



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

# **GENERAL MEMBERSHIP MEETING & ELECTION**

**August 4, 2018**

**Novotel Manila, Araneta Center (Cubao), Quezon City**

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318-320 Santolan Road corner 1<sup>st</sup> & 2<sup>nd</sup> West Crame Sts, San Juan City, Metro Manila

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# Public Safety Mutual Benefit Fund, Inc.

## Building TEAM PSMBFI

*"I commend PSMBFI for being able to carry on its commitment to care for the welfare of its members as they enforce the law and during their most trying times. I, myself, have witnessed the depth of PSMBFI's support to the initiatives of the PNP."*

**PDG OSCAR D ALBAYALDE**  
*Chief, PNP and PSMBFI Chairman*



The Public Safety Mutual Benefit Fund, Inc. was established in 1997 primarily to provide insurance protection to all PNP uniformed personnel after their exclusion from the mandatory life insurance coverage of GSIS. Since then, PSMBFI proudly stands as a reliable partner of the PNP and various public safety agencies to provide insurance benefits and services to their brave men and women.

PSMBFI holds its General Membership Meeting and Election (GMME) annually. This activity will allow members to be informed of the current developments of the Association, along with its status of operations, plans, and programs. Members will also exercise their right to elect the new set of the Board of Trustees. PSMBFI extends its gratitude to all members for their continuous trust and support.

# GENERAL MEMBERSHIP MEETING AND ELECTION

Multi-Purpose Center, Camp Crame, Quezon City  
April 14, 2018 - 09:00 AM

## I. Board of Trustees:

DIR RONALD M DELA ROSA  
DIR ARCHIE FRANCISCO F GAMBOA  
DIR MARIO A AVENIDO  
DIR ARMANDO E RAMOLETE  
DIR LYNDON G CUBOS  
DIR FELIPE S MOQUIALA  
DIR RICARDO C MARQUEZ  
DIR JUANITO B VAÑO JR

DIR RENE O ASPERA  
DIR KEITH ERNALD L SINGIAN  
DIR JOHN Q SOSITO  
DIR VALFRIE G TABIAN  
DIR JOAQUIN R ALVA  
DIR LYNETTE M TADEO  
DIR JUANITO P DIMACULANGAN

## II. Corporate Officers:

ATTY MATTHEW P BACCAY  
PDIR NAPOLEON C TAAS

## III. Resource Persons:

Capt. Sebastian C Siga-an (Ret)  
All Department Manager

## AGENDA

- I. Invocation
- II. Pambansang Awit
- III. Welcome Address
- IV. Call to Order
- V. Proof of Due Notice of Meeting and Determination of Quorum
- VI. Approval of the Agenda
  - A. General Membership Meeting
    1. Approval of the Minutes of the GMME dated April 22, 2017
    2. President's Report on the CY 2017 Operations
    3. Matters Arising from the President's Report
    4. Ratification of the Resolutions of the Board of Trustees
    5. Other Matters
    6. Awarding of Plaques of Appreciation
    7. Inspirational Message
  - B. Election
    1. Election of Members of the Board of Trustees
    2. Proclamation of Elected Board of Trustees
- VI. Adjournment
- VI. Singing of the PSMBFI Hymn

**RULES & REGULATIONS  
FOR THE AUGUST 4, 2018 ELECTION OF THE EIGHT (8) MEMBERS OF  
THE PUBLIC SAFETY MUTUAL BENEFIT FUND BOARD OF TRUSTEES**

**I. ELECTIONS**

The following are pertinent provisions of the PSMBFI By-Laws relative to the election of the fifteen members of the Board of Trustees:

- a. Only members who contribute to the PSMBFI Equity Fund shall have the right to vote in person or by proxy and be voted for as members of the Board of Trustees **(Section 7c, Art V)**.
- b. There shall be fifteen (15) members of the Board of Trustees who shall be elected in the manner herein provided. Their term of office shall be interlocking for two (2) years. They shall serve from the date of their qualification and until their successors shall have been elected and qualified **(Sec. 13, Art IX)**. (As amended on April 11, 2007)
- c. The members of the Board of Trustees shall be elected by the membership at the regular meeting. Of the Board of Trustees elected in the General Membership Meeting and Election of the Board of Trustees in 2007, the first seven obtaining the highest number of votes shall serve for two years and the remaining eight (8) for one year. For the succeeding year, there shall be eight (8) members of the board of trustees who will be elected with the two (2) year terms of office. Alternately thereafter, the seven (7) or eight (8) members shall be elected in the succeeding years of election of the members of the Board of Trustees **(Sec. 14, Art IX)**. (As amended on April 11, 2007)
- d. The members of the Board of Trustees shall be elected by the plurality vote by the general membership meeting which will be held at the principal office of the PSMBFI at PSMBFI Bldg., No. 318-320 Santolan Road, cor. 1<sup>st</sup> and 2<sup>nd</sup> West Crame, Brgy. West Crame, San Juan City. **(Sec. 17, Art X)**. (As amended on April 11, 2007)
- e. Voting shall be held by secret ballot on a one-member, one-vote basis, either in person or by proxy, provided that votes of members not present or represented by proxy shall be cast by the Chief, Philippine National Police or his duly authorized representative, who is a voting member **(Sec. 18, Art. X)**.
- f. The General Membership shall hold its annual meeting at the Head Office of the Fund at PSMBFI Bldg., No. 318-320 Santolan Road, cor. 1<sup>st</sup> and 2<sup>nd</sup> West Crame, Brgy. West Crame, San Juan City, on the third (3<sup>rd</sup>) Saturday of April of every year **(Sec. 35, Art XVII)**.
- g. Not later than 60 days before the election, the Board of Trustees shall create a COMMITTEE ON ELECTIONS of three (3) members who shall manage and supervise the conduct of election. No member of the Committee on Elections shall be eligible to run for Board of Trustees **(Sec. 20, Art. X)**.

**II. COMMITTEE ON ELECTIONS**

The Board of Trustees of PSMBFI approved Resolution No. 2017-112 on 14 December 2017 creating the Committee on Elections to be composed of the following:

- |  |    |          |
|--|----|----------|
| 1. ATTY. RIZALINA V. LUMBERA<br>Chief Legal Officer, PSMBFI                  | .. | Chairman |
| 2. ATTY. GARRY FRANCO C. PUASO<br>Legal Officer, PNP Aviation Security Group | -  | Member   |
| 3. PO3 LOUIE I. FABROS<br>Admin & Supply Officer, Office of the CESPO        | -  | Member   |

### III. FUNCTIONS OF THE COMMITTEE ON ELECTIONS

As provided for in **Sec.21, Art. X** of the PSMBFI By-Laws, "The Committee on Elections shall promulgate rules and regulations to govern the conduct of elections. It shall, among other matters pertinent to the holding of election, pass on the qualifications of the candidates, prepare and issue ballots, supervise the elections and canvassing of votes and proclaim the winning candidates. The results of the election duly certified by the Committee on Election shall be FINAL."

### IV. ELECTION RULES AND REGULATIONS

Pursuant to the provisions of the By-laws of the Public Safety Mutual Benefit Fund, the COMMITTEE ON ELECTIONS has promulgated the following rules and regulations that will govern the conduct of elections for 8 members of the Board of Trustees:

#### 1. SUB-COMMITTEE ON REGISTRATION AND CANVASSING

The following has been appointed to compose the Sub-Committee on Registration and Canvassing to assist the COMELEC in the registration of voters and the canvassing of votes:

- |                       |          |
|-----------------------|----------|
| 1. Erwin D. Tolentino | Chairman |
| 2. Jasel J. Rabano    | Member   |
| 3. Rowena O. Sermonia | Member   |

#### 2. DATE AND PLACE OF ELECTION

The election of the 8 members of the PSMBFI Board of Trustees for CY 2018 - 2020 shall be during the Annual General Membership Meeting on August 4, 2018 at Novotel Hotel, General Aguinaldo Ave, Cubao, Quezon City.

#### 3. QUALIFICATION OF VOTERS

The voting member must be a member of the PSMBFI Equity Fund in good standing as confirmed by the records of PSMBFI. The voting member shall have the right to vote in person or by proxy. Voting shall BE on a one-member-one-vote basis.

#### **4. REGISTRATION OF VOTERS**

Registration of participants is done with the use of computers before the start of the General Assembly. Upon receipt of a member's PNP ID, his name is encoded into the computer that automatically verifies if he is an active member of the EQUITY Plan.

If he is a member of the Equity Plan, a Registration Card, containing a bar code is printed and given to the participant. The bar code entitles the participant to cast a vote during the elections. He is also given a ballot that the member shall cast only if the automated voting process is not operational.

If he is not a member of the Equity Plan, a Registration Card, without a bar code, will be printed and given to the participant. Not having a bar code means that he is just an observer and has no voting privilege.

#### **5. REGISTRATION OF PROXY VOTES**

Proxy votes must be registered with the Corporate Secretary not later than 5:00pm on the 31<sup>st</sup> of July 2018. The proxy votes forms must be submitted to the Corporate Secretary who will check if the proxy votes are valid. The list of those who executed the proxy votes will be sent to the Computer section to verify if they are Equity Fund members. The assigned computer staff will count and inform the COMELEC of the number of valid proxy votes for the said registrant. The COMELEC then rules on the number of proxy votes that the said registrant can cast. The computer section in turn will update the registrant's number of votes based on the number of proxy votes plus his vote.

For those members who have executed several proxy votes, only the proxy vote with the latest date will be recognized as valid.

Proxy votes executed by members who attend the General Assembly will not be counted for the said meeting.

#### **6. QUALIFICATION OF CANDIDATES**

- a. A candidate for membership in the PSMBFI Board of Trustees must be a member of the PSMBFI Equity Fund in good standing as confirmed by the records of PSMBFI.
- b. A retired member of the PNP is qualified to run as candidate for Board Trustee provided he is a member of the PSMBFI Equity Fund in good standing.

#### **7. NOMINATIONS**

Only candidates nominated on the floor shall be voted upon. The nominee may or may not be present at the General Assembly.

The names of the candidates are encoded into the computer as they are nominated on the floor. Simultaneously, the computer verifies and reflects on the screen whether or not the nominee is a member of the Equity Fund.

## 8. AUTOMATED VOTING AND CANVASSING MODULE

The Module was designed to handle the election process of the 8 members of the PSMBFI Board of Trustees. It uses computers as a means to verify, accept and record the votes of authorized members instead of the usual filling up of conventional ballots. The votes cast are automatically tallied by the computer and the election results are printed upon the completion of the canvassing process.

## 9. COMPUTERIZED VOTING PROCEDURE

Personal Computers (PCs) will be used as tools to accept, canvass and generate election results of up to 8 candidates voted by a member. The Chief of the PNP shall cast the vote of any member who fails to vote in person or by proxy. A PC shall be designated to accept proxy votes.

Initially, the Registration Card and Ballot is given to an assigned employee manning the voting booth. The assigned employee enters the Ballot Number of the voter in the Computer. Where a barcode reader is available, the registration card is held at the bottom of this unit.

A list of Candidates earlier nominated is displayed on the right portion of the Computer Monitor. Beside each candidate name is a number.

The voter then places his vote by typing the number corresponding to the desired candidate on the ballot displayed on the left side of the screen. Once the **ENTER** key is pressed, the computer automatically accepts the vote.

To Replace the candidate number entered, the voter can use the arrow keys on the keyboard to move to the desired box and then type the number of his desired candidate.

To Cancel all the votes entered, the voter can click the **CLEAR SCREEN** button on the screen.

If the voter wishes to cast votes less than the required seats for the Board of Trustees, he clicks the **ACCEPT** button on the screen after entering the number of his last candidate.

After the voter is through entering his candidates, he should click the **ACCEPT** button on the screen and drop the signed Ballot in a Ballot Box at the election table. The computer automatically tallies the vote which will be displayed through a projection system.

The COMELEC will always be around to attend to any concern of our members.

## 10. VOTING BY BALLOTS

In any event that during the General Assembly the automated voting and canvassing is not possible, manual voting will be conducted and the voters shall make use and cast the ballots issued to them when they

registered. Ballot drop boxes shall be provided and canvassing of votes shall be made manually by the Sub-Committee on Registration and Canvassing. In cases where the voter has written more than eight names on the ballot, only the first eight names shall be counted.

## **11. SUPPLEMENTAL RULES**

COMELEC members shall not vote during the election. They shall cast their votes only in case there is a tie in the eighth position.

Should there be any other situation not addressed by the foregoing rules and regulations, the COMELEC may, in the exercise of its office, adopt such rules as may be necessary to resolve any problem.





# **PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

July 16, 2018

## **GENERAL MEMBERSHIP MEETING AND ELECTION (GMME)**

**9AM • 04 August 2018 (Saturday)**

**Novotel Manila Araneta Center**

**General Aguinaldo Avenue, Araneta Center**

**Cubao, Quezon City**

### **NOTICE TO MEMBERS**

The CY 2018 General Membership Meeting and Election (GMME) of the Public Safety Mutual Benefit Fund, Inc., originally scheduled on 14 April 2018, shall be held on Saturday, 04 August 2018, 9:00 a.m., Novotel Manila Araneta Center, General Aguinaldo Avenue, Araneta Center, Cubao, Quezon City. The Agenda for the meeting are as follows:

1. Call to Order by the Chairman, PSMBFI
2. Proof of Due Notice of the Meeting and Determination of the Quorum
3. Welcome Address of Chairman, PSMBFI
4. Approval of the Minutes of the April 22, 2017 General Membership Meeting and Election
5. President's Report on the CY 2017 Operations
6. Ratification of the Resolutions of the Board of Trustees
7. Election of the Members of the Board of Trustees
8. Other Matters
9. Proclamation of the Result of Election
10. Adjournment

In case you cannot personally attend, you may be represented by your respective PROXY. The bearers of the Proxy Votes must submit their Proxy Forms to the Corporate Secretary not later than 5:00 p.m. on the 20<sup>th</sup> of July 2018 (Friday).

All proxy votes previously issued for the purpose of the 14 April 2018 GMME shall be considered valid.

  
**Atty Matthew P. Baccay**  
Corporate Secretary

*Pursuant to the Data Privacy Act of 2012, any information secured by PSMBFI shall be used exclusively for the purpose of the 2018 PSMBFI GMME.*



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

## MINUTES OF THE PSMBFI GENERAL MEMBERSHIP MEETING AND ELECTION OF THE BOARD OF TRUSTEES

April 22, 2017, Multi-Purpose Center  
Camp Crame, Quezon City

### PSMBFI BOARD OF TRUSTEES and OFFICERS

#### ATTENDEES:

DIR RONALD M DELA ROSA	DIR JOY E TOMBOC
DIR ARCHIE FRANCISCO GAMBOA	DIR JUANITO B VAÑO JR
DIR MARIO A AVENIDO	DIR BERNARDO L BONIFACIO
DIR ARMANDO E RAMOLETE	DIR ROMEO P ESQUIBIL
DIR LYNDON G CUBOS	DIR NARCISO A MALABANAN
DIR JUANITO P DIMACULANGAN	PDIR NAPOLEON C TAAS
DIR RICARDO C MARQUEZ	ATTY MATTHEW P BACCAY

#### ABSENT:

DIR LEONARDO A ESPINA	DIR CEDRICK G TRAIN
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1       **I.       WELCOME REMARKS:**

2               DIR ARCHIE FRANCISCO F GAMBOA the PSMBFI Vice Chairman  
3 delivered his Welcome Remarks.

4       **II.       CALL TO ORDER:**

5               The Chairman, DIR RONALD M DELA ROSA called the CY 2017  
6 General Membership Meeting and Election of the Board of Trustees to order  
7 at 9:12 A.M.

8       **III.       PROOF OF DUE NOTICE OF THE MEETING AND DETERMINATION  
9 OF THE QUORUM:**

10              The Corporate Secretary, ATTY MATTHEW P BACCAY reported that  
11 the PSMBFI Membership was informed of the CY 2017 PSMBFI Annual  
12 General Membership Meeting and Election through individual notices sent by  
13 mail, 30 days prior to the date of the meeting in compliance with the By-Laws.  
14 The said notice was also published in the Philippine Daily Inquirer, Manila  
15 Bulletin, Philippine Star and People's Tonight. He said that there are 274  
16 registered members present and 83,268 members sent their authorization  
17 with their proxy representatives.

18       **IV.       APPROVAL OF THE AGENDA:**

19              ATTY BACCAY presented the proposed agenda of the Regular Board  
20 Meeting as follows:

- 21              1. Call to Order by the Chairman, PSMBFI  
22              2. Proof of Due Notice of the Meeting and Determination of the Quorum

- 1 3. Approval of the Minutes of the April 16, 2016 General Membership
- 2 Meeting and Election
- 3 4. President's Report on the CY 2017 Operations
- 4 5. Ratification of the Resolutions of the Board of Trustees
- 5 6. Election of the Members of the Board of Trustees
- 6 7. Other Matters
- 7 8. Proclamation of the Result of Election

8 SPO4 RODOLFO COLLADO moved for the approval of the agenda. It  
9 was duly seconded and was approved by the General Membership.

10 **V. APPROVAL OF THE MINUTES OF THE LAST GENERAL MEETING**  
11 **AND ELECTION HELD ON APRIL 16, 2016:**

12 DIR DELA ROSA said that the copies of the minutes of the General  
13 Membership Meeting and Election held on April 16, 2016 are included in the  
14 hand-outs provided to all the attendees and is hereby presented for approval.

15 SPO4 AIZA DE SESTO moved for the approval of the minutes of the  
16 General Membership Meeting and Election held on April 16, 2016. It was duly  
17 seconded and was approved by the General Membership

18 **VI. PRESIDENT'S REPORT:**

19 DIR MARIO A AVENIDO delivered the President's Report for the CY  
20 2016 operations.

21 **VII. MATTERS ARISING FROM THE PRESIDENT'S REPORT:**

22 SPO4 SAMAD BAHARAN moved for the notation of the President  
23 Report. It was duly seconded and was noted by the General membership.

24 **VIII. RATIFICATION OF ALL ACTIONS AND RESOLUTIONS OF THE**  
25 **BOARD OF TRUSTEES:**

26 DIR DELA ROSA announced that in the preceding period of operation,  
27 the Board of Trustees made resolutions and executed actions to enhance the  
28 operations of PSMBFI. He said that a copy of the dispositive portions of all  
29 resolutions were included in the handouts and are hereby presented for  
30 ratification.

31 SPO4 MARILOU SALVADOR moved for the ratification of all the  
32 actions and resolutions of the Board of Trustees. It was duly seconded and  
33 was approved by the General Membership.

34 **IX. AWARDING OF PLAQUES OF APPRECIATION**

35 The Chairman, DIR RONALD M DELA ROSA and the Vice Chairman,  
36 DIR ARCHIE FRANCISCO F GAMBOA awarded the Plaques of Appreciation  
37 to the outgoing members of the Board. The plaques were awarded to DIR

1 JUANITO B VAÑO JR, DIR RICARDO C MARQUEZ, DIR NARCISO A  
 2 MALABANAN, DIR ROMEO P ESQUIBIL, PDIR NAPOLEON C TAAS, and  
 3 DIR MARIO A AVENIDO for their immense contributions to PSMBFI and for  
 4 spearheading the program and activities for the benefit of the Members during  
 5 their incumbency.

6 **X. INSPIRATIONAL MESSAGE OF THE CHAIRMAN**

7 DIR RONALD DELA ROSA, the Chief, PNP and PSMBFI Chairman  
 8 rendered his inspirational message.

9 **XI. ELECTION OF THE MEMBERS OF THE BOARD OF TRUSTEES:**

10 DIR DELA ROSA declared that the meeting and election of the new set  
 11 of PSMBFI Board of Trustees for the year may already proceed. He  
 12 requested ATTY RIZALINA LUMBERA, the Chairman of the Committee on  
 13 Elections to take over this proceeding.

14 ATTY LUMBERA thanked the Chairman and announced that the  
 15 Committee on Election for the year was created under Board Resolution No.  
 16 2016-107. Their function is to oversee the election of the seven (7) members  
 17 of the Board of Trustees of PSMBFI who shall serve for two (2) years from CY  
 18 2017 to 2018 and CY 2018 to 2019. She said that the COMELEC has three  
 19 (3) members, namely: Atty Garry Franco Puaso of the Legal Service, SPO4  
 20 Butch Martinez of the Office of the CESPO, and herself as the Chairwoman.  
 21 She said that the voting guidelines were already distributed to the members  
 22 after the registration. She reported that the committee has verified and  
 23 confirmed that there are 173,028 members of the Equity Fund as of February  
 24 2017 who are entitled to vote.

25 She confirmed that 130,766 written notices for General Membership  
 26 Meeting and Election were sent to the members and were published in Manila  
 27 Bulletin on March 20, Philippine Star on April 3, People's Tonight on April 10  
 28 and Philippine Daily Inquirer on April 17, 2017. There are 274 members who  
 29 are physically present during the proceedings. A total of 83,268 executed  
 30 valid letters of proxy issued in favor of PDG RONALD M DELA ROSA, 128 in  
 31 favor of SPO4 MERLYN V TOLENTINO, 83 in favor of SPO4 ROWEL B  
 32 BERING, 80 in favor of SPO4 BERNARDO BONIFACIO, 70 in favor of SPO4  
 33 REY R QUIZON and 63 in favor of SPO4 FELIPE S MOQUIALA. These proxy  
 34 votes were verified to be registered and filed with the Office of the Corporate  
 35 Secretary. She said that pursuant to the provisions of Section 18, Article 10  
 36 of the revised By-Laws, the Chief, PNP will cast the votes of members who  
 37 did not issue any letter of proxy and failed to attend this meeting. The  
 38 amended provisions of Sections 13 & 14 of Article 9 of the revised By-Laws  
 39 as of April 11, 2007, provides that the fifteen members of the Board of  
 40 Trustees will have a term of office that shall be interlocking for two (2) years.  
 41 The first seven (7) members of the Board of Trustees obtaining the highest  
 42 number of votes during the GMME in 2007 served for two (2) years while the  
 43 remaining eight (8) members served for one (1) year. For the year 2008,  
 44 these eight (8) members were elected with two (2) year term of office.

1 Alternately thereafter, the seven (7) or eight (8) members were and shall be  
 2 elected in the succeeding years. She said that the eight (8) members of the  
 3 Board of Trustees for CY 2016 - 2017 who shall remain and continue to serve  
 4 for another year (CY2017 – 2018) are the following:

- 5 1. DIR ANTONIO P BILLONES succeeded by DIR ARCHIE
- 6 FRANCISCO GAMBOA
- 7 2. DIR ARMANDO E RAMOLETE
- 8 3. DIR ROBERTO L ALIGGAYU succeeded by DIR LYNDON G
- 9 CUBOS
- 10 4. DIR BERNARDO L BONIFACIO
- 11 5. DIR JOY E TOMBOC
- 12 6. DIR JUANITO P DIMACULANGAN
- 13 7. DIR DOMINADOR E AQUINO JR succeeded by DIR
- 14 FERNANDO MENDEZ JR and further succeeded by DIR
- 15 RAMON E PURUGGANAN
- 16 8. DIR ASHER A DOLINA succeeded by DIR RONALD DELA
- 17 ROSA

18 ATTY LUMBERA explained that a candidate for membership in the  
 19 PSMBFI Board of Trustees must be a member of the PSMBFI Equity Fund  
 20 and in good standing as verified and confirmed by PSMBFI. A retired  
 21 member of the PNP is qualified to run as a candidate, provided that he is a  
 22 member of the PSMBFI Equity Fund in good standing and not more than 65  
 23 years of age.

24 The election of the seven (7) members of the Board of Trustees shall  
 25 again use the Automated Voting and Canvassing Module. She said that only  
 26 the candidates nominated on the floor shall be voted upon and the nominee  
 27 may or may not be present in the General Assembly. As candidates are  
 28 nominated on the floor, an operator encodes their names into the computer  
 29 and simultaneously, the names are flashed on the screen.

30 Finally, considering the full compliance of the requirements for the  
 31 election, nominations for the Board of Trustees are now open.

32 SPO4NOLI BALATICO nominated DIR MARIO A AVENIDO, PDIR  
 33 KEITH ERLAND L SINGIAN, DIR RICARDO C MARQUEZ, DIR JUANITO B  
 34 VAÑO JR, PCSUPT JOHN Q SOSITO, PSSUPT JOAQUIN R ALVA and  
 35 PCSUPT VALFRIE S TABIAN.

36 SPO4 ELADIO LARA nominated SPO4 REY QUIZON.

37 SPO4 ROLLY D CANCINO moved to close the nomination. It was duly  
 38 seconded by the General Membership.

39 ATTY LUMBERA declared the nominations as closed. She said that all  
 40 the nominees were confirmed as members of the Equity Fund and in good  
 41 standing and therefore, qualified to be elected to the Board. She stated that  
 42 the voting members may now cast their votes. As such, until the last vote shall  
 43 have been casted, recess is temporarily declared.

1           ATTY BACCAY invited everyone to proceed to the voting area for the  
2 casting of their votes. He said that PSMBFI personnel will assist them in the  
3 electronic voting.

4           **XII. PROCLAMATION OF THE ELECTION RESULT:**

5           ATTY LUMBERA announced that the COMELEC has submitted a copy  
6 of the certificate of election signed by the members of the Committee on  
7 Election to the Corporate Secretary. The following are the results of the  
8 election:

9	DIRMARIO A AVENIDO	-	172,679
10	DIR RICARDO C MARQUEZ	-	172,677
11	PSSUPT JOAQUIN R ALVA	-	172,628
12	PCSUPT JOHN Q SOSITO	-	172,549
13	PDIR KEITH ERNALD SINGIAN	-	172,528
14	DIR JUANITO B VANO JR	-	172,476
15	PCSUPT VALFRIE G TABIAN	-	172,467
16	SPO4 REY R QUIZON	-	192

17           By virtue of the authority vested upon the Committee on Elections, the  
18 Committee declared and proclaimed the following as the duly elected seven  
19 (7) new members of the Board of Trustees of PSMBFI who shall serve for two  
20 (2) years covering CY2017-2018 and CY2018-2019:

21	DIR MARIO A AVENIDO
22	DIR RICARDO C MARQUEZ
23	PSSUPT JOAQUIN R ALVA
24	PCSUPT JOHN Q SOSITO
25	PDIR KEITH ERNALD SINGIAN
26	DIR JUANITO B VANO JR
27	PCSUPT VALFRIE G TABIAN

28           She further announced that the fifteen (15) members of the Board of  
29 Trustees may meet to organize and to elect the Chairman of the Board, the  
30 Vice Chairman, the President, the Vice President, the Treasurer, the  
31 Corporate Auditor, the Corporate Secretary, and other Corporate officers of  
32 the Corporation, at such time that they may deem convenient. She then  
33 declared that the election has been concluded and turned over the  
34 proceedings to the Chairman.

35           **XIII. ADJOURNMENT:**

36           DIR DELA ROSA announced that there being no other matters to  
37 discuss, the 2017 General Assembly Meeting and Election is considered  
38 adjourned as of 11:40 A.M.

1 **XIV. SINGING OF THE PSMBFI HYMN:**

2 The general membership was requested to stand and join the singing  
3 of the PSMBFI Hymn.

Prepared By:



**ATTY MATTHEW P BACCAY**  
Corporate Secretary

Noted by:



**DIR PDG RONALD M DELA ROSA**  
Chairman, Board of Trustees



# **PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

## **RATIFICATION OF ALL ACTIONS AND RESOLUTIONS OF THE BOARD OF TRUSTEES APRIL 16, 2017-- AUGUST 4, 2018**

### **2017 - 33 ACCEPTING THE RESIGNATION OF DIR BERNARDO L BONIFACIO**

This Resolution approves and accepts the resignation of Dir Bernardo L Bonifacio as Member of the PSMBFI Board of Trustees. The invaluable services and contributions of Dir Bernardo L Bonifacio in achieving the vision, goals and objectives of the Fund during his incumbency as Board of Trustee is also recognized and acknowledged by the PSMBFI Board of Trustees.

### **2017 - 34 CONFIRMING THE CY 2017 – 2018 PUBLIC SAFETY MUTUAL BENEFIT FUND, INC. BOARD OF TRUSTEES AND OFFICERS**

This Resolution confirms the members of the PSMBFI Board of Trustees and Officers.

The PSMBFI CY 2017 General Membership Meeting and Election was held on April 22, 2017 at the Multi-Purpose Center, Camp Crame, Quezon City. Pursuant to Article IX, Sections 13 and 14 of the Revised PSMBFI By-Laws, the seven(7) nominees who garnered the highest plurality of votes and who were declared as ELECTED Board of Trustees to serve for two (2) years are:

1. DIR MARIO A AVENIDO
2. DIR RÍCARDO C MARQUEZ
3. PSSUPT JOAQUIN R ALVA
4. PCSUPT JOHN Q SOSITO
5. PDIR KEITH ERNALD L SINGIAN
6. DIR JUANITO P VAÑO JR
7. PCSUPT VALFRIE G TABIAN

During the Special Board Meeting on April 22, 2017, SPO4 Felipe S Moquiala was elected as member of the Board of Trustees to serve the unexpired term of Dir Bernardo Bonifacio.

Thus, the following are the PSMBFI Board of Trustees and Officers who took their Oath of Office:

DIR RONALD M DELA ROSA	Chairman
DIR ARCHIE FRANCISCO F GAMBOA	Vice-Chairman
DIR MARIO A AVENIDO	President
DIR ARMANDO E RAMOLETE	Vice-President
DIR LYNDON G CUBOS	Treasurer
DIR JUANITO P DIMACULANGAN	Asst. Treasurer
PDIR NAPOLEON N TAAS	Corporate Auditor



ATTY MATTHEW P BACCAY  
 DIR RICARDO C MARQUEZ  
 DIR JUANITO P VAÑO JR  
 DIR JOAQUIN R ALVA  
 DIR JOHN Q SOSITO  
 DIR KEITH ERNALD L SINGIAN  
 DIR VALFRIE G TABIAN  
 DIR JOY E TOMBOC  
 DIR FELIPE S MOQUIALA  
 Corporate Secretary

**2017 - 35 ELECTING PCSUPT RENE O ASPERA AS MEMBER OF THE PSMBFI BOARD OF TRUSTEES**

This Resolution elects PCSUPT Rene O Aspera as Member of the PSMBFI Board of Trustees who shall serve the unexpired term of Dir Ramon O Purugganan.

**2017 - 36 ACCEPTING THE RESIGNATION OF DIR JOY E TOMBOC AS MEMBER OF THE PSMBFI BOARD OF TRUSTEES**

This Resolution approves and accepts the resignation of Dir Joy E Tomboc as Member of the PSMBFI Board of Trustees. The invaluable services and contributions of Dir Joy E Tomboc in achieving the vision, goals and objectives of the Fund during her incumbency as Board of Trustee is also recognized and acknowledged by the PSMBFI Board of Trustees.

**2017 - 37 ELECTING PSUPT JEAN S FAJARDO AS MEMBER OF THE PSMBFI BOARD OF TRUSTEES**

This Resolution elects PSUPT Jean A Fajardo as Member of the PSMBFI Board of Trustees who shall serve the unexpired term of Dir Joy E Tomboc.

**2017 - 38 CONFIRMING THE COMPOSITION OF THE BOARD COMMITTEES**

This Resolution confirms the composition of the Board Committees:

**Executive Committee**

Chairman	-	DIR ARCHIE FRANCISCO F GAMBOA
Vice Chairman	-	DIR MARIO A AVENIDO
Members	-	DIR JUANITO B VAÑO JR
	-	DIR LYNDON G CUBOS
	-	DIR RICARDO C MARQUEZ
	-	DIR RENE O ASPERA
	-	DIR ARMANDO E RAMOLETE
Secretary	-	ATTY MATTHEW P BACCAY

**Governance Committee**

Chairman	-	DIR RICARDO C MARQUEZ
Vice Chairman	-	DIR VALFRIE G TABIAN
Members	-	DIR MARIO A AVENIDO
	-	DIR JOAQUIN R ALVA



- DIR FELIPE S MOQUIALA
- DIR JUANITO B VAÑO JR
- DIR JUANITO P DIMACULANGAN
- PDIR NAPOLEON C TAAS
- Secretary - ATTY MATTHEW P BACCAY

**Risk and Audit Committee**

- Chairman - DIR JUANITO B VAÑO JR
- Vice Chairman - DIR KEITH ERNALD L SINGIAN
- Members - DIR RICARDO C MARQUEZ
- PDIR NAPOLEON C TAAS
- DIR LYNDON G CUBOS
- DIR JOHN Q SOSITO
- PDIRJEAN S FAJARDO
- Secretary - ATTY MATTHEW P BACCAY

**Membership Committee**

- Chairman - DIR RENE O ASPERA
- Vice Chairman - DIR JOHN Q SOSITO
- Members - DIR ARMANDO E RAMOLETE
- DIR JUANITO P DIMACULANGAN
- DIR JOAQUIN R ALVA
- DIR FELIPE S MOQUIALA
- Secretary - ATTY MATTHEW P BACCAY

**I.T. Committee**

- Chairman - DIR LYNDON G CUBOS
- Vice Chairman - DIR JEAN S FAJARDO
- Members - PDIR NAPOLEON C TAAS
- DIR ARMANDO E RAMOLETE
- DIR RENE O ASPERA
- DIR KEITH ERNALD L SINGIAN
- DIR VALFRIE G TABIAN
- Secretary - ATTY MATTHEW P BACCAY

2017 - 39

**APPROVAL OF THE RELEASE OF FOUR MILLION NINETY THOUSAND TWO HUNDRED SEVENTEEN PESOS AND 60/100 (4,090,217.60) AS SPECIAL GROUP TERM PLAN (SGTI) EXPERIENCE REFUND**

This Resolution approves the release of Four Million Ninety Thousand Two Hundred Seventeen Pesos and 60/100 ctvs (P4,090,217.60) as SGTI experience refund. The SGTI master policy provides that an experience refund shall be granted to the PNP in case of favorable loss experience at the end of the policy year equivalent to 60% of the Net SGTI Insurance Premium for the year, which amount shall be used to support the PNP Wellness and Development Project.

**2017 - 40 RENEWAL OF CONTRACT OF PSUPT LUIS JOSE M BAUTISTA, M.D. AS PSMBFI MEDICAL CONSULTANT**

This Resolution approves the renewal of contract of PSUPT Luis Jose M Bautista, MD as PSMBFI Medical Consultant from June 1, 2017 to November 30, 2017. As Medical Consultant he shall assist the Insurance Department in the evaluation and validation of insurance claims.

**2017 - 41 APPROVAL OF THE ADDITIONAL FUND FOR MEMBERS' BENEFIT ON INDIVIDUAL EQUITY VALUE (MBIEV) DISTRIBUTION**

This Resolution approves the release of the additional budget of Nine Million Nine Hundred Ninety Six Thousand Two Hundred Eighty One Pesos (P9,996,281.00) to support the MBIEV/MER and Refund of Equity Value distribution activities. Funds to support the same shall be sourced from the PSMBFI Retained Surplus.

**2017 - 42 ELECTION OF DIR JOAQUIN R ALVA AND DIR JEAN S FAJARDO AS INDEPENDENT DIRECTORS OF PSMBFI**

This Resolution elects Dir Joaquin R Alva and Dir Jean S Fajardo as the Independent Directors of PSMBFI. They are "Independent of management and free from any business or other relationship which could, or could reasonably be perceived to, materially interfere with their exercise of independent judgment in carrying out their responsibilities as directors." As such, they have met the qualifications for an Independent Director set by the Insurance Commission.

**2017 - 43 RENEWAL OF CONTRACT OF ATTY ROCHEL S RUMA AS CONSULTANT FOR THE OFFICE OF THE CORPORATE SECRETARY**

This Resolution approves the renewal of contract of Atty Rochel S Ruma as Consultant for the Office of the Corporate Secretary from June 1, 2017 to May 31, 2018, to assist the Corporate Secretary and staff on the preparation of reports, which includes, the report of the Corporate Secretary and the Corporate Auditor, Resolutions, Research, and other documents for the Board.

**2017 - 44 APPROVAL OF THE AMENDMENT ON THE POLICIES AND GUIDELINES OF THE PSMBFI PLANS (TERMINATION OF MEMBERSHIP)**

This Resolution approves the amendment to the Policies and Guidelines of PSMBFI Plans specifically on the Termination of Membership as follows:

**Mutual Benefit Equity Plan (MBEP)  
Section 6, Letter B**

*"Retirement, whether compulsory or optional, or other forms of Severance of the Member from the public safety office, unless the member expressly signifies his/her intention to continue membership with the MBEP."*

*"Upon termination of membership, a member can apply for the refund of his equity value in any of the PSMBFI Offices nationwide. The equity value of a member ceases to earn interest upon termination of membership with the Association."*

**Members Equity Plan (MEP)  
IV. Specific Provisions. B. Membership Certificate Provisions, 6. Termination of Membership, Letter b.**

*"Retirement, whether compulsory or optional, or other forms of Severance of the Member from the public safety office, unless the member expressly signifies his/her intention to continue membership with the MEP."*

*"Upon termination of membership, a member can apply for the refund of his equity value in any of the PSMBFI Offices nationwide. The equity value of a member ceases to earn interest upon termination of membership with the Association."*

**2017 - 45 APPROVAL OF THE COMPOSITION AND RESPONSIBILITIES OF THE PROJECT MANAGEMENT GROUP**

This Resolution approves to expand the responsibilities of the Project Management Group (PMG) to cover other special projects such as development of a new IT Insurance System. The PMG is composed of the following:

- |           |   |                       |
|-----------|---|-----------------------|
| Chairman  | - | Dir Ricardo C Marquez |
| Members   | - | Dir Juanito B Vaño Jr |
|           | - | Dir Lyndon G Cubos    |
|           | - | Dir Joaquin R Alva    |
|           | - | Dir Valfrie G Tabian  |
| Secretary | - | Atty Matthew P Baccay |

**2017 - 46 APPROVAL OF THE PSMBFI HEALTH POLICIES ON:  
A. WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS PREVENTION AND CONTROL  
B. WORKPLACE POLICY AND PROGRAM ON HEPATITIS B  
C. WORKPLACE POLICY AND PROGRAM ON HIV/AIDS**

This Resolution approves the PSMBFI health Policies specifically the Workplace Policy and Program on Tuberculosis Prevention and Control, Workplace Policy and Program on Hepatitis B, and Workplace Policy and Program on HIV/AIDS in compliance with the requirement of the Department of Labor and Employment (DOLE) for organizations to adopt policies in the workplace relative to the Occupational Safety and Health Standards (OSHS).

**2017 - 47 APPROVAL OF THE PROCUREMENT OF DESKTOP COMPUTERS**

This Resolution approves the procurement of 44 units of desktop computers with software from North Gate Technologies, Inc. and the release of P3,220,400.00 to support the same to be sourced from the CAPEX fund allocated for computer hardware and software.



**2017 - 48 APPROVAL OF THE PROCUREMENT OF LAPTOP COMPUTERS**

This Resolution approves the procurement of 19 units of laptop computers with software from Denison International Enterprise, Inc. and the release of P1,460,000.00 to support the same to be sourced from the CAPEX fund allocated for computer hardware and software.

**2017 - 49 APPROVAL OF THE PROCUREMENT OF OFFICE CHAIRS, CABINETS, MODULAR PARTITION, AND PSMBFI PROMOTIONAL CAPS**

This Resolution approves the procurement of 101 units of chairs and 61 units of cabinets from Functionsmith Manila as replacement and additional units for the Main Office; 4 lots modular partition from E'vent's Enterprise for the renovation of offices at the Main Office; and PSMBFI promotional caps from GLD Tailoring and Accessories. Approved further is the release of P2,502,352.80 to support the procurement to be sourced from the CAPEX fund allocated for Furniture and Fixture for the chairs and cabinets; Repairs and Renovations Fund for the modular partition; and from the General Fund allocated for Promotional Expense for the PSMBFI caps.

**2017 - 50 APPROVAL OF THE PROCUREMENT OF ADDITIONAL DESKTOP COMPUTERS**

This Resolution approves the procurement of 6 units of desktop computers with software from Denison International Enterprises, Inc. and the release of P539,000.00 to support the procurement to be sourced from the CAPEX fund allocated for computer hardware and software.

**2017 - 51 APPROVAL OF THE SERVICES OF LEGASPI SECURITY & INVESTIGATION AGENCY FOR THE SECURITY REQUIREMENTS OF PSMBFI**

This Resolution approves the engagement of Legaspi Security & Investigation Agency effective July 1, 2017 to December 31, 2017 as the security service provider of PSMBFI for a total cost of P1,785,535.45. Funds to cover the cost of the security services shall be sourced from the approved Security Budget of the Administration Department which has a balance of P1,791,540.39 as of June 30, 2017.

**2017 - 52 APPROVAL OF THE SERVICES OF TOTALLY DEVOTED SPECIALIZED SERVICES, INC. FOR THE JANITORIAL REQUIREMENTS OF PSMBFI**

This Resolution approves the engagement of Totally DEVoted Specialized Services, Inc. effective July 1, 2017 to December 31, 2017 as the janitorial service provider of PSMBFI for a total cost of P829,119.12. Funds to cover the cost of the janitorial services shall be sourced from the approved Janitorial Budget of the Administration Department which has a balance of P835,331.46 as of June 30, 2017.

2017 - 53

**GRANT OF AUTHORITY TO THE MANAGEMENT TO WRITE-OFF FOUR (4) PAST DUE ACCOUNTS FROM THE PSMBFI ACCOUNTING ENTRIES**

This Resolution approves the grant of authority to the Management to write-off four (4) past due accounts from the Salary Loan Receivable balance as recorded in the PSMBFI book of accounts.

These accounts have satisfied the criteria set in the Operating Policies and Procedures (OPP) on Collection of Delinquent and Past Due Accounts which states that "accounts may be written off when no collection is made despite reasonable efforts have been made and exhausted such as sending of demand letters, oral demand, e-mail, and any of the following:

- Two (2) years an account has been declared as past due
- Cost of further collection will exceed the amount for recovery
- Debtor cannot be located or his whereabouts have remained unknown after diligent efforts to locate him
- Debts of the deceased borrower who is not covered with Life Insurance and or CLI"

The write-off shall be made without prejudice to future collections from said accounts.

2017 - 54

**APPROVAL OF INVESTMENT OF P200 MILLION IN BANCO DE ORO AND METROBANK UNDER THE INVESTMENT MANAGEMENT AGREEMENT (IMA)**

This Resolution approves the investment of P100 Million in Banco de Oro and P100 Million in Metrobank under the Investment Management Agreement (IMA), subject to the approval of the Insurance Commission.

BDO and Metrobank also satisfy the conditions that a Mutual Benefit Association may have investment under the IMA, set by the Insurance Commission as follows:

- a. Investments made under IMA shall require prior approval of the Insurance Commission;
- b. The investment/fund manager shall be duly licensed and authorized bank by the Bangko Sentral ng Pilipinas; and
- c. All investments under the agreement shall be subject to the provisions and limitations prescribed under the New Insurance Code and applicable circular and regulations issued by the Commission.

2017 - 55

**APPROVAL OF THE AMENDMENT OF THE GUIDELINES AND PROCEDURES ON THE UTILIZATION OF CORPORATE SOCIAL RESPONSIBILITY (CSR) FUND**

This Resolution approves the amendment in the Guidelines and Procedures on the Utilization of Corporate Social Responsibility (CSR) Fund, specifically the allocation of CSR funds as follows:

**Item 1 - Assistance to Members (AM) : 60%**

- a. Illness, injury, or sickness not covered by policy contracts
- b. Victims of calamity and/or unfortunate incidents

**Item 2- Support to Partner Agencies (SPA) :40%**

- a. Procurement of service and equipment
- b. Construction or major repairs
- c. Special Requests

The unutilized allocation for Assistance to Members at the end of the year could be realigned to the Support to Partner Agencies and vice versa. However, at any time upon the declaration of national emergency or any analogous situation, the Board may approve the realignment of such funds. The unutilized fund at the end of the year may also be used to support special projects as maybe identified by the Management or by the Board of Trustees for partner agencies.

2017 - 56

**APPROVAL OF THE RELEASE OF FUNDS FOR THE PROCUREMENT OF DESKTOP COMPUTERS AS SUPPORT TO PARTNER AGENCIES**

This Resolution approves the release of the amount of P2,550,000.00 for the procurement of 51 desktop computers with software to be sourced from the CSR Fund allocated for Support to Partner Agencies (SPA). These desktop computers shall be turned over to the PSMBFI partner agencies to strengthen and sustain the existing relationship and linkage of PSMBFI with these partner agencies which supports the company in the implementation of its projects and activities.

2017 - 57

**APPROVAL OF THE AMENDMENT TO THE INTERIM ORGANIZATIONAL STRUCTURE OF THE MARKETING DEPARTMENT**

This Resolution approves the amendment in the Interim Organizational Structure of the Marketing Department to include the additional two (2) Membership Assistant plantilla positions to focus on encoding all the MAFs received from REOs and from walk-in members. The activation and fill-up of the two (2) Membership Assistant plantilla positions shall be implemented effective September 1, 2017.



2017 - 58

**APPROVAL OF THE AMENDMENT TO THE INTERIM ORGANIZATIONAL STRUCTURE OF THE ACCOUNTING DEPARTMENT**

This Resolution approves the amendment in the Interim Organizational Structure of the Accounting Department to include the additional one (1) Accounting Specialist plantilla position effective September 1, 2017. The additional Accounting Specialist shall focus on: checking and analysis of reports and schedules prepared by bookkeepers; back tracing of problem accounts; assisting in formulating recommendations/adjustments on how to treat problem accounts; and assisting in the analysis of bank reconciliation activities.

**2017 - 59 APPROVAL OF THE ACTIVATION AND FILL-UP OF HR SPECIALIST FOR EMPLOYEE RELATIONS WELFARE POSITION**

This Resolution approves the activation and fill-up of an HR Specialist-Employee Relations & Welfare post under the HR Department effective September 1, 2017.

**2017 - 60 APPROVAL OF THE PSMBFI LANDBANKING PROJECT**

This Resolution approves the landbanking project starting August 2017 in view of the directive of the PNP to disallow private entities to maintain or lease an office inside camp premises. The land acquisition shall be guided by the following:

- Fund Allocation : P100 Million from Retained Surplus
- Range of lot area : 400 – 600 sq m
- Location : within 3 km radius of the PROs or in areas where members can be best served especially the island regions

**2017 - 61 APPROVAL OF THE OUTSOURCING OF THE DIGITIZATION OF PSMBFI DOCUMENTS**

This Resolution approves the outsourcing of the digitization of the 4.1 Million backlog documents of the company as follows:

<b>BACKLOG DOCUMENTS</b>			
DEPARTMENTS	PARTICULARS	# OF DOCUMENTS	ESTIMATED # PAGES
Admin	Vouchers CY 2013-2015	63,683	913,902
Insurance	MER/MBIEV Vouchers 2011/2013	2,600	13,000
Audit	Vouchers CY 2005-2017	47,097	651,127
<b>SUB-TOTAL</b>		<b>113,380</b>	<b>1,578,029</b>
<b>Additional Requirements</b>			
Insurance	Forms (MAFs, DUFs, etc) 1998-2017	565,800	1,037,500
Treasury	Checks/receipts (2006-2016)	1,417,120	1,491,120
<b>SUB-TOTAL</b>		<b>1,982,920</b>	<b>2,528,620</b>
<b>TOTAL</b>		<b>2,096,300</b>	<b>4,106,649</b>

The engagement of a third party shall undergo the normal procedure through the Management's Bids and Awards Committee.

**2017 - 62 APPROVAL OF THE ADOPTION OF THE RANKING OF PSMBFI ACCREDITED BANKS BASED ON THE FIRST QUARTER 2017 FINANCIAL DATA**

This Resolution approves the adoption of the new ranking based on the latest available financial data and the corresponding allowable percentage deposit as provided in the Investment Policy. Because of the new ranking of banks, Management shall refrain from making deposits with Chinatrust Bank for not meeting the PSMBFI criteria with regard to Total Assets; with Union Bank, Bank of Commerce, and Maybank for not meeting the criteria with regard to NPL ratio; and Bank of Commerce for not meeting the criteria with regard to ROE. Deposits with the RCBC will also be refrained due to its alleged involvement in money laundering.



**2017 - 63 APPROVAL OF THE GRANT OF INCENTIVE TO ALL PSMBFI EMPLOYEES AND MEMBERS OF THE BOARD OF TRUSTEES FOR REACHING P14.65 BILLION IN TOTAL ASSETS**

This Resolution approves the grant of incentive to the Board of Trustees and all employees after PSMBFI has hit the P14.6 Billion mark in total assets. This growth is attributed to the efficiency and dedication of the PSMBFI Board of Trustees and all the PSMBFI employees.

**2017 - 64 ENGAGEMENT OF THE SERVICES OF DR WINSTON CONRAD PADOJINOG AS FACILITATOR FOR THE CY 2017 PSMBFI STRATEGIC PLANNING WORKSHOP**

This Resolution approves the engagement of the services of Dr Winston Conrad Padojinog, President of the University of Asia and the Pacific, as facilitator for the PSMBFI Strategic Planning. The professional fee of DrPadojinog in the amount of Two Hundred Eighty Two Thousand Three Hundred Eighty Two Pesos and 94/100 (P282,382.94) gross of taxes, shall be sourced from the approved Professional Fee fund of the Corporate Planning Department for CY 2017.

**2017 - 65 APPROVAL OF THE POLICY ON ACCOUNTING FOR LONG OUTSTANDING LIABILITIES**

This Resolution approves the Policy on Accounting for Long Outstanding Liabilities to properly account for long-outstanding liabilities in the financial statement of PSMBFI and to identify what particular treatment shall be given to various types of liabilities that are long-outstanding in the accounting record. It aims to present fairly the recording of liabilities in the financial statements and properly remove long-outstanding accounts in accordance with the approved Philippine Financial Reporting Standards.

**2017 - 66 APPROVAL OF THE WHISTLEBLOWER POLICY**

This Resolution approves the Whistleblower Policy. This policy was conceptualized in view of the requirement of the Insurance Commission to comply with the ASEAN Corporate Governance Scorecard which serves as a measure of the practice of good governance among the Commission's covered companies.

**2017 - 67 APPROVAL OF THE AMENDMENT TO THE PSMBFI DISCIPLINE POLICY**

This Resolution approves the amendment in the PSMBFI Discipline Policy. The amendment shall align the Whistleblower Policy with the Discipline Policy through the inclusion of the following provisions:

	Class	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
<b>Article I. Against Persons</b>							
21. Revealing information about the identity of a whistleblower, or any person who is involved in any case being investigated on w/o the consent of such person/s	C	10 DS	DE				
22. Filing/ submitting unofficial disclosure against another for the purpose of unduly imputing a crime or the commission of an offense punishable under this Code against another and/or for the purpose of evading responsibility for the commission of the crime/offense punishable under this Code	C	10 DS	DE				
23. Performing any retaliatory action against a whistleblower which is defined as "any discriminatory conduct or policies which affect promotion or job assignment including undue negative performance appraisals, unwarranted discriminatory actions, reprimands, criticisms or workplace ostracism, unnecessary close monitoring by supervisors, blacklisting from other job opportunities or prejudicial/punitive transfers, by reason of a disclosure made under the Whistleblower Policy	C	10 DS	DE				

**2017 - 68 APPROVAL OF THE ACTIVATION AND FILL-UP OF MANAGER, CORPORATE PLANNING DEPARTMENT POSITION**

This Resolution approves the activation and fill-up of Manager, Corporate Planning Department post effective September 1, 2017. The activation will aid the department in performing the necessary groundwork to help management in the establishment of the long term goals of PSMBFI in line with its mission and vision, identifying strategies relative to the corporate environment, and planning of resources needed to achieve these goals.

**2017 - 69 APPROVAL OF THE CONSTRUCTION OF A PSMBFI FITNESS GYM**

This Resolution approves to award the construction of PSMBFI gym to Rlacon General Construction and the release of P2,420,000.00 to support the construction. The approved CAPEX 2017 programs include the construction of a fitness gym at the roof deck of the PSMBFI building to encourage physical fitness among the employees.

**2017 - 70 APPROVAL OF THE CONSTRUCTION OF CONFERENCE ROOM AND THE TRANSFER OF THE HUMAN RESOURCE DEPARTMENT TO THE 5<sup>TH</sup> FLOOR, PSMBFI BUILDING**

This Resolution approves to award the construction of the conference room for the Management and the transfer of the Human Resource Department from the 3<sup>rd</sup> floor to the 5<sup>th</sup> floor of the PSMBFI to Reachout& Build Inc., and the release of P1,400,459.40 to support the same. Funds shall be sourced from the CAPEX fund allocated for Repairs and Renovations for the Main Office.

**2017 - 71 APPROVAL OF THE AMENDMENT IN THE MINIMUM AND MAXIMUM LOAN AMOUNT FOR NUP/CIVILIAN**

This Resolution approves the amendment in the minimum and maximum loanable amount for NUP/Civilian members relative to their Equity Plan Contribution as follows:



Equity Plan Monthly Contribution	Maximum Salary Loan Plus	Equity Plan Monthly Contribution	Maximum Salary Loan Plus
50	25,000	600	450,000
100	50,000	700	500,000
200	100,000	800	500,000
300	200,000	900	500,000
400	350,000	1000	500,000
500	400,000		

The graduated amount of loan for each option will encourage members to secure higher options for the insurance coverage, thereby generating more premiums.

**2017 - 72      ACCEPTING THE RESIGNATION OF DIR JEAN S FAJADO AS MEMBER OF THE PSMBFI BOARD OF TRUSTEES**

This Resolution approves and accepts the resignation of Dir Jean S Fajardo as Member of the PSMBFI Board of Trustees. The invaluable services and contributions of Dir Jean S Fajardo in achieving the vision, goals and objectives of the Fund during his incumbency as Board of Trustee is also recognized and acknowledged by the PSMBFI Board of Trustees.

**2017 - 73      ACCEPTING THE RESIGNATION OF DIR JUANITO P DIMACULANGAN AS ASSISTANT CORPORATE TREASURER**

This Resolution approves and accepts the resignation of Dir Juanito P Dimaculangan as Assistant Corporate Treasurer of PSMBFI. The invaluable services and contributions of Dir Juanito P Dimaculangan in achieving the vision, goals and objectives of the Fund during his incumbency as Board of Trustee is also recognized and acknowledged by the PSMBFI Board of Trustees.

**2017 - 74      ELECTING DIR FELIPE S MOQUIALA AS ASSISTANT CORPORATE TREASURER**

This Resolution elects Dir Felipe S Moquiala as Assistant Corporate Treasurer of PSMBFI who shall serve the unexpired term of Dir Juanito P Dimaculangan.

**2017 - 75      ELECTING PSUPT LYNETTE M TADEO AS MEMBER OF THE PSMBFI BOARD OF TRUSTEES**

This Resolution elects PSupt Lynette M Tadeo as Member of the PSMBFI Board of Trustees who shall serve the unexpired term of Dir Jean S Fajardo.

**2017 - 76      APPROVAL OF THE AMENDMENT OF THE POLICIES AND GUIDELINES FOR PSMBFI PLANS**

This Resolution approves the amendment in the Policies and Guidelines for PSMBFI Plans to provide an option for those who would have contributed for 240 months by 2018. The amendment involves the inclusion of the following provisions:

**SECTION 4. CONTRIBUTIONS**

**(4) 240 Months of Contribution**

The member ceases to pay his monthly contributions to the Association after 240 months of continuous payments. Members falling under this category shall be called PLATINUM MEMBERS and will be screened, and offered membership in the Members Equity Plan (MEP). The following are other considerations:

- Platinum Members who wish to transfer from MBEP to MEP shall fill-out four (4) forms, namely, Letter of Transfer, MEP Membership Application Form (MAF), Authority to Deduct (ATD), and Dependents Free Insurance Coverage.
  - i. The MBEP Equity Value (EV) of a Platinum Member will be given after submitting all the forms to the Main Office. The accumulated MBEP EV will be net of any outstanding Policy Loan (PL).
  - ii. Any other outstanding loans (EL, CL, SL, etc) at the time of transfer will be carried over to their MEP account.
  - iii. A Platinum Member cannot terminate his MEP membership with the Association unless loan obligations are already settled.
  - iv. The effectivity of membership with the MEP is the date when the member signed the MEP MAF.
- b) For Platinum Members who wish to continue membership with MBEP, the amount of their insurance cost will be deducted from their accumulated EV.
  - 1. The amount of the monthly insurance cost is 36% of the monthly contribution (3% of base pay) of a member.
  - 2. Every anniversary date, the annual insurance cost for the succeeding year will be computed and deducted from the annualized EV of a member. After this, the corresponding interest of the remaining EV is computed.
  - 3. Monitoring Reports will be prepared by the Accounts Management and Insurance Department, and will be forwarded to the Accounting Department for disposition.

Six (6) months before the retirement of members, a letter will be sent to inform them of their membership options upon retirement. If they still wish to remain members of the Association, they have to submit an accomplished Intent to Continue Membership form. If they want to terminate their membership, they can apply for a Refund of their Equity Value in any of our Offices.

**2017 - 77 APPROVAL OF THE POLICY ON MUTUAL BENEFIT EQUITY PLAN REFUND OF EQUITY VALUE**

This Resolution approves the Policy on MBEP Refund of Equity Value which promotes efficiency in the processing of the Refund of Equity Value with the end view of ensuring the delivery of good services to members. The policy covers all MBEP refund of equity value with the Insurance Department as the office primarily responsible for all MBEP refund of equity value transactions.

**2017 - 78 PROMOTION OF MS MARY JEAN ZAMORA AS MANAGER, CORPORATE PLANNING DEPARTMENT**

This Resolution approves the promotion of Ms Mary Jean Zamora as Manager of the Corporate Planning Department under probationary status. The PSMBFI Policy on Promotion provides that qualified candidate shall be put on probation for three (3) months to monitor and evaluate his/her performance on the newly-assumed position and ensure suitability to perform the function. During this three-month period, there will be no change in her status, rank, and basic compensation. Only upon confirmation of her promotion will her appointment and the corresponding salary adjustment be formalized retroactively effective at the start of promotion probation.

**2017 - 79 APPROVAL OF THE PROCUREMENT OF NETWORK MONITORING SYSTEM**

This Resolution approves the procurement of a Network Monitoring System for an advanced and virtualized IT infrastructure set-up. This system, shall in the long run, save the company with resources as it cuts expenditures and increases productivity since it identifies an issue as soon as it occurs to ensure that there are no productivity slowdown, data loss, and network downtime.

**2017 - 80 APPROVAL OF THE STANDARD OPERATING PROCEDURES FOR LANDBANKING**

This Resolution approves the Standard Operating Procedure (SOP) for Landbanking. The SOP outlines desirable characteristics of the property required by the landbanking project. It provides due diligence procedures, identifies documentary requirements, and prescribes the responsibilities of key players.

**2017 - 81 APPROVAL OF THE PSMBFI CORPORATE GIVEAWAY FOR CY 2017**

This Resolution approves the PSMBFI giveaways for CY 2017 as follows: 40,000 wall calendar, 25,000 PNP Tickler, and 3,500 foldable umbrella. The funds for the procurement of the Corporate Giveaways in the amount of P2,995,000.00 shall be charged against the Membership Enrollment and Marketing Expense – Promotions fund of the Marketing Department.



**2017 - 82 APPROVAL OF THE COMPOSITION OF THE BIDS AND AWARDS COMMITTEE OF THE MANAGEMENT**

This Resolution approves the recomposition of the Bids and Awards Committee (BAC), wherein BAC1 covers procurements/services of more than P200,000.00 while BAC 2 covers those below P200,000.00. The PSMBFI Procurement/Service Outsourcing System (OPP 2010-001) that was approved through Board Resolution No. 2010 - 125 provides that there will be a

recomposition of the Bids and Awards Committee (BAC) after two years, to be approved by the Board. The BACs shall be composed of :

POSITION	BAC 1	BAC 2
	(More than P200,000)	(Less than P200,000)
<b>Chairman</b>	Vice President	General Manager /Risk Officer
<b>Vice Chairman</b>	General Manager /Risk Officer	Manager, Insurance Department
<b>Member</b>	Manager, Investment Department	Manager, Treasury Department
<b>Member</b>	Manager, Human Resource Department	Manager, Accounts Management Department
<b>Head Secretariat</b>	Manager, Administration Department	Manager, Administration Department

**2017 - 83 APPROVAL OF THE ABOLITION OF THE PSMBFI REGIONAL EXTENSION OFFICE FOR NEGROS ISLAND REGION**

This Resolution approves the abolition of PSMBFI Regional Extension Office for Negros Island Region (NIR) in view of the issuance of Executive Order No. 38 by President Rodrigo P Duterte on August 7, 2017 revoking Executive Order No. 183 (s. 2015) that created the Negros Island Region. Hence, Negros Occidental and Bacolod City shall be restored under the AOR of REO 6 and Negros Oriental shall be restored under the AOR of REO 7.

**2017 - 84 APPROVAL OF THE AMENDMENT IN THE ORGANIZATIONAL STRUCTURE OF THE MARKETING DEPARTMENT**

This Resolution approves the amendment in the Interim and Medium Term Organizational Structures of the Marketing Department to remove one (1) Regional Officer and three (3) Field Officers for NIR. This is in consonance with Board Resolution No. 2017- 83 approving the Abolition of PSMBFI Regional Extension Office for Negros Island Region (NIR) and the restoration of original Areas of Responsibility of affected REOs.

**2017 - 85 APPROVAL OF THE RELEASE OF FUNDS FOR THE SERVICE INCENTIVES OF THE FORMER MEMBERS OF THE BOARD OF TRUSTEES**

This Resolution approves the release of One Million Eight Hundred Thirty Three Thousand Three Hundred Thirty Three Pesos and 33/100 (P1,833,333.33) as Service Incentive of former Board of Trustees to be sourced from the Service Incentive Funds of the Office of the Corporate Secretary.

**2017 - 86 APPROVAL OF THE INVESTMENT IN LONG TERM NEGOTIABLE CERTIFICATES OF DEPOSITS OFFERED BY PHILIPPINE NATIONAL BANK (PNB)**

This Resolution approves the investment of Fifty Million Pesos (P50,000,000.00) in Philippine National Bank (PNB) LTNCDs for a tenor of 5.5 years with an indicative interest rate of 3.50% - 3.75% per annum and a quarterly interest payment. Funds shall be sourced from the PSMBFI Cash Time Deposits under Basic Group Term Plan (BGTP).

**2017 - 87 APPROVAL OF THE ENGAGEMENT OF ISLA LIPANA & COMPANY AS EXTERNAL AUDITOR OF PSMBFI FOR CY 2017 FINANCIAL STATEMENTS**

This Resolution approves the engagement of Isla Lipana & Co. as External Auditor of PSMBFI for CY 2017. Fees for the Audit Services of Isla Lipana & Co. in the amount One Million Pesos (P1,000,000.00) shall be sourced from the fund of the Office of the Internal Auditor.

**2017 - 88 APPROVAL OF THE ACTIVATION AND FILL-UP OF SUPERVISOR, DISBURSEMENT, TREASURY DEPARTMENT**

This Resolution approves the activation and fill-up of the Supervisor, Disbursement position under the Treasury Department effective October 1, 2017. Fill up of the said position was deemed necessary to increase the efficiency of the Treasury Department particularly in the release and recording of MER/MBIEV checks and the reconciliation of the MER and MBIEV check disbursements.

**2017 - 89 APPROVAL OF THE PSMBFI 5-YEAR DEVELOPMENT PLAN**

This Resolution approves the PSMBFI Medium Term Strategic Plan for CY 2018– 2022, which identifies the goals, objectives, strategies and activities of the company.

The following are the three (3) strategic focus areas where the company's goals, objectives, strategies and activities shall be anchored upon:

- Focus Area 1: Sustainability and Growth
- Focus Area 2: Competitiveness through efficiency and effective customer service
- Focus Area 3: Upgrading of internal organizational capabilities

**2017 - 90 APPROVAL OF THE STANDARD OPERATING PROCEDURES FOR I.T. DISASTER RECOVERY ON SERVER AND DATABASE**

This Resolution approves the SOP for I.T. Disaster Recovery on Server and Database. This SOP was crafted to prepare the company in the event of disruptions affecting corporate information system in servers and database due to factors such as natural disasters and man-made events.

**2017 - 91 APPROVAL OF THE PSMBFI GIFT GIVING ACTIVITIES AND THE RELEASE OF FUNDS TO SUPPORT THE SAME**

This Resolution approves the release of funds in the amount of PP1,650,400.00 to support the PSMBFI gift-giving activities at the following:

- PNP General Hospital (For patients and their beneficiaries)
- PNP OLC Learning Center (Students-Mostly children of PSMBFI members)
- PNP Directors of various units and heads of Public Safety Agencies; and
- Regional PNP key Officers

The funds to support the same shall be sourced from the realignment of Membership Enrollment & Marketing Expense – Promotional Expense to the Gift Giving Activities.



**2017 - 92 APPROVAL OF THE REGIONAL EXTENSION OFFICE (REO) SALES PLANNING ACTIVITY**

This Resolution approves the Sales Planning Activity on November 30 - December 5, 2017. The Sales Planning Activity is an annual activity which aims:

- To review the actual performance of the Regional Offices vis-à-vis the corporate targets;
- To cascade the recently approved 5-year Development Plan and discuss the strategies to be implemented to accomplish the CY 2018 targets;
- To review the latest PSMBFI policies and procedures; and
- To develop the REO personnel's skills and knowledge thru lectures to be facilitated by a resource speaker.

Funds to support the activity in the amount of P1,405,840.00 shall be sourced from the Travel & Transportation Budget of the Marketing Department.

**2017 - 93 APPROVAL OF THE PROMO RATE FOR THE PSMBFI SALARY LOAN**

This Resolution approves the promo rate for salary loan from November 15, 2017 to December 29, 2017 with an interest rate of 9.75%. The mechanics for the Salary Loan promo rate is as follows:

- Target Members : Members who have not availed of PSMBFI loan facilities for the last 5 years
- Target Volume : P200 Million or 400 loan applications
- Loan Amount : P500,000.00 (fixed) and must be new loan
- Term : 5 years (fixed)
- Interest Rate : 9.75%
- Mode of Payment : Monthly Salary Deduction

**2017 - 94 APPROVAL OF THE INVESTMENT IN LONG TERM NEGOTIABLE CERTIFICATES OF DEPOSITS OFFERED BY BANK OF THE PHILIPPINE ISLANDS (BPI)**

This Resolution approves the investment of Fifty Million Pesos (P50,000,000.00) in Bank of Philippine Islands (BPI) LTNCDs for a tenor of 5.5 years with an indicative interest rate of 3.625% - 3.75% per annum and a quarterly interest payment. Funds shall be sourced from the PSMBFI Cash Time Deposits under Burial Assistance Benefit (BAB) Fund.



**2017 - 95 APPROVAL OF THE GRANT OF ANNIVERSARY BONUS TO THE BOARD OF TRUSTEES AND ALL EMPLOYEES**

This Resolution approves the grant of Anniversary Bonus to the members of the Board of Trustees and employees of PSMBFI on the occasion of its 20<sup>th</sup> Founding Anniversary.



**2017 - 96 APPROVAL OF THE GRANT OF CASH GIFT FOR CY 2017**

This Resolution approves the grant of Cash Gift to the members and corporate officers of the Board and to all PSMBFI employees. The amount of the Cash Gift shall be P25,000.00 (net of tax) for the members and corporate officers of the Board; P20,000.00 (net of tax) for all regular and probationary employees; and P3,000.00 (net of tax) for project-based employees.

**2017 - 97 APPROVAL OF THE GRANT OF CASH BASKET**

This Resolution approves the grant of P5,000.00 Cash Basket to the Board of Trustees and all employees in the spirit of the Christmas Season. Cash Basket is given every year to PSMBFI personnel and Board of Trustees as a demonstration of the company's generosity.

**2017 - 98 APPROVAL OF THE RELEASE OF THE AMOUNT OF EIGHT HUNDRED THIRTY EIGHT THOUSAND SIX HUNDRED EIGHTY ONE PESOS AND SEVENTY FOUR CENTAVOS (P838,681.74) REPRESENTING THE PAYMENT OF REAL ESTATE TAX FOR CY 2018**

This Resolution approves the release of the amount of EIGHT HUNDRED THIRTY EIGHT THOUSAND SIX HUNDRED EIGHTY ONE PESOS AND SEVENTY FOUR CENTAVOS (P838,681.74) representing real estate tax of the PSMBFI land and building for the year 2018. Funds for this purpose shall be sourced from the approved CY 2017 budget on Taxes and Licenses.

**2017 - 99 APPROVAL OF THE PROCUREMENT OF ONE UNIT 2D ECHO MACHINE**

This Resolution approves the procurement of one unit 2D Echo Machine to support the health/medical requirements of PSMBFI members and personnel. The total cost of P5.2 Million shall be sourced from the CSR Fund for CY 2017.

**2017 - 100 APPROVAL OF THE RELEASE OF FUNDS FOR THE PRODUCTION OF PSMBFI WALL CALENDARS AS ONE OF THE CORPORATE GIVEAWAYS FOR CY2017**

This Resolution approves to award the production of the wall calendars to Pixels Design & Print and the release of P1.3 Million for the project. Funds shall be charged against the approved Membership Enrollment and Marketing Expense – Promotions budget of the Marketing Department.

**2017 - 101 RENEWAL OF CONTRACT OF PSUPTLUIS JOSE M BAUTISTA, M.D. AS PSMBFI MEDICAL CONSULTANT**

This Resolution approves the renewal of contract of PSUPT Luis Jose M Bautista, MD as PSMBFI Medical Consultant for a period of six (6) months from December 1, 2017 to May 31, 2018 subject to his submission of an Authority to Practice from the PNP.

**2017 - 102 APPROVAL OF THE PROCUREMENT OF PUBLIC ADDRESS (PA) SYSTEM**

This Resolution approves the procurement of a Public Address System from Stelsen Integrated Systems, Inc. and the release of P650,000.00 to support the procurement to be sourced from the CAPEX fund allocated for Office Repair and Renovation Budget of the Admin Department. The procurement and installation of the PA System at the Main Office is part of the initiatives of the Management to ensure the preparedness of the company in case of emergencies.

**2017 - 103 APPROVAL OF THE ENGAGEMENT OF MR JULIANITO BUCAYAN JR AS PSMBFI I.T. CONSULTANT**

This Resolution approves the engagement of Mr. Julianito Bucayan Jr. as the PSMBFI IT Consultant for a period of (6) months from January 1, 2018 to June 30, 2018. As an IT Consultant, he shall provide the Management with technical advice on matters related to PSMBFI IT project, especially in areas of Business Process Review, IT capability Assessment, Gap Analysis, Formulation of IT Roadmap, RFI/TOR/RFP preparation, and System design.

**2017 - 104 APPROVAL OF THE AMENDMENT TO THE PSMBFI DISCIPLINE POLICY (DISCIPLINE COMMITTEE)**

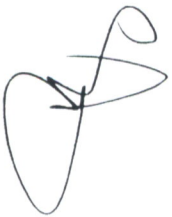
This Resolution approves the amendment in the PSMBFI Discipline Policy on the composition of the Discipline Committee due to the nature of an administrative hearing and the sensitivity of issues involved.

The composition of the Discipline Committee shall be as follows:

*The Discipline Committee is a panel of case evaluators specifically formed to conduct administrative hearing. The committee shall be composed of three (3) members: The General Manager/COO, as the Chairman, and the Legal Officer and one (1) manager as members. In the absence or inhibition of the chairman, one of the two members shall sit as chairman while a third member shall be selected to complete the committee.*

**2017 - 105 APPROVAL TO AWARD THE SUPPLY AND DELIVERY OF 2D ECHO MACHINE TO T & GD TRADING**

This Resolution approves to award the supply and delivery of 2D Echo Machine to T & GD Solution, Inc. and the release of P4.95 Million to support the same. This is pursuant to Board Resolution 2017 – 99 which states that the supplier of the 2D Echo Machines shall be selected after undergoing the bidding process through the Bids and Awards Committee.



**2017 - 106 APPROVAL OF THE AMENDMENT IN THE POSITION TITLE OF THE GENERAL MANAGER/RISK OFFICER AND PSMBFI ORGANIZATIONAL STRUCTURE**

This Resolution approves that the position/title of the General Manager/Risk Officer be reverted to its original position/title of General Manager/Chief Operating Officer (COO) and such amendment be reflected in the PSMBFI organizational structure. This is in view of the discussion in the Institute of Internal Auditors - Philippines that the Risk Officer should not be the same person as the General Manager.

**2017 - 107 CONFIRMATION OF THE APPOINTMENT OF MS MARY JEAN ZAMORA AS CORPORATE PLANNING DEPARTMENT MANAGER**

This Resolution confirms the appointment of MsMary Jean Zamora as Corporate Planning Department Manager effective October 1, 2017 after evaluating her performance during her probationary period of three months. Upon confirmation of her promotion, she will be entitled to a retroactive salary adjustment covering the period of her probationary appointment as stated in the PSMBFI Policy on Promotion.

**2017 - 108 APPROVAL OF THE PROCUREMENT OF FOUR (4) UNITS OF TOYOTA INNOVA AS SERVICE VEHICLE OF PSMBFI**

This Resolution approves to award the Supply and Delivery of four (4) units Toyota Innova E (DSL M/T) to Toyota Fairview, Inc. Funds to support the procurement of four units Toyota Innova in the total amount of P4,775,840.00 shall be sourced from the CY 2017 CAPEX fund under the Company Vehicle Budget of the Administration Department which has a balance of P4.8 Million.

**2017 - 109 APPROVAL OF THE PROCUREMENT OF DESKTOP COMPUTERS**

This Resolution approves to award the Supply and Delivery of 67 desktop computers particularly described as Dell 3050 SFF Core i5-7500 with Dell E2016 19.45" to Denison International Ent., Inc.

**2017 - 110 APPROVAL OF THE REALIGNMENT OF CORPORATE SOCIAL RESPONSIBILITY (CSR) FUND**

This Resolution approves the realignment of funds in the amount of P3 Million from Financial Assistance fund to the Support to Partner Agencies of the CSR Funds , which will result to the following balances:

PARTICULAR	OUTSTANDING BALANCE	REALIGNMENT	BALANCE AFTER REALIGNMENT
Financial Assistance	13.6 M	(3 M)	10.6 M
Support to Partner Agencies	7.6 M	3 M	10.6 M
<b>TOTAL</b>	<b>21.2 M</b>		<b>21.2 M</b>

**2017 - 111 APPROVAL OF THE TRANSFER OF FUNDS TO THE PSMBFI EMPLOYEE'S RETIREMENT FUND MANAGED BY PNB TRUST BANKING GROUP**

This Resolution approves the realignment of P3.09 Million from Commutation of Leave budget to the Post – Employment Benefit Cost Budget and the subsequent transfer/deposit of P17,229,863.00 to the PSMBFI Retirement Fund being managed by PNB Trust Banking Group. The fund requirement is a result of an actuarial valuation conducted last March 2017 to determine the PSMBFI Employees' Retirement Fund requirement for the PSMBFI employees for 2017.

**2017 - 112 APPROVAL OF THE CREATION OF THE COMMITTEE ON ELECTION FOR THE CY 2018 PSMBFI GENERAL MEMBERSHIP MEETING AND ELECTION**

This Resolution approves the creation of a Committee on Election for the CY 2018 PSMBFI General Membership Meeting composed of the following:

- Chairman - ATTY RIZALINA V LUMBERA
- Member - ATTY GARRY FRANCO PUASO
- Member - PO3 LOUIE FABROS

**2017 - 113 APPROVAL OF THE GRANT OF CHIRSTMAS BONUS**

This Resolution approves the grant of Christmas Bonus to all regular and probationary employees of PSMBFI and the active members and corporate officers of the Board to boost their morale and to spread the same goodwill given by the company to its partner agencies.

**2017 - 114 APPROVAL OF THE SUPPLY, DELIVERY AND INSTALLATION OF INDOOR LED DIGITAL SIGNAGE AND FIRE ALARM SYSTEM CONTROL PANEL**

This Resolution approves to award the supply, delivery and installation of LED digital signage and fire alarm system control panel to Rlacon Gen. Construction and Gen. Services for a total cost of P773,000.00. Funds shall be sourced from the CAPEX budget allocated for Office Repair and Renovation Budget of the Admin Department which has a balance of P938,000.00. This is part of the initiatives of the company for Disaster Preparedness in case of emergencies.

**2017 - 115 APPROVAL OF THE SUPPLY, DELIVERY AND INSTALLATION OF ELEVATOR INTERPHONE CABLING**

This Resolution approves to award the supply, delivery and installation of elevator interphone cabling to Northgate Technologies, Inc. for a cost of P130,860.00 as part of the initiatives of the company for Disaster Preparedness in case of emergencies, especially to ensure communication means in the event of an elevator malfunction.



**2017 - 116 APPROVAL OF THE SUPPLY AND DELIVERY OF COMPUTER HARDWARE AND SOFTWARE FOR THE PSMBFI DATABASE SERVER**

This Resolution approves to award the supply and delivery of computer hardware to Jump Solutions Inc. and the computer software to Northgate Technologies, Inc. intended for the 3 PSMBFI servers. Funds in the amount of P1,785,900.00 to support the procurement of computer hardware shall be sourced from the CAPEX Fund for Computer Hardware which has a balance of P1.954 Million while the amount of P1,054,700.00 to support the procurement of computer software shall be sourced from the CAPEX Fund for Computer Software which has a balance of P1.5 Million.

**2017 - 117 APPROVAL OF THE SUPPLY, DELIVERY AND INSTALLATION OF STORAGE SOLUTION AND NETWORK MONITORING SYSTEM**

This Resolution approves to award the supply, delivery and installation of Storage Solution and Network Monitoring System as part of the upgrading of the IT facilities to ITraverse Solutions, Inc. for a total cost of P1,185,945.00. Funds shall be sourced from the CAPEX fund allocated for Computer Hardware which has a balance of P2 Million.

**2017 - 118 APPROVAL OF THE SUPPLY AND DELIVERY OF FOLDABLE UMBRELLA AND PNP TICKLERS AS PART OF THE CORPORATE GIVEAWAYS FOR CY 2017**

This Resolution approves to award the supply and delivery of foldable umbrella to Meltrix General Merchandise for a total cost of P770,000.00 and the PNP ticklers to Pixel Design and Prints for a total cost of P704,000.00. These are part of the Corporate Giveaways for CY 2017.

**2017 - 119 APPROVAL OF THE AMENDMENT IN THE RECRUITMENT AND PLACEMENT POLICY AND EMPLOYEE PROMOTIONS POLICY**

This Resolution approves the amendment in the PSMBFI Recruitment and Placement Policy and Employee Promotions Policy as follows:

**a. Amendment in the Recruitment and Placement Policy**

- Internal applicants to be required to undergo a Suitability Assessment Period (SAP) for five (5) months prior to their permanent appointment to the higher position applied for.
- Upon satisfactorily completing the performance requirements during the SAP, HRD shall formalize the appointment indicating the new position and the corresponding salary adjustment, which shall be effective retroactive to the start of the SAP.
- Consider the possibility of acquiring the services of an external outfit to conduct more comprehensive background information checking for executive level hiring.
- Aside from the traditional performance evaluation method, additional input in terms of performance evaluation from other personalities within the working network of an individual may occasionally be required to provide a more concrete assessment, if the need arises.



b. **Amendment in the Employee Promotions Policy**

- o Extend the promotion probation period of three (3) months to five (5) months
- o During the period of promotion probation, employee's performance on the newly-assumed post shall be constantly monitored and regularly evaluated. Additional inputs in terms of performance evaluation from other personalities within the working network of an individual may occasionally be required aside from the traditional "superior evaluating subordinate" set up to ensure suitability of capacity to perform the function.

**2017 - 120 APPROVAL OF THE ADOPTION OF THE RANKING OF PSMBFI ACCREDITED BANKS BASED ON THE THIRD QUARTER 2017 FINANCIAL DATA**

This Resolution approves the adoption of the new ranking based on the latest available financial data and the corresponding allowable percentage deposit as provided in the Investment Policy. Because of the new ranking of banks, Management shall refrain from making deposits with Chinatrust Bank for not meeting the PSMBFI criteria with regard to Total Assets and with Union Bank and Bank of Commerce for not meeting the criteria with regard to NPL ratio. Deposits with the RCBC will also be refrained due to its alleged involvement in money laundering.

**2017 - 121 APPROVAL OF THE DISPOSAL OF FOUR (4) COMPANY VEHICLES**

This Resolution approves the new indicative bid price of the vehicles for disposal in the amount of P350,000.00 each. These company vehicles have been in service for more than five (5) years and no longer have carrying value as of date, thus, were already slated for disposal.

**2017 - 122 APPROVAL OF THE AMENDMENT TO THE PSMBFI DISCIPLINE POLICY**

This Resolution approves the amendment of the PSMBFI Discipline Policy specifically the composition of the Discipline Committee that shall assess discipline cases for employees in the managerial level, as follows:

- |               |   |  |
|---------------|---|--|
| Chairman      | : | President  |
| Vice Chairman | : | Vice President                                   |
| Members       | : | General Manager<br>Manager, HRD<br>Legal Officer |

This panel shall assess employee discipline cases at the managerial level and recommend appropriate disciplinary action to the Board of Trustees, through the Governance Committee, for final approval and implementation. In the event that a member of the Committee is a party to the complaint, either as a complainant or a respondent, or even as a witness, he shall inhibit himself from hearing and investigating the case and shall be replaced by another manager as appointed by the President or the Chairman of the Board of Trustees.



**2017 - 123 APPROVING THE PSMBFI OPERATING PLAN AND CORPORATE BUDGET FOR CALENDAR YEAR 2018**

This Resolution approves the operating plan and corporate budget for Calendar Year 2018 in the amount of THREE HUNDREDSEVENTY SEVEN MILLION ONE HUNDRED FORTY EIGHT THOUSAND NINE HUNDRED THIRTY THREE PESOS (P377,148,933.00) to support the Personal Services and Maintenance and Operating Expense budget of PSMBFI.

**2018 - 01 APPROVAL OF THE ALLOCATION OF FOUR HUNDRED MILLION (P400 MILLION) TO SUPPORT THE LANDBANKING AND CONSTRUCTION OF PSMBFI REGIONAL EXTENSION OFFICES AND THE HIRING OF REAL ESTATE PROFESSIONAL TO ASSIST IN THE PROJECT**

This Resolution approves the allocation of P400,000,000.00 from the Retained Surplus to support the land acquisition and regional office construction project of PSMBFI. It further approves the hiring of professionals that will provide sound advice to the PMG and the Management on the REO project.

**2018 - 02 APPROVAL OF THE RESIGNATION OF PCSUPT JEROME BAXINELA (RET), ADMINISTRATION DEPARTMENT MANAGER**

This Resolution approves the resignation of PCSUPT JEROME BAXINELA (Ret) effective January 3, 2018. The invaluable services and contributions of PCSUPT JEROME BAXINELA (Ret) in achieving the vision, goals and objectives of the Fund during his tenure as Administration Department Manager is also recognized. This further approved the recommendation that the name of PCSupt Jerome Baxinela (Ret) be removed from the PSMBFI Roster of Personnel effective January 3, 2018.

**2018 - 03 APPROVAL OF THE ACTIVATION AND FILL-UP OF BOOKKEEPER PLANTILLA, ACCOUNTING DEPARTMENT**

This Resolution approves the activation and fill-up of the two (2) Bookkeeper positions under the Members' Subsidiary Ledger Section of Accounting Department in April 2018 and July 2018, respectively. It further approves the Deactivation of the Supervisor, Members' Subsidiary Ledger plantilla position and the use of the allocated PS budget for Supervisor, Member's Subsidiary Ledger for the fill-up of the requested additional two (2) bookkeepers.

**2018 - 04 APPROVING THE DECLARATION AND DISTRIBUTION MEMBER'S BENEFIT FROM INDIVIDUAL EQUITY VALUE (MBIEV) COVERING CY 2015 AND CY2016**

This Resolution approves the declaration and distribution of P663,224,983.13 as Member's Benefit from Individual Equity Value (MBIEV) to qualified members and the allocation of P20,707,431.38.00 to cover the expenses for the MBIEV distribution.

The individual MBIEV shall not undergo the pre-audit process to facilitate the immediate release of such benefit to the members and any adjustments shall just be subsequently made on the Equity Value. Rizal Commercial Banking Corporation (RCBC) shall be the servicing bank for check printing of the MBIEV.



**2018 - 05 APPROVAL OF THE INTEREST RATE OF THE MEMBERS EQUITY PLAN FOR CY2018**

This Resolution approves to set 4% as applicable MEP interest rate for CY 2018. This is in accordance with the Implementing Rules and Regulations of the Members Equity Plan which provides that the interest of the equity value shall be determined by the Board of Trustees but in no case less than the savings rate of commercial banks.

**2018 - 06 APPROVAL OF THE INVESTMENT OF ONE HUNDRED FIFTY MILLION PESOS (P150M) IN SM PRIME HOLDINGS**

This Resolution approves the investment in fixed-rate bonds to be issued by SM Prime Holdings in the total amount of One Hundred Fifty Million Pesos (P150,000,000.00) through Banco de Oro for a 5-year or 7-year tenure subject to the approval of the Insurance Commission that said bonds are considered admitted assets and eligible investment of insurance companies.

**2018 - 07 APPROVAL OF THE PSMBFI UNIFORM FOR CY 2018**

This Resolution approves the disbursement of fund in the total amount of P4,110,000.00 representing uniform allowance of 270 regular employees of PSMBFI as of January 26, 2018 which amount shall be charged against the allocated Uniform Allowance budget for CY2018 in the amount of P4,595,000.00.

**2018 - 08 APPROVAL OF PROCUREMENT OF FOUR (4) UNITS OF TOYOTA INNOVA AS SERVICE VEHICLE OF PSMBFI**

This Resolution approves to award the Supply and Delivery of four (4) units Toyota Innova E (DSL M/T) to Toyota Makati, Inc. and that funds to support the procurement of four units Toyota Innova in the total amount of P4,855,500.00 shall be sourced from the CY 2017 CAPEX fund under the Company Vehicle Budget of the Administration Department while the Insurance Cost of P120,000.00 shall be charged against the CY 2018 Budget for Vehicle Insurance.

**2018 - 09 APPROVAL OF THE CY 2018 CORPORATE SOCIAL RESPONSIBILITY (CSR) FUND**

This Resolution approves the CSR Fund for CY 2018 equivalent to 3% of the Net Income for CY 2017. The CSR fund shall be further allocated as: 60% for Assistance to Members and 40% for Support to Partner Agencies.

**2018 - 10 APPROVAL OF THE SERVICES OF UNITED SECURITY LOGISTICS, INCORPORATED FOR THE SECURITY REQUIREMENTS OF PSMBFI**

This Resolution approves the engagement of United Security Logistics, Inc. effective February 1, 2018 to December 31, 2018 as the security service provider of PSMBFI and the allocation of P3,646,322.40 to cover the cost of security services for 11 months. Funds shall be sourced from the approved Security budget of the Administration Department.





**2018 - 11 APPROVAL OF THE SERVICES OF TOTALLY DEVOTED SPECIALIZED SERVICES, INC. FOR THE JANITORIAL REQUIREMENTS OF PSMBFI**

This Resolution approves the engagement of Totally DEVoted Specialized Services, Inc. effective February 1, 2018 to December 31, 2018 as the janitorial service provider of PSMBFI and the allocation of P1,737,948.00 to cover the cost of security services for 11 months. Funds shall be sourced from the approved Janitorial budget of the Administration Department.

**2018 - 12 APPROVAL OF THE CHANGE IN THE SCHEDULE OF THE GENERAL MEMBERSHIP MEETING AND ELECTION FROM APRIL 21, 2018 TO APRIL 14, 2018**

This Resolution approves to schedule the General Membership Meeting and Election on April 14, 2018.

**2018 - 13 APPROVING THE FILING OF PETITION FOR REVIEW ON APPEAL AND ANY OR ALL APPROPRIATE ACTION TO ASSAIL THE ASSESSMENTS FOR BUSINESS TAXES FOR THE YEARS 2009 TO 2017**

This Resolution authorizes the filing of petition for review on appeal under Section 195 of RA7160 and any or all appropriate legal remedies that may be warranted to assail the assessments of business taxes for the period 2009 to 2017 including all pleadings, memoranda, and similar judicial documents for such purpose. It further approves that for such purpose, PSMBFI has further authorized DIR MARIO A AVENIDO to represent the PSMBFI in all stages of the proceedings including appearances in courts and any governmental agency to effect this purpose, to execute any or all necessary pleadings and documents in support of such authority, and to sign the same. The Board of Trustees has also duly authorized ATTY. RIZALINA V. LUMBERA and/or any of her assistants, to appear for and on behalf of PSMBFI and to prepare, sign, and file all the necessary pleadings, at all stages of the proceedings.

**2018 - 14 APPROVAL OF THE CAPITAL EXPENDITURE (CAPEX) BUDGET FOR CALENDAR YEAR 2018**

This Resolution approves the Capital Expenditure budget in the total amount of EIGHTY TWO MILLION TWO HUNDRED FORTY ONE THOUSAND NINE HUNDRED FIFTY PESOS (P82,241,950.00), broken down as follows:

ITEMS	AMOUNT
Computer Hardware	14,408,700
Computer Software	7,410,800
Office Machine and Equipment	17,887,750
Furniture & Fixture	6,626,300
Company Vehicles	440,000
Office Repair & Renovation (REO)	1,600,000
<u>Office Repair &amp; Renovation (Main Office)</u>	<u>33,868,400</u>
<b>GRAND TOTAL</b>	<b>82,241,950</b>



**2018 - 15 APPROVAL OF THE RENEWAL OF CONTRACT OF ASIAN ACTUARIES AND INSURANCE AGENCY, INC. AS THE PSMBFI RETAINED ACTUARY**

This Resolution approves the renewal of contract of Asian Actuaries and Insurance Agency, Inc. for one (1) year effective March 1, 2018 to February 28, 2019. As the PSMBFI retained actuary, Asian Actuaries shall perform the following:

- Render Actuarial Certification on the Equity Plan & other special plans as required by the Insurance Commission;
- Provide clarifications to PSMBFI external auditors on actuarial matters;
- Render advice, consultation, and assistance to PSMBFI on Actuarial matters affecting PSMBFI and;
- Provide an assessment of the Association's operations

**2018 - 16 APPROVAL OF THE INCREASE IN DEATH CLAIM CASH ADVANCE FOR THE UNIFORMED MEMBERS OF PSMBFI**

This Resolution approves to increase the death claim Cash Advance of the uniformed personnel under the equity plan from P50,000.00 to P100,000.00, effective March 1, 2018.

**2018 - 17 AMENDMENT IN THE POLICIES AND GUIDELINES ON POLICY LOAN**

This Resolution approves to amend the Policies and Guidelines on Policy Loan specifically on the following provisions: Membership, Qualification of the borrower, Term of the loan, Re-Loan, Mode of payment and Non-payment of loan amortization.

**2018 - 18 APPROVAL TO TRANSFER THE ACCRUED COLLECTION FEES (INSURANCE PREMIUM) TO THE RETAINED SURPLUS**

This Resolution approves to close the account of Accrued Collection Fees in the amount of P26,589,319.09 as of December 31, 2017 and that said amount shall be transferred to Retained Surplus.

**2018 - 19 APPROVAL OF THE LANDBANKING ACTIVITES FOR THE PSMBFI REGIONAL EXTENSION OFFICE 6, ILOILO CITY**

This Resolution approves the landbanking activities for REO 6 which includes the conduct of a property appraisal, visitation of the property, signify intent to acquire the property, conduct of due diligence and negotiation, conduct of a relocation survey, and secure a geo-hazard report on the property.

**2018 - 20 PROCUREMENT OF DOCUMENT MANAGEMENT SYSTEM (DMS)**

This Resolution approves the procurement of a new Document Management System in the amount of P1,734,342.00 to be sourced from the approved CY 2018 CAPEX budget of Administration Department for Computer Hardware and Software.



**2018 - 21 APPROVAL OF THE DISPOSAL OF VARIOUS PSMBFI PROPERTIES (COMPUTER HARDWARE, FURNITURE, EQUIPMENT, AND VEHICLES)**

This Resolution approves disposal of defective, beyond economic repair, and obsolete computer hardware, furniture, equipment and vehicles of PSMBFI through the Bids and Awards Committee for the sale of the items to the PSMBFI Board and employees, or through public bidding, or sale to junkshops, in that particular order, and that any remaining disposable items after the sale shall be given free to the PNP/Partner agencies and/or to interested members of the BOT and PSMBFI employees.

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This Resolution approves to award the supply, delivery and installation of fire alarm (control panel) to Stelsen Integrated Systems for a total cost of P365,913.00, funds shall be sourced from the CAPEX fund allocated for Office Repair and Renovation Budget of the Admin Department which has a balance of P500,000.00.

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This Resolution approves the conduct of a tax compliance review as part of the risk initiatives of the company.

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This Resolution approves the recommendation of the Discipline Committee for Discipline Case No. 17 - 015 and its implementation.

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This Resolution approves the grant of productivity bonus of all PSMBFI personnel and to all active members and corporate officers of the Board as a gesture of gratitude on the efficiency and high standard of performance of employees resulting in the attainment of the company's goals for the year.

**2018 - 27 APPROVAL OF THE BOARD HONORARIUM FOR COMMITTEE AND BOARD MEETINGS**

This Resolution approves the increase of honorarium for the Board and Committee meetings, effective upon the election of new set of the Board of Trustees through the General Membership Meeting and Election of April 14, 2018.

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This Resolution approves the audited financial statements of PSMBFI for the year ended December 31, 2017 as presented by Isla Lipana & Co., the external Auditor of PSMBFI for CY 2017.

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This Resolution approves and accepts the resignation of Dir Ronald M dela Rosa as Member of the PSMBFI Board of Trustees and Chairman of the Board. The invaluable services and contributions of Dir Ronald M dela Rosa in achieving the vision, goals and objectives of the Fund during his incumbency as Board of Trustee is also recognized and acknowledged by the PSMBFI Board of Trustees.

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This Resolution approves the change in schedule of the General Membership Meeting and Election from April 14, 2018 to August 4, 2018 at 9:00 A.M. due to the change in leadership in the Philippine National Police (PNP) whose personnel constitutes the base membership of PSMBFI. The new schedule will ensure that the members are properly informed of the activity through written notices and publications in accordance with the requirements of the Securities and Exchange Commission, the Insurance Commission, and other regulatory agencies having jurisdiction over the PSMBFI.

**2018 - 33 APPROVAL OF THE AMENDMENT TO THE INTERIM ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATION DEPARTMENT**

This Resolution approves the amendment in the Organizational Structure of the Administration Department through the inclusion of two (2) additional plantilla slots for the Driver/Mechanic position. The activation and fill-up of said positions shall be effective June 1, 2018.

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This Resolution approves the engagement of Mr. Alfred Cesar Quinsay and Mr. Andrew Gonzalez to develop the learning program for Marketing and Accounts Management, and Insurance, respectively. The learning program is part of

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This Resolution approves to award the Supply and Delivery of forty five (45) units of Dell 3050 Optiplex 3050 desktop computers to Northgate Technologies, Inc. These desktop computers will be given out to PSMBFI partner agencies as part of the CSR activities of the company and as marketing and promotional activities to show good will.

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This Resolution approves the renewal of contract of Atty Rochel S Ruma as Consultant for the Office of the Corporate Secretary from June 1, 2018 to May 31, 2019, to assist the Corporate Secretary and staff on the preparation of reports, which includes the report of the Corporate Secretary and the Corporate Auditor, Resolutions, Research, and other documents for the Board.

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This Resolution approves the procurement of caps, umbrellas and PNP ticklers as the PSMBFI Corporate Giveaways and the release of funds in the amount of P2,520,000.00 to support the activity. The distribution of corporate giveaway is way of promoting a sense of belonging among the members of PSMBFI.

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This Resolution approves the declaration of, and the release of Five Million Eight Hundred Seven Thousand Eight Hundred Thirty-Seven pesos and 58/100 ctvs (Php5,807,837.58) as the SGTI Experience Refund. The SGTI master policy provides that an experience refund shall be granted to the PNP in case of favorable loss experience at the end of the policy year equivalent to 60% of the

Net SGTI Insurance Premium for the year, which amount shall be used to support the PNP Wellness and Development Project.

**2018 - 41 RENEWAL OF CONTRACT OF PSUPT LUIS JOSE M BAUTISTA, M.D. AS PSMBFI MEDICAL CONSULTANT**

This Resolution approves the renewal of contract of PSUPT Luis Jose M Bautista, MD as PSMBFI Medical Consultant from June 1, 2018 to November 30, 2018. As Medical Consultant he shall assist the Insurance Department in the evaluation and validation of insurance claims.

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This Resolution approves the Policy on Delinquent and Past Due Accounts, the objective of the which is to establish a standard basis for the recording, classifying and reporting of delinquent and past due accounts, and its eventual off-setting and/or write-off, as the case may be, which shall cover all loan types granted to members.

**2018 - 43 APPROVAL OF THE AMENDMENT IN THE PSMBFI INVESMENT POLICY ON ACCREDITATION OF DEPOSITORY BANKS AND DEPOSIT DISTRIBUTION**

This Resolution approves the Amendment in the Investment Policy on Accreditation of Depository Banks and Deposit Distribution specifically the inclusion of the Liquidity as additional factor in the evaluation of accredited banks with a weight of 10%; the corresponding reduction of the weight of Non-Performing Loan (NPL) Ratio from 20% to 10%; and the Additional provision for non-compliant banks such that:

*“A bank that has not been compliant for three (3) consecutive years will cease to be accredited and will no longer be considered as depository bank of PSMBFI. However, in the event that the bank has complied with the required criteria, said bank may request for re-accreditation.”*

**2018 - 44 DESIGNATING THE PSMBFI AUTHORIZED REPRESENTATIVES TO THE BUREAU OF INTERNAL REVENUE (BIR)**

This Resolution approves the designation of the following personnel as authorized PSMBFI representatives to the Bureau of Internal Revenue (BIR) in securing a certificate of registration for the PSMBFI OSS-CLES Office in Camp Crame:

- Mr Rommel Ramirez , Accounting Department Manager; and
- Mr Genesis Augustine de Jesus, Bookkeeper

**2018 - 45 APPROVAL OF THE GRANT OF INCENTIVE TOALL THE EMPLOYEES AND THE PSMBFI BOARD OF TRUSTEES FOR REACHING P15.16 BILLION IN TOTAL ASSETS**

This Resolution approves the grant of incentive to all employees as well as the Members and Officers of the Board of Trustees for reaching the P15.16 Billion mark in total assets covering the period July 16, 2017 to May 15, 2018.



2018 - 46

**AUTHORIZING PNB TRUST BANKING GROUP TO INVEST THE PSMBFI EMPLOYEE'S RETIREMENT FUND IN GOVERNMENT SECURITIES**

This Resolution authorizes PNB Trust Banking Group to invest among others the PSMBFI Employee's Retirement Fund in Government Securities. The approved portfolio mix in the investment of the Trust Fund as specified in the Trust Agreement are:

- Fixed Income Investments (Minimum 90%)
  - Private Issues such as Special/Premium Savings Account and Commercial Papers
  - Government Securities such as BSP Special Deposit Accounts, Fixed Treasury Notes/Bonds, and Treasury Bills/Government Securities;
- Equities (Maximum 10%) – Subject to written direction of PSMBFI

2018 - 47

**APPROVAL OF SUPPLY, DELIVERY AND INSTALLATION OF NEXT GENERATION ANTI-VIRUS**

This Resolution approves to award the Supply, Delivery and Installation of Anti-Virus License to Northgate Technologies, Inc.

2018 - 48

**APPROVAL OF THE ATTENDANCE OF REGIONAL EXECUTIVE SENIOR POLICE OFFICERS (RESPOS), DISTRICT EXECUTIVE SENIOR POLICE OFFICERS (DESPOS) AND GROUP EXECUTIVE SENIOR POLICE OFFICERS (GESPOS) AS GUESTS IN PSMBFI REGULAR BOARD MEETINGS**

This Resolution approves to invite one (1) RESPO from the three (3) island group and one (1) DESPO or GESPO to regular board meetings of the PSMBFI Board of Trustees to make them aware of the dynamics between the Board and the Management in the exercise of due diligence in managing the affairs of the company.



2018 - 49

**APPROVAL OF THE AUDIT COMMITTEE CHARTER**

This Resolution approves the Audit Committee Charter, which is in accordance with the IIAP prescribed format and includes the Committee's organizational principles, operational principles, operational procedures, and oversight functions.

2018 - 50

**APPROVAL OF THE SUPPLEMENTAL BUDGET FOR THE STRATEGIC BUSINESS AND ECONOMICS PROGRAM (SBEP)**

This Resolution approves the supplemental budget of P370,000.00 to cover the enrollment fee for the SBEP of one additional Board representative, thereby increasing the Seminars and Training Fund of the Office of the Corporate Secretary for the SBEP enrollment to P 740,000.00.

**2018 - 51 APPROVAL OF THE PSMBFI CORPORATE GIVEAWAY FOR CY 2018**

This Resolution approves the PSMBFI giveaways for CY 2018 as follows: wall calendar, desk calendar, golf umbrella, and coffee table book. The funds for the procurement of the Corporate Giveaways in the amount of P3,437,500.00 shall be charged against the Membership Enrollment and Marketing Expense – Promotions fund of the Marketing Department.

**2018 - 52 ENGAGEMENT OF P & A GRANT THORNTON TO CONDUCT THE TAXAUDIT AND ADVISORY FOR THE YEAR ENDED 31 DECEMBER 2017**

This Resolution approves the engagement of P&A Grant Thornton to conduct the tax audit and advisory of the company for the year ended 31 December 2017. The engagement involves the conduct of a tax review on the operations of PSMBFI relative to the following national internal revenue taxes for the taxable year ended December 31, 2017: Income Tax; Creditable/Expanded withholding taxes; Withholding tax on wages; Final withholding taxes; Fringe benefits tax; Value-added Tax; Documentary stamp tax; and Local business tax.

**2018 - 53 APPROVAL OF THE ADOPTION OF THE RANKING OF PSMBFI ACCREDITED BANKS BASED ON THE FIRST QUARTER 2018 FINANCIAL DATA**

This Resolution approves the adoption of the new ranking based on the latest available financial data and the corresponding allowable percentage deposit as provided in the Investment Policy. Deposits in Chinatrust Bank, Union Bank, Bank of Commerce, and Maybank shall be deferred until such time that their financial data improves and meets the required criteria and to RCBC due to its alleged involvement in money



**2018 - 54 APPROVAL OF THE HIRING OF MS ELYSE JESSICA L VILLENA AS ACCOUNTS MANAGEMENT DEPARTMENT MANAGER OF PSMBFI**

This Resolution approves the hiring of Ms Elysse Jessica L Villena as Accounts Management Department Manager effective September 1, 2018.

**2018 - 55 PROMOTION OF MS MARIA THERESA FRANCISO AS ADMINISTRATION DEPARTMENT MANAGER ON PROBATIONARY STATUS**

This Resolution approves the promotion of Ms Maria Theresa Francisco as Manager of the Administration Department under probationary status effective August 1, 2018.

**2018 - 56 APPROVAL OF THE SUPPLY AND DELIVERY OF FIFTY (50) UNITS DELL OPTIPLEX MINI TOWER DESKTOP COMPUTERS**

This Resolution approves to award the supply and delivery of 50 units of desktop computers to Northgate Technologies, Inc. and the release of P4,267,500.00 to support the procurement. Funds shall be sourced from the CAPEX fund allocated for computer hardware and software.



**2018 - 57 APPROVAL OF THE SUPPLY AND DELIVERY OF TWENTY-TWO (22) UNITS DELL LATITUDE LAPTOP COMPUTERS**

This Resolution approves to award the supply and delivery of 22 units of laptop computers to Northgate Technologies, Inc. and the release of P1,677,500.00 to support the procurement. Funds shall be sourced from the CAPEX fund allocated for computer hardware and software.

**2018 - 58 PROCUREMENT OF DOCUMENT MANAGEMENT SYSTEM (DMS)**

This Resolution approves to award the DMS Project to CORQSPACE and the release of P1,654,397.00 to support the procurement. Funds shall be sourced from the CAPEX fund allocated for computer hardware and software.

**2018 - 59 APPROPRIATION OF FIVE HUNDRED MILLION PESOS (P500,000,000.00) FOR THE IT ENHANCEMENT PROJECT**

This Resolution approves the appropriation Five Hundred Million Pesos (P500,000,000.00) for the IT Enhancement Project, funds shall be sourced from the Retained Surplus. This amount shall also cover the following:

- Data Clean Up
- Data Migration
- IT Security
- IT Peripherals
- Operational Expenses
- Other related expenses





# **PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

## **RATIFICATION OF ALL ACTIONS AND RESOLUTIONS OF THE BOARD OF TRUSTEES APRIL 16, 2017– AUGUST 4, 2018**

### **2017 - 33 ACCEPTING THE RESIGNATION OF DIR BERNARDO L BONIFACIO**

This Resolution approves and accepts the resignation of Dir Bernardo L Bonifacio as Member of the PSMBFI Board of Trustees. The invaluable services and contributions of Dir Bernardo L Bonifacio in achieving the vision, goals and objectives of the Fund during his incumbency as Board of Trustee is also recognized and acknowledged by the PSMBFI Board of Trustees.

### **2017 - 34 CONFIRMING THE CY 2017 – 2018 PUBLIC SAFETY MUTUAL BENEFIT FUND, INC. BOARD OF TRUSTEES AND OFFICERS**

This Resolution confirms the members of the PSMBFI Board of Trustees and Officers.

The PSMBFI CY 2017 General Membership Meeting and Election was held on April 22, 2017 at the Multi-Purpose Center, Camp Crame, Quezon City. Pursuant to Article IX, Sections 13 and 14 of the Revised PSMBFI By-Laws, the seven(7) nominees who garnered the highest plurality of votes and who were declared as ELECTED Board of Trustees to serve for two (2) years are:

1. DIR MARIO A AVENIDO
2. DIR RÍCARDO C MARQUEZ
3. PSSUPT JOAQUIN R ALVA
4. PCSUPT JOHN Q SOSITO
5. PDIR KEITH ERNALD L SINGIAN
6. DIR JUANITO P VAÑO JR
7. PCSUPT VALFRIE G TABIAN

During the Special Board Meeting on April 22, 2017, SPO4 Felipe S Moquiala was elected as member of the Board of Trustees to serve the unexpired term of Dir Bernardo Bonifacio.

Thus, the following are the PSMBFI Board of Trustees and Officers who took their Oath of Office:

DIR RONALD M DELA ROSA	Chairman
DIR ARCHIE FRANCISCO F GAMBOA	Vice-Chairman
DIR MARIO A AVENIDO	President
DIR ARMANDO E RAMOLETE	Vice-President
DIR LYNDON G CUBOS	Treasurer
DIR JUANITO P DIMACULANGAN	Asst. Treasurer
PDIR NAPOLEON N TAAS	Corporate Auditor

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This Resolution approves disposal of defective, beyond economic repair, and obsolete computer hardware, furniture, equipment and vehicles of PSMBFI through the Bids and Awards Committee for the sale of the items to the PSMBFI Board and employees, or through public bidding, or sale to junkshops, in that particular order, and that any remaining disposable items after the sale shall be given free to the PNP/Partner agencies and/or to interested members of the BOT and PSMBFI employees.

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- Mr Rommel Ramirez , Accounting Department Manager; and
- Mr Genesis Augustine de Jesus, Bookkeeper

**2018 - 45 APPROVAL OF THE GRANT OF INCENTIVE TOALL THE EMPLOYEES AND THE PSMBFI BOARD OF TRUSTEES FOR REACHING P15.16 BILLION IN TOTAL ASSETS**

This Resolution approves the grant of incentive to all employees as well as the Members and Officers of the Board of Trustees for reaching the P15.16 Billion mark in total assets covering the period July 16, 2017 to May 15, 2018.



**2018 - 46 AUTHORIZING PNB TRUST BANKING GROUP TO INVEST THE PSMBFI EMPLOYEE'S RETIREMENT FUND IN GOVERNMENT SECURITIES**

This Resolution authorizes PNB Trust Banking Group to invest among others the PSMBFI Employee's Retirement Fund in Government Securities. The approved portfolio mix in the investment of the Trust Fund as specified in the Trust Agreement are:

- Fixed Income Investments (Minimum 90%)
  - Private Issues such as Special/Premium Savings Account and Commercial Papers
  - Government Securities such as BSP Special Deposit Accounts, Fixed Treasury Notes/Bonds, and Treasury Bills/Government Securities;
- Equities (Maximum 10%) – Subject to written direction of PSMBFI

**2018 - 47 APPROVAL OF SUPPLY, DELIVERY AND INSTALLATION OF NEXT GENERATION ANTI-VIRUS**

This Resolution approves to award the Supply, Delivery and Installation of Anti-Virus License to Northgate Technologies, Inc.

**2018 - 48 APPROVAL OF THE ATTENDANCE OF REGIONAL EXECUTIVE SENIOR POLICE OFFICERS (RESPOS), DISTRICT EXECUTIVE SENIOR POLICE OFFICERS (DESPOS) AND GROUP EXECUTIVE SENIOR POLICE OFFICERS (GESPOS) AS GUESTS IN PSMBFI REGULAR BOARD MEETINGS**

This Resolution approves to invite one (1) RESPO from the three (3) island group and one (1) DESPO or GESPO to regular board meetings of the PSMBFI Board of Trustees to make them aware of the dynamics between the Board and the Management in the exercise of due diligence in managing the affairs of the company.



**2018 - 49 APPROVAL OF THE AUDIT COMMITTEE CHARTER**

This Resolution approves the Audit Committee Charter, which is in accordance with the IIAP prescribed format and includes the Committee's organizational principles, operational principles, operational procedures, and oversight functions.

**2018 - 50 APPROVAL OF THE SUPPLEMENTAL BUDGET FOR THE STRATEGIC BUSINESS AND ECONOMICS PROGRAM (SBEP)**

This Resolution approves the supplemental budget of P370,000.00 to cover the enrollment fee for the SBEP of one additional Board representative, thereby increasing the Seminars and Training Fund of the Office of the Corporate Secretary for the SBEP enrollment to P 740,000.00.

**2018 - 51 APPROVAL OF THE PSMBFI CORPORATE GIVEAWAY FOR CY 2018**

This Resolution approves the PSMBFI giveaways for CY 2018 as follows: wall calendar, desk calendar, golf umbrella, and coffee table book. The funds for the procurement of the Corporate Giveaways in the amount of P3,437,500.00 shall be charged against the Membership Enrollment and Marketing Expense – Promotions fund of the Marketing Department.

**2018 - 52 ENGAGEMENT OF P & A GRANT THORNTON TO CONDUCT THE TAXAUDIT AND ADVISORY FOR THE YEAR ENDED 31 DECEMBER 2017**

This Resolution approves the engagement of P&A Grant Thornton to conduct the tax audit and advisory of the company for the year ended 31 December 2017. The engagement involves the conduct of a tax review on the operations of PSMBFI relative to the following national internal revenue taxes for the taxable year ended December 31, 2017: Income Tax; Creditable/Expanded withholding taxes; Withholding tax on wages; Final withholding taxes; Fringe benefits tax; Value-added Tax; Documentary stamp tax; and Local business tax.

**2018 - 53 APPROVAL OF THE ADOPTION OF THE RANKING OF PSMBFI ACCREDITED BANKS BASED ON THE FIRST QUARTER 2018 FINANCIAL DATA**

This Resolution approves the adoption of the new ranking based on the latest available financial data and the corresponding allowable percentage deposit as provided in the Investment Policy. Deposits in Chinatrust Bank, Union Bank, Bank of Commerce, and Maybank shall be deferred until such time that their financial data improves and meets the required criteria and to RCBC due to its alleged involvement in money



**2018 - 54 APPROVAL OF THE HIRING OF MS ELYSE JESSICA L VILLENA AS ACCOUNTS MANAGEMENT DEPARTMENT MANAGER OF PSMBFI**

This Resolution approves the hiring of Ms Elyse Jessica L Villena as Accounts Management Department Manager effective September 1, 2018.

**2018 - 55 PROMOTION OF MS MARIA THERESA FRANCISO AS ADMINISTRATION DEPARTMENT MANAGER ON PROBATIONARY STATUS**

This Resolution approves the promotion of Ms Maria Theresa Francisco as Manager of the Administration Department under probationary status effective August 1, 2018.

**2018 - 56 APPROVAL OF THE SUPPLY AND DELIVERY OF FIFTY (50) UNITS DELL OPTIPLEX MINI TOWER DESKTOP COMPUTERS**

This Resolution approves to award the supply and delivery of 50 units of desktop computers to Northgate Technologies, Inc. and the release of P4,267,500.00 to support the procurement. Funds shall be sourced from the CAPEX fund allocated for computer hardware and software.



**2018 - 57 APPROVAL OF THE SUPPLY AND DELIVERY OF TWENTY-TWO (22) UNITS DELL LATITUDE LAPTOP COMPUTERS**


This Resolution approves to award the supply and delivery of 22 units of laptop computers to Northgate Technologies, Inc. and the release of P1,677,500.00 to support the procurement. Funds shall be sourced from the CAPEX fund allocated for computer hardware and software.

**2018 - 58 PROCUREMENT OF DOCUMENT MANAGEMENT SYSTEM (DMS)**

This Resolution approves to award the DMS Project to CORQSPACE and the release of P1,654,397.00 to support the procurement. Funds shall be sourced from the CAPEX fund allocated for computer hardware and software.

**2018 - 59 APPROPRIATION OF FIVE HUNDRED MILLION PESOS (P500,000,000.00) FOR THE IT ENHANCEMENT PROJECT**

This Resolution approves the appropriation Five Hundred Million Pesos (P500,000,000.00) for the IT Enhancement Project, funds shall be sourced from the Retained Surplus. This amount shall also cover the following:

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- Data Clean Up
  - Data Migration
  - IT Security
  - IT Peripherals
  - Operational Expenses
  - Other related expenses