

SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES) Sc.
Baguio City)

I, **TEDDY ESTEBAN F. RIGOROSO**, of legal age, married, with office address at the Rigoroso Galindez and Rabino Law Offices, 901 Fil Garcia Tower, 140 Kalayaan Avenue, Diliman, Quezon City, Metro Manila, Philippines, being the Corporate Secretary of JHMC, after having been duly sworn in accordance with law, hereby CERTIFY, that during the 213th Special Meeting of the JHMC Board of Directors held on July 23, 2018 in The Bell House, Historical Core, Camp John Hay, Baguio City, where a quorum was present, upon motion made and duly seconded, the Board passed and approved the following resolution:

*John Hay Management Corporation
Board Resolution No. 2018-0723-140*

Resolve, as it is hereby resolved, that the **John Hay Management Corporation ("JHMC") Board of Directors** hereby approves the CY 2018 Performance Scorecard Monitoring Report (PES Form 3) for the Second Quarter of CY 2018; and

Resolved, finally, that this Resolution shall take effect immediately on July 23, 2018 and shall supersede all prior JHMC resolutions, instructions, memoranda, circulars, or instruments inconsistent herewith.

This certification is subject to the final approval of the Minutes of the July 23, 2018 JHMC Board meeting.

IN WITNESS WHEREOF, I have set my hand this JUL 27 2018 day of 2018 in Baguio City

ATTY. TEDDY ESTEBAN F. RIGOROSO
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this JUL 27 2018 day of 2018 in Baguio City affiant exhibiting to me his IBP Identification Card No. 42240.

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CERTIFIED TRUE COPY
of the ORIGINAL
By: Anna Maria G. Lopez
Board Secretary

BEVIENNE G. MALATEO-APALING
Notary Public until 31 December 2018
Roll No. 68547; 29 May 2017; Manila
IBP Lifetime No. 017403; 21 May; Manila
N.A NC 90-New-17
PTR No. 3436456; 03-January 2010; Baguio City
MCLE Compliance No. on process

JOHN HAY MANAGEMENT CORPORATION

	Objective/ Measure	Formula	Weight	Rating System	Baseline Data (Actual)		2018 Target	as of June 30, 2018		
					2016	2017		Actual	Weight	
CUSTOMERS/STAKEHOLDERS/SOCIAL IMPACT	SO1 Develop Camp John Hay as a Premier Tourist and Investment Destination									
	SM 1	Number of new locators or development projects signed	Absolute number	10%	(Actual/Target) x Weight	3	3	4	2	5.00%
	SM 2	Number of jobs generated in the JHSEZ	Absolute number	10%	(Actual/Target) x Weight	5,523	5,830	6,300	5,700	9.05%
	SM 3	Gross sales of business enterprises within the JHSEZ	Absolute number	10%	(Actual/Target) x Weight	₱ 875.57 M	₱ 967 M	₱ 1.048 B	494,716,749.30	4.72%
	SO 2 Ensure Sustainable Multiple Use of Forest Watershed									
	SM4	Compliance of JHMC to National Ambient Air Quality Standards on Particulate Matter 10 (PM10) within the JHSEZ	Number of tests which resulted in Good Air Quality (0-54µg/nem)/Total number of tests	10%	All or Nothing	(8/8) of the tests resulted in Good Quality Category	100% (8/8) of the tests resulted in Good Quality	100% of tests resulted in Good Air Quality	2 out of 2 of the tests resulted in Good Air Quality Q1 - Mile Hi = 22 ug/m3 and Ayala = 25 ug/m3 Q2 - Awaiting results of the from EMB-CAR.	2.50%
	SO 3 Enforce Efficient and Effective Regulation in the JHSEZ and JHRA									
	SM 5	Percentage of Satisfied Customers	Number of respondents who rated atleast Satisfactory (upper 2-boxes of a 5-point rating scale)/ Total number of respondents	10.00%	(Actual/Target) x Weight 0% = if less than 80%	90.9% (Overall)	92% (Overall)	92% respondents rated JHMC as Excellent and/or Very Satisfactory (upper 2-boxes of a 5-point rating scale)	The data will be provided after the implementation of the CSF Framework provided by the GCG. GCG has yet to conduct the orientation for this target.*	0.00%
		Sub-total		50%						21.27%
	FINANCIAL	SO 4 Increase JHMC Revenues to Attain Financial Viability								
SM 6		Increase internally generated revenue of JHMC	Actual amount	10%	(Actual / Target) x Weight 0%=if less than P6.43 Million	₱ 7.96 M	₱ 9 M	₱ 10.35 M	6,670,512.50	6.44%
SM 7		Zone Revenue Collection Efficiency (includes Business Center for CUSA collection)	Actual Collection / Total Zone Revenue due for collection	10%	(Actual / Target) x Weight 0%=if less than 85%	100%	100%	100%	100%	5.00%
		Sub-total		20%						11.44%

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JOHN HAY MANAGEMENT CORPORATION

	Objective/ Measure	Formula	Weight	Rating System	Baseline Data (Actual)		2018 Target	as of June 30, 2018		
					2016	2017		Actual	Weight	
INTERNAL PROCESS	SO 5 Improve Efficiency and Effectiveness									
	SM 8 Issuance of ISO 14001 Environmental Management System	Actual accomplishment	5%	All or Nothing	a. Established the Solid Waste Management and Hazardous Waste Management Manuals b. On-going Assessment of the Environmental Impacts of JHMC processes and activities for submission to EMB-CAR. c. Regulatory and Permitting Review of Projects within the JHSEZ; and d. Updating of a Comprehensive Information for Direct Environmental and Indirect Environmental Impacts of Projects in the JHSEZ	Board- Approved Environmental Management System (EMS)	Certification under ISO 14001:2015 Standards	The JHMC is still in the process of completing the documentary requirements with the consultant.	0.00%	
	SM 9 Percentage of Regulatory Permits for Business Enterprises issued within Applicable Processing Time	Number of requests processed within applicable processing time/ Total number of requests received	10%	(Actual/Target) x Weight 0% = if less than 95%				100%	Total: 164/165 Regulatory Permits for Business Enterprises were issued within applicable processing time during the 1st semester of FY 2018. -	9.94%
					Average of 36 working days	Average of 15 working days			60 out of 61 CECs were issued and processed within 15 working days	
					No Available Data	Average of five (5) working days upon payment of annual fees			10 out of 10 MEs, and 10 out of 10 EEs were issued and processed within five (5) working days upon payment of annual fees	
				8.04 mins. for renewal	15 mins. for renewal			80 out of 80 PTOs were processed within 15 minutes for renewal		
	<i>Sub-total</i>		15%						9.94%	

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JOHN HAY MANAGEMENT CORPORATION

	Objective/ Measure	Formula	Weight	Rating System	Baseline Data (Actual)		2018 Target	as of June 30, 2018		
					2016	2017		Actual	Weight	
LEARNING AND GROWTH	SO 6 Establish and Maintain the Quality Management System									
	SM 10	ISO Certification for all processes	Actual accomplishment	5%	All or Nothing	Passed Surveillance Audit	Passed Surveillance Audit	Certification under ISO 9001:2015 Standards	The documentation requirements for the transition process are being completed with the hired consultant.	0.00%
	SO 7 Improve Technology and Infrastructure Support									
	SM 11	Number of processes automated	Absolute Number	5%	All or Nothing	SEZAD Information System (Phase 2)	Development of a Board- Approved ICT Road Map	2 (Roll out/ implementation of Board-approved ICT Disaster Recovery Plan; and Full Roll out/implementation of a Help Desk Information System	1) The ICT Disaster Recovery Plan is being formulated. 2) The developer submitted the proposed model for the HIS for review by the ICTD. Likewise, departmental processes that may have impacts in the HIS are being determined for proper adjustment.	0.00%
SO 8 Improve Knowledge and Skills, Professionalism and Career Development										
SM 12	Percentage of Employees Meeting Required Competencies	Actual accomplishment	5%	All or Nothing	Established Competency Model	Assess and Establish Competency Baseline of the Organization	Improve Competency Baseline	On-going implementation of competencies enhancing strategies.	0.00%	
		<i>Sub-total</i>							<i>0.00%</i>	
		TOTAL							42.65%	

*The CSF rating using the old system of analysis are 93.02% for the 1st Quarter and 95.26% for the 2nd Quarter.

Prepared by:

IAN MOISES S. LARANJO
Corporate Planning Assistant
Date: _____

Certified by:

BEVIENNE G. MALATEO-APALING
OIC, Corporate Planning Manager
Date: _____

RONALD B. ZAMBRANO
Finance Manager
Date: _____

Approved by:

JANE THERESA C. TABALINGCOS
Vice President and COO
Date: _____

ALLAN R. GARCIA
President and CEO
Date: _____

SILVESTRE C. AFABLE
Chairman of the JHMC-BOD
Date: _____