

## PCA GOVERNING BOARD COMMITTEES REPORT 2020

The Philippine Coconut Authority (PCA) Governing Board are composed of seven (7) members, and duly appointed by the President of the Republic of the Philippines, as provided in its Charter<sup>1</sup>.

Pursuant to GCG M.C. No. 2012-07<sup>2</sup>, Sec. 5. *Board Directly Vested with Corporate Powers*. – Having been vested directly by law with the legal capacity and authority to exercise all corporate powers, conduct all the business, and to hold all the properties of the GOCC, the Governing Board is primarily responsible for the governance of the GOCC. Consequently, it is the Board and not Management that is primarily accountable to the State for the operations and performance of the GOCC.

Sec. 16 of the same Circular states that, the creation of Board Committees and other such oversight bodies enables the members of the Governing Board to efficiently manage their time and ensure the proper understanding and resolution of all issues affecting the GOCC and the proper handling of all other concerns, and allows the board to effectively utilize the expertise of its Directors.

Further, Sec. 16.1 of the Circular provides that, the Governing Boards of GOCCs shall therefore constitute the proper committees to assist them in performing their duties and responsibilities, providing each of the committees with written terms of reference defining the duties, authorities and the composition of the committees constituted. The committees shall report to the entire Board as a collegial body and the minutes of their meetings shall be circulated to all members of the Board. The existence of the committees shall not excuse the Board of Directors/Trustees of its collective responsibility for all matters that are within the primary responsibility and accountability of the Board.

With such provisions, the various Board Committees were reconstituted on 14 November 2019 through its Board Resolution No. 066-2019, as follows:

### *A. Executive and Governance Committee*

Chairperson	-	Sec. William D. Dar
Vice-Chairperson	-	CEO/Administrator
Members	-	Dir. Conrado S. Capa Dir. Ramona P. Go

### *B. Human Resources Committee*

Chairperson	-	Dir. Manuel L. Serra, Jr.
Vice-Chairperson	-	Dir. Roque G. Quimpan
Member	-	Dir. Ramona P. Go

### *C. Finance, Audit and Risk Committee*

Chairperson	-	Dir. Conrado S. Capa
Vice-Chairperson	-	Dir. Ramona P. Go
Member	-	Dir. Manuel L. Serra, Jr.

<sup>1</sup> Sec. 4, P.D. No. 1468.

<sup>2</sup> Code of Corporate Governance for GOCCs.

*D. Special Committee on Physical Asset Utilization and Management*

Chairperson	-	Dir. Roque G. Quimpan
Vice-Chairperson	-	Dir. Manuel L. Serra, Jr.
Member	-	Dir. Alan P. Tanjuakio

*E. Programs and Policy Committee*

Chairperson	-	Dir. Ramona P. Go
Vice-Chairperson	-	Dir. Roque G. Quimpan
Member	-	Dir. Alan P. Tanjuakio

*F. Committee for Coconut Enterprise Development (CocoED)*

Chairperson	-	Dir. Alan P. Tanjuakio
Vice-Chairperson	-	Dir. Roque G. Quimpan
Member	-	Dir. Ramona P. Go

The aforementioned composition of various board committees functioned and performed until the first quarter of 2020. On the onset of the pandemic due to the Covid19, not only in the Philippines but in the entire World, the Governing Board considered that there are two major orientation of financial management, viz: setting of the budget and funding the programs and projects, and the proper utilization of the funds. Thus, the current Committee on Finance, Audit and Risk Management needs to be reorganized to separate budget and finance from audit and risk management. The Board also considered to dissolve the Board Committee on Coconut Enterprise Development (CocoED), which should already be under the Programs and Policy Committee, and the Special Committee on Physical Asset Utilization and Management, was merged with Executive and Governance Committee.

With the appointment of Dir. Jesnar R. Falcon *vice* Dir. Alan P. Tanjuakio on 02 March 2020, the Board reconstituted the Board Committees and designated its respective Chairperson through its Board Resolution No. 057-2020, duly adopted and approved on 30 April 2020.

The following are the newly reconstituted Board Committees, viz:

*A. Executive and Governance Committee*

Chairperson	-	Sec. William D. Dar
Vice-Chairperson	-	Administrator Benjamin R. Madrigal, Jr.
Members	-	Dir. Conrado S. Capa Dir. Jesnar R. Falcon

*B. Human Resources Committee*

Chairperson	-	Dir. Manuel L. Serra, Jr.
Vice-Chairperson	-	Dir. Roque G. Quimpan
Member	-	Dir. Ramona P. Go



*C. Audit and Risk Management Committee*

Chairperson	-	Dir. Roque G. Quimpan
Vice-Chairperson	-	Dir. Manuel L. Serra, Jr.
Member	-	Dir. Jesnar R. Falcon

*D. Finance and Budget Committee*

Chairperson	-	Dir. Conrado S. Capa
Vice-Chairperson	-	Dir. Ramona P. Go
Member	-	Dir. Manuel L. Serra, Jr.

*E. Programs and Policy Committee*

Chairperson	-	Dir. Ramona P. Go
Vice-Chairperson	-	Dir. Jesnar R. Falcon
Member	-	Dir. Roque G. Quimpan

On 02 October 2020, the Governing Board, during its regular board meeting, adopted and approved Board Resolution No. 095-2020, reconstituted its Board Committees Chairmanships and Memberships with the newly appointment of Dir. Rosalina L. Bistoyong, *vice* Dir. Manuel L. Serra, Jr. on 17 September 2020.

Thereafter, on 26 October 2020, the Governing Board, during its regular board meeting, adopted and approved Board Resolution No. 101-2020, reconstituted its Board Committees Chairmanships and Memberships with the newly appointment of Dir. Vicente Victor G. Veloso on 08 October 2020 *vice* Dir. Conrado S. Capa. Thus, the following are the newly reconstituted composition of the various board committees.

*A. Executive and Governance Committee*

Chairperson	-	Sec. William D. Dar
Vice-Chairperson	-	Administrator Benjamin R. Madrigal, Jr.
Members	-	Dir. Jesnar R. Falcon Dir. Vicente Victor G. Veloso

*B. Audit and Risk Committee*

Chairperson	-	Dir. Roque G. Quimpan
Vice-Chairperson	-	Dir. Rosalina L. Bistoyong
Member	-	Dir. Jesnar R. Falcon

*C. Finance and Budget Committee*

Chairperson	-	Dir. Vicente Victor G. Veloso
Vice-Chairperson	-	Dir. Ramona P. Go
Member	-	Dir. Rosalina L. Bistoyong

*D. Human Resources Committee*

Chairperson	-	Dir. Ramona P. Go
Vice-Chairperson	-	Dir. Roque G. Quimpan
Member	-	Dir. Vicente Victor G. Veloso

*E. Programs and Policy Committee*

Chairperson	-	Dir. Rosalina L. Bistoyong
Vice-Chairperson	-	Dir. Jesnar R. Falcon
Member	-	Dir. Roque G. Quimpan

**A. Executive and Governance Committee****Functions:**

- In accordance with the authority granted by the Board or during the absence of the Board, the Committee shall act by a vote of at least two-thirds of its members on stipulated matters within the competence of the Board as may from time to time be delegated to the Committee except of some other functions specified in the Manual of Corporate Governance;
- Oversee the periodic performance evaluation of the Board and its Committees and that of Management, and conduct an annual self-evaluation of performance;
- Decide whether or not a Director is able to and has been adequately carrying out his/her duties as Director bearing in mind the director's contribution and performance;
- Recommend to the Board regarding the continuing education of Directors, assignment to Board Committees, succession plan for the Executive Officers, and the remuneration commensurate with corporate and individual performance; and
- Recommend the manner by which the Board's performance may be evaluated and propose an objective performance criterion approved by the Board.

**Memberships:**

This Committee was reconstituted on 14 November 2019 through Board Resolution No. 066-2019, as follows:

Chairperson	-	Sec. William D. Dar
Vice-Chairperson	-	CEO/Administrator
Members	-	Dir. Conrado S. Capa Dir. Ramona P. Go



On 30 April 2020, with the newly appointed member of the Governing Board, the said committee was reconstituted and designated its Chairperson through Board Resolution No. 057-2020, viz:

Chairperson - Sec. William D. Dar  
 Vice-Chairperson - Admin. Benjamin R. Madrigal, Jr.  
 Members - Dir. Conrado S. Capa  
 Dir. Jesnar R. Falcon



On 26 October 2020, with the appointment of Dir. Vicente Victor G. Veloso, the Governing Board adopted and approved Board Resolution No. 101-2020, reconstituting its Board Committee Chairmanship and Membership, viz:

Chairperson - Sec. William D. Dar  
 Vice-Chairperson - Admin. Benjamin R. Madrigal, Jr.  
 Members - Dir. Jesnar R. Falcon  
 Dir. Vicente Victor G. Veloso

### **Scheduled Meetings and Attendance:**

EXECUTIVE & GOVERNANCE COMMITTEE<sup>a</sup> - [Pursuant to Bd. Res. No. 066-2019, dated 14 November 2019/Bd. Res. No. 057-2020, dated 30 April 2020/Bd. Res. No. 101-2020, dated 26 Oct. 2020]

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	Number of Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS	TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
					JUNE	TOTAL	ATTENDANCE	% ATTENDANCE
					18			
1. WILLIAM D. DAR	Chairperson	August 5, 2019	ATTENDANCE	1	0	1	0	0.00
2. GONZALO T. DUQUE	Vice-Chairperson	July 15, 2019	ATTENDANCE	1		1	0	0.00
3. BENJAMIN R. MADRIGAL, JR.	Vice-Chairperson	January 21, 2020	ATTENDANCE	1	1	1	1	100.00
4. CONRADO S. CAPA	Member	March 14, 2017	ATTENDANCE	1	1	1	1	100.00
5. RAMONA P. GO	Member	September 17, 2019	ATTENDANCE	1		1	0	0.00
6. JESNAR R. FALCON	Member	March 02, 2020	ATTENDANCE	1	1	1	1	100.00
7. VICENTE VICTOR G. VELOSO	Member	October 08, 2020	ATTENDANCE	1		1	0	0.00

### **Accomplishments:**

The Executive and Governance Committee reviewed and discussed the Management's proposal on the framework of the PCA Transformation Roadmap (PTR) and the engagement of a certifying body that will confer Performance Governance System "initiated status" to PCA.

This Board Committee meet and convened once during the year 2020.

## **B. Human Resources Committee**

### **Functions:**

- Install and maintain a process to ensure that Officers to be nominated or appointed shall have the qualifications and none of the disqualifications mandated under the law, rules and regulations;
- Review and evaluate the qualifications of all persons nominated to positions which require appointment by the Board;
- Recommend to the GCG nominees for the shortlist in line with the Governing Board's composition succession plan; and
- Develop recommendations to the GCG for updating of CPCS in accordance with pertinent laws, rules and regulations.

### **Memberships:**



This Committee was reconstituted on 14 November 2019 through Board Resolution No. 066-2019, as follows:

Chairperson	- Dir. Manuel L. Serra, Jr.
Vice-Chairperson	- Dir. Roque G. Quimpan
Member	- Dir. Ramona P. Go

On 30 April 2020, the Board reconstituted other Board Committees and designated its Chairperson through its Board Resolution No. 057-2020, while this committee was retained, viz:

Chairperson	- Dir. Manuel L. Serra, Jr.
Vice-Chairperson	- Dir. Roque G. Quimpan
Member	- Dir. Ramona P. Go



On 26 October 2020, the Governing Board, adopted and approved Board Resolution No. 101-2020, reconstituting its Board Committee Chairmanship and Membership due to the appointment of Dir. Vicente Victor G. Veloso, viz:

Chairperson - Dir. Ramona P. Go  
 Vice-Chairperson - Dir. Roque G. Quimpan  
 Member - Dir. Vicente Victor G. Veloso



### **Scheduled Meetings and Attendance:**

HUMAN RESOURCES COMMITTEE - (Pursuant to Dir. Res. No. 086-2019 dated 14 November 2019/No. 057-2020 dated 30 April 2020/No. 100-2020 dated 26 Oct. 2020)

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	NUMBER OF Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS												TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
					JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	SEPT.	OCT.	NOV.	TOTAL	ATTENDANCE	% ATTENDANCE		
					21	23	3	28	27	8	23	16	7	16				29	
					1	1	1	1	2	3	1	1	1	1				1	
1. MANUEL L. SERIA, JR.	Chairperson	August 1, 2018	ATTENDANCE	9	1	1	1	1	1	1	1	1	1	1	1	9	9	100.00	
2. ROQUE G. QUIMPAN	Vice-Chairperson	March 14, 2017	ATTENDANCE	11	1	1	1	1	1	1	1	1	1	1	1	11	11	100.00	
3. RAMONA P. GO	Member / Chairperson	September 12, 2019	ATTENDANCE	11	1	1	1	0	1	1	1	1	1	1	1	11	10	90.91	
4. VICENTE VICTOR G. VELOSO	Member	October 08, 2020	ATTENDANCE	1											1	1	100.00		

During the start of the year, this Committee reviewed and deliberated the renewal of designations of seventeen (17) field personnel and nine (9) new designations, and after evaluation, the Board Committee recommended Board approval of the renewal and new designations of said Rank and File Field Personnel pursuant to Rule IV Section 13 (c) of CSC MC No. 14, s. 2018, or the ORAOHRA, revised 2018.

This Board Committee likewise deliberated and reviewed the request of the Management for authority to fill-up the position of Division Chief III at the Accounting Division, and Division Chief III at the Human Resource Division. The said request for priority to fill up the position of DC for Accounting Division is in view of the early retirement availed by the incumbent Division Chief III effective 31 January 2020, thus, the absence of the Chief Accountant would heavily impinge on the day-to-day operations and transactions of the office, while there is also a need to prioritize the filling-up of the Division Chief III position under the Human Resource Division (HRD) to provide proper direction in the significant demands faced by the said Division, and the said position was earlier approved for filling up but was given second priority. Thus, the Human Resources Committee during its meeting on 21 January 2020, reviewed and deliberated the said request, and after evaluation, this Board Committee recommended for Board approval.



Only one request of the Management in the application on a Secondment status was denied by the Board after the Board Committee reviewed and found that the expertise of the certain personnel is very much needed in the Authority.

Also, this Board Committee recommended for the Board approval the participation of one (1) personnel from the Research Center in the "Leaders in Innovation Fellowship (LIF) Batch 6 Program", under the Newton-Agham Cooperation Scheme held at the Royal Academy of Engineering, United Kingdom.

This Board Committee likewise reviewed and deliberated the formal investigation reports on PCA Administrative Cases conducted by the conducted by the Administrative Investigation and Personnel Discipline Hearing Committee. Pursuant to PCA Rules on Administrative Investigation and Personnel Disciplinary Proceedings, the Administrator is the disciplining authority for complaints/cases filed against rank-and-file employees, thus, the said reports was referred back to the Management for final action.

During the first quarter of the year, this Board Committee also reviewed and deliberated the designation of one (1) Officer-In-Charge (OIC) of PCA-Region IV-A, and the placement of the Assessment and Monitoring Service (AMS) under the direct supervision of the Administrator, and after evaluation, the Committee recommended Board approval.

Also, this Committee have interviewed the candidates in the Executive Managerial positions and deliberated their respective qualifications, and after evaluation, the Board Committee recommended Board approval of the appointments of two (2) Deputy Administrators for Research and Development Branch (RDB) and Administrative and Finance Branch (AFB), and one (1) Department Manager I for Assessment and Monitoring Service (AMS).

Another personnel matter that this Board Committee had extremely reviewed, was the requested authority to hire Lawyers under retainer agreement pursuant to OGCC Rules and Regulations, with salary and entitlements based on their respective qualifications and comparable position to be assigned at the Legal Affairs Service (LAS).

During the early time of the pandemic, this Board Committee still continued and conducted a virtual teleconferencing and performed their functions.

The optional retirement of one (1) Regional Manager of Region VII due to health reasons was deliberated through teleconferencing and recommended Board approval and likewise, recommended the designation of Officer-In-Charge (OIC) thereof.

In the middle of the year, the Management requested the Board approval on the Rationalization of Contract of Service and Job Order positions through this Committee and therefore presented that the Authority has currently 506 regular employees out of the 826 plantilla positions of 61% fill-up. And due to the risk on PCA's ability to pay the salary and allowances of regular employees, the hiring of COS/JOs was adopted based on workload requirements at the Central and Regional Offices and Research Centers as well. The Senate of the Philippines, Congress of the Philippines and the Department of Budget and Management (DBM) have called the attention of PCA on the number of COS



and JOs currently employed. And the recent COVID-19 Quarantine allowed PCA Management to identify some positions which are deemed essential and non-essential. Based on the rationalization given and presented to the Board Committee, Management recommended the following actions:

- a. Central Office to reduce COS from 10-15%;
- b. Regional Office:
  - 1. COS shall be based on the current budget to be reduced from 985 to 226 (66% reduction);
  - 2. JOs will not be tapped as additional manpower; and
  - 3. Total monthly salary is expected to be reduced from P20.4M to P7.2M per month.
- c. Research Centers:
  - 1. COS, based on the current budget, to be reduced from 227 to 121 (47% reduction);
  - 2. JOs will be reduced from 408 to 399 (2% reduction). Conversion of COS to JOs to have less salary requirement – this strategy was adopted so as not to hamper the critical activities of people since we are dealing with biological assets maintenance and experimental trials that require continuity of activities. Prior investments will go to waste if the research centers will not be given due consideration; and
  - 3. Total monthly salary expected to reduce from P9M to P5.9M per month.

With that foregoing justifications, this Board Committee recommended and endorsed Board approval

On the other hand, as requested by Management through this Committee for the approval of the Governing Board for authority to implement personnel action on the designation and reassignment of key officers to PCA Regional Offices in North Luzon and Region IV, in conjunction with the issuance of Board Resolution No. 052-2020, it deemed proper to designate its respective regional manager to properly managed the newly clustered regions. The provinces under CAR and Regions I, II and III was proposed to be clustered and referred to as PCA Regions I-III. Thus, the said board resolution pertains the re-alignment of the jurisdiction of Regions I to IV-B to CAR and Regions I-III and the integration of Region IV-B or MIMAROPA and NCR to Region IV-A which will be referred to as Region IV.

On the same season, this Board Committee deliberated and reviewed the request of Management for the new designations as Officer-In-Charge (OIC) of nine (9) Regional Managers in different regions covering a period of one year.

This Board Committee likewise reviewed and deliberated the qualifications of two (2) Managerial Positions in the Central Office, such as: the Corporate Planning Service (CPS) and the Trade and Market Development Department (TMDD) and endorsed separately for board approval.

This Board Committee also reviewed and deliberated the request of the Management to hire a Lawyer under COS/Retainer Agreement with compensation equivalent to Attorney III position. The Management justified its request by citing that the GCG-approved PCA Rationalization Plan, no regular positions for Attorney III was retained, thus, PCA was allowed to hire one (1) retainer lawyer per region which is presently not being implemented. Currently, two (2) COS/retainer lawyers were hired to augment the Legal Affairs Service. The Lawyer to be hired will be assigned at the Office of the Administrator (OFAD) to provide legal review of documents, cases/reports and to establish accountability centers for projects which have remained unfinished or unimplemented for the past years.

During the third quarter of the year, this Board Committee likewise reviewed and deliberated the request of the Management on the proposed conversion of existing Officer-In-Charge (OIC) designations into Acting Capacity and endorsed for board approval. As presented by Management, PCA has various personnel designated as Officers-In-Charge (OICs) who discharge the functions and responsibilities of various leadership positions. As such, they are legally restricted to perform functions involving the exercise of discretion which results in delay of action when decisions normally made at the field level are often elevated to the Central Office. The said restriction is pursuant to the CSC MC No. 14, S. 2018<sup>3</sup> which distinguishes designations as OICs and in an Acting Capacity. Therefore, Management proposed the adoption of the following official policy with regard to designations:

- a) *Officer-In-Charge (OIC)* – issued when the designation does not exceed thirty (30) days. Designations as OIC shall be approved by the Administrator; and
- b) *Acting Capacity* – issued when the designation exceeds thirty (30) days. Designations on acting capacity for executive and managerial positions shall be approved by the Governing Board, while designations on acting capacity for rank and file positions including Division Chiefs shall be approved by the Administrator.

Finally, during the start of the last quarter of the year, the Management referred to this Board Committee the application for study leave of one (1) Science Research Specialist from PCA-Zamboanga Research Center (ZRC) to pursue a study leave with pay for four (4) months to complete his Masters of Science (Research) Quantum Photonics and Nanomaterials in University of Sheffield, United Kingdom. After review and

<sup>3</sup> Omnibus Rules on Appointments and Other Human Resource Actions



deliberation of certain supporting documents, this Board Committee finally recommended and endorsed the application for Board approval.

### C. Finance, Audit and Risk Committee

#### **Functions:**

- Oversee, monitor and evaluate the adequacy and effectiveness of the Authority's internal control system; engage and provide oversight of PCA's internal and external auditors; and coordinate with the Commission on Audit (COA);
- Receive and review reports of internal and external auditors and regulatory agencies, and ensure that Management is taking appropriate corrective actions in a timely manner in addressing control and compliance functions with regulatory agencies;
- Develop a transparent financial management system that will ensure the integrity of internal control activities throughout the PCA through a Handbook on Procedures and Policies which will be used by the entire Authority;
- Performing oversight risk management functions specifically in the areas of managing credit, market, liquidity, operational, legal, reputational, natural calamity related activities and other risks of the Authority, and crisis management, which shall include receiving from Senior Management periodic information on risk exposures and risk management activities;
- Developing the Risk Management Policy of the Authority, ensuring compliance with the same and ensure that the risk management process and compliance are embedded throughout the operations of the Authority, especially at the Board and Management level; and
- Providing quarterly reporting and updating the Board on key risk management issues as well as ad hoc reporting and evaluation on investment proposals.

#### **Memberships:**



This Committee was reconstituted on 14 November 2019 through Board Resolution No. 066-2019, as follows:

Chairperson	- Dir. Conrado S. Capa
Vice-Chairperson	- Dir. Ramona P. Go
Member	- Dir. Manuel L. Serra, Jr.

On 30 April 2020, this Committee on Finance, Audit and Risk Management was reorganized and split the budget and finance from audit and risk management committee.

## D. Audit and Risk Committee

On 30 April 2020, the Governing Board, during its regular board meeting, considered that there are two major orientation of financial management, viz: setting of the budget and funding the programs and projects, and the proper utilization of the funds. Thus, the Committee on Finance, Audit and Risk Management was reorganized and split the budget and finance from audit and risk management committee.

### Memberships:

On 30 April 2020, the Board reconstituted this Board Committee and designated its Chairperson through its Board Resolution No. 057-2020, due to the appointment of Dir. Jesnar R. Falcon, viz:

Chairperson	- Dir. Roque G. Quimpan
Vice-Chairperson	- Dir. Manuel L. Serra, Jr.
Member	- Dir. Jesnar R. Falcon



On 26 October 2020, the Governing Board, adopted and approved Board Resolution No. 101-2020, reconstituting its Board Committee Chairmanship and Membership, due to the appointment of Dir. Rosalina L. Bistoyong, viz:

Chairperson	- Dir. Roque G. Quimpan
Vice-Chairperson	- Dir. Rosalina L. Bistoyong
Member	- Dir. Jesnar R. Falcon



### Scheduled Meetings and Attendance:

FINANCE, AUDIT & RISK COMMITTEE\* - (Pursuant to Bd. Res. No. 066-2019, dated 14 November 2019) -

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	Number of Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS					TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
					JAN.		FEB.		APRIL	TOTAL	ATTENDANCE	ATTENDANCE %
					21	27	24	29				
1. CONRADO S. CAPA	Chairperson	March 14, 2017	ATTENDANCE	4	0	1	1	1		4	3	75.00
2. RAMONA P. GO	Vice-Chairperson	September 17, 2019	ATTENDANCE	4	1	1	1	1		4	4	100.00
3. MANUEL L. SERRA, JR.	Member	August 1, 2018	ATTENDANCE	4	1	1	1	1		4	4	100.00
Total of Board Members in Attendance -					2	3	3	3				

AUDIT & RISK COMMITTEE\* - (Renamed pursuant to Bd. Res. No. 057-2020, dated 30 April 2020) -

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	Number of Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS					TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
					MAY		AUG.		NOV.	TOTAL	ATTENDANCE	ATTENDANCE %
					29	31	6	14	19			
1. ROQUE G. QUIMPAN	Chairperson	March 14, 2017	ATTENDANCE	5	1	1	1	1	1	5	5	100.00
2. MANUEL L. SERRA, JR.	Vice-Chairperson	August 1, 2018	ATTENDANCE	3	1	1	1			3	3	100.00
ROSALINA L. BISTOYONG	Vice-Chairperson	September 17, 2020	ATTENDANCE	2				1	1	2	2	100.00
3. JESNAR R. FALCON	Member	March 2, 2020	ATTENDANCE	5	1	1	1	1	1	5	5	100.00
Total of Board Members in Attendance -					3	3	3	3	3			



**Accomplishments:**

This Board Committee have effectively functioned during and even after its reconstitution on the start of the year until the year ends. The said Board Committee have been efficiently reviewed and deliberated various issues and matters relative to the Authority's financial activities and procurement.

On the start of the year, this Committee reviewed the FY 2020 Corporate Operating Budget (COB), the reprogramming of Funds from CY 2017 and prior years, and the Supplemental Annual Procurement Program (SAPP) for CY 2020.

During its review on the status of procurement of 49,717 bags multi-nutrient fertilizers (MNF) under Yolanda rehabilitation and recovery program (CY 2014) fertilization component amounting to sixty-six million two hundred sixty-five thousand five pesos & 10/100 (Php66,265,005.10), this Committee recommended to the Board to grant certain Regional Managers the authority to act as one HoPE in procurement of Multi-Nutrient fertilizers.

This Committee also reviewed the performance of some Cooperatives who were not compliant to the objectives of its project and recommended its termination and cancellation of contracts.

In response to the unforeseen emergency circumstances of the COVID-19 crisis in the entire country, this Committee reviewed and highly recommended to the Board approval of the Management's proposal on the implementation of the PCA COVID-19 Response Program with a total project cost of Php285,000,000.00, including its Guidelines. This Committee further reviewed and recommended approval of the Governing Board the implementation of the Expanded PCA Response to Covid-19 Program with a total project cost of Php1,040,670,650.00 and its guidelines.

This Committee also reviewed and recommended for approval of the Governing Board the one-year contract for the Security Services for PCA Central Office covering the period January 01, 2020 to December 31, 2020.

Also, this Committee reviewed and deliberated the suspension of imposition of interest for late payment of PCA fees and directed Management the submission of monthly reports for the duration of the ECQ.

Lastly, the said Committee reviewed and endorsed to the Governing Board the Qualified Candidate for the position of Internal Auditor I under the Internal Audit Department for its approval.

**E. Finance and Budget Committee****Functions:**

- Responsible in budget planning, financing of projects/programs; and
- To ensure the proper and systematic use of the budget of the entire agency.

## **Memberships:**



The Board split this Board Committee from the previous Finance, Audit and Risk Management Committee and designated its Chairperson through its Board Resolution No. 057-2020 on 30 April 2020, viz:

Chairperson- Dir. Conrado S. Capa  
Vice-Chairperson - Dir. Ramona P. Go  
Member - Dir. Manuel L. Serra, Jr.

On 26 October 2020, the Governing Board, adopted and approved Board Resolution No. 101-2020, reconstituting its Board Committee Chairmanship and Membership, viz:

Chairperson - Dir. Vicente Victor G. Veloso  
Vice-Chairperson - Dir. Ramona P. Go  
Member - Dir. Rosalina L. Bistoyong



## **Scheduled Meetings and Attendance:**

FINANCE & BUDGET COMMITTEE\* - (Pursuant to Bd. Res. No. 057-2020, dated 30 April 2020 & Bd. Res. No. 101-2020, dated 26 Oct. 2020) -

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	Number of Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS						TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
					MAY	SEPT.	OCT.	DEC.			TOTAL	ATTENDANCE	%
					28	30	12	3	4	9			
1. CONRADO S. CAPA	Chairperson	March 14, 2017	ATTENDANCE	2	1	1					2	2	100.00
VICENTE VICTOR G. VELOSO	Member	October 08, 2020	ATTENDANCE	4			0	1	1	1	4	3	75.00
2. RAMONA P. GO	Vice-Chairperson	September 17, 2019	ATTENDANCE	6	1	1	1	1	1	1	6	6	100.00
3. MANUEL L. SERRA, JR.	Member	August 1, 2018	ATTENDANCE	2	1	0					2	1	50.00
ROSALINA L. BISTOYONG	Member	September 17, 2020	ATTENDANCE	4			1	1	1	1	4	4	100.00
Total of Board Members in Attendance =					3	2	2	3	3	3			

## **Accomplishments:**

In the beginning of the second quarter, the Board reorganized some board committees, thus, this Committee was constituted to focus on the proper budget planning and financing of all programs and project.



This Committee reviewed the Authority's CY 2021 Budget Proposal, the FY 2020 Revised Corporate Operating Budget (COB), and the FY 2020 Updated Annual Procurement Plan (App). In the last quarter, this Committee reviewed and endorsed for Board approval the FY 2021 Interim Corporate Operating Budget (COB), FY 2021 Indicative Annual Procurement Plan (IAPP), FY 2020 Modification of Funds, and FY 2020 Supplemental Annual Procurement Plan (SAPP). The requested modification of Expenditures of various Programs & Projects were likewise thoroughly reviewed and finally endorsed for approval of the Governing Board.

One of the major projects were also reviewed and recommended for approval of the Governing Board, is the Coconut Carabao Dairy Project Work and Financial Plan, as submitted by the Management.

Another important matter that this Board Committee had been reviewed and recommended for approval of the Governing Board was the suspension of plowback to the Regional Offices/Research Centers of the following fees: 1) RA 8048 – Processing Fees; 2) RA 8048 – Transport Permit Fees; 3) Land Conversion Fees; 4) Sale of Confiscated Lumber; and 5) Sale of ECM, Coconut Food and Non-food Products and Intercrops upon the request of Management to continue its suspension.

## F. Programs and Policy Committee

### **Functions:**

- To specifically provide oversight function in the design, creation and implementation of the different programs and projects of the Authority; and
- To review and revise proposed policies that are important in the implementation of PCA programs.

### **Memberships:**



Committee was reconstituted on 14 November 2019 through Board Resolution No. 066-2019, as follows:

Chairperson	- Dir. Ramona P. Go
Vice-Chairperson	- Dir. Roque G. Quimpan
Member	- Dir. Alan P. Tanjuakio

With the appointment of Dir. Jesnar R. Falcon, the Board reconstituted this Board Committee and designated its Chairperson through Board Resolution No. 057-2020 on 30 April 2020, viz:

- Chairperson - Dir. Ramona P. Go  
 Vice-Chairperson - Dir. Jesnar R. Falcon  
 Member - Dir. Roque G. Quimpan



On 26 October 2020, the Governing Board, adopted and approved Board Resolution No. 101-2020, reconstituting its Board Committee Chairmanship and Membership, due to the appointment of Dir. Rosalina L. Bistoyong, viz:

- Chairperson - Dir. Rosalina L. Bistoyong  
 Vice-Chairperson - Dir. Jesnar R. Falcon  
 Member - Dir. Roque G. Quimpan

### ***Scheduled Meetings and Attendance:***

PROGRAMS AND POLICY COMMITTEE - (Pursuant to Bd. Res. No. 066-2019, dated 14 Nov. 2019/No. 057-2020, dtd. 30 April 2020/No. 101-2020, dtd. 26 Oct. 2020)

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	Number of Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS									
					JAN.	FEB.	MAR.	APR.	MAY	JUNE				
1. RAMONA P. GO	Chairperson	September 17, 2019	ATTENDANCE	18	1	1	1	1	1	1	1	1	1	1
ROSALINA L. BISTOYONG	Vice Chairperson	September 17, 2020		7										
2. ROQUE G. QUIMPAN	Vice Chairperson	March 14, 2017	ATTENDANCE	25	1	1	1	1	1	1	1	1	1	1
3. ALAN P. TANJUAPIO	Member	November 07, 2018	ATTENDANCE	4	1	0	0	0						
JESNAR R. FALCON	Vice Chairperson	March 02, 2020		21				1	1	1	1	1	1	1
Total of Board Members in Attendance *					3	2	2	2	3	3	3	3	3	3

PROGRAMS AND POLICY COMMITTEE - (Pursuant to Bd. Res. No. 066-2019, dated 14 Nov. 2019/No. 057-2020, dtd. 30 April 2020/No. 101-2020, dtd. 26 Oct. 2020)

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	DATE OF BOARD COMMITTEE MEETINGS												TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
														TOTAL	ATTENDANCE	% ATTENDANCE
		JULY	AUG.	SEPT.	OCT.	NOV.	DEC.									
1. RAMONA P. GO	Chairperson	7	21	24	5	6	2	4	16	12	22	23	20	2	9	11
ROSALINA L. BISTOYONG	Vice Chairperson									1	1	1	1	1	1	1
2. ROQUE G. QUIMPAN	Vice Chairperson	1	1	0	1	1	1	1	1	1	1	1	1	1	0	
3. ALAN P. TANJUAPIO	Member															
JESNAR R. FALCON	Vice Chairperson	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		3	3	2	3	3	3	3	3	3	3	3	3	3	2	



### **Accomplishments:**

During the first quarter of 2020, the Programs and Policy Committee of the Governing Board endorsed to the Board the proposed Guidelines on the Implementation of the Coconut Hybridization Project (CHP), which includes the operational guidelines from the production and management of Seed Production Centers (SPCs), dispersal of seedlings/seednuts to the regions, monitoring, reporting and documentation, and set out the roles and responsibilities of various branches and units of the Authority in the implementation of the project, criteria for the selection of areas for hybrid planting and participants, and provision of technical assistance and capacity building for approval.

The said Board Committee also deliberated and endorsed for the approval of the Governing Board, the Memorandum of Agreement (MOA) between the Philippine Coconut Authority (PCA) and the Department of Labor and Employment (DOLE), for the collaborative project called "Community-Based Direct Copra Marketing" or "CoCo-Mark". The project aims to improve the socio-economic status and to empower coconut farming communities through a direct copra marketing scheme and fair trade system, which would allow the participating cooperatives to be the direct sellers of their produce, and it also aims to provide a steady supply of feedstocks for the production of CME for the biofuel blend. The aforementioned MOA is the parent MOA of the three (3) separate MOAs between each cooperative recipient of the Php6,000,000.00 grant under the SAWP of DOLE, which are: 1) Yakap at Halik Multi-Purpose Cooperative – Quezon 2, Padre Burgos, Quezon; 2) Bantonan Community Development Cooperative – Camalig, Albay; and 3) Maymatan Multi-Purpose Cooperative – Goa, Camarines Sur.

One major policy this Committee had been settled and found remedy some confusion in the previous guidelines was to proposed to the Governing Board to grant exemption from the implementation of Memorandum Circular No. 06, s. 2018, and to facilitate the payment of the Participatory Coconut Planting Project (PCPP) incentives at Php40.00 for CYs 2018 and 2019 and to restate payment of Php85.00 effective January 2020.

The Program and Policy Committee also discussed, reviewed and deliberated the submitted revised targets for agribusinessizing the coconut industry, and after evaluation, the Board Committee recommended approval to the Board.

Likewise, the said Board Committee deliberated and scrutinized thoroughly various Memorandum of Agreement (MOAs) for Seed Farm Development Project (SFDP), and for the implementation of the Accelerated Coconut Planting and Replanting Project-Participatory Coconut Planting Project (ACPRP-PCPP) with various Local Government Units (LGUs), Coconut Farmers Cooperatives, and Colleges and Universities and endorsed the same to the Governing Board for approval.

Another major policy this Board Committee had reviewed and deliberated was the proposed Project Design and Development of a Solar-Powered Copra Dryer, which was developed by Zamboanga Research Center (ZRC) and has been evaluated by the Project Review Committee (PRC), thus recommended its approval as this will address the current



problem of the industry on low copra quality while utilizing the use of environment-friendly resources and technology. The project aims to modernize the copra drying process in the Philippines using solar panels as main source of heat energy and to design and develop a modern convection-type solar-powered dryer suitable for rural areas capable of producing white copra.

This Board Committee also reviewed and deliberated the proposal of the project of Zamboanga Research Center entitled: "Production and Utilization of Coconut Methyl Ester (CME) Using Upgraded Village-Level Coconut Oil Mill at Zamboanga Research Center" and recommended approval to the Governing Board.

On the start of the second quarter of 2020, COVID-19 spread globally and declared by World Health Association (WHO) to be pandemic and significantly impacting public health and economy. Some health experts thought that it will take time to develop treatments using drugs and vaccines thus, Virgin Coconut Oil (VCO) can be an alternative to mitigate the lingering disease. There have been research studies showed that VCO has anti-viral properties tested on SARS-Corona Virus and HIV virus and VCO may be an option to use as a supplement that can boost the human immune system to counter the effect of COVID-19. The participation of PCA in the conduct of inter-agency studies on the beneficial effects of VCO among persons under investigation and as adjunctive therapy to COVID-19 Patients was likewise discussed by this Committee.

While the entire nation is experiencing pandemic, the Committee reviewed and deliberated the proposed Guidelines on the Expanded PCA Response to Covid-19 Program which will include interventions for coconut and oil palm farmers to boost food production and availability, food accessibility and affordability and food price stability. The components of the program includes coconut planting, coconut intercropping, animal integration, public-private community agro-hub establishment and coconut fertilization. The detailed guideline is supported by a step-by-step procedural scheme to ensure a fool proof system for effective project implementation particularly input procurement and delivery. And the monitoring system is also strengthened with the use of a tailored-fit apps and GIS System.

The Board Program & Policy Committee also discussed and reviewed the request of Management for Scaling-up of Investment for the Coconut Somatic Embryogenesis Technology (CSEt). The Committee agreed that highly advanced technology requires high investment as this was an output of the 30-year development of the technology with almost 300M funds utilized. It was observed that the PCA-developed CSEt protocol is the key in pole-vaulting the mass propagation of quality planting materials. The Board was assured that there will be no gene modification of GMO development and required the submission of PCAARRD certification for this purpose.

The Committee also reviewed and endorsed for Board approval, the Coconut Carabao Development Project (CCDP) General Implementing Guidelines, together with the Memorandum of Agreement (MOA) with the Philippine Carabao Center (PCC) for its implementation under the Coconut Hub Project. The said project is an initiative of Senator Cynthia Villar, Senate Committee Chairperson on Agriculture, Food and Agrarian



Reform to address the low copra prices as well as to contribute in uplifting the economic situation of the coconut farmers in the whole country.

The Committee also reviewed and deliberated the "Guidelines on the Integrated Pest Management of Coconut Scale Insect (CSI) Pest "*aspidotus rigidus*" pest in the Philippines", which is a science-based guidelines made in collaboration with the University of the Philippines-Los Baños (UPLB), De La Salle University (DLSU) and funded by the Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (DOST-PCAARRD). The said guidelines is a step-by-step process from regular monitoring and surveillance, verification and rapid ground assessment, integrated pest management interventions, to online data uploading and reporting.

The Committee, also reviewed and endorsed for board approval the Memorandum of Agreement (MOA) between PCA and the Armed Forces of the Philippines (AFP) for the deputation of the ground personnel of the AFP as provided in Section 8, RA 10593<sup>4</sup>. The deputation of AFP personnel will augment the limited personnel of the Authority in monitoring illegal activities violating RA 8048 and will help in curbing recurring incidence of illegal cutting and transport of coconut lumber.

On the issue of coco levy, the Board Committee also reviewed and deliberated the Authority's position statements on certain common provisions of the proposed bills on the management and utilization of coconut levy funds and assets. Since the PCA shares the responsibility of ensuring a version that complies with the judicial, executive and legislative policy directions, and at the same time, truly responsive to the current challenges and opportunities faced by coconut farmers and the industry, the PCA further strongly believed that the bill should be able to: (1) drive the development and modernization of the coconut industry; (2) control the fluctuating prices of coconut-based products; (3) increase the domestic utilization and international trade of coconut-based products; (4) strengthen and empower coconut farmers' cooperative/organization; and (5) ensure that the farmers are not left behind in the concerted efforts to modernize and develop the coconut industry, among others. With such foregoing issues, the Board Committee recommended to the Board, to release position statements on the primary goals and certain key provisions of the proposed bill on the coconut levy and assets management and utilization.

Another important policy that this Board Committee reviewed and discussed was the draft Corporate Order on "Delegation of Approving and Signing Authorities", which endorsed for board approval. The said order was requested and proposed by the Management for the purpose of updating, aligning and harmonizing it with current laws and issuances, particularly the Government Procurement Reform Act (RA 9184) and its IRR. Under the proposed Corporate Order, procurement was decentralized by empowering the Regional Offices to establish its own BAC and BAC Secretariat, and to bid and award all items in its Project Procurement Management Plan (PPMP). It also aimed to expedite processes while at the same time distributed accountabilities, thus,

<sup>4</sup> An Act Amending Certain Sections of RA 8048 entitled "An Act Providing for the Regulation of the Cutting of Coconut Trees, its Replenishment, Providing Penalties Therefor, and for other purposes."



providing check and balance. It also incorporated latest rules on foreign grants, among other important revisions.

Early of the second semester, this Board Committee also reviewed and deliberated the request of the Management regarding the proposed creation of ad-hoc units under the Office of the Administrator (OFAD), Corporate Planning Service (CPS) and Trade and Market Development Department (TMDD). Such initiative was conceptualized after identification of the major challenges in the organizational assessment conducted in the formulation of the PCA Transformation Roadmap as proposed by the Management. After further review, the ad-hoc units with the respective major tasks was proposed to be created and endorsed for Board approval.

The Board Committee also reviewed and deliberated all provisions on the proposed Data Sharing Agreement (DSA) with the Department of Agriculture which is intended for the purpose of cross-checking the list of coconut farmers who may have availed of unconditional cash grants from other government agencies like DSWD and DA. This initiative was for the distribution of cash assistance for coconut farmers as part of the Stimulus Package in the amount of PhP 1.5B to be provided to the 297,029 coconut farmers out of the 2.5M listed in the registry. In compliance with the Data Privacy Act of 2012, the DA and PCA shall enter into a Data Sharing Agreement before DA could share the list of beneficiaries to PCA for the purpose of cross-checking of beneficiaries with the PCA coconut farmer's registry list.

This Committee, reviewed and deliberated the consolidated comments of PCA and DOF on Coco Levy Bill, and after evaluated, the Board Committee recommended its Board approval. The proposed consolidated commentary on the Senate's version of the Coconut Levy Trust Fund Bill, which considered the integration of pertinent provisions of the PCA Board's approved Board Resolution No. 070-2020 with the observations made by the Department of Finance (DOF) regarding the proposed legislation. Among the modifications introduced in the consolidated comments are the following: a) the definition of the coconut farmers, removed the area ownership limitation provision but give priority to "small coconut farmer-owners; b) the allocation of the trust fund has markedly been revised in details; c) the composition of the PCA Board shall be representatives of the Government and shall exclude the PCA Administrator; and d) the representatives of the coconut farmers will serve in an advisory and non-voting capacity. It was also included the new provisions that seeks to enhance the features of the proposed bill, which include stipulations on the Annual Review of the coconut Farmers and Industry Development Plan to align the programs and projects utilization with the government's cash budgeting; highlighting the role of the Commission of Audit (COA) for the conduct of inventory and audit of the assets; and the setting of a fixed amount to allow the PCA to set a definite timeline in the implementation of the multi-year programs and projects. And the last provision is intended to ensure the non-deterioration of the Trust Fund Principal as intended by the President, and that the DOF has also defined the designated disposition entity including the disposition of the Non-Cash Coco Levy Assets.



On the recently signed "Bayanihan to Heal as One Act II", which provides for the allotment of funds to support the Stimulus Package Plan of the Department of Agriculture which also includes cash assistance to marginalized coconut farmers in the amount of P1.4B for 287,128 coconut farmers-owners out of the 2.5M listed in the registry, this Board Committee reviewed and deliberated the said proposal and endorsed for board approval. The Data Privacy Act of 2012 requires that a Data Sharing Agreement, which stipulates that the PCA will share to the DA and DSWD their list of beneficiaries for the latter to crosscheck and that the data will be exclusively used for the intended purpose, be executed prior to crosschecking of the lists of coconut farmer beneficiaries of cash assistance under the various DA and DSWD programs. Given the meager amount of government funds vis-à-vis the number of our coconut farmers, the distribution will be realized and a criteria of selection were set which includes the exclusion of coconut farmers who might have availed already of unconditional cash grants from other government agencies like DSWD and DA.

On the other hand, this Board Committee also reviewed and endorsed for board approval the Project Briefer of the Social Amelioration Program for Coconut Farmers (SAPCOF) including its Selection Area, which provides that each eligible farmer will receive financial assistance worth Php5,000.00 exclusive of finance charges where Php3,000.00 will be in the form of cash grant and Php2,000.00 as food assistance (rice and poultry meat). The distribution shall be through the Development Bank of the Philippines (DBP) and its third-party service providers. The criteria of selection is that the recipient: (1) must be farm owners listed in the National Coconut Farmers Registry System (NCFRS); (2) owning an absolute farm area of 0.5 to 1.5 and planted to coconuts; (3) from the major coconut growing provinces; (4) from the 3<sup>rd</sup> and 6<sup>th</sup> class municipalities; and (5) must be non-recipients of other government cash assistance from the SAP and 4Ps of the DSWD and the FSRF of the DA.

This Committee likewise reviewed and endorsed for board approval the Management's endorsed signed copy of the PCA's Pledge of No Corruption and Good Governance in compliance with the directive of the Secretary of Agriculture and Chairperson of the PCA Governing Board during the DA Management Committee meeting on 18 August 2020.

During the fourth quarter of the year, this Board Committee reviewed and deliberated the proposal of Dr. Edna A. Aguilar (Project Leader), Dr. Ernesto P. Lozada, Dr. Leonardo A. Gonzales and Dr. Corazon T. Aragon entitled "Crafting the Coconut Farmers' and Industry Road Map (COCO-FIRM) for PCA funding in the amount of P4 million for a period of five (5) months endorsed by the Management. The program was proposed with a developmental perspective to prepare the coconut farmers' and industry roadmap.

On the later part of the last quarter, this Board Committee also reviewed and discussed some important policies that greatly help the operation of the entire Authority.

The Management sought board approval of the use of revised registration forms of both coconut and oil palm business entities including monitoring forms which are

necessary in order to capture the needed information to enhance the Authority's databank for effective program and investment planning and communication. The Management likewise informed the Committee that the imposition of EO 1016, S. 1985, which dispensed all inspection, commodity and export clearance requirements on the Philippine commodity exports caused problems with traceability and non-inspection of facilities which is a non-conformity to our existing Administrative Orders as well as non-validation of information. Section 2 of the said EO, however, stipulates that any or all of the clearance requirements dispensed with in Section 1 maybe re-instated with prior notice, by an inter-agency committee chaired by the Department of Trade and Industry (DTI) taking into account, factors such as requirements of the importer or importing country, security, health, safety and other reasons in the national interest. On this matter, the Committee endorsed board approval.

Lastly, this Board Committee reviewed the proposed CY 2021 programs, projects and priorities including the strategies of implementation which is guided by the Department of Agriculture vision of agricultural transformation embodied in the "New Thinking for Agriculture". The PCA programs that will be implemented for CY 2021 shall include the following: a) Planting/Replanting including hybridization; b) Fertilization; c) Intercropping/Processing; d) Research and Development; e) Integrated Pest Management (IPM); f) Information Management System; g) National Coconut Farmers Registry System (NCFRS); h) Smallholder Oil Palm Development Program (SOPDP); and i) Monitoring and Evaluation.

## **G. Special Committee on Physical Asset Utilization and Management**

### **Functions:**

- To set in place and make an inventory of all the assets of the PCA and to make proper use thereof; and
- To provide report and update of the assets and properties of the Authority to the Board.



### **Memberships:**

This Committee was reconstituted on 14 November 2019 through Board Resolution No. 066-2019, as follows:

Chairperson	- Dir. Roque G. Quimpan
Vice-Chairperson	- Dir. Manuel L. Serra, Jr.
Member	- Dir. Alan P. Tanjuakio



### **Scheduled Meetings and Attendance:**

Due to the reorganization of board committees, the Special Committee on Physical Asset Utilization and Management have not conducted any committee meeting before it was merged to the Executive and Governance Committee pursuant to Board Resolution No. 057-2020.

### **Accomplishments:**

This Special Committee on Physical Asset Utilization and Management has been merged to the Executive and Governance Committee pursuant to Board Resolution No. 057-2020 dated 30 April 2020.

## **H. Committee for Coconut Enterprise Development (CocoED)**

### **Functions:**

- Formulate/review policies to be submitted to the Governing Board for adoption for policy matters;
- Oversight Function: Regularly reporting to the Board;
- Review, assess and endorsement of proposals for coco-hub prior to the approval of the Governing Board; and
- Final review of Manual of Operations.

### **Memberships:**



This Committee was reconstituted on 14 November 2019 through Board Resolution No. 066-2019, as follows:

Chairperson	- Dir. Alan P. Tanjuakio
Vice-Chairperson	- Dir. Roque G. Quimpan
Member	- Dir. Ramona P. Go

**Scheduled Meetings and Attendance:**

BOARD COMMITTEE FOR COCONUT ENTERPRISE DEVELOPMENT (CocoED) - (Pursuant to Ed. Res. No. 066-2019, dated 14 November 2019)

NAME OF INCUMBENT MEMBERS OF THE GOVERNING BOARD	POSITIONS	Date of Last Appointment	PARTICULARS	Number of Called Meetings for the Year	DATE OF BOARD COMMITTEE MEETINGS		TOTAL NUMBER OF CALLED MEETINGS ATTENDED FOR THE YEAR		
					JAN.	FEB.	TOTAL	ATTENDANCE	% ATTENDANCE
					17	24			
1. ALAN P. TANJUAKIO	Chairperson	November 07, 2016	ATTENDANCE	2	1	0	2	1	50.00
2. ROQUE G. QUIMPAN	Vice-Chairperson	March 14, 2017	ATTENDANCE	2	1	1	2	2	100.00
3. RAMONA P. GO	Member	September 17, 2019	ATTENDANCE	2	1	1	2	2	100.00
Total of Board Members in Attendance =					3	2			

**Accomplishments:**

At the start of the year, this Board Committee reviewed the completed Coco Hub Projects in 2019 and deliberated the ongoing coco hub projects and its status. The Committee also reviewed the status of the Memorandum of Agreement (MOA) with the Javier Tufting Facility in Leyte. The Coconut Sugar Building Plant Template were also discussed, particularly the Alabat, Quezon project.

Prepared by:

  
**ISAGANI N. ZORRA**  
 Administrative Officer I, OCS

Noted:

  
**CARLOS B. CARPIO**  
 Board Secretary V, OCS