

MEMORANDUM

FOR : **MARIA MARGARITA MONTERMAYOR NOGRALES**
Chief Operating Officer

DATE : 30 May 2024

SUBJECT : **REQUEST FOR APPROVAL**
Orientation Program for New Directors

This is to respectfully transmit the interim Welcome Kit for the New Directors that will be appointed or designated to the Tourism Board as part of the implementation of an Orientation Program for New Directors (OPND), as mandated under Item 29.a of the Governance Commission for GOCCs' (GCG's) Corporate Governance Scorecard – "Does the GOCC have orientation programmes for new Directors?"

In support of the following, the Office of the Corporate Board Secretary (OCBS) has prepared an interim Welcome Kit which contains the following:

- Clearbook with relevant information and issuances relating to the Tourism Promotions Board:
 - Cover Page of Welcome Kit
 - Table of Contents
 - Draft Welcome Letter for the New Director
 - Request Letter for accomplishing of Director's Information Sheet & Other Pertinent Documents relative to Appointment
 - Director's Information Sheet
 - CV Template
 - TPB Management Committee and OCBS Directory
 - RA No. 9593, aka "Tourism Act of 2009"
 - RA No. 10149, aka "GOCC Governance Act of 2011"
 - GCG MC 2012-07 - Code of Corporate Governance for GOCCs
 - TPB Revised Code of Corporate Governance as of 2020
 - TPB Board Committee Briefer
 - GCG MC 2012-05 - Fit & Proper Rule
 - GCG MC 2014-03 - Performance Evaluation for Directors
 - GCG MC 2015-07 - Corporate Governance Scorecard
 - GCG MC 2021-02 - Good Governance Conditions and Other Conditions and Requirements for the Grant of Interim PBB
 - GCG MC 2023-01 - Performance Evaluation System for the GOCC Sector
- TPB Calendar/any promo materials that may be provided to New Director(s), based on availability

This interim Welcome Kit shall serve as substantial compliance as the OCBS coordinates with the Marketing Communications Department (MARCOM), and the Personnel and Human Resource Development Division (PHRDD) of the Administrative Department (ADMIN) in developing a Welcome Video, as earlier instructed by the COO, as part of the Onboarding of New Directors, that may also be used for the Onboarding of New Employees.

The Code of Ethics to be prepared by the PHRDD shall also be included in the Welcome Kit as part of the compliance mandated under Item 13.b of the Corporate Governance Scorecard – "Does the GOCC disclose that all Directors / Commissioners, senior management and employees are required to comply with the code?"

For the COO's further instructions, please.

Thank you.


ATTY. JEMIMAH NISSI M. TIAMBENG
Board Secretary V,
Office of the Corporate Board Secretary

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
	
MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board	

DATE: 03 JUNE 2024