



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

January 19, 2023

AUTHORITY : Chairman, Governance Committee

TO ATTEND :

I. Governance Committee Members

DIR RICARDO C MARQUEZ
DIR JOSE CHIQUITO M MALAYO
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA JR

DIR HERMINIO S TADEO JR
DIR DONNA N VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

ATTY JOEL NAPOLEON M CORONEL

III. Corporate Officer:

ATTY CATHERINE E TAMAYO

IV. Resource Persons:

Mr Anthony Cuaycong
PMGen Celso Pestaño (Ret)

Mr Eugene Balcos
Ms. Milan Rochelle Bernardo

DAY/DATE : Monday, January 23, 2023 **TIME:** 2:00 P.M.

VENUE OF HOST : PSMBFI Boardroom
Committee members may participate via remote communication through the Zoom video teleconference platform

Meeting ID: 824 3561 1468 Password: 222444

Contact Persons : Nina Foronda
Kathleen Dato-on } **0917 – 302 1418**
Louie Mae Sabado }

Attire : Smart Casual / PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
 1. Governance Committee Meeting (November 21, 2022)
 2. Special Governance Committee Meeting (November 24, 2022)
- B. Matters Arising from the Previous Meeting
 1. Airconditioning Units
 2. Engagement of Janitorial and Security Services
- C. HR Concerns
 1. Status of Personnel
 2. Update on HR Projects (LMS & JES)
- D. Update on Change Management Plan
- E. Procurement of 25 Motorcycles for CSR
- F. Case Brief on Discipline Case 22-002 (Executive Session)
- G. Case Brief on Discipline Case 22-010 (Executive Session)
- H. NLRC Case Nos 1200215-22 and 12-0083622 filed by Ms. Regina Molines and Ms. Mary Jane Velasquez (Executive Session)
- I. Status of Personnel, Office of the Corporate Secretary (Executive Session)
- J. Other Matters
- K. Adjournment


ATTY CATHERINE E TAMAYO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

February 15, 2023

AUTHORITY : Chairman, Governance Committee

TO ATTEND :

I. Governance Committee Members

DIR RICARDO C MARQUEZ
DIR JOSE CHIQUITO M MALAYO
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA JR

DIR HERMINIO S TADEO JR
DIR DONNA N VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

ATTY JOEL NAPOLEON M CORONEL

III. Corporate Officer:

ATTY CATHERINE E TAMAYO

IV. Resource Persons:

Mr Anthony Cuaycong

PMGen Celso Pestaño (Ret)

DAY/DATE : Tuesday, February 21, 2023 **TIME:** 2:00 P.M.

VENUE OF HOST : PSMBFI Boardroom
Committee members may participate via remote communication through the Zoom video teleconference platform

Meeting ID: 824 3561 1468 Password: 222444

Contact Persons : Nina Foronda
Kathleen Dato-on } **0917 – 302 1418**
Louie Mae Sabado }

Attire : Smart Casual / PNP Uniform

AGENDA :

- A. Approval of Minutes of Previous Meeting
- B. Matters Arising from the Previous Meeting
- C. HR Concerns
 - 1. Status of Personnel
 - 2. Update on HR Projects
- D. Update on Change Management Plan
- E. Update on Physical Reorganization Plan
- F. Hiring of IT Manager
- G. Report on PSMBFI Consultants
- H. Security and Janitorial Services
- I. Resignation Pay of Mr Jeff Clarence Derecho
- J. Offer to Buy Service Vehicle
- K. Other Matters
- L. Adjournment


ATTY CATHERINE E TAMAYO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

March 16, 2023

AUTHORITY : Chairman, Governance Committee

TO ATTEND :

I. Governance Committee Members

DIR RICARDO C MARQUEZ
DIR JOSE CHIQUITO M MALAYO
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA JR

DIR HERMINIO S TADEO JR
DIR DONNA N VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

ATTY JOEL NAPOLEON M CORONEL

III. Corporate Officer:

ATTY CATHERINE E TAMAYO

IV. Resource Persons:

Mr Anthony Cuaycong

PMGen Celso Pestaño (Ret)

DAY/DATE : Tuesday, March 21, 2023 **TIME:** 2:00 P.M.

VENUE OF HOST : PSMBFI Boardroom
Committee members may participate via remote communication through the Zoom video-teleconference platform

Meeting ID: 824 3561 1468 Password: 222444

Contact Persons : Nina Foronda
Kathleen Dato-on
Louie Mae Sabado } **0917 – 302 1418**

Attire : Smart Casual / PNP Uniform

AGENDA :

- A. Approval of Minutes of Previous Meeting
- B. Matters Arising from the Previous Meeting
- C. CY 2023 Uniform Allowance
- D. Renewal of Contract of PMG Consultant
- E. Quality of Hire Metrics
- F. PSMBFI Payroll & Human Resource Information System (HRIS)
- G. Guidelines in Hiring of Consultants
- H. Retirement & Resignation pay of former PSMBFI employees
- I. Amendment to the Company Vehicle Assignment Policy
- J. Amendment to the Performance Management System
- K. BAC Concerns



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- L. Disposal of various items
- M. Other Matters
- N. Adjournment

ATTY CATHERINE E TAMAYO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

May 18, 2023

AUTHORITY : Chairman, Governance Committee

TO ATTEND :

I. Governance Committee Members

DIR RICARDO C MARQUEZ
DIR BARTOLOME R BUSTAMANTE
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA JR

DIR HERMINIO S TADEO JR
DIR DONNA N VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

DIR JOSE CHIQUITO M MALAYO

III. Corporate Officer:

ATTY CATHERINE E TAMAYO

IV. Resource Persons:

PMGen Celso Pestaño (Ret)
Atty Rizalina V Lumbea

Ms Milan Rochelle Bernardo

DAY/DATE : Monday, May 22, 2023 **TIME:** 2:00 P.M.

VENUE OF HOST : PSMBFI Boardroom
Committee members may participate via remote communication through the Zoom video-teleconference platform

Meeting ID: 824 3561 1468 Password: 222444

Contact Persons : Nina Foronda
Kathleen Dato-on } **0917 – 302 1418**
Louie Mae Sabado }

Attire : Smart Casual / PNP Uniform

AGENDA :

- A. Approval of Minutes of Previous Meeting
- B. Matters Arising from the Previous Meeting
 1. Update on Change Management Plan (including update on Physical Reorganization)
 2. Request to Purchase Service Vehicles
- C. Regular Report : HR Concerns
- D. Updates/Other Concerns
 1. Procurement of Human Resource Information System (HRIS)
 2. Employee Resignation
 3. Resignation of VP for Corporate Services



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4. BAC Concerns (Procurements and Renewal of Contract of Lock & Stor 24/7)
5. Salamat Kabalikat Program Appreciation Incentive
6. Landbank e-TPS authorized Approver
7. Update on Labor Cases

E. Other Matters

F. Adjournment


ATTY CATHERINE E TAMAYO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

June 19, 2023

AUTHORITY : Chairman, Governance Committee

TO ATTEND :

I. Governance Committee Members

DIR RICARDO C MARQUEZ
DIR BARTOLOME R BUSTAMANTE
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA JR

DIR HERMINIO S TADEO JR
DIR DONNA N VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

DIR JOSE CHIQUITO M MALAYO

III. Corporate Officer:

ATTY CATHERINE E TAMAYO

IV. Resource Persons:

PMGen Celso Pestaño (Ret)
Atty Rizalina V Lumbera

Ms Michelle Cayabyab
Ms Milan Rochelle Bernardo

DAY/DATE : Wednesday, June 21, 2023 **TIME:** 1:00 P.M.

VENUE OF HOST : PSMBFI Boardroom
Committee members may participate via remote communication through the Zoom video-teleconference platform

Meeting ID: 824 3561 1468 Password: 222444

Contact Persons : Nina Foronda
Kathleen Dato-on
Louie Mae Sabado } **0917 – 302 1418**

Attire : Smart Casual / PNP Uniform

AGENDA :

- A. Approval of Minutes of Previous Meeting
- B. Matters Arising from the Previous Meeting
 - 1. BAC Concerns
 - 2. Approving Authority of the President
 - 3. Amendment on Vehicle Assignment Policy
- C. Pending Task from Previous Meeting
- D. Regular Report :
 - 1. HR Concerns
 - 2. Update on Change Management Initiatives



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E. Updates/Other Concerns

1. Tier 3 Balanced Scorecard
2. Extension of Contract of the PSMBFI Medical Consultant

F. Other Matters

G. Adjournment

ATTY CATHERINE E TAMAYO
Corporate Secretary



July 17, 2023

NOTICE OF THE GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairman, PSMBFI Governance Committee

TO ATTEND :

I. Board of Trustees

DIR RICARDO C MARQUEZ	DIR HERMINIO S TADEO JR
DIR BARTOLOME R BUSTAMANTE	DIR DONNA VILLAREAL
DIR JUANITO B VAÑO JR	DIR LOUIE S MAKILAN
DIR BENIGNO B DURANA JR	

II. Executive Director:

DIR JOSE CHIQUITO M MALAYO

III. Corporate Officers:

ATTY CATHERINE E TAMAYO - CIPRIANO

IV. Resource Persons:

PMGEN Celso Pestaño (Ret.)	Ms. Edna Catherine Fabian
Atty Rizalina Lumbera	Ms. Jasel Rabano

DAY/DATE : Thursday, July 20, 2023 **TIME:** 2:00 PM

VENUE : PSMBFI Board Room

Committee members may participate via remote communication through the Zoom video teleconference platform.

Meeting ID: 824 3561 1468 Password: 222444

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING
- B. MATTERS ARISING FROM THE LAST MEETING
 1. Proposed Amendment on the Levels of Authority for Approval of Transactions and The Procurement Policy
 2. Amendment to the Procurement Policy
 3. Update on PSMBFI Bayanihan Program Fund
 4. Update on Labor Cases
 5. Status of Corporate Officers
- C. HR CONCERN
- D. CHANGE MANAGEMENT INITIATIVES



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- E. OTHER MATTERS
 - 1. Regularization of Mr. Aurelio S. Tadlas Jr.
 - 2. BAC Concerns
 - 3. Corporate Governance Compliance Project
 - 4. Service Incentive 2022-2023
- F. ADJOURNMENT

ATTY CATHERINE E TAMAYO - CIPRIANO
Corporate Secretary



August 17, 2023

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairman, PSMBFI Governance Committee

TO ATTEND :

I. Board of Trustees:

DIR RICARDO C MARQUEZ
DIR BARTOLOME R BUSTAMANTE
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA

DIR HERMINIO S TADEO JR
DIR DONNA VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

DIR JOSE CHIQUITO M MALAYO

III. Corporate Officers:

ATTY CATHERINE E TAMAYO - CIPRIANO

IV. Resource Persons:

PMGEN Celso Pestaño (Ret.)
Atty Rizalina Lumbea
Ms. Jasel Rabano
Ms. Edna Catherine Fabian

Ms. Milan Rochelle Bernardo
Mr. Rommel Ramirez
Mr. Ramon Sistoso

V. Resource Persons:

DIR BENJAMIN D SANTOS JR

DAY/DATE : August 23, 2023, Wednesday

TIME: 2:00 PM

VENUE : PSMBFI Board Room

Committee members may participate via remote communication through the Zoom video teleconference platform.

Meeting ID: 824 3561 1468 Password: PSMBFI

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
- B. Matters Arising from the Previous Meeting
 1. Discipline Case 22-002
 2. Recurring Expense
- C. HR Report
- D. Update on Change Management Plan
- E. Resignation of Manager, Administration Department
- F. Resignation and Retirement Pay
- G. Retirement Fund Contribution for CY2023
- H. PSMBFI Breastfeeding Policy and PSMBFI Mental Health Policy
- I. Other Matters
 1. SBEP SY 2023-2024
 2. Activation of Purchasing Specialist Position
 3. Application for Authority to Print Acknowledgement Receipt
 4. Renewal of Subscription for Talent Screening Assessment



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5. Realignment of Funds for RSO rental
 6. Vehicle Disposal through CSR
 7. Renewal of Contract of Atty. Rochelle S. Ruma, Consultant to the Office of the Corporate Secretary
 8. Grant of Incentive for PSMBFI Employees and Board of Trustees
- J. Adjournment

ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairman, PSMBFI Governance Committee

TO ATTEND :

I. Board of Trustees:

DIR RICARDO C MARQUEZ
DIR BARTOLOME R BUSTAMANTE
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA

DIR HERMINIO S TADEO JR
DIR DONNA VILLAREAL
DIR LOUIE S MAKILAN

II. Executive Director:

DIR JOSE CHIQUITO M MALAYO

III. Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

IV. Resource Persons:

PMGEN Celso Pestaño (Ret.)
Atty Rizalina Lumbera

Ms. Edna Catherine Fabian

V. Guest:

DIR BENJAMIN D SANTOS JR

DAY/DATE : Friday, September 22, 2023

TIME: 1:00 PM

VENUE : PSMBFI Board Room

Meeting ID: 824 3561 1468

Password: PSMBFI

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
- B. Matters Arising from the Previous Meeting
 1. Vehicle Disposal through CSR
 2. Subscription Renewal for Talent Screening Assessment
 3. General Resolution on Recurring Expenditures
 4. Strategy / Communication Package for Change Management Plan
- C. HR Report
- D. Update on Change Management Plan
- E. Resignation and Retirement Pay
- F. Other Matters
 1. PSMBFI Breastfeeding Policy and PSMBFI Mental Health Policy
 2. PSMBFI Environmental Policy
 3. Disposal of 23 Units Service Vehicles
 4. Activation of Purchasing Specialist and Fleet Coordinator Position
 5. Negotiated Contract with Consulting Actuary and Medical Consultant
 6. Duration of the Engagement for the Type A Uniforms
 7. BAC Concerns
 - One (1) Unit Mobile Clinic for CSR
 - Installation of Brand New VRF Air Conditioning System
 - 46 Sets of Laptop for PSMBFI
 - VAPT with Phishing Simulation Scenario
 - External Auditor for PSMBFI Financial Statement CY2023
- G. Adjournment

ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairman, PSMBFI Governance Committee

TO ATTEND :

Board of Trustees:

DIR RICARDO C MARQUEZ
DIR BARTOLOME R BUSTAMANTE
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA

DIR HERMINIO S TADEO JR
DIR DONNA VILLAREAL
DIR LOUIE S MAKILAN

Executive Director:

DIR JOSE CHIQUITO M MALAYO

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons:

PMGEN Celso Pestaño (Ret.)
Atty Rizalina Lumbera

Ms. Edna Catherine Fabian

Guest:

DIR BENJAMIN D SANTOS JR

DAY/DATE : Wednesday, October 25, 2023

TIME: 1:00 PM

VENUE : PSMBFI Board Room

Meeting ID: 824 3561 1468

Password: PSMBFI

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
- B. Matters Arising from the Previous Meeting
 1. PSMBFI Type A Uniform
 2. Draft General Resolution on Recurring Activities *(To Follow)*
 3. Online Talent Screening Assessment
- C. HR Report
- D. Update on Change Management Plan
- E. Other Matters
 1. Amendment to the Disposal Policy
 2. Activation of Nurse Plantilla
 3. Hiring of Part-Time Physician
 4. Medical Assistance
- F. Adjournment

ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairman, PSMBFI Governance Committee

TO ATTEND :

Members:

DIR RICARDO C MARQUEZ
DIR BARTOLOME R BUSTAMANTE
DIR JUANITO B VAÑO JR
DIR BENIGNO B DURANA

DIR HERMINIO S TADEO JR
DIR DONNA VILLAREAL
DIR LOUIE S MAKILAN

Chief Executive Director:

DIR JOSE CHIQUITO M MALAYO

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons:

PMGEN Celso Pestaño (Ret.)
Mr. Gabriel Castro Jr.

Ms. Edna Catherine Fabian

Guest:

DIR BENJAMIN D SANTOS JR

DAY/DATE : Friday, November 24, 2023

TIME: 1:00 PM

VENUE : PSMBFI Board Room

Meeting ID: 824 3561 1468 Password: PSMBFI

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
- B. Matters Arising from the Previous Meeting
 1. Review of the CSR Policy on Assistance to Members
 2. Hiring of Part-Time Physician
 3. Procurement of VRF Air Conditioning System
 4. Update on In-house Projects
 5. ISO Accreditation
- C. HR Matters
 1. HR Report
 2. Report of the Management Committee (Regularization of VPF Managers, Loans and CorPlan)
 3. Fill-up of Manager, Administrative Department Position
 4. Resignation and Retirement Pay
- D. Other Matters
 1. Results of the Disposal of 16 Units of Service Vehicles
 2. Document Management System Annual Maintenance and Support
 3. Real Property Tax
 4. BAC Concerns
- E. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary