



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
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## PCA BOARD COMMITTEES REPORT 2021

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.

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 26 October 2020 through its Board Resolution No. 101-2020, as follows:

### A. Executive and Governance Committee

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

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

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

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*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 S. Falcon
Member	-	Dir. Roque G. Quimpan

On 26 February 2021, President Rodrigo Roa Duterte signed and approved Republic Act No. 11524, "An Act Creating the Coconut Farmers and Industry Trust Fund, Providing for its Management and Utilization, Reconstituting for the Purpose the Philippine Coconut Authority Board, and for Other Purposes", also known as the "Coconut Farmers and Industry Trust Fund Act".

On 15 March 2021, the newly reconstituted PCA Board conducted its first board meeting and approved Board Resolution No. 022-2021 re: "Designation of Board Committees, Reconstitution of Composition of Members and Chairmanships of Said Committees of the Newly Reconstituted PCA Board", thus:

*A. Executive Committee*

Chairperson	-	Sec. William D. Dar – DA
Members	-	Sec. Carlos G. Dominguez – DOF Sec. Wendel E. Avisado – DBM Sec. Fortunato T. De la Peña – DOST Sec. Ramon M. Lopez – DTI

*B. Governance Committee*

Chairperson	-	Sec. William D. Dar – DA
Members	-	Sec. Carlos G. Dominguez – DOF Sec. Wendel E. Avisado – DBM

*C. Risk Management Committee*

Chairperson	-	Sec. Carlos G. Dominguez – DOF
Members	-	Sec. Wendel E. Avisado – DBM Sec. Fortunato T. De la Peña – DOST

*D. Audit Committee*

Chairperson	-	Sec. Fortunato T. De la Peña – DOST
Members	-	Sec. Carlos G. Dominguez – DOF Sec. Ramon M. Lopez – DTI



#### *E. Coconut Enterprise Development Committee*

Chairperson	-	Sec. Ramon M. Lopez – DTI
Members	-	William D. Dar – DA Sec. Fortunato T. De la Peña – DOST

On 24 May 2021, during its board meeting, the Newly Reconstituted Board deemed it necessary and in the best interest of the Authority to further streamline the current composition of Board Committees, the Board approved Board Resolution No. 024-2021 re: "Dissolution of Executive Committee". The Board likewise approved Board Resolution No. 026-2021 re: "Creation of the Board Technical Review Committee", which shall have the primary function of prior discussion, evaluation, study, and review of all submissions of the PCA Management to the Board. The BTRC are composed of the following members of the Board, and in their absence, by their respective alternates, thus:

Chairperson	-	Sec. William D. Dar – DA
Members	-	Sec. Carlos G. Dominguez – DOF Sec. Wendel E. Avisado – DBM Sec. Fortunato T. De la Peña – DOST Sec. Ramon M. Lopez – DTI Adm. Benjamin R. Madrigal, Jr. – PCA

#### ***Board Official Alternates:***

<b>DA</b>	-	a) Usec. Leocadio S. Sebastian, CESO I
<b>DOF</b>	-	a) Usec. Grace Karen G. Singson b) Asec. Danielle Marie S. Rieza-Culangen
<b>DBM</b>	-	a) Usec. Anthony A. Aguilar b) Asec. Kim Robert C. De Leon c) Dir. Elena Regina S. Brillantes
<b>DOST</b>	-	a) Usec. Rowena Cristina L. Guevara b) Dr. Reynaldo V. Ebor
<b>PCA</b>	-	a) DA Roel M. Rosales b) DA Erlene C. Manohar

#### **Major Initiatives and Accomplishments for CY 2021 – (January – March)**

The former Governing Board Executive and Governance Committee convened once (1) during the first quarter. The Human Resources Committees convened twice (2), and the Programs and Policy Committee convened five (5) times on the first quarter during their last term. Its major initiative and accomplishments for the year are as follows:

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#### **A. Executive and Governance Committee**

The Executive and Governance Committee discussed and endorsed the following for approval and/or for consideration of the Governing Board:

1. 2020 PCA Citizens Charter; and
2. Establishing a National Government Administrative Center in New Clark City, Capas, Tarlac. Providing for an Integrated Government Center outside the National Capital Region in Compliance with E.O. 119, S. 2020.

#### **B. Human Resources Committee**

The Human Resources Committee discussed and endorsed the following for approval and/or for consideration of the Governing Board:

1. Request from PCA Legal Affairs Services (LAS) to procure the Services of three (3) Contract of Services (COS) Personnel (currently assigned at LAS) and Additional COS Personnel for FY 2021;
2. Request for Hiring of Lawyers under Retainer Agreement;
3. Decision on the Complaint on Alleged Mismanagement and Wastage of Coconut Seedlings in Davao Research Center; and
4. Resolution for a Certificate of Appreciation for DAR Region VII.

#### **C. Finance and Budget Committee**

The Finance and Budget Committee did not convene during the said term.

#### **D. Audit and Risk Committee**

The Audit and Risk Committee did not convene during the said term.

#### **E. Programs and Policy Committee**

The Programs and Policy Committee discussed and endorsed the following for approval and/or for consideration of the Governing Board:

1. Net Metering Agreement between PCA and Manila Electric Company (Meralco);
2. Amendment of PCA Memorandum Circular No. 06 re: Implementing Rules and Regulations of Executive Order No. 77 s. 2019 (New Rates of Official Travel in the Government) as Applied to PCA Personnel;
3. Memorandum of Agreement (MOA) with DOST-PCAARRD CSet Projects of Albay and Zamboanga Research Centers;



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4. Renewal of Memorandum of Agreement (MOA) between the Department of Agriculture (DA) and PCA re: Usufruct for the land occupied by CVCSPC, Ubay, Bohol and PCA Reg. 7, DA-VII Compounds, MES, Maguilay, Mandaue City, Cebu;
  5. Periodic Yield and Gross Assessment Guidelines for Coconut Fertilization Project/Rejuvenation thru Fertilization;
  6. Reconstitution of the Intellectual Property Management Committee;
  7. Updates on CSI Control and Management in Zamboanga Research Center;
  8. Proposed Cashless System of PCA Fees and Analysis and Laboratory Fees there by Amending Certain Provisions of AO No. 1, S. 2011;
  9. Convergence Project in Coconut Farming Communities towards Sustainable Rural Enterprise;
  10. Program of Government by Dir. Vicente Victor G. Veloso;
  11. MOA with DOST-PCAARRD on Agribusiness-sizing Coconut Ethyl Alcohol for the Production of Hand Sanitizers for Use as Disinfectant against COVID-19;
  12. Application of Systematic Chemical to Mitigate the CSI Outbreak in ZRC;
  13. Signing of MOA between PCA and LGU on the Coconut Processing Convergence Project;
  14. MOA between PCA and DAR VII for the Usufruct of Office Space at DAR Building, Caipilan, Siquijor as PCA Siquijor Satellite Office; and
  15. Establishment of a Seed Farm in Barangay Datalblao, Columbio, Sultan Kudarat.

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

The CocoED Committee did not convene during the said term.

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#### **Major Initiatives and Accomplishments for CY 2021 – (March – December)**

In view of the enactment of RA No. 11524 and the reconstituted PCA Board, accordingly, there was a transition from previous committees of the pre-RA No. 11524 Board Committees. In view of transition between Boards and changes in committees, the Audit Committee of the reconstituted PCA Board convened one (1) meeting during the year; the Risk Management Committee and Governance Committee was unable to convene. Notably, the reconstituted PCA Board resolved to create a Technical Review Committee

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while resolving to later dissolve the Executive Committee. Accordingly, the Board Technical Review Committee convened nine (9) meetings during the said year. Its major initiative and accomplishments for the year are as follows:

#### **A. Executive Committee**

Prior to its dissolution, the Executive and Governance Committee discussed and endorsed the following for approval and/or for consideration of the Governing Board:

1. Nomination and Selection Process for Farmer Representatives with Proposed Timeline;
2. Update on the PCA Roadmap;
3. Progress Report on the National Coconut Farmers Registry System (Farmers Registry);
4. Coconut farmers and Industry Development Plan (CFIDP);
5. 2021 Corporate Operating Budget (COB);
6. 2021 Annual Procurement Plan (APP);
7. Signing of Memorandum of Agreement between PCA and Development Academy of the Philippines (DAP);
8. Draft reply to Mindanao Development Authority Statement on Lifting the Ban on the Export of Mature Coconuts;
9. Closure of PCA LBP USD Account No.0704-0059-62; and
10. Progress Report on the MOA with Implementing Agencies and Coordination with PhilHealth.

#### **B. Governance Committee**

The said Committee did not convene during the year.

#### **C. Risk Management Committee**

The said Committee did not convene during the year.

#### **D. Audit Committee**

The Audit Committee convened once (1) during the year.

1. Appointment of Internal Auditor I (SG-11) and II (SG-15), Opening of Internal Auditor IV Position;



2. Internal Audit Department (IAD) Revised Manual of Operations;
3. CY 2021 IAD Revised Annual Audit Plan; and
4. Creation of Additional Positions in Internal Audit Department (IAD), in view of DBM Circular Letter No. 2008-5.

#### **E. Coconut Enterprise Development Committee**

The Coconut Enterprise Development Committee discussed and endorsed the following for approval and/or for consideration of the Governing Board:

1. Convergence in the Coconut Farming Communities Towards Sustainable Rural Enterprise Under Bayanihan 2 with Related Memorandum of Agreement with LGUs.

#### **F. Board Technical Review Committee**

The BTR Committee discussed and endorsed the following for approval and/or for consideration of the Board, including:

1. PCA 2021 Corporate Operating Budget (COB);
2. PCA 2021 Annual Procurement Plan (APP);
3. Request for Closure of LBP USD Account No. 0704-0059-62 (in connection with Japan-Asean Integration Fund of JAIF- Related Project);
4. Update on the Nomination and Selection Process of Farmer Representatives;
5. Update on the Farmers Registry (NCFRS);
6. Coconut Farmers and Industry Development Plan (CFIDP);
7. Update on Engagement of Services of Development Academy of the Philippines (DAP) and Project Proposal, Terms of Reference;
8. Update on MOA with Implementing Agencies;
9. MOA Related to Coconut Convergence Program – Bayanihan 2;
10. Update of Action Taken by Management for Release of PHP5 million as provided under RA 11524;

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11. Letter dated 05 April 2021 from Mindanao Development Authority Sec. Piñol with attached MinDa Board Resolution (Requesting PCA to temporarily lift the ban on export of mature coconuts and draft reply from Admin. Madrigal" with related materials presented, Board Resolution dated Sept 2020, Transmittal from MinDa, draft letter of Admin. Madrigal, related Facebook posts and correspondence from PCA; and draft Minutes from August 2020 Board Meeting;
  12. Amendment of PCA MC No. 07 (2019) Re: Adjusted Minimum Amount of Hazard Pay for Registered Chemists and Registered Chemical Technicians;
  13. Delegation of Authority;
  14. MOA with DOST-PCAARRD on PCA Albay Research Center;
  15. MOA with DA on Updating the Farmers Registry and Registry for Basic Sector in Agriculture (RSBSA);
  16. Memorandum of Agreement (MOA) between PCA and DOST-PCAARRD Re: "Enhancement of Field Assessment Protocols and Suitability Maps for Coconut";
  17. Supplemental Memorandum of Agreement for the Extension of Implementing of "Effects of Virgin Coconut Oil (VCO) Among Suspected and Probable case of COVID-19;
  18. Memorandum of Agreement (MOA) between the Authority and City of Butuan for Usufruct of Land at D.O. Plaza Regional Center in Brgy. Tiniwisan, Butuan City as PCA Cariaga Regional Office 4;
  19. Designation and Appointment of Mr. Ramon Rivera as Acting DA-RDB, Mr. Joselito Alcantara as Acting RM of Region IV, Mr. Luisito Penamora as Acting DM III of ZRC and and Ms. Emily Lorion as Acting Regional Manager III – PCA Region XII;
  20. Memorandum of Agreement (MOA) between the Authority and DTI – Center for International Trade Expositions and Missions Re: IFEX Philippines Digital Expo;
  21. Management Proposal for PCA Guidelines in Implementation of Equal Employment Opportunity Policy;
  22. PCA Management Compliance from 14 October 2021 Senate Hearing;
  23. Management Request on Resolution Reaffirming the Prohibition on Selling Coconut Seedlings/Seednuts;



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24. Joint Memorandum Circular (JMC) on Guidelines for Classification, Certification, and Safe Handling of Coconut Shell Products;
  25. Amendment of Inter-Agency Memorandum of Agreement (MOA) on the Implementation of the Makapuno Island Project;
  26. Memorandum of Agreement (MOA) with Farmer Partner on the Implementation of the On-Farm Coconut Hybrid Seednut Production;
  27. Designations of the following as Acting Regional Manager III for Regions VII, IX, X, and XI effective June 2021:
    - Brendan O. Transmonte
    - Ferdinand D. Acaylar
    - Manuel G. Octubre
    - Juvy A. Alayon
  28. Procurement of Sensory Evaluation and Consumer Acceptability Testing Through Negotiated Procurement;
  29. Clarification of the Delegation of Authority;
  30. Operational Procedure and Guidelines of Coconut Hybridization Program;
  31. Policy on Production of Embryo-Cultured Makapuno;
  32. Nomination of Farmer Representatives: Visayas and Mindanao Island Groups;
  33. Supplemental APP for 2021;
  34. Indicative APP 2022;
  35. Renewal of Two (2) Contract of Service Personnel (lawyers);
  36. Request for Study Leave of Ms. Lynfel Secuya (PCA Accountant III, PCA Region IX);
  37. Designation of Acting Department Manager and Acting Division Chief for the Operations Department; and
  38. Award of Contract for Consultancy Services.

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Prepared by:

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

Noted:

  
**Atty. MA. ANGELA REGINA B. REGALADO**  
*Corporate Secretary*