan are private lots, the Philippine Navy and the area being leased by Thunderbird Resorts and there is a need to identify a possible site for the proposed deep well.

Committee Chair, Dir. Gadian instructed the Infrastructure Management to check the private lots at the Philippine Navy, adjacent to Galvan's deep well, for possible or potential source of water supply.

b. Call for a 3rd party for water exploration inside the Poro Point Freeport Zone (PPFZ), and;

The Office for Infrastructure Management and the Office of the President called up a 3rd party water explorer/well digger, in the person of Mr. Roderick C. Lorenzo, a resident of Nagrebcan,



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Bauang, La Union and showed him the existing deep well near the Thunderbird Resorts Casino area. Mr. Lorenzo informed PPMC that at a radius of fifty (50) meters around our existing deep well, a new deep well can be dug up. He provided a deep well digging quotation amounting to Fifty Thousand Pesos (Php 50,000.00) per well, which will cover for the labor for the digging and the construction materials such as the culvert, cement, sand and gravel.

Committee Chair, Dir. Gadian informed the body that for the procurement of a third party provider in the amount of Fifty-Thousand pesos (Php50,000.00) for the exploration process, the matter should be forwarded to the procurement department for the appropriate mode of procurement.

- c. Updates, result after the dialogue inside the PPMC Board Room during its Regular Meeting with Ms. Cynthia Galvan, re: proposal for a contract to use the deep well for supply of water in the PPFZ.**

The Office for Infrastructure Management and the Office of the President met with Ms. Galvan last February 12, 2020 and she informed that the price of water per cu.m is Php 35.00 exclusive of vat, since she is vat registered. As for the space where the pump house will be put up, the area will still be to be determined after the size of the water pumps including appurtenances will be designed, thus Ms. Galvan cannot provide yet with the rental cost for the pump house area.

Dir. Gadian instructed the Infrastructure Management Team to prepare the necessary staff work and the Board shall decide on the best way of procuring water supply for the zone.

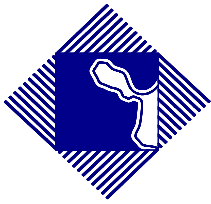
V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


ENGR. CERILA A. CORPUZ
Secretariat/Vice President for Infrastructure Management


ARCH. MARC LAWRENCE P. AQUINO
Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

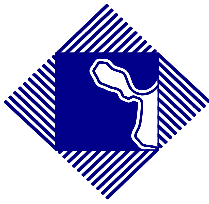
DIR. FERDINANDO G. SEVILLA
Member

DIR. WARLITO P. GUERRA
Member

DIR. EDGAR T. SANTOS
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 6 MARCH 2020 AT THE PPMC BOARD ROOM, PPMC ADMINISTRATION BUILDING, GOV. JOAQUIN L. ORTEGA AVENUE, PORO, CITY OF SAN FERNANDO, LA UNION

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Ferdinando G. Sevilla | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. Update on Water- Proposed Joint Venture Agreement with Galvan Water Supply

Arch. Marc Lawrence P. Aquino discussed to the body the update on the result after the dialogue with Ms. Cynthia Galvan about the proposed Joint Venture Agreement. Arch Aquino met with Ms. Galvan last March 4, 2020 and discussed the possibility of a Joint Venture or Profit Sharing, however, Ms. Galvan rejected the idea citing that with the present number of locators, per cum consumption will be much safer option for her business. Also discussed during the dialogue was the proposed rental rate of 2.5 x 2.5 meters pumping station facility to be constructed right beside the existing deep well and frequency/operating hours of a proposed 7.5 horsepower electric pump to discharge water from the deep well going to the proposed Water Receiving Station. Ms. Galvan also reiterated that her Php35.00/cu.m is non-negotiable.

Aside from the meeting with Ms. Galvan, Arch. Aquino also met with Engr. Renie B. Soriano, Chief Engineer of Thunderbird Pilipinas Hotels and Resorts, Inc. (TPHRI) last March 3, 2020 and TPHRI informed PPMC that they can likely commit into terms with PPMC to augment the large deficit of water supply for the maintenance of the Golf Course specifically in the months of February to May granting that the water rate will be at Php35.00/cu.m.



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Further, the PPMC Infrastructure Management Office and the Facilities Manager are required to submit to the PPMC Board in the next board meeting the complete staff work regarding the detailed engineering and all the necessary items connected thereto for the consumption of the PPMC Board.

2. BAC Resolution declaring a Failure of Public Bidding of the Construction of Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union

Engr. Corpuz also informed the body on the ongoing conduct of public bidding of the construction of the various 2020 CAPEX Infrastructure projects and presented the BAC Resolution declaring Failure of Public Bidding of the CAPEX 2020 Infrastructure Projects.

The committee approved the BAC Resolution declaring Failure of Public Bidding of the CAPEX 2020 Infrastructure Projects and also approved the conduct of a third public bidding for the said Infrastructure after the conduct of mandatory review and evaluation of the terms and conditions and specifications of bidding documents, including cost estimates.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

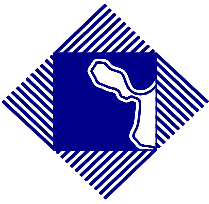
Prepared by:


ENGR. CERILA A. CORPUZ

Secretariat/Vice President for Infrastructure Management


ARCH. MARC LAWRENCE P. AQUINO

Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

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Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

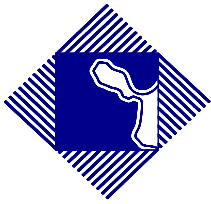
DIR. FERDINANDO G. SEVILLA
Member

DIR. WARLITO P. GUERRA
Member

DIR. EDGAR T. SANTOS
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 8 MAY 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Ferdinando G. Sevilla | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. **Update on Water- Proposed Joint Venture Agreement with Galvan Water Supply**

Engr. Cerila A. Corpuz informed the body about the ongoing finalization of estimate and what is lacking is the mechanical and plumbing in the pipe line. Dir. Enrico G. Gadian Jr stated that the deadline is reset to 6 May 15, 2020, to which Engr. Corpuz agreed. Engr. Corpuz also added that the Memorandum of Agreement on the water supply shall also be finalized if Galvan agrees to the price proposal of PPMC.

2. **Request for approval of the proposed additional rooms to be built beside the PPMC Administration Building to satisfy the requirement under RA No. 11469 (the Bayanihan Act) particularly the imposition of social/physical distancing**

Engr. Cerila A. Corpuz and Arch. Marc Lawrence P. Aquino discussed to the body the proposed additional rooms to be built beside the PPMC Administration Building to satisfy the requirement under RA No. 11469 (the Bayanihan Act) particularly the imposition of social/physical distancing.



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Engr. Corpuz clarified that the request of Dir. Gadian to revise the drawings presented by Arch. Marc Lawrence P. Aquino (Arch. Aquino) refers to the proposed additional rooms to be built beside the PPMC Administration Building.

The committee instructed Engr. Corpuz and Arch. Aquino to make proper rectifications on the proposed architectural design of the additional rooms to be built beside the PPMC Administration Building including new estimate of costs to be spent to satisfy the mandatory requirement of R.A. 11469 (Bayanihan Act of 2020) on social distancing and the new drawings and costs estimate shall be submitted to Dir. Enrico G. Gadian, Jr. on or before May 15, 2020.

3. Slope Protection of San Fernando Airport

Engr. Cerila A. Corpuz discussed to the body the Runway Slope Protection project at the San Fernando Airport. The committee instructed Engr. Corpuz to proceed and continue the San Fernando Airport “slope protection” project construction and the PPMC Infrastructure Management Office to write a letter and explain to BCDA that the said project should not be stopped due to its utmost importance and urgency.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

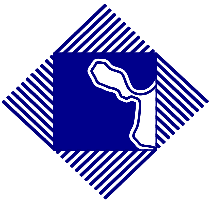
Prepared by:

ENGR. CERILA A. CORPUZ

Secretariat/Vice President for Infrastructure Management

ARCH. MARC LAWRENCE P. AQUINO

Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

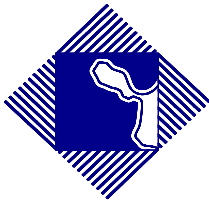
DIR. FERDINANDO G. SEVILLA
Member

DIR. WARLITO P. GUERRA
Member

DIR. EDGAR T. SANTOS
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 15 MAY 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Ferdinando G. Sevilla | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

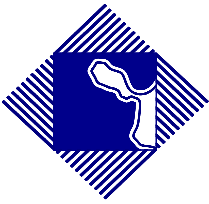
1. **Update on Water- Proposed Joint Venture Agreement with Galvan Water Supply**

Arch. Marc Lawrence P. Aquino discussed to the body the draft Memorandum of Agreement between PPMC and Galvan and was requested by Dir. Enrico G. Gadian Jr. to endorse the draft MOA to the Legal Office for further review.

2. **Proposed additional rooms to be built beside the PPMC Administration Building to satisfy the requirement under RA No. 11469 (the Bayanihan Act) particularly the imposition of social/physical distancing**

Arch. Marc Lawrence P. Aquino discussed to the body that after the discussion with Dir. Enrico G. Gadian Jr., he was advised by the latter to explore and draft two schemes for the proposed additional rooms to be built in compliance with RA No 11469 to be submitted via email on or before May 18, 2020.

Dir. Gadian explained that the modification shall adopt an open concept which will be presented to the Board for review.



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3. Slope Protection of San Fernando Airport

Engr. Cerila A. Corpuz informed the body that a letter to BCDA on this matter was already prepared. Further, Dir. Enrico G. Gadian Jr. recommended for the Infrastructure Management Team to explore the process of online bidding in order to proceed with the project.

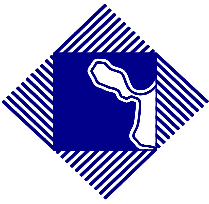
V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


ENGR. CERILA A. CORPUZ
Secretariat/Vice President for Infrastructure Management


ARCH. MARC LAWRENCE P. AQUINO
Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

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Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

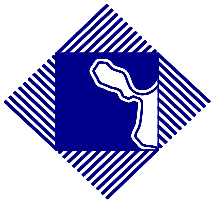
DIR. FERDINANDO G. SEVILLA
Member

DIR. WARLITO P. GUERRA
Member

DIR. EDGAR T. SANTOS
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 5 JUNE 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Ferdinando G. Sevilla | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. Lifting of the total suspension of works and resumption of works for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union

Engr. Cerila A. Corpuz discussed to the body the lifting of the total suspension of works and resumption of works for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union and the committee approved the recommendation of the Infrastructure Management Office and now lifts the total suspension of all works within the Poro Point Freeport Zone (PPFZ) and orders the resumption of all works that were previously suspended subject to the compliance with the DPWH Department Order No. 39 series of 2020 dated May 19, 2020.

2. Lifting of the suspension of all procurement activities and resumption of all procurement activities on the conduct of the public bidding of the Contract for the Construction of Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union, pursuant to GPPB Resolution No 09-2020

Engr. Cerila A. Corpuz discussed to the body the lifting of the suspension of all procurement activities and resumption of all procurement activities on the conduct of the public bidding of the Contract for the Construction of Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union, pursuant to GPPB Resolution No 09-2020 and the



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committee approved the recommendation of the Infrastructure Management Office and lifts the suspension of all procurement activities and orders the resumption of all procurement activities that were previously suspended and other procurement activities in the days to come including the bidding procedures via teleconferencing subject to the verification whether or not GPPB Resolution No. 9-2020 is applicable to PPMC whereby the bidding documents have been posted.

3. Proposed additional rooms to be built beside the PPMC Administration Building to satisfy the requirement under RA No. 11469 (the Bayanihan Act) particularly the imposition of social/physical distancing

Engr. Cerila A. Corpuz and Arch. Marc Lawrence P. Aquino presented to the body the various proposals for the proposed additional rooms to be built beside the PPMC Administration Building to satisfy the requirement under RA No. 11469 (the Bayanihan Act) particularly the imposition of social/physical distancing. The committee approved the construction of additional rooms to be attached to the PPMC Administration Building under proposal number 3 which was presented and discussed with the estimated amount of Php 3,420,000 to be funded by PPMC's savings in faithful obedience to the Bayanihan Heal as One Act strictly requiring 6 social/physical distancing.

4. Approval of the Cost Estimates for the water connectivity from source (Galvan lot and lot near the casino area) and the Approval of the draft MOA to be signed by PPMC and GALVAN and the authority of PPMC President and CEO to sign such MOA or any amendment thereof

Engr. Cerila A. Corpuz discussed to the body the cost estimates for the water connectivity project in the amount of Php 2, 210,000.00 and the committee approved the cost estimates and approved the draft MOA between PPMC and Galvan and authorizes PPMC's President and CEO, Atty. Felix S. Racadio, to sign the said MOA.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

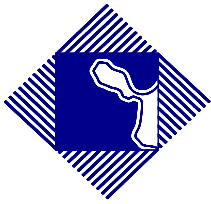
Prepared by:

ENGR. CERILA A. CORPUZ

Secretariat/Vice President for Infrastructure Management

ARCH. MARC LAWRENCE P. AQUINO

Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

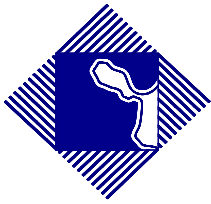
DIR. FERDINANDO G. SEVILLA
Member

DIR. WARLITO P. GUERRA
Member

DIR. EDGAR T. SANTOS
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 26 JUNE 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Warlito P. Guerra | - | Member |
| 4. Director Edgar T. Santos | - | Member |
| 5. Director Jeremias A. Singson Jr. | - | Member |
| 6. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

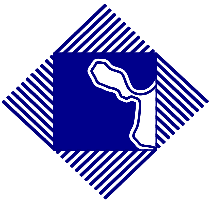
- 1. Verify with GPPB if electronic submission and receipt of bids may still be adopted by PPMC given that the projects are ongoing or have been previously posted and that PPMC has not yet complied with the requirement of submitting its system/procedure for electronic submission and receipt of bids to GPPB (per GPPB Resolution No. 09-2020).**

Engr. Cerila A. Corpuz discussed to the body that as per the inquiry of Ms. Charlotte C. Bandolin, HR Officer/BAC Member, last June 16, 2020 from Ms. Mariz Dalun, Project Management Officer III of GPPB, to wit: "Electronic Submission of Bids is allowed as long as PPMC/Procuring Entity shall issue a Supplemental/Bid Bulletin allowing the Electronic Submission of Bids. However, if PPMC/Procuring Entity has no capability to implement the Electronic Submission of Bids, manual submission is allowed".

The committee approved that in the conduct of public bidding, the following methods may be used: (a) electronic submission of bid documents; and (b) in conducting meetings for public biddings, PPMC may allow only principal actors to attend and be physically present in the PPMC Board Room while their support group may join via teleconferencing in their respective offices.

- 2. Update on the MOA with Galvan Water Supply**

Engr. Cerila A. Corpuz and Arch. Marc Lawrence P. Aquino were requested to meet with Galvan for the signing of the Memorandum of Agreement (MOA) with PPMC within the next seven days.



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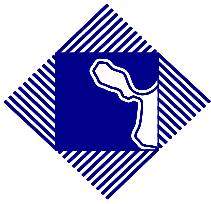
V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


ENGR. CERILA A. CORPUZ
Secretariat/Vice President for Infrastructure Management


ARCH. MARC LAWRENCE P. AQUINO
Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

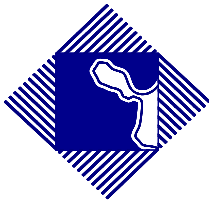
DIR. JOEL G. CARINGAL
Member

DIR. WARLITO P. GUERRA
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member

DIR. EDGAR T. SANTOS
Member



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 10 JULY 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Warlito P. Guerra | - | Member |
| 4. Director Edgar T. Santos | - | Member |
| 5. Director Jeremias A. Singson Jr. | - | Member |
| 6. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. Proposed Joint venture Agreement with Galvan re Water Connectivity Project- Update on the MOA with Galvan Water Supply

Arch. Marc Lawrence P. Aquino informed the body that the Memorandum of Agreement (MOA) with PPMC and Galvan was already signed.

2. Applicability of unsolicited proposals in the procurement of utilities in PPFZ – Provide the Board list of water companies and necessary information of previously submitted proposals to supply water in PPFZ

Engr. Cerila A. Corpuz discussed to the body the list of water companies and necessary information of previously submitted proposals to supply water in the Poro Point Freeport Zone.

3. Various request for approval in relation to the Public Bidding of the Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union

Engr. Cerila A. Corpuz discussed to the body the various request for approval in relation to the Public Bidding of the Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union, to wit: 1) Construction of San Fernando Airport Runway Slope Protection and 2) Poro Point Freeport Zone Water Connectivity (Interim) Project.



PORO POINT MANAGEMENT CORPORATION

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As a background, the Certificate of Registration of the Poro Point Management Corporation was cancelled effective April 29, 2020 by the PPMC Board of Directors, thereby all the Tax Exemption Privilege was suspended immediately on April 29, 2020. The PPMC Certificate of Registration (BIR Form 2303) was amended on June 17, 2020 to revert back to the original tax types per BIR Form 2303 dated February 11, 2003. On July 8, 2020, Ms. Lenima B. Judan, Finance Manager conducted a research on the Tax Implication to PPMC as VAT or Non-VAT taxpayer and one of the impacts of said reversion was the inclusion of VAT on the preparation of Approved Budget for the Contract for Government Projects in reference to Revenue Memorandum Circular No. 85-2017.

For the CY 2020 approved CAPEX Infrastructure Projects, the budget is exclusive of 12% VAT as it was budgeted and approved in CY 2019 when PPMC was still registered as locator and still enjoying its Tax Exemption Privilege. The Office for Infrastructure Management conducted a review of the program of works of the two (2) projects and revised the program of works to adjust and include the necessary 12% VAT.


Engr. Corpuz requested for the favorable consideration and endorsement to the Board for approval of the following:

1. Revision on the length of the Slope Protection from 550 meters to 500 meters for the Construction of the San Fernando Airport Runway Slope Protection and the revision of the length of the water pipelines from 4,991 meters to 3,611 meters for the Poro Point Freeport Zone Water Connectivity (Interim) Project for the account of the 12% VAT and still maintaining the Approved Budget for the Contract (ABC) of Php 10.50 M for Construction of San Fernando Airport Runway Slope Protection Project and Php 19.50 M for Poro Point Freeport Zone Water Connectivity (Interim) Project with still a consolidated single ABC of Php 30.00 M.
2. Revision on the Bidding Documents to remove the statement “Poro Point Management Corporation is exempted from Value Added Tax (VAT)”.
3. Revision on the Technical Plans and Specifications to reflect the revised length of the Slope Protection from 550 meters to 500 meters for the Construction of the San Fernando Airport Runway Slope Protection and the revised the length of the water pipelines from 4,991 meters to 3,611 meters for the Poro Point Freeport Zone Water Connectivity (Interim) Project.

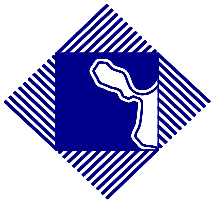
V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


ENGR. CERILA A. CORPUZ
Secretariat/Vice President for Infrastructure Management


ARCH. MARC LAWRENCE P. AQUINO
Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

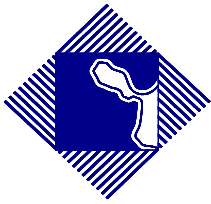
DIR. JOEL G. CARINGAL
Member

DIR. WARLITO P. GUERRA
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member

DIR. EDGAR T. SANTOS
Member



PORO POINT MANAGEMENT CORPORATION

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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 20 AUGUST 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Warlito P. Guerra | - | Member |
| 4. Director Edgar T. Santos | - | Member |
| 5. Director Jeremias A. Singson Jr. | - | Member |
| 6. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

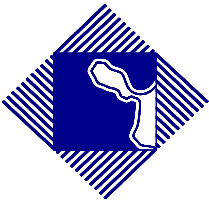
1. BAC Resolution declaring the failure of Public Bidding of the Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union

Engr. Corpuz also informed the body on the ongoing conduct of third public bidding of the construction of the various 2020 CAPEX Infrastructure projects and presented the BAC Resolution declaring Failure of Public Bidding of the CAPEX 2020 Infrastructure Projects.

The committee approved the BAC Resolution declaring Failure of Public Bidding of the Contract of Various 2020 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union.

2. Various request for approval in relation to the Public Bidding of the Construction of Additional Rooms at the PPMC Administration Building

Engr. Cerila A. Corpuz discussed to the body the various requests in connection with the Construction of Additional Rooms at the PPMC Administration Building and requested approval to the various requests to wit: 1) Documentary requirements pursuant to Annex "A" Detailed Engineering for the Procurement of Infrastructure Projects of the 2016 Revised IRR of R.A. 9184 for the Construction of Additional Rooms for the PPMC Administration Building; 2) Revision of the Annual Procurement Plan to include the Construction of Additional Rooms for the PPMC Administration Building; and 3) Conduct of public bidding for the Construction of Additional Rooms for the PPMC Administration Building with an approved budget for the contract of Three Million Four Hundred Twenty Thousand Pesos (Php 29 3,420,000.00)



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

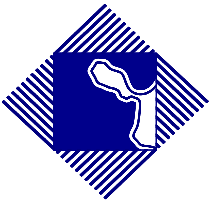
V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:

ENGR. CERILA A. CORPUZ
Secretariat/Vice President for Infrastructure Management

ARCH. MARC LAWRENCE P. AQUINO
Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

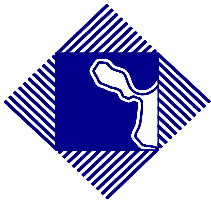
DIR. JOEL G. CARINGAL
Member

DIR. WARLITO P. GUERRA
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member

DIR. EDGAR T. SANTOS
Member



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 25 SEPTEMBER 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|-------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Warlito P. Guerra | - | Member |
| 4. Director Edgar T. Santos | - | Member |
| 5. Director Jeremias A. Singson Jr. | - | Member |
| 6. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

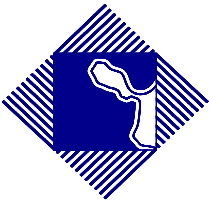
The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

- 1. Request for Contract Time Extension No. 1 for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union, to wit:**
 - 1) Construction of Drainage at the Poro Point Baywalk Commercial Strip
 - 2) Construction of San Fernando Airport Fuel Shed
 - 3) Rehabilitation of the CAAP Quarters with Proposed Expansion
 - 4) Application of Asphalt Sealant for the San Fernando Airport Runway
 - 5) Relocation and Construction of PNP AVSEG Office and Quarters
 - 6) Construction of San Fernando Access Road for Leasable Areas

Engr. Cerila A. Corpuz discussed to the body the request of Alfalfa Construction dated September 21, 2020 and was received by PPMC Office and the undersigned on September 22, 2020, requesting for contract time extension for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union. In the said letter of Alfalfa Construction, the contractor is requesting for a contract time extension of Sixty (60) calendar days.



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The Office for Infrastructure Management evaluated the said contractor's request as follows:

- a. Enhance Community Quarantine from March 16, 2020 to May 1, 2020 and from July 22, 2020 to July 31, 2020.
- b. Unfavorable weather conditions from the month of June to September
- c. Delay in the processing of permits from DENR-CENRO and DENR PENRO to cut the acacia trees to pave way the construction of ACCESS Road for Leasable Areas.

The committee agreed to recommend to grant the request of Alfalfa Construction to extend for sixty (60) calendar days the contract time for the construction of various 2019 CAPEX Infrastructure projects within the Poro Point Freeport Zone with the condition that such extension is inextensible.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

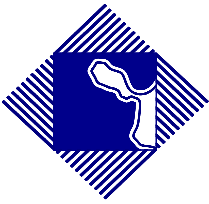
Prepared by:

ENGR. CERILA A. CORPUZ

Secretariat/Vice President for Infrastructure Management

ARCH. MARC LAWRENCE P. AQUINO

Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

DIR. WARLITO P. GUERRA
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. ARMANDO M. SEDENTARIO
Member

DIR. EDGAR T. SANTOS
Member



PORO POINT MANAGEMENT CORPORATION

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COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 23 OCTOBER 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|--------------------------------------|---|----------|
| 1. Director Enrico G. Gadian Jr. | - | Chairman |
| 2. Director Joel G. Caringal | - | Member |
| 3. Director Warlito P. Guerra | - | Member |
| 4. Director Edgar T. Santos | - | Member |
| 5. Director Jeremias A. Singson Jr. | - | Member |
| 6. Director Armando M. Sedentario | - | Member |
| 7. Director Servillano C. Flores Jr. | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

The Committee discussed the following:

1. Request for the realignment of budget of the air conditioning units under the Office Equipment for the Capital Outlay for 2020

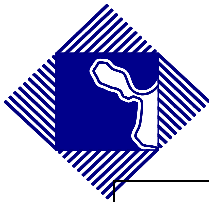
Engr. Cerila A. Corpuz discussed to the body the request for the realignment of budget of the air conditioning units under the Office Equipment for the Capital Outlay for 2020.

The committee approved the various request for the air conditioning units under the Office Equipment for the Capital Outlay for 2020, to wit:

1. Realignment of the budget to wit:

From BCDA Land Related Expense

Item	Qty.	Approved Amount (Php)	Canvassed Amount (Php)	Difference (Php)	Remarks
1. Aircon, 2 HP, window type to Aircon, Split type, wall mounted, 1.5 tonner with installation, inverter	1	30,000.00			Php10,800.00 will be realigned from the Php 94,595.00
	1		40,800.00	10,800.00	



PORO POINT MANAGEMENT CORPORATION

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					savings on the BCDA Land related expenses
Total		30,000.00	40,800.00	10,800.00	

2. Revision of the Annual Procurement Plan to reflect the change in the aircon description from Aircon, 2 HP, window type to Aircon, Split type, wall mounted, 1.5 tonner with installation and the price from Php 30,000.00 to Php 40,800.00.

2. Design Standards and Guidelines of the Poro Point Marine Headlands Comprehensive Integrated Master Development Plan

Engr. Cerila A. Corpuz discussed to the body the Design Standards and Guidelines of the Poro Point Marine Headlands Comprehensive Integrated Master Development Plan.

As agreed during in the meeting, Engr. Corpuz and Arch. Aquino were advised to conduct a comprehensive and thorough study of the Design standards and guidelines of the Poro Point Marine Headlands Comprehensive Integrated Master Development Plan and the same shall be reported in the next Board meeting.

3. Various request for approval in relation to the public bidding of the repair and maintenance works of buildings and structures

Engr. Cerila A. Corpuz presented to the body various requests for approval in relation to the public bidding of the repair and maintenance works of buildings and structures.

The committee approved the various request in relation to the public bidding of the repair and maintenance works of buildings and structures, to wit:

1. Realignment of the budget to wit:

From BCDA Land Related Expense

Item	Qty.	Approved Amount (Php)	Estimated Amount (Php)	Difference (Php)	Remarks
1. Miscellaneous/repair maintenance works at the Security Office	1	150,000.00	1,102,500.00	952,000.00	Php952,000.00 will be realigned within the repairs and maintenance of buildings and structures Php 1,550,000.00 savings on the BCDA Land related expenses
Total		150,000.00	1,102,500.00	952,000.00	

From PPMC Share

Item	Qty.	Approved Amount (Php)	Estimated Amount (Php)	Difference (Php)	Remarks
1. Miscellaneous/repair	1	700,000.00			Php500,000.00



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maintenance works at the Admin Building, to include the expansion/rehabilitation of the HR and Admin Office and Finance Office, repainting works and ceiling works			1,200,000.00	500,000.00	will be realigned from the repairs and maintenance-transportation equipment with a budget of Php 800,000.00. As of September 30, 2020, only Php 28,784.52 have been utilized from the budget of maintenance-transportation equipment
Total		700,000.00	1,200,000.00	500,000.00	

2. Documentary requirements pursuant to Annex "A" Detailed Engineering for the Procurement of Infrastructure Projects of the 2016 Revised IRR of R.A. 9184 for the Miscellaneous Repair and Maintenance Works for Buildings and Structures for BCDA Land Related Expenses and PPMC Share.

3. Revision of the Annual Procurement Plan to include the revised cost of the Miscellaneous/repair maintenance works at the Security Office and the Miscellaneous/repair maintenance works at the Admin Building, to include the expansion/rehabilitation of the HR and Admin Office and Finance Office, repainting works and ceiling works.

4. Conduct of two (2) separate public bidding for the BCDA Land Related Expense with an approved budget of the contract of Php 3,152,000.00 and the PPMC Share expense with an approved budget of the contract of Php 1,350,000.00.

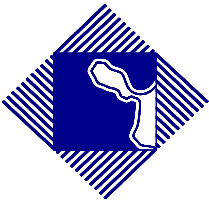
V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


ENGR. CERILA A. CORPUZ
Secretariat/Vice President for Infrastructure Management


ARCH. MARC LAWRENCE P. AQUINO
Secretariat/Facilities Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Approved by:

DIR. ENRICO G. GADIAN JR.
Chairman

DIR. JOEL G. CARINGAL
Member

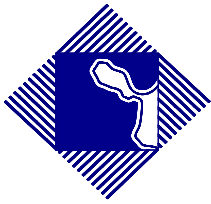
DIR. WARLITO P. GUERRA
Member

DIR. JEREMIAS A. SINGSON JR.
Member

DIR. SERVILLANO C. FLORES JR.
Member

DIR. EDGAR T. SANTOS
Member

DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

COMMITTEE ON INFRASTRUCTURE

MINUTES OF THE MEETING OF THE INFRASTRUCTURE COMMITTEE HELD ON 20 NOVEMBER 2020 VIA ZOOM ONLINE CONFERENCING

PRESENT:

- | | | |
|--------------------------------------|---|----------|
| 1. Director Servillano C. Flores Jr. | - | Chairman |
| 2. Director Enrico G. Gadian Jr. | - | Member |
| 3. Director Joel G. Caringal | - | Member |
| 4. Director Warlito P. Guerra | - | Member |
| 5. Director Edgar T. Santos | - | Member |
| 6. Director Jeremias A. Singson Jr. | - | Member |
| 7. Director Armando M. Sedentario | - | Member |

ALSO PRESENT:

- | | | |
|----------------------------------|---|--|
| 1. Engr. Cerila A. Corpuz | - | Secretariat/Vice President for Infrastructure Management |
| 2. Arch. Marc Lawrence P. Aquino | - | Secretariat/Facilities Manager |

I., II., III., CALL TO ORDER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order by Director Enrico G. Gadian Jr., followed by the determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the agenda.

IV. DISCUSSIONS/HIGHLIGHTS OF MEETING

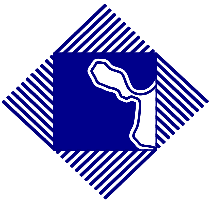
The Committee discussed the following:

1. Approval of Conduct of Public Bidding for Manpower Services

Arch. Marc Lawrence P. Aquino presented to the body the proposed conduct of Public Bidding for Manpower Services. He requested for the approval of the following, to wit: 1) Terms of Reference for the Public Bidding of the Contract for Manpower Services to reflect the amendment in the contract period from one year to two years with an option to renew for another year subject to annual performance evaluation; 2) Conduct of early procurement thru Public Bidding of the Contract for Manpower Services covering a period of two (2) years with an Approved Budget for the Contract (ABC) of Two Million Two Hundred Thirty-Four Thousand, One Hundred Four Pesos and Sixty-Nine Centavos (Php 2,234,104.69) for the first year.

2. Variation Order No. 1 – Additional/Extra Work Order for the Construction of Various 2019 CAPEX Infrastructure Projects within the Poro Point Freeport Zone, City of San Fernando, La Union, to wit:

- 1) Construction of Drainage at the Poro Point Baywalk Commercial Strip
- 2) Construction of San Fernando Airport Fuel Shed
- 3) Rehabilitation of the CAAP Quarters with Proposed



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Expansion

- 4) Application of Asphalt Sealant for the San Fernando Airport Runway
- 5) Relocation and Construction of PNP AVSEG Office and Quarters
- 6) Construction of San Fernando Access Road for Leasable Areas

Engr. Cerila A. Corpuz discussed to the body the ongoing Construction of Various 2019 CAPEX Infrastructures Projects within the Poro Point Freeport Zone, City of San Fernando, La Union consisting of six (6) projects.

During the course of implementation of the projects, there were some identified unforeseen work items which were not included in the original contract which is necessary for the improvement/protection of the projects, to wit:

1. Drainage canal at the San Fernando Airport Access Road for leasable areas- This drainage canal is needed so that the areas for lease will not be flooded during the rainy/typhoon season;
2. Termite infested wall at the existing CAAP Quarters – This was requested by the CAAP personnel thru Ms. Josefa Catherine T. Bada, Vice President for Airport Management and upon verification, the existing wall needs immediate replacement;
3. Provision of access road from the new San Fernando Airport Fuel Shed to the San Fernando Airport Apron- The new San Fernando Airport Fuel Shed is already completed and due for inspection. The proposed access road was requested by the lessees of the existing Fuel Shed thru Ms. Josefa Catherine T. Bada, Vice President for Airport Management so that they can transport the fuel from the fuel shed to the apron.

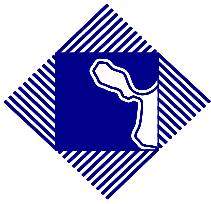
The committee recommended for the approval of Variation Order No. 1-Additional/Extra Work Order covering the following:

1. Deductive works - Reduction on the Embankment works for the Construction of San Fernando Airport Access Road for Leasable Areas amounting to Three Hundred Sixty One Thousand One Hundred Thirty Four Pesos and 58/100 Centavos (Php 361,134.58).
2. Additional Works – Covering the following: 1) Drainage Canal at San Fernando Airport Access Road for Leasable Areas; 2) Replacement of Termite infested wall at the existing CAAP Quarters; and 3) Provision of Access Road from the new San Fernando Airport Fuel Shed to the San Fernando Apron amounting to Three Hundred Fifty Seven Thousand Three Hundred Thirty Six Pesos and 18/100 Centavos (Php 357,336.18).

Further approval that once the contractor is willing to undertake the additional works, an additional fifteen (15) calendar days be given them to complete the additional works thus revising the construction contract time extension, and thus if approved, the revised target date of project's completion be moved from December 3, 2020 to December 18, 2020.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Prepared by:

ENGR. CERILA A. CORPUZ

Secretariat/Vice President for Infrastructure Management

ARCH. MARC LAWRENCE P. AQUINO

Secretariat/Facilities Manager

Approved by:

DIR. SERVILLANO C. FLORES JR.

Chairman

DIR. JOEL G. CARINGAL
Member
DIR. ENRICO G. GADIAN JR.
Member
DIR. WARLITO P. GUERRA
Member
DIR. EDGAR T. SANTOS
Member
DIR. JEREMIAS A. SINGSON JR.
Member
DIR. ARMANDO M. SEDENTARIO
Member



PORO POINT MANAGEMENT CORPORATION

A Subsidiary of Bases Conversion and Development Authority

MINUTES OF THE JOINT PPMC BOARD HR COMMITTEE AND NOMINATIONS & REMUNERATION COMMITTEE MEETING, PPMC CONFERENCE ROOM, ADMINISTRATION BUILDING, GOV. JOAQUIN L. ORTEGA AVE., PORO POINT FREEPORT ZONE, CITY OF SAN FERNANDO, LA UNION ON FEBRUARY 21, 2020

PRESENT:

PCEO/DIR. FELIX S. RACADIO, Chairperson, Nominations & Remuneration Committee
DIR. JOEL G. CARINGAL, Chairperson, HR Committee & Member, Nominations & Remuneration Committee
DIR. EDGAR T. SANTOS, Member, HR Committee & Member, Nominations & Remuneration Committee
DIR. WARLITO P. GUERRA, Member, HR Committee
DIR. JEREMIAS A. SINGSON, JR., Member, HR Committee
DIR. FERDINANDO G. SEVILLA, Member, HR Committee

ALSO PRESENT:

MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO, Secretariat

I., II., III., IV. CALL TO ORDER, PRAYER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the agenda.

V. DISCUSSION

The following item was discussed:

- 5.1 Composition of the Bids and Awards Committee (BAC), BAC Secretariat and Authority of the president and CEO to Approve Contracts and Purchase Orders under Alternative Methods of Procurement

The following were discussed:

- The following is the proposed composition of the BAC:

BAC for Procurement of Goods

Chairperson	Ms. Maria Victoria Redempta De Guzman-Soriano
Vice Chairperson	Eliza M. Maconocido
Members	Atty. Marlou P. Paclab Ms. Josefa Catherine T. Bada Mr. Franklin C. Villareal Ms. Mary Jane B. Carlos Engr. Cerila A. Corpuz
Advisers/Observers	BCDA Representative/s to be designated by BCDA

BAC for Procurement of Infrastructure Projects

Chairperson	Engr. Cerila A. Corpuz
Vice Chairperson	Arch. Marc Lawrence P. Aquino
Members	Atty. Marlou P. Paclab Ms. Abigail Q. Peralta Engr. Mennen C. Mendoza Ms. Mary Jane B. Carlos Ms. Charlotte C. Bandolin
Advisers/Observers	BCDA Representative/s to be designated by BCDA

BAC for Procurement of Consulting Services

Chairperson	Ms. Josefa Catherine T. Bada
Vice Chairperson	Engr. Cerila A. Corpuz
Members	Ms. Maria Victoria Redempta De Guzman-Soriano Atty. Marlou P. Paclab Ms. Eliza M. Maconocido Mr. Franklin C. Villareal Ms. Mary Jane B. Carlos
Advisers/Observers	BCDA Representative/s to be designated by BCDA

BAC Secretariat

Head	Ms. Charlotte C. Bandolin, HR Officer/ OIC – Administrative Officer
Members	Mr. Carlo S. Escalona, Procurement Officer Mr. Inigo T. Balagot, IT Officer

Ms. Michelle A. Subala, Acting Records
& Quality Officer

- The President and CEO is duly authorized to approve the contracts and purchase orders under alternative methods of procurement.
- The Joint Committee approved the aforesaid composition of the Bac, BAC Secretariat and the authority of the President and CEO to approve the contracts and purchase orders under alternative methods of procurement.

VI. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned.

Prepared by:


MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Committee Secretariat



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

JOINT MEETING OF HR AND NOMINATION AND REMUNERATION COMMITTEES ATTENDANCE SHEET February 21, 2020

<u>NAME</u>	<u>SIGNATURE</u>
<u>NOMINATION & REMUNERATION COMMITTEE</u>	
PCEO/Dir. Felix S. Racadio Chairperson	
Dir. Joel G. Caringal Member	
Dir. Edgar T. Santos Member	
Ms. Maria Victoria De Guzman-Soriano Secretariat Staff	
<u>HR COMMITTEE</u>	
Dir. Joel G. Caringal Chairperson	
Dir. Warlito P. Guerra Member	
Dir. Edgar T. Santos Member	
Dir. Jeremias A. Singson, Jr. Member	
Dir. Ferdinando G. Sevilla Member	
Ms. Maria Victoria De Guzman-Soriano Secretariat Staff	



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

JOINT MEETING OF THE COMMITTEE ON HR, NOMINATION & REMUNERATION AND COMMITTEE ON INVESTMENT & PROMOTION

May 8, 2020

MINUTES OF THE ONLINE JOINT MEETING OF THE COMMITTEE ON HR,
NOMINATION & REMUNERATION AND COMMITTEE ON INVESTMENT &
PROMOTION HELD ON MAY 8, 2020 VIA ZOOM APP

PRESENT:

DIRECTOR/PRESIDENT & CEO
(ACTING CHAIRMAN OF THE BOARD)
ATTY. FELIX S. RACADIO

Nomination & Remuneration
Committee Chairman; and
Investment & Promotion
Committee Member

DIRECTOR JOEL G. CARINGAL

HR Committee Chairman;
Nomination & Remuneration
and Investment & Promotion
Committee Member

DIRECTOR WARLITO P. GUERRA

Investment & Promotion
Committee Chairman;
and Member of HR
Committee

DIRECTOR ARMANDO M. SEDENTARIO

Investment & Promotion
Committee Member

DIRECTOR EDGAR T. SANTOS

HR; Nomination &
Remuneration and Investment
& Promotion Committee
Member

DIRECTOR FERNANDO G. SEVILLA

Investment & Promotion; and HR
Committee Member

DIRECTOR JEREMIAS A. SINGSON, JR.

Investment & Promotion;
and HR Committee
Member

DIRECTOR ENRICO G. GADIAN, JR.

Investment & Promotion
Committee Member

ALSO PRESENT:

MARIA VICTORIA DE GUZMAN-SORIANO
JOSEFA CATHERINE T. BADA
ELIZA M. MACONOCIDO

Secretariat/VP for HR and Administration
Secretariat/VP for Airport Management
Secretariat/Business Development Manager



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

I - III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the Agenda.

IV. DISCUSSIONS

The following items were discussed:

1. CONFIRMATION OF THE REFERENDUM, DATED MAY 2, 2020, APPROVING THE IMPLEMENTATION OF ALTERNATIVE WORK ARRANGEMENTS IN PPMC (IN ITS RE-ENTRY TO OFFICE) EFFECTIVE MAY 4, 2020

VP Soriano informed the Committees that the Implementation of Alternative Work Arrangements in PPMC was already approved by the PPMC Board thru referendum last May 2, 2020 and the presentation will be just for its ratification.

VP Soriano explained that since the Province of La Union has already transitioned to General Community Quarantine (GCQ), the work arrangements in PPMC are now combination of both skeletal as well as home-based employees. She said that for the San Fernando Airport, they have been operating since the ECQ as well as the Regulatory Services Office particularly the Security Staff while other employees are slowly going back to work at the office. However, she explained that there is also a need to wait for the completion of the reconfiguration of offices to comply with health and safety protocols. She added that one of the deliverables under the guidelines is to come up with a re-entry plan as well as to revisit our plans and programs for 2020 in order for PPMC to come up with its recovery plan.

Director Guerra said that he observed on the plan that there were no parameters on the tasks to be done while at home as compared to the Memorandum Circular No. 10 of the Civil Service Commission that identified some of the tasks included. He asked if there is a need to include it in the PPMC guideline. VP Soriano responded that it is already included in the approved guidelines. She said that one of the provisions is the requirement for the heads of offices to submit to the Office of the President its respective manning schedule as well as the deliverables. She added that for each office and for each position, they have to identify the tasks that have to be accomplished by each staff. She added that during the submission of daily time records, it is also one of the requirements.

Director Guerra asked for any comments, hearing none, he recommended to move on to the next agenda item.

2. ONLINE BRAINSTORMING/PLANNING SESSION WITH THE SUBSIDIARIES REGARDING THE BUDA BOUNCE BACK BETTER (BBB) PLAN



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

Ms. Maconocido was recognized. She informed the Committees that she will be discussing the background of the session and VP Soriano will discuss the details of the PPMC BBB Initiatives. Ms. Maconocido explained that the Online Planning/Brainstorming Session was conducted by BCDA with its subsidiaries on May, 7, 2020, regarding the need for BCDA and its subsidiaries to formulate a Bounce Back Better (BBB) Plan to manage, recover, and thrive after the Covid-19 outbreak and to prepare the BCDA Group for the next two to three years.

She explained that the subsidiaries submitted to BCDA their initial inputs, which were discussed during the Online Planning/Brainstorming Session. The subsidiaries were requested to finalize their inputs classified under Respond, Recover and Thrive. She said that the list of the proposed PPMC Initiatives is attached in the material and will be presented and discussed by VP Soriano.

Ms. Maconocido also informed the body that during the brainstorming session, the following items were also discussed:

1. BCDA will study the CAPEX Projects to be implemented and those which will be put on hold or discontinued. BCDA will conduct a consultative meeting with the subsidiaries regarding the matter. For PPMC Projects for this year, BCDA initially agreed to continue and implement the Water Connectivity Project of PPMC, however, as for the Airport Slope Protection Project, BCDA is considering to put the said project on hold at the moment. Ms. Hedda mentioned that this project will be put-on hold for few months.
2. BCDA will continue/proceed with the Settlement Negotiation with PPIC (Atty. Elvira Estanislao, Legal Counsel of BCDA mentioned there is already an OGCC Opinion and Ms. Nena Radoc requested a copy from Atty. Estanislao)
3. Fast track the completion of the Luzon Bypass Infrastructure
 - DICT – Backhaul Construction (ongoing)
 - BCDA – Build the Last Mile
 - Allocation of the 500,000 Mbps – (200,000 for New Clark City; 100,000 for Clark Freeport Zone; 50,000 for Poro Point; 50,000 for John Hay; 50,000 for Bataan and 50,000 for BGC)
 - To involve subsidiaries in this project, BCDA will create a Team/Task Force with PPMC and JHMC
4. The Comprehensive Master Development Plan for Poro Point will again be revisited in the light of the covid-19 scenario.

Chairman and President Racadio asked who were the subsidiaries that joined the brainstorming session. Ms. Maconocido answered that it was JHMC, CIAC and CDC. He also asked who said to put on hold the slope protection project, she answered that if she was not mistaken, it was Atty. Neda Radoc. He also asked why the PPIC issue was discussed during the session and Ms. Maconocido responded that Atty. Radoc asked the group during the session what is the status of the settlement negotiation with PPIC and Atty. Elvira Estanislao mentioned there is already an OGCC Opinion, however, the details of the OGCC Opinion were not discussed during the session.

Chairman and President Racadio explained there was already a resolution before from OGCC saying that the Agreement entered into by previous BCDA and PPMC



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority Group

JOINT MEETING OF COMMITTEE ON FINANCE AND HR, NOMINATION AND REMUNERATION

April 29, 2020

MINUTES OF THE JOINT MEETING OF THE COMMITTEE ON FINANCE AND HR,
NOMINATION AND REMUNERATION HELD ON APRIL 29, 2020 VIA ZOOM ONLINE
APP.

PRESENT:

DIR. JEREMIAS A. SINGSON, JR.	Finance Committee Chairman and HR Committee Member
DIR. EDGAR T. SANTOS	Finance Committee Member and HR, Nomination & Remuneration Committee Member
DIR. ARMANDO M. SEDENTARIO	Finance Committee Member
DIR. WARLITO P. GUERRA	Finance Committee Member and HR Committee Member
DIR. ENRICO G. GADIAN, JR.	Finance Committee Member
DIR. JOEL G. CARINGAL	HR, Nomination & Remuneration Committee Chairman
DIRECTOR/PRESIDENT & CEO (ACTING CHAIRMAN)	HR, Nomination & Remuneration Committee Member
ATTY. FELIX S. RACADIO	

ALSO PRESENT:

MARIA VICTORIA REDEMPTA DG SORIANO	HR, Nomination and Remuneration Committee Secretariat/ VP for HR & Admin
LENIMA B. JUDAN	Finance Committee Secretariat/ Finance Manager

I-III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

At 4:00 p.m., Dir. Singson called the meeting to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the Agenda.

IV. APPROVAL OF THE AGENDA

V. DISCUSSIONS/HIGHLIGHTS OF MEETING

1. DECLARATION AND REMITTANCE OF DIVIDENDS FOR CY 2019 TO THE BUREAU OF THE TREASURY (BTR)

Director Singson recognized Ms. Lenima B. Judan, PPMC Finance Manager, to present about declaration and remittance of dividends for CY 2019 to the Bureau of the Treasury (BTR).

Ms. Judan reported to the Committee the following:

I. Reference

This refers to the letter of the Department of Finance (DOF) dated April 13, 2020 which we received through email on the same date, reminding PPMC to declare and remit dividends to the Bureau of the Treasury (BTr) at least fifty percent (50%) of its earnings on April 20, 2020.

In response to the above letter, PPMC sent its reply-letter through email to the DOF, requesting that PPMC be allowed to remit its dividends on or before May 15, 2020, pursuant to DOF's Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 7656 dated January 26, 2016, "An Act requiring Government-Owned or-Controlled Corporations to Declare Dividends under Certain Conditions to the National Government, and for other purpose." The following considerations were cited in the said letter:

- A. Earmarking and remittance of said amount of dividends need to be thoroughly discussed and be approved by the PPMC Board of Directors. However, due to the Luzon-Wide ECQ (Lockdown), there is no PPMC Regular or Special Board Meeting that has been scheduled yet.
- B. Moreover, in accordance with R.A. No. 11469 ("Bayanihan to Heal as One Act"), PPMC has adopted the "Work-from-Home" Policy. For this reason, where the movements of PPMC's rank and file are all restricted and limited up to the end of the ECQ (Lockdown).

As regards the amount of dividend remittance, the DOF, in its email dated March 31, 2020, requested PPMC to submit its Financial Statements, Income Tax Return and computation of dividend remittance for CY 2019. On April 7, 2020, PPMC submitted the said requested documents to the DOF, and the computed dividends per PPMC is Php12,531,667.43 which is equivalent to 50% of its NET INCOME of Php25,063,334.85 for the CY 2019.

However, the DOF, in its email dated April 16, 2020, provided PPMC a copy of its dividend computation in the amount of Thirty-Three Million One Hundred Thirty Nine Thousand Seven Hundred Sixty Three and 72/100 pesos only (Php33,139,763.72). The Dividends due

was based on the 50% of GROSS INCOME EARNED (GIE) of PPMC, a copy of which is hereto attached and marked as Annex "A."

II. Computation of Dividends for CY 2016 to CY 2018

For CY 2016 to CY 2018, **PRIOR** to PPMC's registration as locator of PPFZ, PPMC's basis for computing the dividends due to the DOF is the Net Income pursuant to the Revised IRR of RA No. 7656. The details of the dividend remittance is shown below:

Dividend Year	Retained Earnings Balance	Net Income	50% Dividend remittance to DOF
2016	(411,117.57)	10,076,835.62	5,038,418.16
2017	6,603,367.52	11,534,687.09	5,767,343.54
2018	16,517,803.56	16,826,644.14	8,413,322.07

For the CY 2019, PPMC projected dividends due in the amount of Php12,531,667.43 based on previous years, that, the Net Income shall be basis for computing the 50% dividends due to the DOF.

III. Computation of Dividends for CY 2019

On December 11, 2018, the PPMC Board of Directors passed PPMC Resolution No. 2018-12-183, which states that,

"RESOLVE, as it is hereby resolved, that the Board of Directors of Poro Point Management Corporation (PPMC) hereby approves registration of PPMC as a locator to be granted a Certificate of Registration and to avail any and all tax privileges relating thereto, in accordance with R.A. 7227, as amended, akin to Clark Development Corporation at Clark Freeport Zone."

Thus, on January 31, 2019, PPMC issued PPFZ Certificate No. 01232019 with a validity period from January 23, 2019 until January 22, 2020, to implement the afore-cited PPMC Resolution No. 2018-12-183. Likewise, as a consequence of which, the BIR Certificate of Registration of PPMC was amended on February 6, 2019.

PPMC, being a registered locator of the Poro Point Freeport Zone (PPFZ), has the following benefits and privileges, to wit:

1. Five percent (5%) tax on Gross Income Earned (GIE) instead of the 30% normal Income Tax rate on Net Income;
2. Exempt from the 12% Value-Added Tax (VAT) from purchase of goods and services; and
3. Tax and duty-free importations of raw materials, capital equipment and households and personal items for use solely with the PPFZ.

As regards the dividends due, the DOF computed the amount of Php33,139,763.72 based on 50% of **GROSS INCOME EARNED (GIE)** of PPMC pursuant to Section 3 (i) of the Revised IRR of R.A. 7656's definition of Net Earnings which shall include income subject to income tax, as provided in the Annual Income Tax Return, net of tax; income subject to final tax, as provided in the Annual Income Tax Return Schedule on Supplement Information, net of tax; and income exempt from tax, as provided in the Annual Income Tax Return Schedule on Gross Income/Receipts exempt from Income Tax, net of tax.

The basis for computing the Dividends due for CY 2019 shall be the amount subject to Income Tax which is the Gross Income Earned (GIE) and not the Net Income.

Below is the income tax and dividend computation of PPMC, being a registered locator of PPFZ, as follows:

Particulars	Income Tax	Dividends
Gross Income Earned (GIE)	68,529,475.00	68,529,475.00
Less: Income Tax Paid	-	3,426,474.00
Add: Interest Income subject to final tax	-	1,176,526.43
Base computation	68,529,475.00	66,279,527.43
Rate	5%	50%
Amount Due	3,426,474.00	33,139,763.72

On the other hand, PPMC's income tax and dividend computation prior to its registration as locator of PPFZ, is as follows:

Particulars	Income Tax	Dividends
Net Income	25,063,334.85	25,063,334.85
Rate	30%	50%
Amount Due	8,193,984.66	12,531,667.43

A comparative summary of computation for PPMC being a registered locator vis-a-vis not a locator, is shown below:

Particulars	PPMC as registered locator	PPMC, not a locator	Variance
Income Tax	3,426,474.00	8,193,984.66	4,767,510.66
Dividends	33,139,763.72	12,531,667.43	(20,608,096.29)
Reduced cost due to 12% VAT exemption	-	1,905,157.09	1,905,157.09
Total	36,566,237.72	22,630,809.18	(13,935,428.54)

IV. Recommended Courses of Action for PPMC

1. Request for downward adjustment in dividend rate from the DOF. The legal bases are as follows:

Section 7 (Flexible Clause) of Revised IRR of R.A. 7656, provides that,

“a. In the interest of the national economy and general welfare, and in consideration of the viability of the GOCCs and the purposes for which they were established, the percentage of annual Net Earnings that shall be declared by the GOCC may be adjusted by the President of the Philippines below the minimum 50% Dividend rate, upon recommendation by the Secretary of Finance.

b. Subject to Section 7 (a) of these Rules, a downward adjustment in Dividend rate below the minimum 50% may be allowed for the following cases:

- (i) where there is a presence of a deficit as reflected in the GOCC's latest Statement of Equity,
- (ii) where the GOCC's viability or the purpose for which the GOCC has been established will be impaired by the payment of the required Dividends;
- (iii) where the declaration and remittance of Dividends at the minimum Dividend rate will result in a breach in minimum regulatory requirements (e.g. capital level and ratios as may be required by BSP); and
- (iv) for GOCCs governed by Batas Pambansa Blg. 68 (or the Corporation Code of the Philippines), where declaration and remittance of Dividends at the minimum Dividend rate exceeds the unrestricted retained earnings of the GOCC.”

Pursuant to the said aforesaid provision, PPMC will request for a downward adjustment in Dividend Rate below the minimum 50% because the Dividends due of Php33.13 million exceeds the unrestricted retained earnings balance of Php27.18 million as of December 31, 2019 and the viability or the purpose for which PPMC has been established will be impaired by the payment of the required Dividends.

Under Annex “A” of the said Revised IRR of R.A. No. 7656, PPMC submit the documentary requirements as follows:

- a. Letter from PPMC requesting the approval from the DOF citing the details to the request and specific reasons and justifications thereof;
- b. Copy of PPMC Board Resolution on this request upon approval of PPMC Board;
- c. Copy of quarterly financial statements for the relevant dividend year (2019) and the year prior (2018);
- d. Detailed dividend computation and necessary supporting schedules, including income tax return and financial statements of the relevant dividend year, duly received by the BIR or authorized agent banks; and

- e. Copy of Corporate Operating Budget, including projected financial statements and supporting schedules, for the year following the relevant dividend year submitted to the DBM.

The request for downward adjustment should be submitted to the Secretary of Finance on or before May 15, 2020.

Records show that Subic Bay Metropolitan Authority (SBMA), a registered locator and paying the 5% tax on Gross Income Earned, requested for a downward adjustment in dividends from the DOF, as reflected in one of their news dated June 20, 2014, which states:

“The SBMA remitted Php75.6 million from its net earnings from 2000 to 2003 as a result of the adjustment of the required dividends from 50 percent to only 10 percent for GOCCs with very low net earnings.”

2. Cause the cancellation of PPMC’s Certificate of Registration with PPFZ Certificate No. 01232019 with a validity period from January 22, 2020 until January 22, 2021 and thereafter request the BIR for the amendment of PPMC’s Certificate of Registration.

V. Attachments

1. Draft request for approval via referendum to the PPMC Board of Directors
2. Draft letter request for downward adjustment of Dividends to the Department of Finance

Dir. Gadian expressed its stand to cancel and withdraw PPMC’s locatorship within the PPFZ and at the same time, PPMC to request to the DOF for downward adjustment of the dividend remittance to the Bureau of Treasury. Dir. Gadian then moved for the approval of the cancellation of PPMC’s locatorship and request to the DOF for downward adjustment of the dividend remittance to the BTR and seconded by all the members of the Finance Committee. Further, said item shall be endorsed to the PPMC Board for approval.

2. REQUEST FOR SUPPLEMENTAL BUDGET FOR THE CREATION OF ONE (1) CORPORATE SECRETARY/ COMPLIANCE OFFICER POSITION

Director Singson recognized Ms. Lenima B. Judan, PPMC Finance Manager, to present PPMC’s request for Supplemental Budget for the creation of one (1) Corporate Secretary/Compliance Officer position.

Ms. Judan reported to the Committees the following:

This has reference to the letter of GCG, dated April 22, 2020, approving the creation of the position of Corporate Secretary/Compliance Officer as embodied in GCG Memorandum Order (MO) No. 020-05 dated April 22, 2020.

Pursuant to the said MO, the creation of the position of Corporate Secretary/Compliance Officer is subject to the following conditions:

1. Funds for the purpose shall be taken fully from the corporate funds of PPMC, as approved by the Governing Board and by the Bases Conversion and Development Authority (BCDA), and no budgetary support will be provided by the National Government for personal services;
2. The pertinent budgetary, accounting, auditing, civil service and other applicable laws, rules and regulations shall be complied with; and
3. Approval of BCDA shall be required prior to its implementation.

Based on the aforesaid conditions, PPMC computed the budget for Personal Services of the said position. Attached is the detailed computation which forms part hereof.

In this regard, may we respectfully request for your favorable consideration and approval and endorsement to the PPMC Board of Directors for a Supplemental Budget amounting to Eight Hundred Fifty-Seven Thousand Sixty-Seven and 48/100 (Php857,067.48) to cover the budget for the creation of the position of Corporate Secretary/Compliance Officer for the period June 1, 2020 to December 31, 2020.

Director Singson asked for any questions, hearing none, the Committees moved for the approval of PPMC's request for Supplemental Budget for the creation of one (1) Corporate Secretary/Compliance Officer position and further endorsed the same to the PPMC Board for approval.

VI. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned at 5:00 p.m.

Prepared by:


MS. MARIA VICTORIA REDEMPTA DG SORIANO
VP for HR & Admin/Secretariat


MS. LENIMA B. JUDAN
Finance Manager/Secretariat



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

JOINT FINANCE; HR; AND REMUNERATION COMMITTEE MEETING VIA ZOOM

APRIL 29, 2020

DIR. WARLITO P. GUERRA
Member, Finance Committee
Member, HR Committee

DIR. JOEL G. CARINGAL
Chairman, HR Committee

DIR. ARMANDO M. SEDENTARIO
Member, Finance Committee

DIR. EDGAR T. SANTOS
Member, Finance Committee
Member, HR Committee

DIR. FERDINANDO G. SEVILLA
Member, HR Committee

DIR. JEREMIAS A. SINGSON, JR.
Chairman, Finance Committee
Member, HR Committee

ENGR. ENRICO G. GADIAN, JR.
Member, Finance Committee

ALSO PRESENT:

ATTY. FELIX S. RACADIO

MS. MARIA VICTORIA DG. SORIANO

MS. LENIMA B. JUDAN



PORO POINT MANAGEMENT CORPORATION

A Subsidiary of Bases Conversion and Development Authority

MINUTES OF THE JOINT PPMC BOARD HR COMMITTEE AND NOMINATIONS & REMUNERATION COMMITTEE MEETING HELD VIA ZOOM ONLINE CONFERENCING ON MAY 15, 2020

PRESENT:

PCEO/DIR. FELIX S. RACADIO, Chairperson, Nominations & Remuneration Committee
DIR. JOEL G. CARINGAL, Chairperson, HR Committee & Member, Nominations & Remuneration Committee
DIR. EDGAR T. SANTOS, Member, HR Committee & Member, Nominations & Remuneration Committee
DIR. WARLITO P. GUERRA, Member, HR Committee
DIR. JEREMIAS A. SINGSON, JR., Member, HR Committee
DIR. FERDINANDO G. SEVILLA, Member, HR Committee

ALSO PRESENT:

MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO, Secretariat

I, II, III, IV. CALL TO ORDER, PRAYER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the agenda.

V. DISCUSSION

The following item was discussed:

5.1 Approval of the Amended Guidelines on the Adoption of Alternative Work Arrangement

On May 7, 2022, the Civil Service Commission issued Memorandum Circular No. 10, series of 2020, on the Revised Interim Guidelines for Alternative Work Arrangements for Workers in the

Government During the Period of State of National Emergency Due to COVID-19 Pandemic. While the scope and coverage of the said Memorandum Circular did not include government-owned or controlled corporations without original charters, as in the case of PPMC, Ms. Soriano reviewed the same to determine if PPMC could further enhance its existing guidelines by adopting all or any of the CSC MC. No. 10, PPMC may use the same as supplementary guidelines.

It was requested that the PPMC Amended Guidelines on the Adoption of Alternative Work Arrangements in Poro Point Management Corporation (PPMC) be approved. The Joint Committee approved the request.

5.2 Approval of the Policy on Prevention and Control of COVID-19 in Poro Point Management Corporation and in the Poro Point Freeport Zone.

Ms. Soriano presented the Policy on the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone as follows:

I. POLICY:

It is the Policy of Poro Point Management Corporation (PPMC) to protect the lives of its stakeholders, Board of Directors, officers and employees; and to safeguard their health and safety.

During this period of global pandemic brought about by COVID-19, PPMC shall establish and enforce policies and guidelines on health and safety in accordance with government health and safety protocols as embodied in pertinent resolutions of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), and other legal issuances of the Office of the President, Department of Health, Department of Labor and Employment, Local Government Units and other relevant government agencies.

II. COVERAGE

This policy shall cover all PPMC Board of Directors, officers and employees; and locators, accredited enterprises, airport users, contractors and their employees, and other stakeholders (to be collectively referred to as visitors for brevity) entering the premises of PPMC and the Poro Point Freeport Zone.

III. GUIDELINES

A. CREATION OF THE COVID-19 PANDEMIC RESPONSE COMMITTEE

To strengthen the existing health and safety mechanisms in place in PPMC and the Poro Point Freeport Zone, a COVID-19 Pandemic Response Committee shall be created. The said Committee shall be responsible for the formulation, implementation, monitoring and evaluation of Plans and Programs on the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone.

It shall be composed of the following:

Chairperson: **Atty. Felix S. Racadio**
PPMC President & CEO

Vice Chairperson: **Mr. Joel G. Caringal**
VP for Regulatory Services

Members: **Ms. Maria Victoria de Guzman-Soriano**
VP for HR & Administration

Ms. Josefa Catherine T. Bada
VP for Airport Management

Engr. Cerila A. Corpuz
VP for Infrastructure Management

Atty. Marlou P. Pacleb
Legal Counsel

Ms. Rubilyn C. Cabiles
Internal Auditor

Representative of Supervisors

Representative of Rank-and-File Employees

Secretariat: **Mr. Harry Jose A. Gatchalian**
Environment and Safety Officer

Ms. Joanne P. Macagba
Nurse

B. TEAMS TO ASSIST THE PANDEMIC RESPONSE COMMITTEE

The Pandemic Response Committee shall be assisted by the following teams:

1. Medical Team;
2. Information, Education and Communication Team;
3. Facilities Management Team;
4. Resource Management Team; and
5. Monitoring Team

C. DUTIES AND RESPONSIBILITIES OF THE ASSISTING TEAMS

I. Medical Team

- a. Conduct a health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 prior to the resumption of normal office operations;
- b. Monitor the compliance to thermal scanning by all PPMC Board of Directors, officers and employees; and visitors at the following areas:
 - PPFZ Main Gate
 - Airport Gate,
 - Prior to entry to any PPMC/BCDA Building/Office within the Poro Point Freeport Zone;
 - Airport Arrival Area for arriving airport users.
- c. Monitor on a daily basis the accomplishment of health symptoms questionnaire by all PPMC Board of Directors officers and employees; and visitors prior to entry to any PPMC/BCDA Building/Office within the Poro Point Freeport Zone;
- d. Issue hygiene kits and PPEs to all PPMC Directors, officers and employees;
- e. Attend to any PPMC Director, officer, employee; or visitor suspected as having COVID-19 at the isolation area;
- f. Coordinate with DOH and City Health Office the transport to the nearest hospital of the PPMC Director, officer, employees; or visitor suspected to have COVID-19;
- g. Coordinate the conduct of testing of PPMC Directors, officers and employees as may be applicable;
- h. Conduct contact tracing if a PPMC Director, officer, employee or visitor tests positive of COVID-19;
- i. Monitor on a daily basis the conditions of Directors, officers and employees while in the hospital or if under quarantine;
- j. Monitor on a daily basis the conditions of employees who are sick of other illnesses;
- k. Identify accredited mental health centers or professionals for workers needing counseling or presenting with mental health concerns;
- l. Ensure that the thermal scanners are operational;
- m. Ensure that all hygiene/sanitation stations and shoe baths are readily available at points of use;
- n. Act as roving officers to implement physical distancing;
- o. Safeguard all documents and records of all PPMC Directors, officers, employees and visitors pertaining to COVID-19 prevention and control;
- p. Prepare and submit required reports to the Department of Labor and Employment (DOLE) Regional Office copy furnished the Department of Health monthly report of illness, diseases and injuries utilizing the DOLE Work Accident/Illness Report Form.

2. Information Education and Communication (IEC) Team

- a. Provide a copy of this policy to each PPMC officer and employee immediately upon approval;
- b. Conduct an orientation of all employees via videoconference/online conference on this policy immediately upon approval;
- c. Conduct learning session for all employees via videoconference/online conference on Prevention and Control of COVID-19 including increasing physical and mental resilience; information about COVID-19 transmission, disease outcome and treatment options shall be provided to all employees;
- d. Prepare and disseminate advocacy and IEC materials on the Prevention and Control of COVID-19 from Department of Health, World Health Organization and other reliable sources of information utilizing various communication platforms such as the issuance of office memorandum, webinar, and infographics, among others, in PPMC Offices and strategic areas inside the Poro Point Freeport Zone;
- e. Prepare and disseminate news articles on PPMC's initiatives on the Prevention and Control of COVID-19 and compliance with Republic Act No. 11469 or Bayanihan to Heal as One Act;
- f. Disseminate issuances regarding COVID-19 from the Office of the President, Office of the Provincial Government of La Union, Inter-Agency Task Force on Emerging Infectious Diseases, Department of Health, City Government of La Union, Department of Transportation and Department of Labor and Employment, among others.

3. Facilities Management Team

- a. Modify workplace layout and provide visual cues to ensure observance of physical distancing requirements;
- b. Provide an isolation area according to DOH requirements.
- c. Disinfect and decontaminate all buildings and facilities once a week, or as often as required; and
- d. Disinfect and decontaminate all vehicles entering the PPMC and airport premises.

4. Resource Management Team

- a. Prepare the budgetary requirements to implement the various prevention and control programs;
- b. Monitor budget utilization to ensure that expenditures are within the approved budget;
- c. Procure all material requirements to implement the various prevention and control programs;
- d. Issue all material requirements to implement the various prevention and control programs; and
- e. Provide transportation requirements to employees.

5. Monitoring Team

- a. Disseminate PPMC's policy and programs on the Prevention and Control of COVID-19 to all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone;
- b. Disseminate issuances from various government agencies to all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone;
- c. Ensure that all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone have a policy on the Prevention and Control of COVID-19 which is compliant with the established health standards of the Department of Health and compliant with issuances of the Department of Labor and Employment; and
- d. Monitor compliance of all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone with the established health standards of the Department of Health and issuances of the Department of Labor and Employment.

The composition of the Assisting Teams shall be the following:

Medical & Safety Team

Team Leader

Mr. Leo G. Mayaen

Members

Mr. Harry Jose J. Gatchalian

Ms. Joanne P. Macagba

Mr. Anthony C. Hidalgo

Ms. Michelle A. Subala

Mr. Ronel P. Hullana

Mr. Florante E. Panit

Mr. John Roel B. Deluyas

Mr. Geyron B. Perlata

Information, Education and Communication Team

Team Leader

Ms. Charlotte C. Bandolin

Members

Ms. January Guia C. Bawat

Ms. Lastina L. Baguya

Ms. Dennica Dyan C. Gonowon

Mr. Inigo T. Balagot

Ms. Jovelyn C. Corpuz

Facilities Management Team

Team Leader

Arch. Marc Lawrence P. Aquino

Members

Engr. Mennen C. Mendoza

Engr. Saturnino L. Buccat, Jr

Engr. Epifanio Balangue

Mr. Rene J. Difuntorun

Resource Management Team

Team Leader

Members

Ms. Lenima B. Judan
Ms. Anne Jubilee G. Malingan
Ms. Charlotte C. Bandolin
Ms. Abigail Q. Peralta
Mr. Carlo S. Escalona
Mr. Ronelle F. Gatchalian
Mr. Franklin C. Villareal

Monitoring Team

Team Leader

Members

Ms. Eliza M. Maconocido
Mary Jane B. Carlos
Mr. Allan L. Pacio
Mr. George V. Pasig
Ms. Arlyn P. TAN
Ms. Felynel C. Mariano

The membership of the Assisting Teams may be amended subject to the recommendation of the Team Leaders and upon approval of the Pandemic Response Committee headed by the President & CEO.

IV. WORKPLACE SAFETY AND HEALTH (Adopted from the DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19)

The following safety and health standards shall be implemented by PPMC and by the all locators, accredited enterprises, airport users, and contractors inside the Poro Point Freeport Zone aligned with the objectives of the minimum health standards of the Department of Health.

A. Increase Physical and Mental Resilience

1. Emphasize to all workers the everyday actions to stay healthy such as
 - a. Eat nutritious and well-cooked food;
 - b. Drink plenty of fluids and avoid alcoholic beverages;
 - c. Increase the body's resistance by having adequate rest and at least eight (8) hours of sleep; and
 - d. Exercise regularly.
2. Enjoin all companies to provide free medicines and vitamins;
3. Provide referral for workers needing counseling or presenting with mental health concerns.

B. Reducing Transmission of COVID-19

1. Prior to entrance in PPMC, PPEZ Buildings and Workplaces
- a. All persons entering the PPMC Buildings and Offices shall observe the following

- i. Wear masks at all times, and remove the same only when eating or drinking. PPMC shall provide appropriate masks to all PMC Board, officers and employees. Should cloth masks be used, additional filter materials such as tissue paper must be added.
- ii. Accomplish daily the health symptoms questionnaire and submit to the guard or designated safety officer prior to entry;
- iii. Have their temperature checked and recorded in the health symptoms questionnaire

Temperature shall be checked at the following:

- PPFZ Main Gate
- Airport Gate,
- Prior to entry to any PPMC/BCDA Building/Office within the Poro Point Freeport Zone;
- Airport Arrival Area for arriving airport users

For any person with temperature $>37.5^{\circ}\text{C}$, even after a 5-minute rest, or if the response in the questionnaire needs further evaluation by the clinic staff, the person shall be isolated in an area identified by PPMC and not allowed to enter the premises. The isolation area should be well ventilated and must be disinfected frequently.

Clinic staff assigned to assess the workers held in the isolation area shall be provided the appropriate medical grade PPEs by the establishment which shall include but not limited to, face masks, goggles/face shields, and/or gloves; and

- iv. Spray alcohol/sanitizers to both hands; and provide disinfectant foot baths at the entrance.
- b. Equipment of vehicle entering the hub operational area must go through a disinfection process; and
 - c. If there will be a long queue outside the office premises or business establishment premises, roving officers should instill physical distancing of one meter.

2. Inside the workplace

- a. All work areas and frequently handled objects such as door knobs and handles, shall be cleaned and disinfected regularly, at least once every two (2) hours;
- b. All washrooms and toilets shall have sufficient clean water and soap, workers are encouraged to wash their hands frequently and avoid touching their eyes, nose and mouth;
- c. Sanitizers shall be made available in corridors, conference areas, elevators, stairways and areas where workers pass;

d. Workers, whether in office workstations or in operations area, shall always practice physical distancing meaning at the minimum two (2) meters radius space (side, back and front) between workers;

e. Eating in communal areas is discouraged. It is best to eat in individual work area and all wastes shall be disposed properly.

If eating in individual work areas is not possible, the employer shall ensure that physical distancing is maintained in dining areas with one worker per table and two (2) meters distance per worker. It is discouraged that workers engage in conversation with masks off during meal times. Tables and chairs shall be cleaned or disinfected after every use of the area, and before as well as at the end of the work day; and

f. Canteens and kitchens should be cleaned and disinfected regularly.

C. Minimize Contact Rate

1. Alternative work arrangements shall be adopted, such as working-hour shifts, work from home (WFH), where feasible and on rotation basis;
2. Prolonged face-to-face interaction between workers and with clients are discouraged and masks shall be worn at all times and not removed. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Videoconferencing shall be utilized for lengthy discussions among workers;
3. Office tables should be arranged in order to maintain proper physical distancing. Barriers may be provided between tables;
4. Workstation layout should be designed to allow for unidirectional movement in aisles, corridors or walkways;
5. To maintain physical distancing, number of people inside an enclosed space such as a room, store or hall shall be limited. For buildings with elevator, elevator use should consider physical distancing and limit the number of persons in order to observe the 1-meter physical distancing;
6. If applicable, use of stairs should be encouraged subject to physical distancing requirements. If more than 2 stairways are accessible, one stairway may be used exclusively for going up and another for going down;
7. Online system shall be highly encouraged to be utilized for clients needing assistance from offices including the use of videoconferencing; and
8. Roving officers shall always ensure physical distancing and observance of minimum health protocols.

D. On Reducing the Risk of Infection from COVID-19

1. In the event that a worker is suspected as having COVID-19:
 - a. The worker shall immediately proceed to the isolation area designated in the workplace and never remove his/her mask;
 - b. Clinic personnel attending to the workers should wear appropriate PPEs and if needed should require the transport of the affected worker to the nearest hospital. Company protocols for transport suspect COVID-19 cases and for PCR testing, should be in place including providing for ambulance conduction. Hospitals will report to the DOH for COVID-19 suspect; and
 - c. Decontamination of workplace
 - i. Workplace shall be decontaminated with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol based disinfectant)
 - ii. After decontamination of the work area, work can resume after 24 hours; and
 - iii. Workers present in the work area with the suspect COVID-19 worker shall go on 14 days home quarantine with specific instructions from the clinic staff on monitoring of symptoms and possible next steps. If suspect COVID-19 worker has negative result, co-workers may be allowed to report back to work.
2. In the event that worker is sick or has fever but is not suspected to have COVID-19 (ex., urinary infection, wound infection or any diseases not related to lungs or respiratory tract) PPMC shall advise the employee to take prudent measures to limit the spread of communicable diseases, as follows:
 - i. Stay at home and keep away from work or crowds;
 - ii. Take adequate rest and take plenty of fluids;
 - iii. Practice personal hygiene to prevent spread of disease; and
 - iv. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started, or when he/she becomes weak

V. DUTIES OF EMPLOYERS AND WORKERS

PPMC and other employers inside the Poro Point Freeport Zone shall:

1. Provide the necessary company policies for the prevention and control of COVID-19 in consultation with workers. Advocacy and IEC programs should be taken from DOH, WHO and reliable sources of information on COVID-19;
2. Provide resources and materials needed to keep the workers healthy and the workplace safe, e.g., masks, soap, sanitizer, disinfectant, PPEs, including COVID-19 testing kits, etc;
3. Designate the safety officer to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, regular disinfection, compliance to thermal scanning and accomplishing health symptoms questionnaire;
4. Enhance health insurance provision for workers;
5. Where feasible, provide shuttle services and/or decent accommodation on near-site location to lessen travel and people movement;
6. Enjoin the hiring from the local community; and

7. Put up a COVID-19 Hotline and Call Center for employees to report if symptomatic, and daily monitoring scheme of our "suspect" employee condition.

Workers shall:

1. Comply with all workplace measures in place for the prevention and control of COVID-19, such as, frequent hand washing, wearing of masks, observe physical distancing always, etc;
2. Observe proper respiratory etiquette;
3. Coughing and sneezing into tissue or into shirt sleeve if tissue is not available;
4. Disposing used tissues properly; and
5. Disinfecting hands immediately through proper washing with soap and water or alcohol-based sanitizer immediately after a cough or sneeze.

For a PPMC employee who gets sick but not with COVID-19, a medical certificate sworn under oath from a physician must be submitted at least a day before returning to work certifying the he/she has been treated of his/her illness and that he/she is fit to work.

For a PPMC employee who gets infected with COVID-19, a medical certificate sworn under oath from the facility authorized to treat COVID-19 must be submitted at least two days before returning to work certifying therein that he/she has been treated of his illness and that he/she is fit work.

VI. WORKPLACE WITH IMMINENT DANGER SITUATIONS

In workplaces where workers are evidently at risk of infection as in health-care and other frontline services, the employer shall comply with the DOH Department Memorandum No. 2020-0178; Interim Guidelines on Health Care Provider Networks during the COVID-19 Pandemic, 11 April 2020.

Workers in said workplaces must take extra precautionary measures which include strict hygiene and the use of personal protective equipment (PPE). Employers shall ensure that PPE (e.g. respirators, such as N95, gowns, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

VII. COVID-19 TESTING

PPMC and other employers inside the Poro Point Freeport Zone may test workers for COVID-19. Testing kits used and procured shall be the responsibility of PPMC or the employer. DOH protocols shall be followed for the testing of workers and interpretation of results in accordance with DOH Department Memorandum No. 2020-0180: Revised Interim Guidelines on Expanded Testing for COVID-19, 16 April 2020 and DOH Administrative Order No. 2020-0014: Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines, 07 April 2020.

Workers with a negative test shall continue to work. They should be given appropriate advice and instructions once they develop any health complaints or symptoms. The company Occupational Safety and Health personnel shall continue to monitor all workers.

VIII. MOST AT RISK WORKERS¹ AND VULNERABLE GROUPS

¹ (>60 Y.O, or, of any age with co-morbidities or pre-existing illness, i.e., hypertension, diabetes, cancer, or with immunocompromised health status; or with high risk pregnancy).

PPMC and other employers inside the PPFZ are highly encouraged to allow these workers to do work from home arrangement. Work Arrangements should be developed to detail the deliverables from these employees and there shall be no diminution in wages or benefits.

V. EFFECTIVITY:


This Policy shall take effect upon approval by the PPMC Board of Directors and shall remain in full force and effect unless otherwise amended, revoked, rescinded or superseded in writing in part or in full.

The Joint Committee approved the proposed policy.

VI. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned.

Prepared by:


MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Committee Secretariat




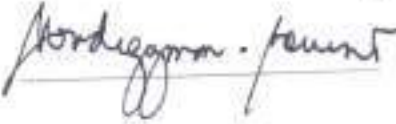
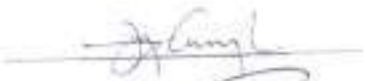







PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

JOINT MEETING OF HR AND NOMINATION AND REMUNERATION COMMITTEES ATTENDANCE SHEET

May 15, 2020

<u>NAME</u>	<u>SIGNATURE</u>
<u>NOMINATION & REMUNERATION COMMITTEE</u>	
PCEO/Dir. Felix S. Racadio Chairperson	
Dir. Joel G. Caringal Member	
Dir. Edgar T. Santos Member	
Ms. Maria Victoria De Guzman-Soriano Secretariat Staff	
<u>HR COMMITTEE</u>	
Dir. Joel G. Caringal Chairperson	
Dir. Warlito P. Guerra Member	
Dir. Edgar T. Santos Member	
Dir. Jeremias A. Singson, Jr. Member	
Dir. Ferdinando G. Sevilla Member	
Ms. Maria Victoria De Guzman-Soriano Secretariat Staff	



PORO POINT MANAGEMENT CORPORATION

A Subsidiary of Bases Conversion and Development Authority

MINUTES OF THE JOINT PPMC BOARD HR COMMITTEE AND NOMINATIONS & REMUNERATION COMMITTEE MEETING HELD VIA ZOOM ONLINE CONFERENCING ON JUNE 26, 2020

PRESENT:

PCEO/DIR. FELIX S. RACADIO, Chairperson, Nominations & Remuneration Committee
DIR. JOEL G. CARINGAL, Chairperson, HR Committee & Member, Nominations & Remuneration Committee
DIR. EDGAR T. SANTOS, Member, HR Committee & Member, Nominations & Remuneration Committee
DIR. WARLITO P. GUERRA, Member, HR Committee
DIR. JEREMIAS A. SINGSON, JR., Member, HR Committee

ALSO PRESENT:

MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO, Secretariat

I., II., III., IV. CALL TO ORDER, PRAYER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the agenda.

V. DISCUSSION

The following item was discussed:

5.1 Guidelines on the Grant of Performance-Based Bonus for FY2020


The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) issued Memorandum Circular No. 2020-01 dated June 2, 2020 on the Guidelines on the Grant of Performance-Based Bonus for FY2020.

The pertinent provisions which were applicable to PPMC were discussed.

VII. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned.

Prepared by:


MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Committee Secretariat



PORO POINT MANAGEMENT CORPORATION

A Member of the Bases Conversion and Development Authority Group

JOINT MEETING OF COMMITTEE ON FINANCE AND HR, NOMINATION AND REMUNERATION

July 10, 2020

MINUTES OF THE JOINT MEETING OF THE COMMITTEE ON FINANCE AND HR,
NOMINATION AND REMUNERATION HELD ON JULY 10, 2020 VIA ZOOM ONLINE APP.

PRESENT:

DIR. JEREMIAS A. SINGSON, JR.	Finance Committee Chairman and HR, Nomination & Remuneration Committee Member
DIR. EDGAR T. SANTOS	Finance Committee Member and HR, Nomination & Remuneration Committee Member
DIR. ARMANDO M. SEDENTARIO	Finance Committee Member
DIR. WARLITO P. GUERRA	Finance Committee Member and HR, Nomination & Remuneration Committee Member
DIR. ENRICO G. GADIAN, JR.	Finance Committee Member
DIR. JOEL G. CARINGAL	HR, Nomination & Remuneration Committee Chairman
DIRECTOR/PRESIDENT & CEO (ACTING CHAIRMAN)	HR, Nomination & Remuneration Committee Member
ATTY. FELIX S. RACADIO	

ALSO PRESENT:

MARIA VICTORIA REDEMPTA DG SORIANO	HR, Nomination and Remuneration Committee Secretariat/VP for HR & Admin
LENIMA B. JUDAN	Finance Committee Secretariat/ Finance Manager

I-III. CALL TO ORDER, DETERMINATION OF QUORUM AND APPROVAL OF THE AGENDA

At 2:30 p.m., Dir. Singson called the meeting to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the items in the Agenda.

IV. APPROVAL OF THE AGENDA

V. DISCUSSIONS/HIGHLIGHTS OF MEETING

1. Request for Supplemental Budget for the Monetization of Accumulated Leave Credits of PPMC Employees for the CY 2020

Director Singson recognized Ms. Lenima B. Judan, PPMC Finance Manager, to present PPMC's request for Supplemental Budget for the monetization of accumulated leave credits of PPMC Employees for the CY 2020.

Ms. Judan reported to the Committees the following:

This has reference to the monetization of leave credits of PPMC employees for the CY 2020.

Pursuant to Section 23 of the Omnibus Rules on Leaves, monetization of 50% or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

- a) Health, medical and hospital needs of the employee and the immediate members of his/her family;
- b) Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family;
- c) Educational needs of the employee and the immediate members of his/her family;
- d) Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
- e) In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
- f) Other analogous cases as may be determined by the Commission.

We have projected the monetization of leaves as of December 31, 2020 and the computed amount is Five Million Twenty-Eight Thousand Thirteen and 69/00 pesos (Php5,028,013.69) per attached computation.

The budget for the monetization of leaves and actual expenses as of June 30, 2020 are summarized below:

Particulars		Amount
Approved Budget for CY 2020	1,026,319.05	
Less: Actual Expense as of June 30, 2020	1,118,242.64	-91,923.59
Projected Monetization of Leaves as of December 31, 2020		5,028,013.69
Amount for Supplemental Budget		5,119,937.28

In view of which, this is to respectfully request for your favorable consideration and approval of a Supplemental Budget amounting to Five Million One Hundred Nineteen Thousand Nine Hundred Thirty-Seven and 28/100 pesos (Php5,119,937.28) to cover the monetization of leaves of employees for the CY 2020 to be requested from BCDA. Further, upon your favorable approval, this is to respectfully request for your endorsement of this matter to the PPMC Board for its approval.

Director Singson asked for any questions, hearing none, the Committees moved for the approval of PPMC's Request for Supplemental Budget for the Monetization of Accumulated Leave Credits of PPMC Employees for the CY 2020 and further endorsed the same to the PPMC Board for approval.

2. Draft Policy and Guidelines on Disbursements

Director Singson recognized Ms. Lenima B. Judan, PPMC Finance Manager, to present PPMC's draft policy and guidelines on disbursements.

Ms. Judan reported to the Committee the following:

One of the Matters Arising from the 213th Special Board meeting held on June 26, 2020 via Zoom Online Meeting is to prepare a draft guideline on the preparation and release of payment checks to suppliers to avoid recurring of stale checks.

A. Purpose

To establish the policy and guidelines on disbursements in accordance with existing laws, rules and regulations.

B. Scope

This policy and guidelines shall cover the preparation and release of check to various payees.

C. Overview

The Office for Finance has under its supervision three units namely the Treasury, Budget and Accounting.

Disbursement Section

The Disbursement operations falls under Accounting doing staff functions like: Receiving and Processing Request for Payments (RFPs), Disbursement and Check Voucher Preparation and Check Writing and Maintenance of the Cash Disbursement Book (CDB).

The general functions of the Disbursement Section are to ensure that: all disbursements are authorized and approved by proper signatories; that RFPs are processed on time; that attached

supporting documents are complete; and the proper safekeeping of all related accountable forms including cancelled checks are observed.

The Disbursement Section likewise ensures that the Cash Disbursement Book (CDB) is regularly updated and maintained for record keeping and monitoring purposes. The CDB is a listing of the vouchers and checks that were prepared in numerical sequence at a given period, usually in a month, and shows the details to which particular accounts the charges were made.

All signed and approved checks are forwarded to the Treasury Section for scheduling of releases.

C.1. Basic Principles in Government Expenditures/Policy Guidelines

Reference: Government Accounting and Auditing Manual (GAAM) Vol. I

Government expenditures are guided by the following principles so that all government agencies and their funds which are public funds must be used prudently at all times with a view to prevent dissipation and waste:

1. No money should be paid out of any public treasury/ depository except in pursuance of an appropriation, law or other specific statutory authority;
2. Government funds or property shall be spent or used solely for public purposes;
3. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency;
4. Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials;
5. Claims against government funds shall be supported with complete documentation;
6. All laws and regulations applicable to financial transactions shall be faithfully adhered to; and
7. Generally accepted accounting principles and practices as well as sound management and fiscal administration shall be observed.

C.2. Basic Requirements Applicable to All Types of Disbursements

Reference: Government Accounting and Auditing Manual (GAAM) Vol. I

1. Certificate of Availability of Fund – Existence of a lawful and sufficient appropriation certified as available by the Head of the Office for Finance;
2. Approval of the expense by the Head of Agency or by his duly authorized representative;

3. Documents to establish validity of claim – Submission of documents and other evidences to establish the validity and correctness of the claim for payment;
4. Conformity of the expenditure to existing laws and regulations; and
5. Proper accounting treatment.

C.3. Modes of Disbursements of Government Funds

1. Disbursement by Checks
 - a. Commercial Bank

These are issued by the Company chargeable against the checking accounts maintained with Authorized Government Depository Banks (AGDBs).

2. Disbursement by Cash
 - a. Cash Advance granted to Disbursing Officer
 - b. Petty Cash Fund

Disbursements are made out of cash advances of regular and special disbursing officers for personal services, petty expenses and MOOE for field operating requirements.

C.4. Types of Disbursement Transactions

1. Personal Services-payroll fund deposited in an authorized depository bank, withdrawal by the employees through the automated teller machine (ATM).
2. Maintenance and Other Operating Expenses (MOOE).
3. Purchase and/or construction of Property, Plant & Equipment (PPE) such as building and structures, equipment charged against the budget for capital outlay.
4. Other transactions
 - a. Capital expenditure projects
 - b. Cash advances

D. Statement of Policy on Disbursement Process

PPMC adheres strictly to Section 4(6) of Presidential Decree (PD) 1445 which requires complete documentation of all claims against government funds to ensure that only valid claims are processed and paid. Along this line, PPMC likewise, observes proper implementation of budgetary control measures in the expenditure of funds to avoid incurrence of budget overdraft towards the efficient operation of government funds.

Also, COA Circular No. 2012-003 dated October 29, 2012 covers rules and regulations for the prevention and disallowance of irregular, unnecessary, excessive, extravagant and unconscionable expenditures or uses of government funds and properties. The formulation of the rules and regulations under the said Circular, recognizes the interplay of certain factors such as the profitability of operations, and the availability of resources.

D.1 Request for Payment (RFP)

The RFP include, among other things, the following types:

- 1. Request-related Disbursements** – these are transactions which are initiated by an end-user by filing a Purchase Request (PO) and also require Purchase Order.
- 2. Non-PO related Disbursements** – these are transactions for disbursements wherein a PO is no longer necessary although some other documents such as Request for Payment and Statement of Accounts are provided. Included here are the recurring expenses after contracts are secured through the procurement process with suppliers such as security and manpower services. Other examples: Payment of GSIS insurance premiums, remittance of SSS, Philhealth, Pagibig premiums and loans and remittance of taxes.
- 3. Prepayments (Prepaid Disbursements)** – these are transactions for disbursements wherein payments are advanced to the supplier or to employees. Examples: Cash advance of employees for travel and other purposes and payment to suppliers with payment terms of ‘Cash on Delivery’ as indicated in the PO.
- 4. Expense Claim Disbursements** –this refers to reimbursements for expenses incurred by employees and members of the Board of Directors substantiated with receipts and approved by authorized signatories.

D.2. Funding Requirements

Government expenditures require that these are properly and adequately funded. Budgeting ensures that expenditures will be according to plan so that scarce government resources will not be wasted.

PPMC requires Funding Certification to the following stages of procurement process:

- To certify that funds are available starting from the Purchase Request.
- The PO must be certified to have funds available by the Finance Manager.
- The Finance Manager certifies that funds are available before a Disbursement Voucher is finally approved for payment by the President and CEO.

D.2. Processing of Disbursement and Check Vouchers

When the approved RFP is forwarded to the Disbursement Section of Accounting Unit, the Finance Analyst is guided by the following activities in preparation of the Disbursement and Check Voucher:

- Examines the documents if there is a valid claim by checking if there is a signed contract or purchase order, the original invoice/delivery receipt is attached, the goods or services were actually received or performed and acknowledged by an Inspection and Acceptance Report (IAR) or Accomplishment Report (AR) and other supporting documents, as applicable.
- The Finance Analyst starts processing the Disbursement Voucher (DV) by filling the required information including details of the payment in the Enterprise Resource Planning (ERP) system. Accounting entries are accurately entered to reflect the actual expense classification.
- The Finance Analyst forwards the payables with DV reference to the Accountant for checking and verification of obligation, calculated amounts, payee and the entries made in the ERP system.
- The Accountant forwards the payables with DV reference to the Finance Manager for his/her review and approval in the ERP system.
- Upon approval by the Finance Manager of the DV in the ERP system, the Finance Analyst prints the DV and CV and writes the Check and forward it to the Accountant for his/her counter signature to signify that the DV did pass thru him/her. The Finance Analyst shall stamp all checks with “for payees account only” except for checks payable to personal account.
- The Accountant forwards the same to the Finance Manager for final cross-checking of the DV, CV and check.
- The Finance Manager certifies the availability of funds and that supporting documents are complete and amount claimed is proper by signing the DV and CV.
- The Finance Analyst route the DV, CV and check for approval and signature of the authorized signatories.
- The Head of Office certifies that the expense is necessary, lawful and under his/her direct supervision by signing the DV.
- Then the DV, CV and check is transmitted to the two (2) principal check signatories for their signatures, in accordance with the amount of limitations set forth by the PPMC Board of Directors.
- The President and CEO approves and signs the DV, CV and check.
- Upon receipt of the signed and approved DV, CV and check from the Office of the President, the Finance Analyst notifies the payee of the availability of the check for release through an email and three (3) phone calls and forwards the same to the Cashier for releasing.

The Finance Analyst maintains and updates the Cash Disbursement Book to properly account all the Disbursement and Check Vouchers prepared every month. The CDB will, likewise, provide the data needed for the monthly totals of disbursements broken down into different expense accounts.

Note: Pursuant to Section 3 of the IRR of Republic Act No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” the prescribed processing time for delivery of government service from the date the complete

request was received shall be as follows: three (3) working days for simple transactions; seven (7) working days for complex transactions and twenty (20) working days for highly technical applications.

E. Releasing of Checks

The Treasury Unit maintains a system of releasing checks to avoid difficulty and facilitate releasing with ease. All signed Checks forwarded to the Cashier for releasing are recorded in a log book with important details written such as date of check, check number, name of payee and amount, before the space for acknowledging receipt of the Check by the intended Payee or his/her duly authorized representative. The Checks are kept in a Safety Deposit Box for safekeeping. The Cashier ensures that the check voucher and the corresponding tax certificates in cases where applicable, are signed, and that the Official Receipt or Sales Invoice or Cash Invoice or Acknowledgment Receipt, in cases where applicable, is properly filled-out containing the Agency name, TIN, Office address, tax details and amount collected in figures and in words, before a Check is finally released to the payee. After the release of check, the Cashier forwards the same to the Finance Analyst.

F. Annexes

- F.1 Procedure and Process Flow – Payment to Suppliers for Goods or Services
- F.2 Procedure and Process Flow – Payment to Contractors for Capex Projects
- F.3 Procedure and Process Flow – Payment for Non-PO related disbursements
- F.4 Procedure and Process Flow – Payment of Cash Advance to Officers and Employees
- F.5 Procedure and Process Flow – Payment for Reimbursement of Expenses

Director Singson asked for any questions, hearing none, the Committees moved for the approval of PPMC Guidelines on the Preparation and Release of Payment of Checks to Suppliers to avoid recurring of stale checks and further endorsed the same to the PPMC Board for approval.

3. Tax Implication to PPMC as VAT or Non-VAT Taxpayer

Director Singson recognized Ms. Lenima B. Judan, PPMC Finance Manager, to present the tax implication to PPMC as VAT or Non-VAT Taxpayer.

Ms. Judan reported to the Committee the following:

I. Reference

This refers to PPMC's Certificate of Registration (BIR Form 2303) dated February 11, 2003, with line of business/industry under "Other Real Estate Activities with owned or leased property" and with the following tax types, to wit:

1. Income Tax;
2. Withholding Tax-Compensation;
3. Withholding Tax-Final;
4. Registration Fee;
5. Withholding Tax-Expanded/Others; and
6. Withholding Tax-VAT & Other Percentage Tax.

On February 6, 2019, PPMC requested for amendment of its Certificate of Registration from the BIR to implement the registration of PPMC as a locator of the PPFZ. Thus, the following tax types were deleted, to wit:

1. Withholding Tax-VAT & Other Percentage Tax; and
2. Registration Fee.

However, due to the impact on the amount of dividends to be paid, PPMC's Certificate of Registration (PPFZ Certificate No. 01232019) was cancelled on April 29, 2020. The PPMC Certificate of Registration (BIR Form 2303) was amended on June 17, 2020 to revert back to the original tax types per BIR Form 2303 dated February 11, 2003.

II. Issues for Resolution

1. Is there a need to amend the existing contracts entered into by PPMC in CY 2019 as follows, to wit:
 - Contract for Manpower Services with Mckleene Premium Products, Inc.;
 - Contract for Security Services with Carlomaximus Security Agency Inc.; and
 - Contract for the Construction of Various 2019 Capex Infrastructure Projects within the Poro Point Freeport Zone with Alfalfa Construction?
2. Is there a need to request for a supplemental budget from BCDA for the CY 2020 Capex projects since the budget is exclusive of 12% VAT at the time it was budgeted for and approved in CY 2019?
3. Will PPMC's customers, specifically, Soiltech Agricultural Products Corporation and Trustme Shipping Corporation be subjected to 12% VAT on charges on cargoes and charges on vessel?

III. Benchmarking

PPMC's Certificate of Registration (BIR form 2303) does not specifically indicate whether PPMC is a VAT or non-VAT taxpayer; the same is true with John Hay Management Corporation (JHMC).

According to Ms. Josephine Tecan, Accountant of JHMC, during their tax audit in year 2012, BIR amended their Certificate of Registration (BIR Form 2303) by including VAT as their

additional tax type. She said that, the BIR classified JHMC as a VAT registered corporation with zero-rated transactions in terms of its sale of services because they are located in a separate customs territory even if they are NOT a registered enterprise of the JHSEZ. In effect, JHMC is NOT imposing 12% VAT on its sale of services (income) to all of its customers whether registered locator or not. As regards their purchases of goods and services, they are being subjected to 12% VAT by their suppliers/contractors.

IV. Legal Basis

A. Basis of 12% VAT being imposed by suppliers/ contractors to a government agency including GOCCs:

BIR Revenue Memorandum Circular No. 85-2017, dated October 11, 2017 entitled “Value-Added Tax (VAT) rate to be used in the preparation of the Approved Budget for the Contract (ABC) for Government Projects.”

Sales to government or any of its political subdivisions, instrumentalities or agencies including government-owned or controlled corporations (GOCCs), of goods and/or services are generally subject to twelve percent (12%) VAT under Sections 106 and 108 of the NIRC, unless the sale transaction is specifically VAT-exempt or VAT zero-rated under the provisions of the NIRC or other special laws.

2016 Revised Implementing Rules and Regulations of Republic Act No. 9184

Section 32.2.2. The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

B. Basis of PPMC for withholding a final 5% VAT on its purchases of goods and services and remitting the same to the BIR:

Tax Reform for Acceleration and Inclusion Act (RA 10963)

Section 37. Section 114 of the NIRC, as amended, is hereby further amended to read as follows:

"(C) Withholding of Value-added Tax. - The Government or any of its political subdivisions, instrumentalities or agencies, including government-owned or -controlled corporations (GOCCs) shall, before making payment on account of each purchase of goods and services which are subject to the value-added tax imposed in Sections 106 and 108 of this Code, deduct and withhold the value-added tax imposed in Sections 106 and 108 of this Code, deduct and withhold a final value-added tax at the rate of five percent (5%) of the gross payment thereof: Provided, That beginning January 1, 2021, the VAT withholding system under this Subsection

shall shift from final to a creditable system: Provided, further, That the payment for lease or use of properties or property rights to non-resident owners shall be subject to twelve percent (12%) withholding tax at the time of payment: Provided, finally, That payments for purchases of goods and services arising from projects funded by Official Development Assistance (ODA) as defined under Republic Act No. 8182, otherwise known as the 'Official Development Assistance Act of 1996', as amended, shall not be subject to the final withholding tax system as imposed in this Subsection. For purposes of this Section, the payor or person in control of the payment shall be considered as the withholding agent.

C. Basis of PPMC for not adding 12% VAT on its sale of services to its customers:

-PPMC has been subjected to tax audit by BIR in the previous years and the latter has not issued any audit findings as regards sale of services (income) by PPMC.

-PPMC collects regulatory fees (with no 12%) from its customers inside the PPFZ, whether such customers are registered enterprise or not, prior to PPMC's being a registered enterprise in CY 2019.

V. Analysis:

A. Prior to PPMC's registration as a locator of the PPFZ (CY 2003-CY 2018), PPMC is not imposing 12% VAT on its income, but is being subjected to 12% VAT by its VAT registered suppliers/ contractors on its purchases of goods and services. Likewise, PPMC is withholding a final 5% VAT on its purchases of goods and services pursuant to Section 114 of NIRC and Section 37 of RA 10963.

B. During the CY 2019, PPMC was registered as a locator of PPFZ with the following incentives & exemptions pursuant to Section 72. Tax Exemption. -PPFZ Registered Enterprises shall be exempt from all national and local taxes, including but not limited to customs duties and national internal revenue taxes, such as value added tax (VAT), and excise taxes on importation and/or purchases of articles as defined under Section 3(A) of this Act:

- PPMC paid 5% tax on its gross income earned (GIE) instead of the 30% income tax rate. However, it made a huge impact on the payment of dividends which was now based on 50% of GIE instead of 50% of net income.
- PPMC was exempted from the 12% VAT from its purchases of goods and services. Since there is no additional 12% VAT on its purchases of goods and services, there is nothing to withhold for the final 5% VAT from the suppliers/ contractors.
- PPMC is not imposing 12% VAT on its regulatory fees/income.

C. For the CY 2020, PPMC cancelled its Certificate of Registration as locator of PPFZ as approved by the PPMC Board of Directors on April 29, 2020, because it became detrimental to PPMC. To effect the said cancellation of Certificate of Registration, PPMC amended its BIR Certificate of Registration (BIR form 2303) on June 17, 2020 by including the Withholding Tax-VAT & Other Percentage Tax and Registration fee as additional tax types.

VI. Recommended Courses of Action

1. As per contract with Mckleene Premium Products, Inc. and Carlomaximus Security Agency Inc, the only time that they are allowed to request for adjustment of the stipulated contract price is in the event that the minimum wage is increased, however, there is no stipulation as regards adjustment in case of imposition of taxes. As regards contract with Alfalfa Construction, there is no specific provision about contract price adjustment.

Per Ms. Soriano's query from Atty. Francisco Salazar of GPPB, the matter is best resolved with BIR.

PPMC entered into a contract with the said corporations in the year 2019. Under the Philippine Constitution, it expressly provides that: "LAWS SHOULD NOT BE GIVEN RETROACTIVE EFFECT ABRIDGING OBLIGATION AND CONTRACT." PPMC is legally bound by what it signed, what the PPMC BOARD APPROVED.

2. For CY 2020 Capex projects, since the budget is exclusive of 12% VAT as budgeted and approved in CY 2019, there is a need to revise the approved budget for the contract (ABC) by including the 12% VAT, pursuant to BIR RMC No. 85-2017 and Section 32.2.2 of IRR of RA 9184.
3. PPMC has been subjected to tax audit by BIR in the previous years and the latter has not issued any audit findings as regards sale of services (income) by PPMC.

PPMC collects regulatory fees (with no 12%) from its customers inside the PPFZ, whether such customers are registered enterprise or not, prior to PPMC's being a registered enterprise in CY 2019. The same is true with JHMC, that they are collecting regulatory fees from their customers without 12% VAT.


Director Singson asked for any questions, hearing none, the Committee noted the report of Ms. Judan.

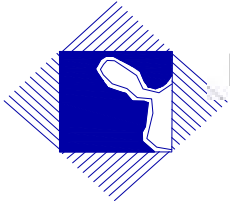
VI. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned at 2:55 p.m.

Prepared by:


MS. MARIA VICTORIA REDEMPTA DG SORIANO
VP for HR & Admin/Secretariat


MS. LENIMA B. JUDAN
Finance Manager/Secretariat




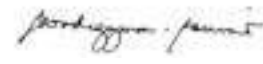
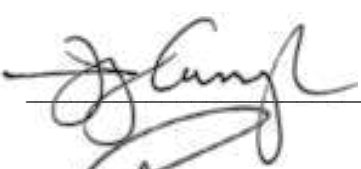



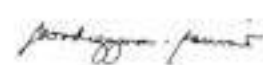


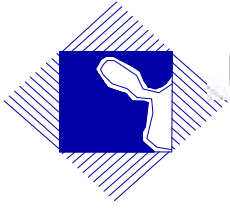
PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

JOINT MEETING OF HR, NOMINATION AND REMUNERATION, AND FINANCE COMMITTEES ATTENDANCE SHEET

July 10, 2020

<u>NAME</u>	<u>SIGNATURE</u>
<u>NOMINATION & REMUNERATION COMMITTEE</u>	
PCEO/Dir. Felix S. Racadio Chairperson	
Dir. Joel G. Caringal Member	
Dir. Edgar T. Santos Member	
Ms. Maria Victoria De Guzman-Soriano Secretariat Staff	
<u>HR COMMITTEE</u>	
Dir. Joel G. Caringal Chairperson	
Dir. Warlito P. Guerra Member	
Dir. Edgar T. Santos Member	
Dir. Jeremias A. Singson, Jr. Member	
Ms. Maria Victoria De Guzman-Soriano Secretariat Staff	



PORO POINT MANAGEMENT CORPORATION

A member of The BCDA Group

FINANCE COMMITTEE

Dir. Jeremias A. Singson, Jr.
Chairperson

Dir. Warlito P. Guerra
Member

Dir. Edgar T. Santos
Member

Dir. Armando M. Sedentario
Member

Ms. Lenima B. Judan
Secretariat Staff



PORO POINT MANAGEMENT CORPORATION

A Subsidiary of Bases Conversion and Development Authority

MINUTES OF THE JOINT PPMC BOARD HR COMMITTEE AND NOMINATIONS & REMUNERATION COMMITTEE MEETING HELD VIA ZOOM ONLINE CONFERENCING ON AUGUST 20, 2020

PRESENT:

PCEO/DIR. FELIX S. RACADIO, Chairperson, Nominations & Remuneration Committee

DIR. JOEL G. CARINGAL, Chairperson, HR Committee & Member, Nominations & Remuneration Committee

DIR. EDGAR T. SANTOS, Member, HR Committee & Member, Nominations & Remuneration Committee

DIR. WARLITO P. GUERRA, Member, HR Committee

DIR. JEREMIAS A. SINGSON, JR., Member, HR Committee

ALSO PRESENT:

MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO, Secretariat

I, II, III, IV. CALL TO ORDER, PRAYER AND DETERMINATION OF QUORUM, APPROVAL OF THE AGENDA

The meeting was called to order, followed by a prayer and determination of quorum. Having determined the presence of a quorum and approval of the agenda, the Committee proceeded to discuss the item in the agenda.

V. DISCUSSION

The following item was discussed:

5.1 Approval of the Proposed Amendments to the Policy on the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone.

The Policy on the Prevention and Control of COVID-19 in PPMC and the Poro Point Freeport Zone was approved by the PPMC Board on May 15, 2020. The said policy was based on the Interim Guidelines on Workplace Prevention and Control of COVID-19, dated May 1,

2020, jointly issued by the Department of Trade and Industry (DTI) and Department of Labor and Employment (DOLE).

On August 15, 2020, DTI and DOLE issued Joint Memorandum Circular No. 20-04-A Series of 2020 entitled, "DTI and DOLE Supplemental Guidelines on Workplace Prevention and Control of COVID-19."

The aforesaid Joint Memorandum Circular states its coverage as follows: "The Joint Memorandum Circular (JMC) shall apply to all private establishments regardless of economic activity, including those located inside special economic zones and other areas under the jurisdiction of Investment Promotion Agencies (e.g. Philippine Economic Zone Authority (PEZA), Clark Development Corporation (CDC), Authority of the Freeport Area of Bataan (AFAB), Aurora Pacific Economic Zone and Freeport (APECO), etc.).

The following amendments of the Policy on the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone pursuant to the said Joint Memorandum Circular were requested:

1. The COVID -19 Pandemic Response Committee shall be changed to Occupational Safety and Health (OSH) Committee in accordance with Republic Act No. 11058, "An Act Strengthening Compliance with Occupational Safety and health Standards and Providing penalties for Violations Thereof" and its Implementing Rules and Regulations embodied in DOLE Department Order No. 198 Series of 2018.

The OSH Committee shall be responsible for the formulation, implementation, monitoring and evaluation of Plans and Programs on Occupational Safety and Health including the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone.

The Composition of the OSH Committee shall be the same as the previously approved COVID-19 Pandemic Response Committee as follows:

Chairperson: **Atty. Felix S. Racadio**
PPMC President & CEO

Vice Chairperson: **Mr. Joel G. Caringal**
VP for Regulatory Services

Members: **Ms. Maria Victoria de Guzman-Soriano**
VP for HR & Administration

Ms. Josefa Catherine T. Bada
VP for Airport Management

Engr. Cerila A. Corpuz
VP for Infrastructure Management

Atty. Marlou P. Pacleb
Legal Counsel

Ms. Rubilyn C. Cabiles
Internal Auditor

Representative of Supervisors

Representative of Rank-and-File Employees

Secretariat: **Mr. Harry Jose A. Gatchalian**
Environment and Safety Officer

Ms. Joanne P. Macagba
Nurse

The OSH Committee shall be assisted by the following teams in the Prevention and Control of COVID-19:

- a. Medical Team;
- b. Information, Education and Communication Team;
- c. Facilities Management Team;
- d. Resource Management Team; and
- e. Monitoring Team.

The membership of the various teams shall be amended to ensure participation and cooperation of all employees as follows:

Medical & Safety Team

Team Leader

Members

Mr. Leo G. Mayaen
Mr. Harry Jose J. Gatchalian
Ms. Joanne P. Macagba
Mr. Anthony C. Hidalgo
Ms. Michelle A. Subala
Mr. Ronel P. Hullana
Mr. Florante E. Panit
Mr. John Roel B. Deluyas
Mr. Geyron B. Peralta
Mr. Rogelio E. Petran
Mr. Nelson M. Flores
Mr. Greg Mabutas
Mr. Michael H. Tagalog
Mr. Michael A. Tangalin
Mr. Ernie B. Dulay
Mr. Ronel G. Garcia
Mr. Dennis M. Laroya

Information, Education and Communication Team

Team Leader

Ms. Charlotte C. Bandolin

Members

Ms. January Guia C. Bawat

Ms. Lastina L. Baguya

Ms. DennicaDyan C. Gonowon

Mr. Inigo T. Balagot

Ms. Victoria Chloe V. Pulanco

Mr. Manuel Raphael H. Ortega

Ms. Jovelyn C. Corpuz

Facilities Management Team

Team Leader

Arch. Marc Lawrence P. Aquino

Members

Engr. Mennen C. Mendoza

Engr. Saturnino L. Buccat, Jr.

Engr. Epifanio Balangue

Mr. Rene J. Difuntorum

Mr. Edgardo P. Pacio

Mr. Kris L. Camposano

Mr. Roberto Opido

Mr. Edwin O. Villanueva

Resource Management Team

Team Leader

Ms. Lenima B. Judan

Members

Ms. Anne Jubilee G. Malingan

Ms. Charlotte C. Bandolin

Ms. Abigael Q. Peralta

Mr. Carlo S. Escalona

Mr. Ronelle F. Gatchalian

Mr. Franklin C. Villareal

Mr. Jovito A. Valido

Mr. Danilo G. Sarmiento

Ms. Norie V. Dequito

Monitoring Team

Team Leader

Ms. Eliza M. Maconocido

Members

Mary Jane B. Carlos

Mr. Allan L. Pacio

Mr. George V. Pasig

Ms. Arlyn P. Tan

Ms. Felynel C. Mariano

Mr. Jaime Joseph E. Bautista

2. The Joint Memorandum Circular shall be made an integral part of the Policy on the Prevention and Control of COVID-19 in PPMC and in the Poro Point Freeport Zone.

The proposed amendments were approved.

VI. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned.

Prepared by:


MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Committee Secretariat



PORO POINT MANAGEMENT CORPORATION

A Subsidiary of Bases Conversion and Development Authority

MINUTES OF THE JOINT PPMC BOARD HR COMMITTEE AND NOMINATIONS & REMUNERATION COMMITTEE MEETING HELD VIA ZOOM ONLINE CONFERENCING ON AUGUST 20, 2020

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DIR. EDGAR T. SANTOS, Member, HR Committee & Member, Nominations & Remuneration Committee

DIR. WARLITO P. GUERRA, Member, HR Committee

DIR. JEREMIAS A. SINGSON, JR., Member, HR Committee

ALSO PRESENT:

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Mr. Roberto Opido

Mr. Edwin O. Villanueva

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Team Leader

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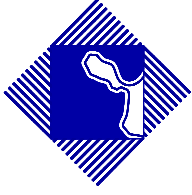
The proposed amendments were approved.

VI. ADJOURNMENT

There being no other matters to be discussed, the meeting was adjourned.

Prepared by:


MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Committee Secretariat



PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group

CY-2020 4th FINANCE COMMITTEE MEETING

Online meeting via zoom
April 29, 2020

ATTENDANCE SHEET

FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.

FINANCE COMMITTEE MEMBERS:

DIR. WARLITO P. GUERRA

DIR. EDGAR T. SANTOS

DIR. ARMANDO M. SEDENTARIO

DIR. ENRICO G. GADIAN, JR.

SECRETARIAT:

LENIMA B. JUDAN



PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group

CY-2020 6th FINANCE COMMITTEE MEETING

Online meeting via zoom
June 5, 2020

ATTENDANCE SHEET

FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.

FINANCE COMMITTEE MEMBERS:

DIR. WARLITO P. GUERRA

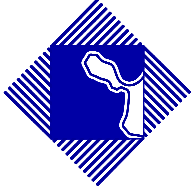
DIR. EDGAR T. SANTOS

DIR. ARMANDO M. SEDENTARIO

DIR. ENRICO G. GADIAN, JR.

SECRETARIAT:

LENIMA B. JUDAN



PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group

CY-2020 1st FINANCE COMMITTEE MEETING
PPMC Board Room, Poro, City of San Fernando, La Union
January 24, 2020

ATTENDANCE SHEET

FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.



FINANCE COMMITTEE MEMBERS:

DIR. WARLITO P. GUERRA



DIR. EDGAR T. SANTOS




DIR. ARMANDO M. SEDENTARIO

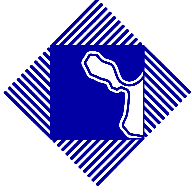


DIR. ENRICO G. GADIAN, JR.

SECRETARIAT:

LENIMA B. JUDAN





PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group

CY-2020 2nd FINANCE COMMITTEE MEETING
PPMC Board Room, Poro, City of San Fernando, La Union
February 7, 2020

ATTENDANCE SHEET

FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.



FINANCE COMMITTEE MEMBERS:

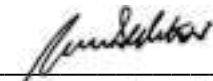
DIR. WARLITO P. GUERRA




DIR. EDGAR T. SANTOS



DIR. ARMANDO M. SEDENTARIO



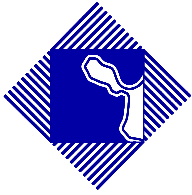
DIR. ENRICO G. GADIAN, JR.



SECRETARIAT:

LENIMA B. JUDAN





PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group


CY-2020 3rd FINANCE COMMITTEE MEETING

PPMC Board Room, Poro, City of San Fernando, La Union
February 21, 2020

ATTENDANCE SHEET

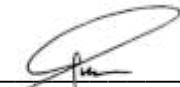
FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.



FINANCE COMMITTEE MEMBERS:


DIR. WARLITO P. GUERRA



DIR. EDGAR T. SANTOS



DIR. ARMANDO M. SEDENTARIO

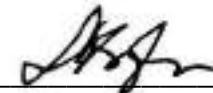


DIR. ENRICO G. GADIAN, JR.



SECRETARIAT

LENIMA B. JUDAN





PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group

CY-2020 7th FINANCE COMMITTEE MEETING

Online meeting via zoom
June 26, 2020

ATTENDANCE SHEET


FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.



FINANCE COMMITTEE MEMBERS:

DIR. WARLITO P. GUERRA



DIR. EDGAR T. SANTOS



DIR. ARMANDO M. SEDENTARIO



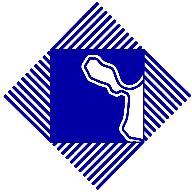
DIR. ENRICO G. GADIAN, JR.



SECRETARIAT:

LENIMA B. JUDAN





PORO POINT MANAGEMENT CORPORATION
A Member of The BCDA Group


CY-2020 8th FINANCE COMMITTEE MEETING

Online meeting via zoom
August 20, 2020

ATTENDANCE SHEET

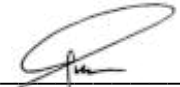
FINANCE COMMITTEE CHAIR:

DIR. JEREMIAS A. SINGSON, JR.



FINANCE COMMITTEE MEMBERS:

DIR. WARLITO P. GUERRA



DIR. EDGAR T. SANTOS



DIR. ARMANDO M. SEDENTARIO



DIR. ENRICO G. GADIAN, JR.



SECRETARIAT:

LENIMA B. JUDAN





PORO POINT MANAGEMENT CORPORATION

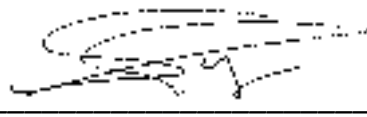
A Subsidiary of Bases Conversion and Development Authority

1st AUDIT AND RISK OVERSIGHT COMMITTEE MEETING

April 29, 2020 (via Zoom)

ATTENDANCE SHEET

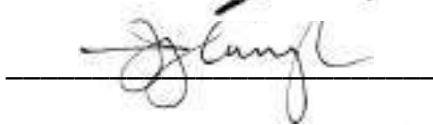
DIR. EDGAR T. SANTOS
Chairperson



DIR. WARLITO P. GUERRA
Member



DIR. JOEL G. CARINGAL
Member

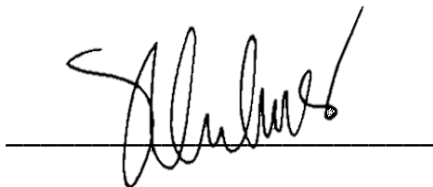


DIR. FERDINANDO G. SEVILLA
Member



SECRETARIAT:

MS. RUBILYN P. CABILES





PORO POINT MANAGEMENT CORPORATION

A member of the Bases Conversion and Development Authority Group

1st AUDIT AND RISK OVERSIGHT COMMITTEE MEETING

April 29, 2020 (via Zoom)

AGENDA

- I. Call to Order Dir. Santos
- II. Prayer
- III. Determination of Quorum
- IV. Approval of the Agenda
 - Internal Audit Plan for CY2020
- V. Other Matters
- VI. Adjournment



PORO POINT MANAGEMENT CORPORATION

A member of the Bases Conversion and Development Authority

MINUTES OF THE 1st AUDIT AND RISK OVERSIGHT COMMITTEE MEETING OF THE PORO POINT MANAGEMENT CORPORATION'S BOARD OF DIRECTORS HELD ON 29 APRIL 2020, VIA ZOOM CONFERENCE

PRESENT:

DIR. EDGAR T. SANTOS	COMMITTEE CHAIRMAN
DIR. WARLITO P. GUERRA	COMMITTEE MEMBER
DIR. JOEL G. CARINGAL	COMMITTEE MEMBER
DIR. FERDINANDO G. SEVILLA	COMMITTEE MEMBER

ALSO PRESENT:

MS. RUBILYN P. CABILES	SECRETARIAT
------------------------	-------------

I-III. CALL TO ORDER, PRAYER AND DETERMINATION OF QUORUM

The Committee Chairman called the meeting to order. The committee secretariat confirmed the presence of a quorum for the proper conduct of business.

IV. APPROVAL OF THE AGENDA

Director Santos proceeded with the approval of the Agenda. He asked if there were comments or additions thereto. There being none, the agenda was unanimously approved.

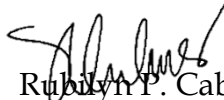
V. DISCUSSION/HIGHLIGHTS OF THE MEETING

The Internal Auditor presented to the Board Audit Committee the proposed Audit Plan for the CY2020. She reported that the 2020 Internal Audit Plan is a combination of A Carry Forward Project, Annual Recurring Projects, New Projects and other initiatives. It also includes a formal follow up process to ensure implementation of the recommendations contained in previously issued audit reports. The auditor proceeded with the audit trust areas and reported the different projects that were carried forward, under the New Project as well as the Annual Responsibilities. She also enumerated other internal audit activities. After reviewing, the Board then approved the Proposed Audit Plan for CY2020 of the Internal Audit Service Office.

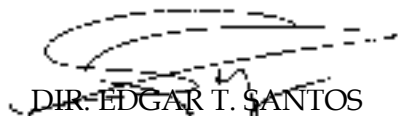
VI. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


Rubilyn P. Cabiles
Internal Auditor

Approved by:


DIR. EDGAR T. SANTOS
Committee Chairman - Audit


DIR. WARLITO P. GUERRA
Committee Member


DIR. JOEL G. CARINGAL
Committee Member


DIR. FERDINANDO G. SEVILLA
Committee Member



PORO POINT MANAGEMENT CORPORATION

A member of the Bases Conversion and Development Authority

MINUTES OF THE 2nd AUDIT AND RISK OVERSIGHT COMMITTEE MEETING OF THE PORO POINT MANAGEMENT CORPORATION'S BOARD OF DIRECTORS HELD ON 08 MAY 2020, VIA ZOOM CONFERENCE

PRESENT:

DIR. EDGAR T. SANTOS	COMMITTEE CHAIRMAN
DIR. WARLITO P. GUERRA	COMMITTEE MEMBER
DIR. JOEL G. CARINGAL	COMMITTEE MEMBER
DIR. FERDINANDO G. SEVILLA	COMMITTEE MEMBER

ALSO PRESENT:

MS. RUBILYN P. CABILES	SECRETARIAT
------------------------	-------------

I-III. CALL TO ORDER, PRAYER AND DETERMINATION OF QUORUM

The Committee Chairman called the meeting to order. The committee secretariat confirmed the presence of a quorum for the proper conduct of business.

IV. APPROVAL OF THE AGENDA

Director Santos proceeded with the approval of the Agenda. He asked if there were comments or additions thereto. There being none, the agenda was unanimously approved.

V. DISCUSSION/HIGHLIGHTS OF THE MEETING

The Internal Auditor presented to the Board Audit Committee the Result of PPMC's Performance Audit covering the year 2016 to September 2019 conducted by the BCDA Internal Audit.

As a background, last October 10, 2019, the BCDA Internal Audit conducted a meeting with the PPMC MANCOM informing the latter of the scheduled BCDA Performance Audit, its objectives, scope and the documents needed for the audit and last February 27, 2020, the BCDA Internal Audit again visited PPMC to conduct the Audit Exit Meeting presenting the result on the PPMC Performance Audit.

Overall, the BCDA Internal Audit noted five (5) audit observations. Two(2) of these observations were commendable, the third observation pertains to the Compliance of BCDA's oversight function in the PPMC's bidding activities. The other two observations pertain to the percentage increase in the disposition of lots in the Poro Point Freeport Zone from 2016 – September 2019 and PPMC's attainment of the GCG and

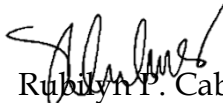
BCDA's Performance Target where Management stated several factors that affected the attainment of said targets.

The Board then noted the report of the internal auditor.

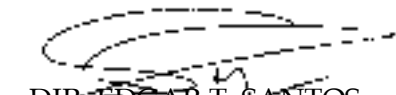
VI. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned.

Prepared by:


Rubilyn P. Cabiles
Internal Auditor

Approved by:


DIR. EDGAR T. SANTOS
Committee Chairman - Audit


DIR. WARLITO P. GUERRA
Committee Member


DIR. JOEL G. CARINGAL
Committee Member


DIR. FERDINANDO G. SEVILLA
Committee Mem



POROPOINT MANAGEMENT CORPORATION

A Member of the BCDA Group

LEGAL AND REGULATORY CONCERNS COMMITTEE MEETING

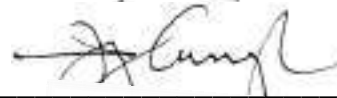
January 24, 2020
(Via Zoom)

LEGAL AND REGULATORY CONCERNS COMMITTEE

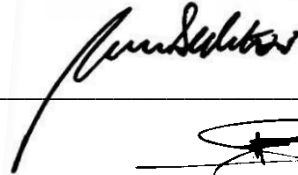
Atty. FELIX S. RACADIO
(Chairperson)



Dir. JOEL G. CARINGAL
(Member)



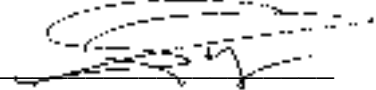
Dir. ARMANDO M. SEDENTARIO
(Member)



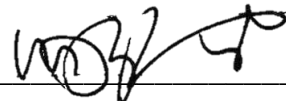
Dir. FERDINANDO G. SEVILLA
(Member)



Dir. EDGAR T. SANTOS
(Member)



Atty. MARLOU P. PACLEB
(Secretariat)





PORO POINT MANAGEMENT CORPORATION
A Member of the BCDA Group

**LEGAL AND REGULATORY CONCERNS COMMITTEE
MEETING**

PPMC Board Room, PPMC Administration Bldg., PPFZ,
City of San Fernando, La Union

February 7, 2020

LEGAL AND REGULATORY CONCERNS COMMITTEE

Atty. FELIX S. RACADIO
(Chairperson)

Dir. JOEL G. CARINGAL
(Member)

Dir. ARMANDO M. SEDENTARIO
(Member)

Dir. EDGAR T. SANTOS
(Member)

Atty. MARLOU P. PACLEB
(Secretariat)

Five handwritten signatures are present on the right side of the page, each on a horizontal line. From top to bottom, they correspond to the following individuals: Atty. Felix S. Racadio, Dir. Joel G. Caringal, Dir. Armando M. Sdentario, Dir. Edgar T. Santos, and Atty. Marlou P. Pacleb.



POROPOINT MANAGEMENT CORPORATION

A Member of the BCDA Group

LEGAL AND REGULATORY CONCERNS COMMITTEE MEETING

February 21, 2020

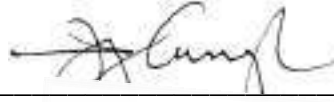
PPMC Board Room, PPMC Admin. Bldg., City of San Fernando, La Union

LEGAL AND REGULATORY CONCERNS COMMITTEE

Atty. FELIX S. RACADIO
(Chairperson)



Dir. JOEL G. CARINGAL
(Member)



Dir. ARMANDO M. SEDENTARIO
(Member)



Dir. FERDINANDO G. SEVILLA
(Member)



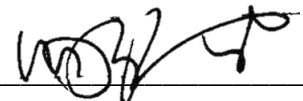
Dir. EDGAR T. SANTOS
(Member)



Engr. ENRICO G. GADIAN JR.
(Member)



Atty. MARLOU P. PACLEB
(Secretariat)





POROPOINT MANAGEMENT CORPORATION

A Member of the BCDA Group

LEGAL AND REGULATORY CONCERNS COMMITTEE MEETING

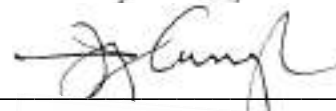
June 5, 2020
(Via Zoom)

LEGAL AND REGULATORY CONCERNS COMMITTEE

Atty. FELIX S. RACADIO
(Chairperson)



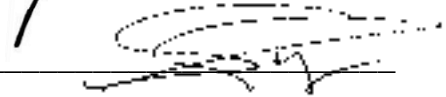
Dir. JOEL G. CARINGAL
(Member)



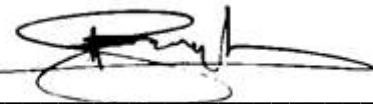
Dir. ARMANDO M. SEDENTARIO
(Member)



Dir. EDGAR T. SANTOS
(Member)



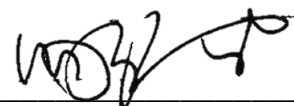
Dir. FERDINANDO G. SEVILLA
(Member)



Dir. ENRICO G. GADIAN, JR.
(Member)



Atty. MARLOU P. PACLEB
(Secretariat)





POROPPOINT MANAGEMENT CORPORATION
A Member of the BCDA Group

**LEGAL AND REGULATORY CONCERNS
COMMITTEE MEETING**

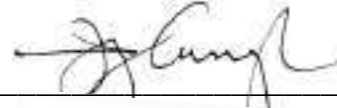
June 26, 2020
(Via Zoom)

LEGAL AND REGULATORY CONCERNS COMMITTEE

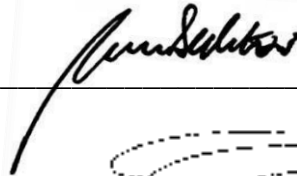
Atty. FELIX S. RACADIO
(Chairperson)



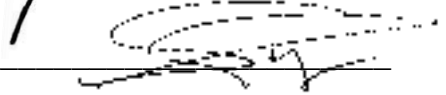
Dir. JOEL G. CARINGAL
(Member)



Dir. ARMANDO M. SEDENTARIO
(Member)



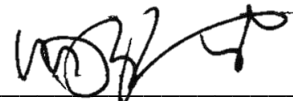
Dir. EDGAR T. SANTOS
(Member)



Dir. ENRICO G. GADIAN, JR.
(Member)



Atty. MARLOU P. PACLEB
(Secretariat)





POROPPOINT MANAGEMENT CORPORATION
A Member of the BCDA Group

**LEGAL AND REGULATORY CONCERNS
COMMITTEE MEETING**

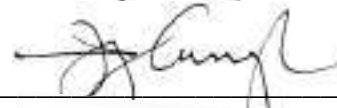
July 10, 2020
(Via Zoom)

LEGAL AND REGULATORY CONCERNS COMMITTEE

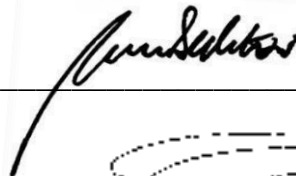
Atty. FELIX S. RACADIO
(Chairperson)



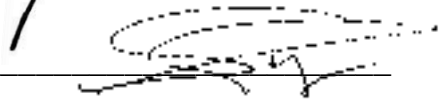
Dir. JOEL G. CARINGAL
(Member)



Dir. ARMANDO M. SEDENTARIO
(Member)



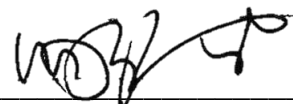
Dir. EDGAR T. SANTOS
(Member)



Dir. ENRICO G. GADIAN, JR.
(Member)



Atty. MARLOU P. PACLEB
(Secretariat)





POROPOINT MANAGEMENT CORPORATION
A Member of the BCDA Group

**LEGAL AND REGULATORY CONCERNS
COMMITTEE MEETING**

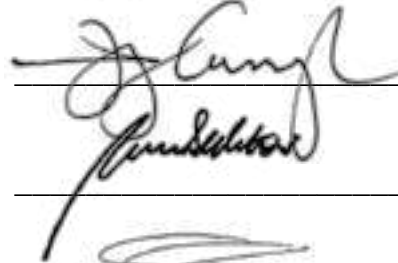
September 4, 2020
(Via Zoom)

LEGAL AND REGULATORY CONCERNS COMMITTEE

Atty. FELIX S. RACADIO
(Chairperson)



Dir. JOEL G. CARINGAL
(Member)



Dir. ARMANDO M. SEDENTARIO
(Member)



Dir. EDGAR T. SANTOS
(Member)



Dir. ENRICO G. GADIAN, JR.
(Member)



Atty. MARLOU P. PACLEB
(Secretariat)



POROPOINT MANAGEMENT CORPORATION
A Member of the BCDA Group

**LEGAL AND REGULATORY CONCERNS
COMMITTEE MEETING**

September 4, 2020
(Via Zoom)

AGENDA

I. CALL TO ORDER

II. AGENDA

2.1 Letter to Absolute Advantage, Inc. regarding one (1) unit of Foton Thunder
procured by PPMC

III. OTHER MATTERS

IV. ADJOURNMENT