



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK Subsidiary)

Board Committees

Activities from January 1 – December 31, 2021

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



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