



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 : Tuesday, January 23, 2024

TIME: 1:00 PM

VENUE : PSMBFI Board Room

Meeting ID: 829 7775 0929

Password: PSMBFI

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
 1. Regular Governance Committee meeting dated November 24, 2023
 2. Special Joint GOVCOM-EXCOM dated December 06, 2023
- B. Matters Arising from the Previous Meeting
 1. Amendment in the Performance Management System Policy
 2. MOU between PSMBFI and PNP and Legal and Other Forms of Assistance
 3. Hiring of Part-Time Physician
 4. Review of the CSR Policy on Assistance to Members
 5. In-house Projects
 6. ISO Accreditation
 7. Renewal of Firewall License
 8. Purchase of MPLS Line
 9. Change Management Concerns
 10. Negotiated Contract with Miravite



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

- C. HR Report
- D. Other Matters
 - 1. Incentive
 - 2. Docuware Annual Maintenance & Support
 - 3. BAC Concerns
 - 4. CAPEX
 - 5. Contract Renewal of Dr. Luis Baustista
- E. 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

DAY/DATE : Tuesday, February 20, 2024

TIME: 1:00 PM

VENUE : PSMBFI Board Room

Meeting ID: 891 4294 5876 Password: PSMBFI

ATTIRE : Smart Casual/PNP Uniform

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
 - 1. Governance Committee meeting dated January 23, 2024
- B. Matters Arising from the Previous Meeting
 - 1. CAPEX CY2024
 - 2. TOR for Occupational Health Doctor/Medical Consultant
 - 3. Amendment to the Performance Management System Policy
 - 4. Amendment to the PSMBFI By-Laws
- C. HR Report
- D. Other Matters
 - 1. Case Filed by Mr. Ramon Sistoso
 - 2. BAC Concerns
 - a. Supply and Installation of Six (6) Units - 5 HP Brand New Inverter Split Type Floor Mounted Air Conditioning Units (Daikin)
 - b. CY2024 Engagement of Security Services
 - c. Competency Framework
 - 3. CY2024 Uniform Allowance
 - 4. Extension of Contract of Mr Lyndon Fadri - next meeting
 - 5. Supplemental Budget for 2024
 - 6. Status of the 2023 CSR Program and 2024 Fund Allocation
 - 7. Revocation of Board Resolution No. 2023-122 (Approval of the Hiring of Ms Jesusa Claire Santos as Vice President for Corporate Services) - regular board
 - 8. MEP Interest Rate for CY2024 - excom
 - 9. MBIEV/MER Distribution - memcom
- E. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



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

DAY/DATE : Tuesday, March 19, 2024 **TIME:** 1:00 PM
VENUE : PSMBFI Board Room
ATTIRE : Smart Casual/PNP Uniform

Meeting ID: 847 9181 6515 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
 - 1. Minutes of the Previous Meeting dated February 20, 2024
 - 2. Minutes of the Special Governance Committee meeting dated February 26, 2024
- B. Matters Arising from the Previous Meeting
 - 1. CAPEX CY2024
 - 2. Supplemental Budget for 2024
 - 3. Membership Retention Program
 - 4. Performance Management System Policy
 - 5. Amendment to the PSMBFI By-Laws
 - 6. Amendment to the Procurement Policy
 - 7. Terms of Reference (TOR) of Membership and Risk and Audit Consultant
 - 8. Terms of Reference (TOR) of HMO Benefit
 - 9. Clarification on Abuloy Program
 - If time permits, these will be discussed after Other Matters:***
 - 10. *In-house Projects*
 - 11. *ISO Accreditation*
 - 12. *Change Management Concerns*
 - 13. *Review of CSR Policy on Assistance to Members*
- C. HR Report
- D. Extension of Contract of Mr Lyndon Fadri
- E. Status of the 2023 CSR Program and 2024 Fund Allocation
- F. BAC Concerns
- G. Renewal of PMG Consultant
- H. Management Committee Report: Regularization of Mr. Gabriel Castro
- I. Other Matters
 - 1. Bust of PDIR Guillermo T Domondon
- E. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairperson, PSMBFI Governance Committee

TO ATTEND :

Members

TRUSTEE RICARDO C MARQUEZ
TRUSTEE BARTOLOME R BUSTAMANTE
TRUSTEE JUANITO B VAÑO JR
TRUSTEE GERARDO F BATULA

TRUSTEE BENIGNO B DURANA JR
TRUSTEE JOSE CHIQUITO M MALAYO
TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)

Ms Edna Catherine Fabian

DAY/DATE : Friday, May 24, 2024 **TIME:** 1:00 PM
VENUE : PSMBFI Board Room
ATTIRE : Smart Casual/PNP Uniform

Meeting ID: 365 991 0886 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
 - 1. Minutes of the Previous Meeting dated March 19, 2024
 - 2. Minutes of the Special Governance Committee meeting dated March 25, 2024
- B. Matters Arising from the Previous Meeting
 - 1. Increase in Loan Production Project
 - 2. PMIMS: HTECH Corporation (Proof of prior contracts)
 - 3. TOR of Membership and Risk and Audit Committees Consultant
- C. Resignation of Mr. Rommel Ramirez, Accounting Manager
- D. Evaluation for the Regularization of Ms Jolly Abundo, Admin Manager
- E. Activation and Fill-up of Plantilla Positions: Market Research Analyst; Marketing Support Coordinator; Web Specialist; Purchasing Specialist; and Fleet Coordinator
- F. Retirement Fund Contribution for CY2024
- G. Extension of Unclaimed EV Project
- H. Authorized Users of Landbanks Electronic Tax Payment Systems (eTPS)
- I. Management Team Building
- J. Proposed Expansion of the Legal Assistance Program
- K. Request for Grant of Jan - Apr Incentive 2024
- L. Other Matters
 - 1. Disposal of 9 Vehicles
- N. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

TRUSTEE RICARDO C MARQUEZ

Chairman, Governance Committee
Public Safety Mutual Fund, Inc.
San Juan City

Dear Sir,

To streamline our discussions and optimize our meeting time, The following material/s submitted by Management are considered for information and reference only of the Committee but will no longer be presented on the floor:

1. Survey Results on the Impact of Change Management
2. Update on Change Management - Physical Reorganization
3. In-house Projects
4. HR Report

However, should there be questions on the material/s, the Committee can discuss their concerns under Other Matters.

Please see your respective emails for access to these materials and links, which direct to Google Drive as an accessible option.

Thank you..

Sincerely,

ATTY CATHERINE E TAMAYO - CIPRIANO
Corporate Secretary

CC: Members, Governance Committee



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairperson, PSMBFI Governance Committee

TO ATTEND :

Members

TRUSTEE RICARDO C MARQUEZ
TRUSTEE BARTOLOME R BUSTAMANTE
TRUSTEE JUANITO B VAÑO JR
TRUSTEE GERARDO F BATULA

TRUSTEE BENIGNO B DURANA JR
TRUSTEE JOSE CHIQUITO M MALAYO
TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)

Ms Edna Catherine Fabian

DAY/DATE : Thursday, June 20, 2024
VENUE : PSMBFI Board Room
ATTIRE : Smart Casual/PNP Uniform

TIME: 1:00 PM

Meeting ID: 365 991 0886 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meeting dated May 24, 2024
- B. Matters Arising from the Previous Meeting
- C. Interview: Hiring of Vice President for Corporate Services
- D. Release of Funds for the PSMBFI Management Team Building
- E. Results of the Disposal of (9) Vehicles
- F. Increase in the Duration of Unclaimed EV Project
- G. Renewal of Lease Contract: PSMBFI Offsite Storage Facility
- H. Extension of Contract of Dr Luis Bautista
- I. BAC Concerns
- J. Other Matters
 - 1. Updates on Legal and Travel Assistance for PSMBFI Members
 - 2. Proposed Enhanced Legal and Travel Assistance for PSMBFI Members
 - 3. Stale checks of Former PSMBFI Chairman, Trustee Nicanor Bartolome
- N. Adjournment

ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairperson, PSMBFI Governance Committee

TO ATTEND :

Members

TRUSTEE RICARDO C MARQUEZ
TRUSTEE BARTOLOME R BUSTAMANTE
TRUSTEE JUANITO B VAÑO JR
TRUSTEE GERARDO F BATULA

TRUSTEE BENIGNO B DURANA JR
TRUSTEE JOSE CHIQUITO M MALAYO
TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)

Ms Edna Catherine Fabian

DAY/DATE : Tuesday, July 23, 2024

TIME: 2:00 PM

VENUE : PSMBFI Board Room

ATTIRE : Smart Casual/PNP Uniform

Meeting ID: 365 991 0886 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meeting
 - 1. Regular Governance Committee meeting dated June 20, 2024
 - 2. Special Joint Governance-Executive Committee meeting dated July 4, 2024
- B. Matters Arising from the Previous Meeting
 - 1. Terms of Reference of the Tax Management Plan and 1 year Consultancy
- C. HR Concerns
- D. Activation and Fill-up of Plantilla Position
 - 1. Loans Design and Development Specialist
 - 2. Supervisor, Talent Acquisition & HR Analytics
- E. BAC Concerns - *Report to follow*
- F. Other Matters
 - 1. Corporate Credit Card Program
 - 2. SBEP Enrollment
- G. Adjournment

ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : **Chairperson, PSMBFI Governance Committee**

TO ATTEND :

Members

TRUSTEE RICARDO C MARQUEZ
TRUSTEE BARTOLOME R BUSTAMANTE
TRUSTEE JUANITO B VAÑO JR
TRUSTEE GERARDO F BATULA

TRUSTEE BENIGNO B DURANA JR
TRUSTEE JOSE CHIQUITO M MALAYO
TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)
Ms Edna Catherine Fabian

Mr Michael Dominic Mercadal
Ms Milan Bernardo

DAY/DATE : **Tuesday, August 27, 2024**
VENUE : **PSMBFI Board Room**
ATTIRE : **Smart Casual/PNP Uniform**

TIME: 2:00 PM

Meeting ID: 365 991 0886 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meeting dated July 23, 2024
- B. Matters Arising from the Previous Meeting
 - 1. Activation and Fill-up of Plantilla Position
 - 2. Amendment of the Procurement Policy
 - 3. Amendment of PSMBFI By-Laws: Extension to Family Members
- C. HR Concerns
- D. Optional Retirement of Legal Officer
- E. Recommendations Relating to the Legal Office
- F. Survey Results on the Impact of the Change Management
- G. Terms of Reference for the Consultant of the Office of the Corporate Secretary
- H. Engagement of Globe M360 Text Blasting
- I. BAC Concerns:
 - 1. HMO
 - 2. Tax Management Plan
 - 3. Repainting of Hallways
 - 4. Repainting of Basement Parking
 - 5. Supply and Delivery of 8 HP laptops
 - 6. Supply and Delivery of BP monitor and blood glucose monitor
- J. Other Matters
 - 1. Updates on Change Management (Physical Re-organization)
 - 2. Updates on Basic Projects (In-House)
- K. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairperson, PSMBFI Governance Committee

TO ATTEND :

Members

TRUSTEE RICARDO C MARQUEZ
TRUSTEE BARTOLOME R BUSTAMANTE
TRUSTEE JUANITO B VAÑO JR
TRUSTEE GERARDO F BATULA

TRUSTEE BENIGNO B DURANA JR
TRUSTEE JOSE CHIQUITO M MALAYO
TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)
Ms Edna Catherine Fabian
Mr Michael Dominic Mercadal

Ms Charie Molines
Ms Milan Bernardo
Ms Jolly Abundo

DAY/DATE : Friday, September 20, 2024
VENUE : PSMBFI Board Room
ATTIRE : Smart Casual/PNP Uniform

TIME: 2:00 PM

Meeting ID: 365 991 0886 **Passcode:** PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meeting dated August 27, 2024
- B. Matters Arising from the Previous Meeting
 1. Expansion Program
 2. Creation of Project Management Office
- C. Report of Management Committee
 1. Interview of Candidates for the Position Legal Officer (2 Candidates)
 2. Interview of Candidates for the Position Legal Officer (2 Candidates)
- D. CSR: Update on Financial Assistance to Members affected by Typhoon Carina and Request for Realignment of Funds
- E. Other Matters
- F. Adjournment

Additional Agenda item to be discussed if time permits:

Discipline Cases (Executive Session)

1. Discipline Case 24-010
2. Discipline Case 24-011
3. Discipline Case 24-008


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

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Members

TRUSTEE RICARDO C MARQUEZ
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TRUSTEE JOSE CHIQUITO M MALAYO
TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)
Ms Edna Catherine Fabian
Mr Michael Dominic Mercadal

Ms Charie Molines
Ms Milan Bernardo
Ms Jolly Abundo

DAY/DATE : **Wednesday, October 23, 2024**

TIME: 2:00 PM

VENUE : **PSMBFI Board Room**

ATTIRE : **Smart Casual/PNP Uniform**

Meeting ID: 365 991 0886 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meetings
 - 1. Minutes of the Previous Governance Committee Meeting dated September 20, 2024
 - 2. Minutes of the Special Governance Committee Meeting dated October 4, 2024
- B. Matters Arising from the Previous Meeting
 - 1. Creation of Project Management Office
 - 2. Amendment on PSMBFI By Laws: Expansion Program
 - 3. Engagement of the Consultancy Contract of Membership & Risk and Audit Committee Consultant.
 - 4. General Resolution on Recurring Expense
- C. HR Report
- D. Resignation of Vice President for Corporate Services
- E. Medical and Hospitalization Assistance Benefit
- F. Additional Funding for the CSR Program and for Bank Charges
- G. Real Property Tax (RPT) for PSMBFI Main Office
- H. Jan - Sep 2024 Performance Incentive
- I. Discipline Case 24-008 (*Executive Session*)
- J. Other Matters
- K. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF GOVERNANCE COMMITTEE MEETING

AUTHORITY : Chairperson, PSMBFI Governance Committee

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TRUSTEE DONNA N VILLAREAL

Chief Executive Officer

TRUSTEE EMMANUEL B PERALTA

Corporate Officers

ATTY CATHERINE E TAMAYO-CIPRIANO

Resource Persons

PMGEN Celso Pestaño (Ret.)
Ms Edna Catherine Fabian
Ms Charie Molines

Ms Milan Bernardo
Ms Jolly Abundo
Mr Aurelio Tadlas

DAY/DATE : **Thursday, November 21, 2024**

TIME: 2:00 PM


VENUE : **PSMBFI Board Room**

ATTIRE : **Smart Casual/PNP Uniform**

Meeting ID: 365 991 0886 Passcode: PSMBFI

AGENDA :

- A. Approval of the Minutes of the Previous Meetings
 - 1. Regular Governance Committee meeting dated October 28, 2024
 - 2. Special Joint Governance Committee and Executive Committee meeting dated October 30, 2024
- B. Matters Arising from the Previous Meeting
- C. HR Report
- D. Mandatory Retirement of the Vice President for Operations
- E. PSMBFI Payroll and HRIS
- F. Additional Budget for Competency Framework Project Provider
- G. Contract Renewal of PBGen Mario A Avenido as Consultant of the Membership and Risk and Audit Committee
- H. Contract Renewal of Dr Luis Bautista for CY2025
- I. Engagement of Services of Business Development Consultant for 5G Program
- J. Terms of Reference for Service Provider for Clean up of Equity Value Project
- K. BAC Concerns
- L. Results of the Disposal of Service Vehicles
- M. Terms of Reference for the PMIMS Server
- N. Terms of Reference for the IT Consultancy Firm
- O. Renewal of the Fortinet Firewall
- P. Other Matters
- Q. Adjournment


ATTY CATHERINE E TAMAYO-CIPRIANO
Corporate Secretary