



**Board Committees**  
**Activities from January 1 – December 31, 2021**

COMMITTEE/ DATE OF MEETING	ACTIONS TAKEN
<p><b>Corporate Governance Committee</b></p>	
<p>25 March 2021</p>	<p>Discussed and endorsed to the BOD the following:</p> <ol style="list-style-type: none"> <li>1. Guidelines on Attendance to Wakes, Funeral/ Memorial Service and Sending of Sympathy Flowers</li> <li>2. Guidelines on the Implementation of the Relief and Disaster Assistance (RDA) Program</li> <li>3. Recommendation of the Investigation Committee on Erring Employees cited in the Internal Audit Findings</li> </ol> <p>Deferred the discussion on the following:</p> <ol style="list-style-type: none"> <li>1. Hiring of Ms. Emily C. Capili</li> </ol>
<p>21 April 2021</p>	<p>Discussed and endorsed to the BOD the following:</p> <ol style="list-style-type: none"> <li>1. Hiring of Executive Vice President/COO</li> <li>2. Guidelines on the Grant of Special Financing Assistance for Covid-19</li> </ol>
<p>17 June 2021</p>	<p>Discussed and endorsed to the BOD the following:</p> <ol style="list-style-type: none"> <li>1. Revised Succession Plan</li> <li>2. Guidelines on the Performance Review System (PRS) of LLFC Board-Level Committees</li> <li>3. Proposed Management Committee Charter</li> <li>4. Grand to Hazard Pay to Skeleton Workforce during Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ)</li> <li>5. Proposed Guidelines on Handling Covid-19 Cases Affecting Employees and Service Contract Workers Assigned to LLFC</li> </ol>
<p>20 August 2021</p>	<p>Discussed and endorsed to the BOD the following:</p> <ol style="list-style-type: none"> <li>1. Hiring of Ms. Emily C. Capili as Account Officer</li> <li>2. Concurrent Position of Mr. Edward John T. Reyes</li> </ol> <p>Noted the discussion on the following:</p> <ol style="list-style-type: none"> <li>1. Guidelines for Reimbursement of Communication Expenses of the Board of Directors</li> </ol> <p>Deferred the discussion on the following:</p> <ol style="list-style-type: none"> <li>1. Payment to LBP for the Seconded Employee</li> </ol>



**LBP LEASING AND FINANCE CORPORATION**  
(A LANDBANK Subsidiary)

COMMITTEE/ DATE OF MEETING	ACTIONS TAKEN
<b>Corporate Governance Committee</b>	
24 September 2021	<p>Discussed and endorsed to the BOD the following:</p> <ol style="list-style-type: none"><li>1. Results of Board-Level Committee Assessment CY2020</li><li>2. Proposed Guidelines on Handling Disciplinary Cases and Procedural Lapses</li><li>3. Revised Per Diem Rates of LLFC Board of Directors and Corporate Secretary</li><li>4. LLFC Anti-Money Laundering Committee (AML) Charter</li><li>5. Proposed Changes on the Composition of AML Committee</li></ol> <p>Noted the discussion on the following:</p> <ol style="list-style-type: none"><li>1. Corporate Governance Committee Performance Assessment CY2020</li><li>2. Board Self-Assessment CY2020</li><li>3. Validated Director Attendance CY2020</li></ol>
13 December 2021	<p>Discussed and endorsed to the BOD the following:</p> <ol style="list-style-type: none"><li>1. Implementing Guidelines for Payment of Reimbursable Expenses of the Board of Directors</li><li>2. Recommendation on the Motion for Reconsideration</li></ol> <p>Deferred the discussion on the following:</p> <ol style="list-style-type: none"><li>1. Guidelines on the Grant of Honoraria to the Members of the BAC, BAC-TWG, and Observers</li></ol>