

#### IV. MEETING SCHEDULE AND MEETINGS CONDUCTED

On 23 January 2024, the Board of Directors adopted the calendar of meetings of the Board of Directors and its Committees for CY 2024 without prejudice to modifications made within the year to address changing circumstances, through Board Resolution No. 2024-11, as follows:

##### A. Board Meeting

Month	Scheduled Meeting Dates		Actual Meetings	
	Regular	Special	Regular	Special
January	10	23	23	
February	06	20	06	20
March	05	19	05	19
April	02	16	02	16
May	07	21	07	21
June	04	18	05	18, 26
July	02	16	02	
August	06	20	20	15
September	03 <sup>3</sup>	17	09	17
October	01	15 <sup>4</sup>	01	16
November	05	19	05	19
December	03	17	03	17, 18

❖ 18 out of 24 actual meetings were conducted based on schedule.

The Board subscribes to flexibility in their schedules when there are emerging circumstances that require board action/approval.

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<sup>3</sup> Work suspended due to Typhoon Enteng

<sup>4</sup> Work in government offices in Manila and Pasay was suspended from 14-15 October 2024 for the Asia-Pacific Ministerial Conference on Disaster Risk Reduction

## B. Committee Meeting

### 1. Schedule of Committee Meeting

Month	Dates	
	Audit, and Nomination & Remuneration	Risk, Governance, Executive
January	10	23
February	06	20
March	05	19
April	02	16
May	07	21
June	04	18
July	02	16
August	06	20
September	03	17
October	01	15
November	05	19
December	03	17

### 2. Actual Committee Meetings Conducted

COMMITTEE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Meetings Conducted
Executive		20	19	16	31	05, 18	02, 05, 30		17	16	19	17	13
Audit		06	05	02	07	05, 18	02		05	01	05	03	11
Governance		20	19	16	31	05, 18, 26			17	16	19	17	11
N&R		06	05, 19	16	31	18	02		05	01	05	03	11
Risk Mgt.		20		02	07	05, 18			17	16	19	17	9
Digital Transformation						05, 18							2
Ways & Means						05	02						2

## V. ATTENDANCE

### A. Board Meeting

- Total of scheduled meetings : 24
- Actual meetings held : 24

Name of Board Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Chairman Stephen C. Cruz <sup>5</sup>	24	24	100%
Chairman/PMG Michael F. Planas <sup>6</sup>	5	5	100%
Vice Chairman Ricardo R. Blancaflor <sup>7</sup>	11	11	100%
PMG Luis D. Carlos <sup>8</sup>	23 <sup>9</sup>	20	87%
Director Patrick David R. De Leon	24	24	100%
Director Raul B. Leyritana	24	24	100%
Director Maura Baghari Regis <sup>10</sup>	13	13	100%
Director Ernesto O. Severino <sup>11</sup>	21	20	95%
Director Noel V. Dacasin <sup>12</sup>	11	11	100%
Director Vidal E. Querol <sup>13</sup>	8	8	100%
Director Liberty C. Avila <sup>14</sup>	3	2	66%

### B. Committee Meetings

#### 1. Executive Committee

- Total of scheduled meeting : 12
- Actual meetings held : 13

<sup>5</sup> Elected as Chairman on 23 January 2024 until he relinquished his position in favor of Michael F. Planas on 24 May 2024. He was re-elected on 15 August 2024 replacing Mr. Planas. For the period May to August 2024, he was elected as Vice Chairman of the Board.

<sup>6</sup> Assumed office on 24 May 2024 until he was replaced by Ricardo R. Blancaflor on 14 August 2024. He was elected as Postmaster General from June to August 2024.

<sup>7</sup> Elected as Vice Chairman on 15 August 2024. Term as Board Member started 14 August 2024

<sup>8</sup> Acting Postmaster General until 18 June 2024 when the Board elected Mr. Planas as PMG. He was elected as Postmaster General on 15 August 2024 replacing Mr. Planas.

<sup>9</sup> Postmaster General Luis D. Carlos was excluded from the meeting of the 12<sup>th</sup> Special Board meeting held on 18 December 2024.

<sup>10</sup> Term ended on 18 July 2024. Replaced by Noel V. Dacasin.

<sup>11</sup> Term started 11 March 2024.

<sup>12</sup> Term started 18 July 2024.

<sup>13</sup> Term ended on 16 May 2024. Replaced by Michael F. Planas

<sup>14</sup> Term ended on 11 March 2024. Replaced by Ernesto O. Severino

<b>Name of Committee Member</b>	<b>Total of Actual Meeting Supposed to Attend</b>	<b>Attended</b>	<b>% of Attendance</b>
Stephen C. Cruz	13	13	100%
Michael F. Planas	6	6	100%
Ricardo R. Blancaflor	4	4	100%
Luis D. Carlos	7	7	100%
Patrick David R. De Leon	13	13	100%
Raul B. Leyritana	7	7	100%
Maura Baghari Regis	3	3	100%
Ernesto O. Severino	6	6	100%
Noel V. Dacasin	4	4	100%
Vidal E. Querol	3	3	100%
Liberty C. Avila	1	1	100%

## 2. Audit Committee

- Total of scheduled meeting : 12
- Actual meetings held : 11

<b>Name of Committee Member</b>	<b>Total of Actual Meeting Supposed to Attend</b>	<b>Attended</b>	<b>% of Attendance</b>
Stephen C. Cruz	7	7	100%
Michael F. Planas	4	4	100%
Ricardo R. Blancaflor	4	4	100%
Patrick David R. De Leon	11	11	100%
Raul B. Leyritana	11	11	100%
Maura Baghari Regis	7	7	100%
Ernesto O. Severino	9	8	89%
Noel V. Dacasin	4	4	100%
Director Vidal E. Querol	4	4	100%
Director Liberty C. Avila	2	1	50%

### 3. Governance Committee

- Total of scheduled meeting : 12
- Actual meetings held : 11

Name of Committee Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Stephen C. Cruz	11	11	100%
Michael F. Planas	3	3	100%
Luis D. Carlos	11	9	82%
Ricardo R. Blancaflor	5	5	100%
Patrick David R. De Leon	11	11	100%
Raul B. Leyritana	11	11	100%
Maura Baghari Regis	6	6	100%
Ernesto O. Severino	10	10	100%
Noel V. Dacasin	5	5	100%
Director Vidal E. Querol	3	3	100%
Director Liberty C. Avila	1	1	100%

### 4. Nomination and Remuneration Committee

- Total of scheduled meeting : 12
- Actual meetings held : 11

Name of Committee Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Stephen C. Cruz	11	11	100%
Michael F. Planas	3	3	100%
Luis D. Carlos	11	7	64%
Ricardo R. Blancaflor	4	4	100%
Patrick David R. De Leon	11	11	100%
Raul B. Leyritana	11	11	100%
Maura Baghari Regis	6	6	100%
Ernesto O. Severino	9	8	89%

Noel V. Dacasin	4	4	100%
Director Vidal E. Querol	4	4	100%
Director Liberty C. Avila	2	1	50%

## 5. Risk Management Committee

- Total of scheduled meetings : 12
- Actual meetings held : 9

Name of Committee Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Stephen C. Cruz	9	9	100%
Michael F. Planas	2	2	100%
Luis D. Carlos	9	8	89%
Ricardo R. Blancaflor	4	4	100%
Patrick David R. De Leon	9	8	89%
Raul B. Leyritana	9	9	100%
Maura Baghari Regis	5	5	100%
Ernesto O. Severino	8	8	100%
Noel V. Dacasin	4	4	100%
Vidal E. Querol	3	3	100%
Liberty C. Avila	1	1	100%

## 6. Digital Transformation and Infrastructure Committee

- Total of scheduled meetings : 0
- Actual meetings held : 2

Name of Committee Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Stephen C. Cruz	2	2	100%
Michael F. Planas	2	2	100%
Luis D. Carlos	2	1	50%
Patrick David R. De Leon	2	2	100%

Raul B. Leyritana	2	2	100%
Maura Baghari Regis	2	2	100%
Ernesto O. Severino	2	2	100%

## 7. Ways and Means Committee

- Total of scheduled meetings : 0
- Actual meetings held : 2

Name of Committee Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Stephen C. Cruz	2	2	100%
Michael F. Planas	2	2	100%
Luis D. Carlos	2	1	50%
Patrick David R. De Leon	2	2	100%
Raul B. Leyritana	2	2	100%
Maura Baghari Regis	2	2	100%
Ernesto O. Severino	2	2	100%

## C. Total Number of All the Meetings (Committee and Board) for CY 2024 : 83 meetings

Name of Board Member	Total of Actual Meeting Supposed to Attend	Attended	% of Attendance
Chairman Stephen C. Cruz	79	79	100%
Chairman/PMG Michael F. Planas	27	27	100%
Vice Chairman Ricardo R. Blancaflor	32	32	100%
PMG Luis D. Carlos	65	53	82%
Director Patrick David R. De Leon	83	82	99%
Director Raul B. Leyritana	77	77	100%
Director Maura Baghari Regis	44	44	100%
Director Ernesto O. Severino	67	64	96%
Director Noel V. Dacasin	32	32	100%

Director Vidal E. Querol	25	25	100%
Director Liberty C. Avila	10	7	70%

## **VI. ISSUANCE OF NOTICES, AGENDA, AND MATERIALS**

The Board Secretariat ensures that the Board Members are furnished with the Notice of Meeting, Agenda, and Materials for the meetings three (3) days before the scheduled meeting. The Management shall submit to the Office of the Corporate Secretary all papers or documents that will be included in the agenda not later than seven (7) days before the scheduled meeting pursuant to Board Resolution No. 2013-127-A dated 19 December 2013.

In 2024, the Board Secretariat issued reminders to Management regarding the aforesaid rules.

Further, in accordance with Board Resolution No. 2015-23 dated 12 February 2015, the Office of the Corporate Secretary furnishes the Board Members the documents received by the Office that requires approval of the Members of the Board immediately upon receipt and after reviewing the same.