

**Republic of the Philippines  
Office of the President**

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**JHMC**

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**JOHN HAY MANAGEMENT CORPORATION**  
a member of **The BCDA Group**

**RISK MANAGEMENT  
COMMITTEE**

**REPORT**

**CY 2021**

## **I. JHMC Board Risk Management Committee**

The Risk Management Committee has seven (7) members, to wit:

Chairperson: BGen. Eduardo B. Davalan (Ret.)

Members: PGen. Edward E. Carranza (Ret.)  
Ms. Charito R. Dulay  
PMGen. Rufino G. Ibay Jr. (Ret.)  
Atty. Rudolph Steve E. Jularbal  
Atty. Ceasar G. Oracion  
Ms. Gloria F. Peralta, CPA  
Atty. Christian Paul L. Ulpindo

PGen. Edward E. Carranza (Ret.) was appointed as a Member of the Audit Committee on June 28, 2021. He resigned on October 08, 2021 when he filed his Certificate of Candidacy.

## **II. Committee Members' Qualifications**

The Committee shall consist of at least three (3) members, with at least one member having a background in finance and investments.

Three (3) members are lawyers, two (2) members have security experience, one (1) member has a finance and investment background, and one (1) member has organizational development experience.

## **III. Committee Members' Responsibilities**

The Committee shall be responsible for the following:

1. Performing oversight risk management functions specifically in the areas of managing credit, market, liquidity, operational, legal, reputational, and other risks of the GOCC, and crisis management, which shall include receiving from Senior Management periodic information on risk exposures and risk management activities;
2. Developing the Risk Management Policy of the GOCC, ensuring compliance with the same and ensuring that the risk management process and compliance are embedded throughout the operations of the GOCC, especially at the Board and Management level; and
3. Providing quarterly reporting and updating the Board on key risk management issues as well as *ad hoc* reporting and evaluation on investment proposals.

#### **IV. Accomplishments**

1. Reviewed and recommended the following policies for the Board's approval:
  - a. Revised Camp John Hay Comprehensive Security Plan.
  - b. Policy and Guidelines on Granting Usufructuary Rights to Government Agencies within BCDA Real Properties in the JHRA.
  - c. Amended Construction Policies and Guidelines for House Repair and Permit to Bring-In for Government Projects within the John Hay Reservation Area.
  - d. Revised Policy on Provision and Appropriate Usage of Corporate Mobile Postpaid Lines, Mobile Prepaid Cards, and Landlines.
  
2. Reviewed and recommended the following Terms of Reference and Scope of Services for the Board's approval:
  - a. Scope of Services and Budget Estimate for the Procurement of Security Services for Area of Responsibility 1 and 2.
  - b. Terms of Reference and the Timeline for the Procurement of Consultancy Services for the CJH Forest Cover and Structures Mapping through LIDAR Technology.
  - c. Terms of Reference for the Procurement of a Firm to Provide Professional Services for On-Call Professional Electrical Engineer, Professional Mechanical Engineer, and Master Plumber Assigned to the JHSEZ-Office of the Building Official.
  - d. Terms of Reference for the Engagement of the Services of a Certifying Body for the Re-certification of the JHMC Quality Management System to ISO 9001:2015 Standard.
  - e. Terms of Reference for the Procurement of Consulting Services for the Third Party Certifying Body of JHMC for the ISO 14001:2015 (Environmental Management System).
  - f. Terms of Reference for the Engagement of Services of a Third Party for the Conduct of the JHMC Customer Satisfaction Survey for CY 2021.
  - g. Terms of Reference for the Engagement of Services of a Third Party for the Conduct of the JHMC Customer Satisfaction Survey for CY 2022.
  
3. Reviewed and recommended the following Contracts for the Board's approval:
  - a. BCDA-JHMC Amended Performance Agreement.
  - b. Contract for the Slope Protection at Barangay Hillside.
  - c. Contract for the Fencing of the Historical Core.
  - d. Contract for Gardening and General Forest Care Services.
  - e. Contract for Solid Waste Management for Common Usage Service Area.
  - f. Contract for the Renovation of Gates 1, 2, and 4 and Installation of Inspection Bay Areas;
  - g. Contract for the Renovation of Kadaklan Control Point and Relocation of Kadaklan Ranger Station;
  - h. Contract for the Supply of the Particulate (Ambient Air) Monitoring Machine;
  - i. Consultancy Services Contract for the CJH Forest Cover and Structures Mapping through LiDAR Technology.

- j. Consultancy Services Contract for a Third Party to Conduct Customer Satisfaction Survey for 2021.
  - k. Consultancy Services Contract for On-Call Professional Electrical Engineer, Professional Mechanical Engineer, and Master Plumber;
  - l. Contract for Consultancy Services for the Third Party Certifying Body for the Re-Certification to the ISO 9001: 2015.
  - m. Consultancy Services Contract for the Third Party Certifying Body of JHMC for ISO 14001:2015 or Environmental Management System.
  - n. Pro-forma Contract for Janitorial Services as reviewed by the OGCC.
  - o. Pro-forma Contract for Gardening/ General Forest Care Services as reviewed by the OGCC.
  - p. Pro-forma Contract for Lumberjack Services (Emergency or Sanitation Tree-Cutting) as reviewed by the OGCC.
  - q. Deed of Absolute Sale for the JHMC Unserviceable Motor Vehicle (Toyota Innova with Plate No. SHG 504)
  - r. Memorandum of Agreement for the Motor Vehicles.
  - s. Memorandum of Agreement for the Adopt an Ambient Air Quality Monitoring Station Program.
4. Reviewed and recommended the following for the Board’s approval:
- a. Recalibrated Performance Scorecard Monitoring Report for the 4<sup>th</sup> Quarter of CY 2020.
  - b. JHMC Performance Evaluation Scorecard (PES) for CY 2022.
  - c. Amendments to the Annual Work Plan for CY 2021.
  - d. Amended Citizen’s Charter of the SEZAD (External Services).
  - e. Amended ICT Roadmap for CY 2018-2022.
  - f. The JHMC’s Data Privacy Policy Statement.
  - g. Amended JHMC Charter.
5. Reviewed the following:
- a. Operations Manual (Part 2) of the Business Development Department.
  - b. Omnibus Levels Signing of Authority of JHMC.

**V. Meetings:**

A total of nineteen (19) meetings were conducted by the Risk Management Committee in 2021.

No.	Date of Meetings
1.	January 25, 2021 (joint meeting with the Special Committee on CJHDevCo Concerns and 19 Conditionalities)
2.	February 08, 2021 (joint meeting with the Governance Committee, and Special Committee on CJHDevCo Concerns and 19 Conditionalities)
3.	February 22, 2021 (joint meeting with the Governance Committee, and Special Committee on CJHDevCo Concerns and 19 Conditionalities)

<b>No.</b>	<b>Date of Meetings</b>
4.	March 08, 2021 (joint meeting with the Governance Committee, and Special Committee on CJHDevCo Concerns and 19 Conditionalities)
5.	March 22, 2021 (joint meeting with the Governance Committee, and Special Committee on CJHDevCo Concerns and 19 Conditionalities)
6.	April 05, 2021 (joint meeting with the Nominations, Remunerations and Organizational Development Committee)
7.	April 19, 2021 (joint meeting with the Governance Committee)
8.	May 03, 2021 (joint meeting with the Finance Committee; and Nominations, Remunerations and Organizational Development Committee)
9.	May 17, 2021 (joint meeting with the Governance Committee)
10.	June 07, 2021 (joint meeting with the Governance Committee)
11.	June 28, 2021 (joint meeting with the Governance Committee)
12.	July 12, 2021 (joint meeting with the Governance Committee)
13.	July 26, 2021 (joint meeting with the Special Committee on CJHDevCo Concerns and 19 Conditionalities)
14.	August 09, 2021 (joint meeting with the Special Committee on CJHDevCo Concerns and 19 Conditionalities)
15.	August 23, 2021 (joint meeting with the Governance Committee)
16.	September 02, 2021 (joint meeting with the Governance Committee, and Special Committee on CJHDevCo Concerns and 19 Conditionalities)
17.	September 20, 2021 (joint meeting with the Governance Committee)
18.	October 11, 2021
19.	November 22, 2021 (joint meeting with the Governance Committee)

## **VI. Attendance Record of the Members**

<b>Members</b>	<b>Date of Meetings</b>						
	25-Jan-21	08-Feb-21	22-Feb-21	08-Mar-21	22-Mar-21	05-Apr-21	19-Apr-21
Eduardo B. Davalan	P	P	P	P	P	P	P
Charito R. Dulay	P	P	P	P	P	P	P
Rufino G. Ibay Jr.	P	P	P	P	P	P	P
Rudolph Steve E. Jularbal	P	P	P	P	P	P	P
Cesar G. Oracion	P	P	P	P	P	P	P
Gloria F. Peralta	P	P	P	P	P	P	P
Christian Paul L. Ulpindo	P	P	P	P	P	P	P

Members	Date of Meetings						
	03-May-21	17-May-21	07-Jun-21	28-Jun-21	12-Jul-21	26-Jul-21	9-Aug-21
Edward E. Carranza	NA	NA	NA	NA	A	P	P
Eduardo B. Davalan	P	P	P	P	P	P	P
Charito R. Dulay	P	P	P	P	P	P	P
Rufino G. Ibay Jr.	P	P	P	P	P	P	P
Rudolph Steve E. Jularbal	P	P	P	P	P	P	P
Ceasar G. Oracion	P	P	P	P	P	P	P
Gloria F. Peralta	P	P	P	P	P	P	P
Christian Paul L. Ulpindo	P	P	P	P	P	P	P

Members	Date of Meetings						
	23-Aug-21	2-Sep-21	20-Sep-21	11-Oct-21	22-Nov-21		
Edward E. Carranza	A	A	A	NA	NA		
Eduardo B. Davalan	P	P	P	P	P		
Charito R. Dulay	P	A	P	P	P		
Rufino G. Ibay Jr.	P	P	P	P	P		
Rudolph Steve E. Jularbal	P	P	P	P	P		
Ceasar G. Oracion	P	P	P	P	P		
Gloria F. Peralta	P	P	P	P	P		
Christian Paul L. Ulpindo	P	P	P	P	P		

P - present

A - absent

NA - not applicable (the Director is not yet a Member or no longer a Member of the Committee)