



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

GOVERNANCE COMMITTEE REPORT

January 22, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR MARIO A AVENIDO
DIR JOHN Q SOSITO
DIR JOAQUIN R ALVA

DIR JUANITO B VAÑO JR
PDIR NAPOLEON C TAAS
DIR KIMANIE J SAROMINES
ATTY MATTHEW P BACCAY

Absent:

DIR LYNETTE M TADEO

Resource Persons/Guests:

DIR ARCHIE FRANCISCO GAMBOA
Capt Sebastian C Siga-an
Ms Milan Rochelle Bernardo

Ms Mary Jean Zamora
Ms Ma Theresa Francisco

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of December 31, 2018, PSMBFI personnel totaled to 283 comprising of 275 regular employees and 8 probationary employees. The change in manpower was a result of the following personnel movements:

1. Regularization of the following employees:
 - Ruel R Masil, IT Infrastructure Administrator, IT Department effective December 16, 2018
 - Charrise M Del Mundo, Supervisor, Membership, Marketing Department effective December 16, 2018
2. Confirmation of Promotion Probation of Ms Khely Mae T Bueno, Bookkeeper, Member's Subsidiary Ledger, Accounting Department effective July 1, 2018
3. Temporary appointment of Mr Ruel R Masil as Officer-in-Charge, IT Department effective December 16, 2018.
4. End of contract of seven (7) Project-based employees and three (3) Employee-Relievers effective December 15, 2018

For the 12-month ending December 2018, PSMBFI registered a turnover rate of 4% which is still considered healthy for the organization.

PSMBFI Building

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

GOVERNANCE COMMITTEE REPORT

February 20, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR JOAQUIN R ALVA
DIR JUANITO B VAÑO JR
DIR LYNETTE M TADEO

PDIR NAPOLEON C TAAS(Ret)
DIR KIMANIE J SAROMINES
ATTY MATTHEW P BACCAY

Absent:

DIR MARIO A AVENIDO

Resource Persons / Guests :

DIR ARMANDO E RAMOLETE
Capt Sebastian C Siga-an
Ms Milan Rochelle Bernardo

Ms Charie Molines
Mr Rommel Ramirez

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of January 31, 2019, PSMBFI personnel totaled to 286 comprising of 277 regular employees, 7 probationary employees and 2 employee relievers. The change in manpower was a result of the following personnel movements:

1. Regularization of the following employees:
 - Kimberly Haydn Merilo, Supervisor, Manpower Planning & Development, HRD
 - Elie Rose Apple L Calimpong, Field Officer REO ARMM, MD
2. Hiring of Mr Jerome A Jardiel, Application Developer, IT Department under probationary status effective January 16, 2019
3. Suitability Assessment Period (SAP) of the following personnel:
 - Regina Angela Charissa M Molines, Manager, Insurance Department effective January 1, 2019
 - Janet E Mercado, Junior Application Developer, IT Department effective January 1, 2019
4. Extension of the Promotion Probationary as Manager, Administration Department of Ms Maria Theresa F Francisco from January 1, 2019 to January 31, 2019
5. Confirmation of the Suitability Assessment Period (SAP) of Mr Alvin N Cavinta as Disbursing Assistant, Treasury Department effective August 16, 2018
6. Hiring of 2 employee-relievers

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GOVERNANCE COMMITTEE REPORT

March 20, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR MARIO A AVENIDO
DIR JOAQUIN R ALVA
DIR JUANITO B VAÑO JR

PDIR NAPOLEON C TAAS
DIR KIMANIE J SAROMINES
DIR LYNETTE M TADEO
ATTY MATTHEW P BACCAY

Resource Persons/Guests:

DIR ARMANDO E RAMOLETE
Capt Sebastian C Siga-an

Ms Milan Rochelle Bernardo
Ms Ma Theresa Francisco

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of February 28, 2019, PSMBFI personnel totaled to 288 comprising of 280 regular employees, 6 probationary employees and 2 employee-relievers. The change in manpower was a result of the following personnel movements:

1. Hiring of the following personnel under probationary status:
 - Ms Agnes S Besa, Membership Assistant under Marketing Department effective February 1, 2019; and
 - Ms Niña Denisse G Paglicawan, Employee Relations and Welfare Assistant, HRD effective March 16, 2019.
2. Regularization of the following personnel:
 - Ms Berhanie L Acob, Bookkeeper – Member's Subsidiary Ledger, Accounting Department, effective February 1, 2019;
 - Mr Rolando V Pahati and Mr Arniel T Tajanlangit, Driver/Mechanic under Administration Department, effective February 16, 2019;
3. Completion of the Promotion Probation and confirmation in new position of the following employees:
 - Ms Maria Theresa F Francisco, Manager, Administration Department as of February 1, 2019; and
 - Mr Edgar A Alambra, Supervisor, Programs and Budget, CORPLAN as of February 16, 2019.
4. Promotion probation of Ms Joyce Ann Syrril S Laraño as Audit Examiner – Financial Audit under the Office of the Internal Auditor effective February 1, 2019;
5. Transfer of Mr Aldebert P Jamlid as Field Officer – REO 3 effective February 16, 2019; and

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GOVERNANCE COMMITTEE REPORT

April 23, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR MARIO A AVENIDO
DIR JOAQUIN R ALVA
DIR JUANITO B VAÑO JR

DIR KIMANIE J SAROMINES
DIR LYNETTE M TADEO
ATTY MATTHEW P BACCAY

Absent:

PDIR NAPOLEON C TAAS (Ret)

Resource Persons/Guests:

Capt Sebastian C Siga-an
Ms Milan Rochelle Bernardo

Ms Regina Charissa Molines

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of March 31, 2019, PSMBFI personnel totaled to 288 comprising of 281 regular employees, 5 probationary employees and 2 employee-relievers. The change in manpower was a result of the following personnel movements:

1. Hiring of Ms Maria Cristina B Agosto under probationary status as Field Officer REO CAR, Marketing Department effective March 1, 2019 to July 31, 2019.
2. Regularization of the following personnel:
 - Mr Ronnel G Carolina, Billing & Collection Assistant under Accounts Management Department effective March 16, 2019
 - Ms Junalyn P Celario, Company Nurse/Benefits Assistant under HRD effective March 16, 2019
3. Completion of the Promotion Probation and confirmation in new position of the following employees:
 - Ms April Joy G Agsipo as Supervisor, General Accounting, Accounting Department effective October 1, 2018.
 - Ms Grace M Escobal as Billing & Collection Analyst - Current Accounts, Accounts Management Department effective October 16, 2018.
4. Temporary assignment as Records Management Assistant, Records Management Section, Administration Department of Mr Ernesto Tumampo from February 25, 2019 to May 24, 2019
5. Temporary assignment in General Support Services Section, Administration Department of Ms Mergita L Jalago from February 25, 2019 to May 24, 2019

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GOVERNANCE COMMITTEE REPORT

July 24, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR KEITH ERNALD L SINGIAN
DIR MARIO A AVENIDO
DIR JUANITO B VAÑO JR

DIR KIMANIE J SAROMINES
DIR LYNETTE M TADEO
DIR WARREN GASPAS A TOLITO
PMGEN NAPOLEON C TAAS (Ret)

Absent:

ATTY MATTHEW P BACCAY

Resource Persons/Guests:

DIR ARMANDO E RAMOLETE
Capt Sebastian C Siga-an

Ms Milan Rochelle Bernardo

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of June 30, 2019, PSMBFI personnel totaled to 287 comprising of 278 regular employees, 5 probationary employees and 4 employee-relievers. The change in manpower was a result of the following personnel movements:

1. Regularization Mr Jerome A Jardiel, Application Developer, IT Department, effective June 16, 2019.
2. Hiring of Ms Junalyn D Vales, Employee-reliever for the position of Bookkeeper, Accounting Department, effective June 16, 2019 up to October 5, 2019.
3. Resignation of the following employees:
 - Ms Mary Anne Q Sequerra as Field Officer – REO 12, Marketing Department effective June 10, 2019;
 - Ms June Ria Lou M Dala as Field Officer – REO 10, Marketing Department effective June 21, 2019.
4. Mandatory retirement of Mr Antonio N Recuenco as IT Support & Software Support Specialist, IT Department effective June 11, 2019;

For the 12-month ending June 2019, PSMBFI registered a turnover rate of 4% which is still considered healthy for the organization. Employee turnover is an important way to measure both the effectiveness of the human resources management system and the overall management of an organization or program.

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GOVERNANCE COMMITTEE REPORT

August 20, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR KEITH ERNALD L SINGIAN
DIR MARIO A AVENIDO
DIR JUANITO B VAÑO JR

DIR RODOLFO COLLADO JR
DIR LYNETTE M TADEO
PMGEN NAPOLEON C TAAS (Ret)
ATTY MATTHEW P BACCAY

Absent:

DIR WARREN GASPAR A TOLITO

Resource Persons/Guests:

DIR ARMANDO E RAMOLETE
Capt Sebastian C Siga-an

Ms Milan Rochelle Bernardo

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of July 31, 2019, PSMBFI personnel totaled to 288 comprising of 277 regular employees, 7 probationary employees and 4 employee-relievers. The change in manpower was a result of the following personnel movements:

1. Hiring of the following personnel on probationary status:
 - Ms Dolly Ann Marie L Piosang as Audit Examiner-Operations, Office of the Internal Auditor effective July 1, 2019 to November 30, 2019;
 - Ms Cindy Grace Go as Field Officer – REO 5, Marketing Department effective July 1, 2019 to November 30, 2019;
 - Mr Jonnel D Buquel as Field Officer – REO 3, Marketing Department effective July 16, 2019 to December 15, 2019;
 - Ms Carmela Lou A Tadena, Accounting Assistant, Accounting Department effective July 16, 2019 to December 15, 2019
2. Regularization of the following personnel:
 - Ms Agnes S Besa, Marketing Assistant under the Marketing Department effective July 1, 2019;
 - Ms Niña Denisse G Paglicawan, Employee Relations and Welfare Assistant under the HRD, effective July 16, 2019.
3. Confirmation of the promotion as Audit Examiner - Financial Audit, OIA, of Ms Joyce Ann Syrril S Laraño effective February 1, 2019.
4. Hiring of Ms Ma. Dianne M Mendoza as Reliever for the position of Abstracting Assistant, AMD effective July 1, 2019.
5. Mandatory retirement of Ms Julieta D Valencia, Supervisor, Financial Audit, OIA, effective July 14, 2019.

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

GOVERNANCE COMMITTEE REPORT

September 17, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR KEITH ERNALD L SINGIAN
DIR WARREN GASPAR A TOLITO
DIR JUANITO B VAÑO JR

DIR RODOLFO COLLADO JR
DIR LYNETTE M TADEO
PMGEN NAPOLEON C TAAS (Ret)
ATTY MATTHEW P BACCAY

Absent:

DIR MARIO A AVENIDO

Resource Persons/Guests:

DIR ARMANDO E RAMOLETE
Capt Sebastian C Siga-an

Ms Milan Rochelle Bernardo

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of August 31, 2019, PSMBFI personnel totaled to 287 comprising of 277 regular employees, 7 probationary employees, and 3 employee-relievers. The change in manpower was a result of the following personnel movements:

1. Hiring of Mr Randell Joseph I Gumarang on probationary status as HR Assistant – Recruitment & Placement under HR Department from August 16, 2019 to January 15, 2020.
2. Regularization of Ms Maria Christina B Agosto as Field Officer REO – COR under Marketing Department effective August 1, 2019.
3. End of contract of Ms Nadinne F Reyes, employee-reliever as Underwriting Assistant for Insurance Department effective August 4, 2019.
4. Resignation of Ms Erika Gail M De Torres as Bookkeeper – General Accounting under Accounting Department effective August 5, 2019.

For the 12-month ending August 2019, PSMBFI registered a turnover rate of 5%, which is still considered healthy for the organization. Employee turnover is an important way to measure both the effectiveness of the human resources management system and the overall management of an organization or program.

As of end of August 2019, the vacant budgeted plantilla positions are:

A. Accounting Department

1. Accounting Specialist
2. Bookkeeper

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

GOVERNANCE COMMITTEE REPORT

November 19, 2019 PSMBFI Board Room

Attendees:

DIR RICARDO C MARQUEZ
DIR KEITH ERNALD L SINGIAN
DIR WARREN GASPAS A TOLITO
DIR JUANITO B VAÑO JR

DIR RODOLFO COLLADO JR
DIR LYNETTE M TADEO
ATTY MATTHEW P BACCAY

Absent:

DIR MARIO A AVENIDO
PMGEN NAPOLEON C TAAS (Ret)

Resource Persons/Guests:

DIR ARMANDO E RAMOLETE
Capt Sebastian C Siga-an
Ms Charie Molines

Ms Milan Rochelle Bernardo
Atty Rizalina Lumbrera

The following issues and concerns were discussed during the Governance Committee meeting:

I. Status of PSMBFI Personnel

As of October 31, 2019, PSMBFI personnel totaled to 287 comprising of 277 regular employees, 9 probationary employees and 1 employee-reliever. The change in manpower was a result of the following personnel movements:

1. Hiring of the following employees under probationary status from October 1, 2019 to February 29, 2020:
 - a. Ms Jennifer C Medina as Accounting Specialist under Accounting Department;
 - b. Ms Cynthia D Villena as Audit Assistant – Financial Audit Section under OIA;
 - c. Ms Shekaina Marie A Gendrano as Payroll Assistant under HR Department.
2. Confirmation of the Promotion of Ms Patricia B Laoag as Supervisor, Billing & Collection (Current Accounts) under the Accounts Management Department effective May 1, 2019.
3. End of contract of Ms Junalyn D Vales, employee-reliever for the position of Bookkeeper, Accounting Department, effective October 6, 2019.
4. Separation of Mr Zyron C Basto and Mr Geline G Lopez as Membership Relations Specialist under Marketing Department effective October 18, 2019.

For the 12-month ending October 2019, PSMBFI registered a turnover rate of 4%, which is still considered healthy for the organization. Employee turnover is an

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