

**CITEM BOARD COMMITTEES' ACCOMPLISHMENT REPORT  
SUMMARY OF BOARD COMMITTEE MEETINGS  
FOR THE YEAR 2024**

**BOARD COMPOSITION:**

**Executive Committee**

Usec. Ceferino Rodolfo  
Alternate Chairman  
DTI - Alternate

Dr. Edward L. Ferreira (Jan 10, 2024)  
Executive Director  
CITEM

Mr. Jay Edward Amatong  
Senior Vice President  
LBP – Alternate

Romleah Juliet P. Ocampo (June 4, 2024)  
Executive Director  
CITEM

**Audit and Risk Management Committee**

Usec. Ceferino Rodolfo  
Alternate Chairman  
DTI-Alternate

Dr. Edward L. Ferreira (Jan. 10, 2024)  
Executive Director  
CITEM

Dr. Mario G. Andrada  
Deputy Administrator  
NFA - Alternate

Romleah Juliet P. Ocampo (June 4, 2024)  
Executive Director  
CITEM

**Governance and Nomination and Remuneration Committee**

Usec. Ceferino Rodolfo  
Alternate Chairman  
DTI-Alternate

Dr. Edward L. Ferreira (Jan. 10, 2024)  
Executive Director  
CITEM

Mr. Jay Edward Amatong  
Director  
BSP – 2<sup>nd</sup> Alternate

Romleah Juliet P. Ocampo (June 4, 2024)  
Executive Director  
CITEM

Dr. Mario G. Andrada  
Deputy Administrator  
NFA - Alternate

**I. SUMMARY OF EXECUTIVE COMMITTEE MEETINGS**

a. The CITEM Executive Committee held Four (4) meetings in 2023 on the following dates:

- i. 10 January 2024
- ii. April 24, 2024
- iii. June 4, 2024
- iv. November 15, 2024

b. Provided in the table below is the reports of the Executive Committee.

DATE	AGENDA	REMARKS
10 January 2024	CITEM, together with the members of the Board, welcome back the participation of the GSIS to the CITEM Board	NOTED
	Approval of January 10, 2024 Agenda	APPROVED
	Minutes of the Previous Meeting 19 May 2023	APPROVED
	CITEM 2023 Accomplishment Report	NOTED
	Revised 2024 Corporate Operating Budget and Work Program based on the DBM recommended subsidy level	APPROVED
	2024 CITEM Performance Evaluation System	APPROVED
	Proposed CITEM Events Production and Management Service	APPROVED

	Permanent Exhibition Showcase for Philippine Products	APPROVED
	Authority to Secure Government Purchase Card with Landbank as Alternative Mode to Settle Corporate Purchase and obligations	APPROVED
	Act of Management executed for the period 16 April – 30 November 2023	NOTED
	New Logo Industry Consultation Results	CITEM is hereby instructed to conduct further study of the logo further presentation, discussion and approval
April 24, 2024	Approval of the April 24, 2024 Agenda	APPROVED
	Approval of the Minutes of the Previous Board Meeting January 10, 2024	APPROVED
	Confirmation of Matters AD Referendum 1. Appointment of OIC-Executive Director 2. Proposed 2025 Corporate Operating Budget	APPROVED
	Subsidy Graduation Policy for Overseas Trade Fairs Exhibitors	APPROVED
	Disposal of Unserviceable Vehicles and Replacement	APPROVED
	Approval of Lease of Venue Contract and Ratification of Acts of Managements (20 March – 02 April 2024)	APPROVED RATIFIED
	CITEM Reports 1. 2023 Audited Financial Statement 2. Performance Evaluation Scorecard 3. Presentation of 1 <sup>st</sup> Quarter Accomplishment	
June 4, 2024	Approval of June 4, 2024 Agenda	APPROVED
	Election of the New CITEM Executive Director	APPROVED
	Approval of the Minutes of the Previous Board Meeting April 24, 2024	APPROVED
	Report of the Initial Results of IFEX Philippines 2024	NOTED
November 15, 2024	Approval of the November 15, 2024 Agenda	APPROVED
	Approval of the Minutes of the Previous Board Meeting, June 4, 2024	APPROVED
	Approval on the PHP302.003M as building Fund for the CITEM Office	APPROVED
	Deferment of the Creation of a Trust Fund for the Presidential and DTI High Level Foreign Visits Program and other Trade Promotion Projects of the Department	DEFERRED
	CITEM New Strategy Map for 2025 – 2029 and Proposed Performance Scorecard for 2025	APPROVED
	Marketing Plan FY 2025- 2027	APPROVED
	Appointment of Authorized Signatory	APPROVED
	LANDBANK WeAccess	APPROVED
	Group Sale of PAG-IBIG acquired Assets for CITEM Employees	APPROVED
	PBB Application for FY 2023	APPROVED
	Ratification of Acts of Management Covering the Period 16 April - 15 November 2024	NOTED and RATIFIED
	Information to the Board on the Proposed Senate Resolution No. 1218	NOTED

## II. SUMMARY OF GOVERNANCE AND NOMINATION AND REMUNERATION COMMITTEE MEETINGS

- a. The CITEM Governance and Nomination and Remuneration Committee held Four (4) meetings in 2023 on the following dates:
  - i. 10 January 2024
  - ii. April 24, 2024
  - iii. June 4, 2024
  - iv. November 15, 2024

- b. Provided in the table below is the reports of the Governance and Nomination and Remuneration Committee.

DATE	AGENDA	REMARKS
10 January 2024	CITEM, together with the members of the Board, welcome back the participation of the GSIS to the CITEM Board	NOTED
	Approval of January 10, 2024 Agenda	APPROVED
	Minutes of the Previous Meeting 19 May 2023	APPROVED
	CITEM 2023 Accomplishment Report	NOTED
	Revised 2024 Corporate Operating Budget and Work Program based on the DBM recommended subsidy level	APPROVED
	2024 CITEM Performance Evaluation System	APPROVED
	Proposed CITEM Events Production and Management Service	APPROVED
	Permanent Exhibition Showcase for Philippine Products	APPROVED
	Authority to Secure Government Purchase Card with Landbank as Alternative Mode to Settle Corporate Purchase and obligations	APPROVED
	Act of Management executed for the period 16 April – 30 November 2023	NOTED
	New Logo Industry Consultation Results	CITEM is hereby instructed to conduct further study of the logo further presentation, discussion and approval
April 24, 2024	Approval of the April 24, 2024 Agenda	APPROVED
	Approval of the Minutes of the Previous Board Meeting January 10, 2024	APPROVED
	Confirmation of Matters AD Referendum 3. Appointment of OIC-Executive Director 4. Proposed 2025 Corporate Operating Budget	APPROVED
	Subsidy Graduation Policy for Overseas Trade Fairs Exhibitors	APPROVED
	Disposal of Unserviceable Vehicles and Replacement	APPROVED
	Approval of Lease of Venue Contract and Ratification of Acts of Managements (20 March – 02 April 2024)	APPROVED RATIFIED
	CITEM Reports 4. 2023 Audited Financial Statement 5. Performance Evaluation Scorecard 6. Presentation of 1 <sup>st</sup> Quarter Accomplishment	
June 4, 2024	Approval of June 4, 2024 Agenda	APPROVED
	Election of the New CITEM Executive Director	APPROVED
	Approval of the Minutes of the Previous Board Meeting April 24, 2024	APPROVED
	Report of the Initial Results of IFEX Philippines 2024	NOTED
November 15, 2024	Approval of the November 15, 2024 Agenda	APPROVED
	Approval of the Minutes of the Previous Board Meeting, June 4, 2024	APPROVED
	Approval on the PHP302.003M as building Fund for the CITEM Office	APPROVED
	Deferment of the Creation of a Trust Fund for the Presidential and DTI High Level Foreign Visits Program and other Trade Promotion Projects of the Department	DEFERRED
	CITEM New Strategy Map for 2025 – 2029 and Proposed Performance Scorecard for 2025	APPROVED
	Marketing Plan FY 2025- 2027	APPROVED
	Appointment of Authorized Signatory	APPROVED
	LANDBANK WeAccess	APPROVED

	Group Sale of PAG-IBIG acquired Assets for CITEM Employees	APPROVED
	PBB Application for FY 2023	APPROVED
	Ratification of Acts of Management Covering the Period 16 April - 15 November 2024	NOTED and RATIFIED
	Information to the Board on the Proposed Senate Resolution No. 1218	NOTED

### III. SUMMARY OF RISK AND AUDIT MANAGEMENT COMMITTEE MEETINGS

- a. The CITEM Risk and Audit Management Committee held Four (4) meetings in 2023 on the following dates:
- 10 January 2024
  - April 24, 2024
  - June 4, 2024
  - November 15, 2024
- b. Provided in the table below is the reports of the Risk and Audit Management Committee.

DATE	AGENDA	REMARKS
10 January 2024	CITEM, together with the members of the Board, welcome back the participation of the GSIS to the CITEM Board	NOTED
	Approval of January 10, 2024 Agenda	APPROVED
	Minutes of the Previous Meeting 19 May 2023	APPROVED
	CITEM 2023 Accomplishment Report	NOTED
	Revised 2024 Corporate Operating Budget and Work Program based on the DBM recommended subsidy level	APPROVED
	2024 CITEM Performance Evaluation System	APPROVED
	Proposed CITEM Events Production and Management Service	APPROVED
	Permanent Exhibition Showcase for Philippine Products	APPROVED
	Authority to Secure Government Purchase Card with Landbank as Alternative Mode to Settle Corporate Purchase and obligations	APPROVED
	Act of Management executed for the period 16 April – 30 November 2023	NOTED
	New Logo Industry Consultation Results	CITEM is hereby instructed to conduct further study of the logo further presentation, discussion and approval
April 24, 2024	Approval of the April 24, 2024 Agenda	APPROVED
	Approval of the Minutes of the Previous Board Meeting January 10, 2024	APPROVED
	Confirmation of Matters AD Referendum	
	5. Appointment of OIC-Executive Director	APPROVED
	6. Proposed 2025 Corporate Operating Budget	
	Subsidy Graduation Policy for Overseas Trade Fairs Exhibitors	APPROVED
	Disposal of Unserviceable Vehicles and Replacement	APPROVED
	Approval of Lease of Venue Contract and Ratification of Acts of Managements (20 March – 02 April 2024)	APPROVED RATIFIED
June 4, 2024	CITEM Reports	
	7. 2023 Audited Financial Statement	
	8. Performance Evaluation Scorecard	
	9. Presentation of 1 <sup>st</sup> Quarter Accomplishment	
	Approval of June 4, 2024 Agenda	APPROVED
June 4, 2024	Election of the New CITEM Executive Director	APPROVED
	Approval of the Minutes of the Previous Board Meeting April 24, 2024	APPROVED
	Report of the Initial Results of IFEX Philippines 2024	NOTED

November 15, 2024	Approval of the November 15, 2024 Agenda	APPROVED
	Approval of the Minutes of the Previous Board Meeting, June 4, 2024	APPROVED
	Approval on the PHP302.003M as building Fund for the CITEM Office	APPROVED
	Deferment of the Creation of a Trust Fund for the Presidential and DTI High Level Foreign Visits Program and other Trade Promotion Projects of the Department	DEFERRED
	CITEM New Strategy Map for 2025 – 2029 and Proposed Performance Scorecard for 2025	APPROVED
	Marketing Plan FY 2025- 2027	APPROVED
	Appointment of Authorized Signatory	APPROVED
	LANDBANK WeAccess	APPROVED
	Group Sale of PAG-IBIG acquired Assets for CITEM Employees	APPROVED
	PBB Application for FY 2023	APPROVED
	Ratification of Acts of Management Covering the Period 16 April - 15 November 2024	NOTED and RATIFIED
	Information to the Board on the Proposed Senate Resolution No. 1218	NOTED

Prepared by:

**ATTY. ANNA GRACE I. MARPURI**  
Corporate Secretary