

**PHILIPPINE POSTAL CORPORATION  
BOARD PERFORMANCE ASSESSMENT  
CY 2023**

A good corporate governance framework and culture is essential within an organization. To cultivate a sound governance environment, there is a need to monitor the performance of everyone from the Board and top management on its roles.

The Governance Commission for GOCC (GCG) Memorandum Circular No. 2015-07, mandates that the Board of Directors (“Board”) as a policy and practice will conduct an annual assessment exercise through an assessment questionnaire given to each director to ensure the effectiveness of their governance, to highlight specific strengths and to identify areas of improvement. The assessment covers appraisal of the Board as a governing unit, and of the different Board Committees.

**Criteria and Process**

The assessment criteria will involve the following: efficiency, and effectiveness of the Board, participation and engagement of each member of the Board, contribution of each member director to their respective Committees. The specific duties, responsibilities and accountabilities of each party assessed as provided in the PPC Manual for Corporate Governance, Charter and other GCG governing policies shall also be taken into account.

Each director shall follow the rating system used in the self-assessment forms:

E	–	Excellent
VG	–	Very Good
G	–	Good
S	–	Satisfactory
NI	–	Need Improvement

A portion of the form is also dedicated to the remarks, additional comment and suggestions that each director is encouraged to fill-up to further enrich the assessment process.

The annual self-assessment form shall be accomplished by each individual director. The Corporate Board Secretary shall give summary thereafter.

Subject to the approval of the Board, the assessment form may be amended as deemed necessary, provided that the same shall be compliant with sound corporate governance standards prescribed by law or GCG issuance.

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Please accomplish this form by checking the item that corresponds to your answer. Each item represents the following:

- E      Excellent
- VG     Very Good
- G      Good
- S      Satisfactory
- NI     Need Improvement

Name : \_\_\_\_\_  
 Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**PART 1**  
**BOARD APPRAISAL**

		<b>Comments:</b>
1. The Board, as a whole possessed the right skills and background for the current issues facing the Authority	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
2. The Board has sufficient diversity and independence among its directors, allowing it to constructively challenge one another and management in carrying out respective function and duties aligned with the Authority's strategic directions.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
3. The Board receives ongoing education, allowing directors to stay up to date with developments and to understand their impact.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	

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**PART 1**  
**BOARD APPRAISAL**

		<b>Comments:</b>
<p>4. The frequency, duration and scheduling of Board meetings per year were adequate to ensure proper coverage of the Board's responsibilities.</p>	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
<p>5. Directors receive adequate materials before the Board meeting.</p>	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
<p>6. Meetings are effective with sufficient materials, limited presentation, and an atmosphere that encourages open dialogue.</p>	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
<p>7. The Board has regular executive or private sessions to allow directors to discuss sensitive topics.</p>	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
<p>8. The Board receives appropriate information on industry trends and business environment to enable it to have sufficient insight when considering management's propose plan/strategy.</p>	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
<p>9. The Board evaluates the proposed plan/strategy including key assumptions, major risks, and required resources, and addresses critical issues.</p>	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	

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**PART I**  
**BOARD APPRAISAL**

		<b>Comments:</b>
<p>10. The Board constructively debates proposed plan/strategy before granting approval.</p>	<p><input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI</p>	
<p>11. The Board monitors the continued viability of the plan/strategy ensuring that it is adjust as needed to respond to the evolving environment.</p>	<p><input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI</p>	
<p>12. The Board thoroughly reviews major capital expenditures before approval and evaluates ultimate outcomes.</p>	<p><input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI</p>	
<p>13. Directors strengthen the tone at the top by clearly demonstrating the required ethical values.</p>	<p><input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI</p>	
<p>14. The Board regularly reviews and approves the Authority's vision, mission and value statements to ensure continued relevance and applicability thereof.</p>	<p><input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI</p>	
<p>15. The Board demonstrates commitments to good corporate governance practices and provides oversight to ensure that the Authority is operated in moral, legal, and ethical manner.</p>	<p><input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI</p>	

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**PART I**  
**BOARD APPRAISAL**

<p>16. The Board ensures that the Authority has a sound and effective internal control system in place, and understands Management's role implementing such system.</p>	<p align="center">() E () VG () G () S () NI</p>	<p align="center"><b>Comments:</b></p>
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**PART II**  
**COMMITTEE APPRAISAL**

<p>1. The delegation of power from the Board to its Committee is appropriate.</p> <p>2. The Committees regularly provide a report to the full Board and sufficiently update the Board on recent developments or such other matters that may require the Board action.</p> <p>3. The frequency of meetings for each Committee is sufficient, allowing its member to perform their responsibilities according to the functions of the Committee.</p>	<p align="center">() E () VG () G () S () NI</p> <p align="center">() E () VG () G () S () NI</p> <p align="center">() E () VG () G () S () NI</p>	<p align="center"><b>Comments:</b></p>
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**PART III**  
**INDIVIDUAL DIRECTOR**  
**APPRAISAL**

		<b>Comments:</b>
1. I understand and faithfully uphold the vision, mission, values and strategies of the Authority.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
2. I keep myself updated on the latest best practices in corporate governance and ensure I abide by them.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
3. I avoid entering into situations where I may be placed in a conflict of interest with that of the Authority and I promptly disclose any conflict, which may occur.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
4. I have a good record of Board and Committee meeting attendance.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
5. I come to Board/Committee meetings on time, prepared and knowledgeable about the topics to be discussed.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
6. I actively participate in Board/Committee discussions with a sense of independence and objectivity.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	
7. I am aware of all policies and procedures the Board is subjected to and actively adopt these in my function as a member of the Board.	<input type="checkbox"/> E <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> S <input type="checkbox"/> NI	

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**PART III**  
**INDIVIDUAL DIRECTOR**  
**APPRAISAL**

8. I am committed to accomplish all duties and responsibilities of a director and member of my Committee/s, and will perform in the best interest of the Authority.	( ) E ( ) VG ( ) G ( ) S ( ) NI	<b>Comment:</b>
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A. I believe the Board should focus on the following priorities for the upcoming year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

B. Are there changes that would improve the Board's effectiveness that you would suggest?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## BOARD ASSESSMENT FORM

### Philippine Postal Corporation

**PART IV**  
**BOARD AND**  
**MANAGEMENT**  
**APPRAISAL**

		<b>Comments:</b>
<p>1. The Board is comfortable with Management's (i.e., including Pres. &amp; CEO) plans to implement the approved strategy, goals and targets and is confident and satisfied in Management's ability to carry out its responsibilities in the interest of the Authority.</p>	<p>( ) E ( ) VG ( ) G ( ) S ( ) NI</p>	
<p>2. Management has in place an effective process to identify risks and assess their potential impact.</p>	<p>( ) E ( ) VG ( ) G ( ) S ( ) NI</p>	
<p>3. Management informs the Board of all keys risks and the Board is confident management addresses them appropriately.</p>	<p>( ) E ( ) VG ( ) G ( ) S ( ) NI</p>	
<p>4. The Board Sufficiently challenges and supports Management.</p>	<p>( ) E ( ) VG ( ) G ( ) S ( ) NI</p>	
<p>5. The Board is effective in monitoring Management's implementation of the Authority's strategy.</p>	<p>( ) E ( ) VG ( ) G ( ) S ( ) NI</p>	
<p>6. There is open-line of communication and constructive interaction between Directors and Management.</p>	<p>( ) E ( ) VG ( ) G ( ) S ( ) NI</p>	



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**PART IV**  
**BOARD AND**  
**MANAGEMENT**  
**APPRAISAL**

<p>7. The Board continually monitors Management's performance against clear and measurable objectives, providing constructive feedback and reinforces Management's role in setting the tone at the top.</p>	<p><input type="checkbox"/> E   <input type="checkbox"/> VG   <input type="checkbox"/> G   <input type="checkbox"/> S   <input type="checkbox"/> NI</p>	<p style="text-align: right;"><b>Comment:</b></p>
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