

SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES) Se.
_____)

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 245th Special Meeting of the JHMC Board of Directors held on July 27, 2020 in the Conference Room, John Hay Management Corporation (JHMC) Office, 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. 2020-0727-130*

Resolve, as it is hereby resolved, that the **John Hay Management Corporation ("JHMC") Board of Directors** hereby approves the Performance Evaluation Scorecard (PES Form 4) of JHMC for the Second Quarter of CY 2020; and

Resolved, finally, that this Resolution shall take effect immediately on July 27, 2020 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 27, 2020 JHMC Board meeting.

IN WITNESS WHEREOF, I have set my hand this 29th day of July, 2020 in Baguio City

[Signature]
ATTY. TEDDY ESTEBAN F. RIGOROSO
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this 29th day of JULY, 2020 in BAGUIO CITY affiant exhibiting to me his IBP Identification Card No. 42240.

Doc No.: 101
Page No.: 22
Book No.: 1
Series of 2020

[Signature]
ATTY. MARY ELLEN S. CABUHAT
Notary Public for and in Baguio City
Notarial Commission until December 31, 2020
IBP No. 04250: Baguio City: 01/29/2020
PTR No. 4376834: Baguio City: 01/29/2020
MCLE Compliance No. VI-0994316 valid until 04/18/2022
Roll of Attorneys No. 55866

**JOHN HAY MANAGEMENT CORPORATION
CY 2020 Performance Evaluation Scorecard**

Component					Baseline Data			Target (2020)	Jan 01, 2020 - June 30, 2020 (2nd Quarter)	
Objective/ Measure	Formula	Weight	Rating System	2017	2018	2019	Actual		Weight (in %)	
SO1 John Hay as a Premier Tourist and Investment Destination										
SM 1	Number of New Locators or Developmental Projects Signed	Absolute number	10%	(Actual/Target) x Weight	3	4	6	4	5	10
SM 2	Number of Jobs Generated in the JHSEZ	Total Number of Jobs Generated by Locators for the Year/ 12 months	10%	All or Nothing	N/A	N/A	N/A	Establish Baseline	4,232	10
SM 3	Gross Sales of Business Enterprises within the JHSEZ	Actual amount	10%	(Actual/Target) x Weight	₱ 967.48 Million	₱ 1.084 Billion	₱ 1.095 Billion	₱ 1.152 Billion	₱223,723,295.76	1.94
SO 2 Ensure Sustainable Multiple Use of Forest Watershed										
SM4	Compliance 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/ncm)/Total number of tests	10%	All or Nothing	100% (8/8) of the tests resulted in Good Quality	100% (8/8) of the tests resulted in Good Quality	100% (8/8) of the tests resulted in Good Quality	100% tests resulted in Good Quality	Letter requests were sent to CEPMO and EMB CAR for the conduct of ambient air monitoring	0
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/ Total number of respondents	10%	(Actual/Target) x Weight 0% = if less than 80%	92.76%	94.74%	92.54%	90%	The Consultancy Services Contract for a Third-Party to administer, generate and interpret the result of the JHMC Customer Satisfaction Survey for 2020 was signed on 06 May 2020.	0
Sub-total			50%							

CUSTOMERS/STAKEHOLDERS & SOCIAL IMPACT


JOHN HAY MANAGEMENT CORPORATION
CY 2020 Performance Evaluation Scorecard

Component					Baseline Data			Target (2020)	Jan 01, 2020 - June 30, 2020 (2nd Quarter)		
Objective/ Measure	Formula	Weight	Rating System	2017	2018	2019	Actual		Weight (in %)		
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 P9 Million	P 9.02 M	P 10.63 M	P 11.212M	P 12.56 M	P2,227,261.26	1.77
	SM 7	Zone Revenue Collection Efficiency (includes Business Center for CUSA collection)	Actual Collection / Total Zone Revenue due for collection (both to exclude advance payments and penalties collected)	10%	(Actual / Target) x Weight 0%=if less than 95%	103.02%	103.78%	100%	100%	47.65%	4.76
	Sub-total			20%							
INTERNAL PROCESS	SO 5 Improve Efficiency and Effectiveness										
	SM 8	Issuance of ISO 14001 Environmental Management System	Actual accomplishment	5%	All or Nothing	None	Certification under ISO 14001:2015 Standards	Passed the Surveillance Audit	Pass Surveillance Audit	The Surveillance Audit will be conducted by the 4th Quarter.	0
	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% of requests processed within applicable time	97.39% (261 out of 268)	100% of requests processed within applicable time	100%	Total: <u>111/111</u> Regulatory Permits for Business Enterprises were issued within applicable processing time. <u>35 out of 35</u> CECs were issued and processed within 14 working days <u>11 out of 11</u> Annual Mechanical Certificates of Operation and; <u>16 out of 16</u> Certificate of Annual Electrical Inspection were issued and processed within five (10) working days from receipt of complete requirements up to issuance of certification. <u>49 out of 49</u> PTOs were processed within 40 minutes for renewal from receipt of complete requirements up to issuance of permit.	10
	Sub-total			15%							


JOHN HAY MANAGEMENT CORPORATION
CY 2020 Performance Evaluation Scorecard


Component					Baseline Data			Target (2020)	Jan 01, 2020 - June 30, 2020 (2nd Quarter)	
Objective/ Measure	Formula	Weight	Rating System	2017	2018	2019	Actual		Weight (in %)	
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 (Re-certification of ISO 9001:2008)	Certification under ISO 9001:2015 Standards	Passed the Surveillance Audit	Pass Surveillance Audit	The Surveillance Audit will be conducted by the 4th Quarter.	0
SO 7 Improve Technology and Infrastructure Support										
SM 11	Number of processes automated	Absolute Number	5%	All or Nothing	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 (Roll-out/implementation of Board approved Document Tracking System (DTS)	1 (Roll out/ Implementation of the Environment and Forest Management Information System (EFMIS)	On-going procurement process.	0
SO 8 Improve Knowledge and Skills, Professionalism and Career Development										
SM 12	Percentage of Employees Meeting Required Competencies	Total number of employees meeting required competencies/ Total number of employees	5%	All or Nothing	Assess and Establish Competency Baseline of the Organization, approved by the Board	Five (5) or 10% of the fifty (50) employees with competency gaps identified in 2017 meets required competencies	96.71% of gaps for competencies on Quality and Environmental Management System identified in the 2018 assessment addressed	Improve Competency Baseline of the Organization	On-going implementation of HRDP	0
Sub-total			15%							
TOTAL			100%							38.48

Prepared by:


BEVERLEE O. CUNADEN
Corporate Planning Assistant
Date: JUL 27 2020

Reviewed by:


LEA C. QUISOBEN-MAGCILAO
Corporate Planning Manager
Date: JUL 27 2020



RONALD B. ZAMBRANO
Finance Manager
Date: JUL 27 2020


JANE THERESA G. TABALINGCOS
Vice President and COO
Date: JUL 27 2020

JOHN HAY MANAGEMENT CORPORATION
CY 2020 Performance Evaluation Scorecard

Component				Baseline Data			Target (2020)	Jan 01, 2020 - June 30, 2020 (2nd Quarter)	
Objective/ Measure	Formula	Weight	Rating System	2017	2018	2019		Actual	Weight (in %)

Approved by:



ALLAN R. GARCIA
President and CEO
Date: JUL 27 2020



SILVESTRE C. AFABLE
Chairman of the HMC-BOD
Date: JUL 27 2020