



A.4 Office of the Corporate Board Secretary (CORSEC)

a.4.3 Major Final Outputs

TABLE 1.

Major Final Outputs (MFOs)	Target 2018
1. Conducted monthly board meetings for the year	70%

a.4.4. Key Performance Indicators

TABLE 2.

Indicators	Baseline (2017)	% Increase	Actual (2018)	Variance (%)
1. Board Resolutions released	40	50%	22	-63.33%
2. Secretary's Certificate made	20	85%	22	-63.33%

a.4.4.1.3. Updated Directory of Officials and Key Positions

Board Member	Designation	Contact Number
Secretary Arthur P. Tugade Usec Manuel Antonio L. Tamayo (DOTr)	Chairperson of the Board Alternate Chairperson	726-7125 726-6221
Capt. Jim C. Sydiongco (CAAP)	Vice Chairperson	944-2001
Secretary Carlos Dominguez III Usec. Mark Dennis Y.C. Joven (DOF)	Member Alternate Member	523-9220 523-4955
Secretary Bernadette Romulo Puyat Usec. Arturo P. Boncato Jr.	Member Alternate Member	459-5200 loc.602 or 610 459-5200 loc 202
Secretary Teodoro L. Locsin Jr. Atty. Roy Ecraela (DFA)	Member Alternate Member	834-3151 834-4936 09177140160

Secretary Menardo I. Guevarra Asec George Ortha (DOJ)	Member Alternate Member	526-5462 or 521-1908 524-6763 523 8481 loc 374
OIC Eduardo M. Año Usec Bernard Florece	Member Alternate Member	925-8888 723-0401 loc 3341
Atty. Roberto Martin S. Buenaventura	Corporate Board Secretary	944-2007
Ms. Carmelynda V. Samoy	Board Secretary III	944-2091
Ms. Jenilyn R. Salvador	Information Officer II	944-2091
Ms. Michelle Rosemarie M. Velasco	Administrative Assistant II	944-2091
Mr. Rommel L. Salvacion	Office Assistant II	944-2091

a.4.4.1.4. Inventory List of IT Equipment

Particulars	Remarks
1 unit desktop computer (Dell)	MR assigned to Ms. Jenilyn Salvador
3 units desktop computers	MR assigned to Ms. Carmelynda Samoy
1 unit photocopier machine	MR assigned to Ms. Carmelynda Samoy
3 units Epson L300 printers	MR assigned to Ms. Carmelynda Samoy
1 unit Canon DR-C240 scanner	MR assigned to Ms. Carmelynda Samoy
2 units desktop computers	MR assigned to Ms. Carmelynda Samoy currently being used by Business Dev't Division of CORPLAN
1 unit laptop (Dell)	MR assigned to Ms. Carmelynda Samoy



a.4.5. Others

a.4.5.2. Ease of Doing Business (internal process flows)

**OFFICE OF THE CORPORATE BOARD SECRETARY
CAAP Central Office**

CONDUCT OF BOARD MEETINGS

Schedule of Availability of Service:

Once a month

Who may avail of this Service:

Internal customers

What are the requirements:

1. Notice of Board Meeting
2. Agenda
3. Attendance Sheet
4. Board Materials/Folders

HOW TO AVAIL OF THE SERVICE

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Ask the board members availability for the month	<ol style="list-style-type: none">1. Call up offices of the board members to ask for their vacant schedule2. Send an email for those offices of the board members who did not reply thru phone call			10 mins	Information Officer II/ Admin Assistant
2	Plot the schedule based on the given availability of the board members	<ol style="list-style-type: none">1. Submit the schedule to the Corporate Board Secretary highlighting the date/s with quorum			3 min	Board Secretary III
3	Wait for the final date from the Office	<ol style="list-style-type: none">1. Prepare and disseminate		Memorandum	5 mins	Information Officer II

	of the Director General	Memo to all services requesting for agenda they want to present to the Board				
		2. Prepare a tentative set of agenda 3. Wait for the final date of board meeting			5 mins 2 weeks	Board Secretary III/ Information Officer II
4	Approval of the final date for the Board meeting	1. Prepare Notices of Board meeting 2. Send Notices of Meeting to the board members thru email			3 mins 5 mins	Information Officer II
5	Approval of the Agenda	1. Wait for the approval of the agenda 2. Finalize copy of the agenda 3. Send copy of the agenda to the presenters			1 week 3 mins 3 mins	Information Officer II Information Officer II/Admin Assistant II
6	Preparation of board materials	1. Follow up on the presenter's materials 2. Submission of board material 3. Sent out board materials to the board members			5 mins 3 days 2 hours	Information Officer II/Admin Assistant II Presenters Liaison Officer
7	Dry Run	1. Schedule the dry run 2. Prepare venue & materials for the dry run 3. Inform presenters of the schedule of dry run			2 days 5 mins 3 mins	Board Secretary Admin Assistant II Information Officer II
8	Conduct of board meeting	1. Attendance of the board			3 mins	Board Secretary III



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		members 2. Board Meeting proper			3 hours	Board Secretary
TOTAL DURATION OF ACTIVITY					10 working days, 5 hours & 53 minutes	

a.4.5.3. Personnel Profile (include trainings)

Personnel	Trainings Attended
Atty. Roberto Martin S. Buenaventura	
Ms. Carmelynda V. Samoy	Introduction to Civil Aviation Course Leadership Training State Safety Program Course Gender Sensitivity Training
Ms. Jenilyn R. Salvador	Introduction to Civil Aviation Course Leadership Training Safety Management System Course Gender Sensitivity Training
Ms. Michelle Rosemarie Velasco	Job Order
Mr. Rommel Salvacion	Job Order

