



**AUDIT COMMITTEE
LIST OF ACTIVITIES / COMMITTEE MEETINGS FOR CY 2023**

1ST Committee Meeting- February 13, 2023

- UET International Corporation Leased Property;
- Audit of Financial Assistance;
- Long Outstanding Trust Liabilities;
- 2nd Half Accomplishment Report for CY 2022.

2nd Committee Meeting- May 19, 2023

- Approval of the Minutes of the 1st Audit Committee Meeting dated Feb. 13, 2023;
- Mandate, Authority and Functions of the Audit Committee;
- CIAC Compensation of Members of the Board of Directors;
- Table of Organization of the Internal Audit Department;
- Functions of the Internal Audit Department;
- Prohibitions of the Internal Audit Department.

3rd Committee Meeting- July 14, 2023

- Internal Audit Memorandum- UET International Corporation-Lease Property;
- CIAC Procurement Projects;
 - Provision of Petroleum for CIAC;
 - Maintenance of CIAC Landside Sodded Grounds.

4th Committee Meeting- August 23, 2023

- Update on CIAC Control Tower Project;
- Update on CIAC locators Inspection.

5th Committee Meeting- September 11, 2023

- Approval of the Minutes of the 4th Audit Committee Meeting dated Audit 23, 2023;
- ADPI Master Development Plan;
- Travel Report on the Proposed Radar Location at Clark International Airport;
- Terms of Reference- Design and Build of the New Eighteen-storey Traffic Control Tower Building Facility at Clark International Airport;
- RASG- MID Safety Advisory;
- CAAP Manual of Standards;
- Advisory Circular 139-AGMT-01.





6th Committee Meeting- October 13, 2023

- Approval of the Minutes of the 5th Audit Committee Meeting dated September 11, 2023;
- BCDA Oversight over its subsidiaries;
 - Internal Audit Opinion;
 - Basis for Submission of Budget to BCDA for Approval;
 - Executive Order No. 62- Prescribing Policies and Guidelines to Implement RA 7227- BCDA Act of 1992;
 - BCDA Financial Policies;
- CIAC and LIPAD written communications regarding New Control Tower Project;
- DOTR Letter to CIAC on Regulatory supervision and oversight of Activities occurring within the CCAC.

7th Committee Meeting- November 23, 2023

- Discussion on the Request for time extension for the Design and build of the New Eighteen-Storey Clark Air Traffic Control Tower building Facility at Clark International Airport.

8th Committee Meeting- December 15, 2023

- Approval of the Minutes of the 2nd Audit Committee Meeting dated May 19, 2023;
- Approval of the Minutes of the 3rd Audit Committee Meeting dated July 14, 2023;
- Approval of the Minutes of the 5th Audit Committee Meeting dated September 11, 2023;
- Approval of the Minutes of the 6th Audit Committee Meeting dated October 13, 2023;
- Approval of the Minutes of the 7th (Emergency) Audit Committee Meeting dated November 23, 2023;
- Matters Arising from the Previous Meeting;
 - Legal to take into account the corporate principle that corporation is separate and distinct from its owners/ stockholders;
 - Request for time extension- Tower Project;
 - Performance Security for the Tower.

Submitted by:



MITCHELLE S. CRUZ

Audit Committee Secretariat
Manager, Internal Audit Department



(+63) 45 599 - 2888 to 97



Corporate Office Building
Civil Aviation Complex
Clark Freeport Zone
Pampanga, Philippines 2023



ciac.gov.ph
publicaffairs@ciac.gov.ph



BUSINESS DEVELOPMENT COMMITTEE ACTIVITIES CY2023

1st Joint Business Development and Finance Committee Meeting 20 January 2023

1. Revised Personal Services (PS) Budget
2. Approval of the Closing of the Debt Service Payment Account (DSPA) with the Land Bank of the Philippines (LBP)
3. Proposed Renewal of Lease Agreement of Cargohaus, Inc. over an open space of approximately 9,867.75 sqm (OLD AREA 9,866) located along Blue Diamond and Basilio Fernando Streets for its container yard and freight station facility
4. Letter of Millennium Pan Asia Infinity, Inc. dated 17 Oct 2022
5. Proposed standard CIAC Short-Term Lease Agreement as reviewed and approved by the OGCC

2nd Joint Business Development and Finance Committee Meeting 06 March 2023

1. Clarification on the measurement of lease property based on the actual validation survey conducted
2. Proposed Policy on the Revision Adjustment of Lease Payment Due Date

1st Business Development Committee Meeting 19 April 2023

1. Proposed terms and conditions for the new Lease Agreement of All Fashion Gloves, Inc. (AFGI) over Bldg. 7361 located along A. Soriano Street corner P. Cruz Street for the manufacture of leather gloves and leather accessories
2. Proposed terms and conditions for renewal of Lease Agreement of Genesis Transport Service, Inc. over a structure (approx. 74.00 sqm) and open space (approx. 3,038.00 sqm) located along C.M. Recto Highway, for the operation of a bus terminal
3. Proposed terms and conditions for renewal of Lease Agreement of UET Box Mfg. Corp. over Bldg. 7107 and portion of Bldg. 7108 located along Panday Pira Extension for the manufacture of packaging materials

2nd Business Development Committee Meeting 14 July 2023

1. Proposed terms and conditions for the new Lease Agreement of CIA Employees' Consumers Cooperative over CIAC Employees Canteen Building and immediate open space (approximately 102.00 sqm) located near CIAC Motorpool, Clark Civil Aviation



(+63) 45 599 - 2888 to 97



Corporate Office Building
Civil Aviation Complex
Clark Freeport Zone
Pampanga, Philippines 2023



ciac.gov.ph
publicaffairs@ciac.gov.ph

Complex, CFZ, for the operation and management of the CIAC Employees Canteen and its immediate open space to include the sale of various food and beverage products

2. Proposed terms and conditions for the new Lease Agreement of CIA Employees' Consumers Cooperative over portion of Bldg. 7592 (approximately 53.00 sqm), located within the CIAC Compound for the operation of Coop Grocery Store.
3. Proposed terms and conditions for the renewal of Lease Agreement of Semirecycling Co., Inc. over a property located along Jose Topacio Street, CCAC, CFZ for the operation of a warehouse for the storage of discarded electronic and semiconductor materials.

**3rd Business Development Committee Meeting
26 July 2023**

1. Ocular inspection of CIAC leased properties

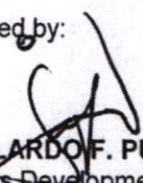
**4th Business Development Committee Meeting
10 August 2023**

1. Proposed terms and conditions for the new Lease Agreement of CIA Employees' Consumers Cooperative over CIAC Employees Canteen Building and immediate open space (approximately 102.00 sqm) located near CIAC Motorpool, Clark Civil Aviation Complex, CFZ, for the operation and management of the CIAC Employees Canteen and its immediate open space to include the sale of various food and beverage products
2. Proposed terms and conditions for the new Lease Agreement of CIA Employees' Consumers Cooperative over portion of Bldg. 7592 (approximately 53.00 sqm), located within the CIAC Compound for the operation of Coop Grocery Store
3. Request for Amendment of Lease Agreement of Sinyang-Mugs Corporation
4. Proposed amendment of the Lease Agreement of UET International Corp. (UET) over Bldg. N7111, Bldg. N7110 and open space located along Panday Pira Avenue Extension, CCAC, CFZ
5. Approval of the Memorandum of Understanding between Clark International Airport Corporation (CIAC) and Jamco Philippines, Inc. over Precinct 3 located along Gil Puyat Avenue for the manufacture of aircraft parts and equipment
6. Proposed terms and conditions for the Renewal of the Lease Agreement of Eviesse International, Inc.
7. Draft Memorandum Circular on the Submission of Raptorial Requirements by CIAC locators

3rd Joint Business Development and Finance Committee Meeting
07 December 2023

1. Proposed terms and conditions of renewal of the Lease Agreement of Jamco Philippines, Inc. over portion of Bldg. N7000 located along Gil Puyat Ave. for manufacturing of aircraft parts and equipment
2. Proposed Memorandum of Agreement between Jamco Philippines, Inc. and Clark International Airport Corporation (CIAC) for the possible lease of a 4.3-hectare property along Gil Puyat Ave.

Submitted by:


J. ABELARDO F. PUNZALAN
Business Development Committee Secretariat
Manager, Marketing Department



BOARD FINANCE COMMITTEE LIST OF AGENDA ITEMS/ACTIVITIES FOR CY 2023

1. 1ST JOINT BUSINESS DEVELOPMENT AND FINANCE COMMITTEE MEETING 1ST FINANCE COMMITTEE MEETING JANUARY 20, 2023

AGENDA:

- a. Revised Personnel Services (PS) Budget
- b. Approval of the Closing of the Debt Service Payment Account (DSPA) with the Land Bank of the Philippines (LBP)
- c. Proposed Renewal of Lease Agreement of Cargohaus, Inc. Over an Open Space of Approximately 9,867.75 sq.m. (OLD AREA 9,866) Located Along Blue Diamond and Basilio Fernando Streets for its Container Yard and Freight Station Facility
- d. Letter of Millennium Pan Asia Infinity, Inc. dated 17 Oct 2022
- e. Proposed Standard CIAC Short-Term Lease Agreement as Reviewd and Approved by the OGCC

2. 2ND JOINT BUSINESS DEVELOPMENT AND FINANCE COMMITTEE MEETING MARCH 06, 2023

AGENDA:

- a. Clarification on the Measurement of Lease Property based on the Actual Validation Survey Conducted
- b. Proposed Policy on the Revision Adjustment of Lease Payment Due Date

3. 2ND FINANCE COMMITTEE MEETING APRIL 19, 2023

AGENDA:

- a. Declaration and Remittance of the Dividends for the year 2022 Net Earnings

OTHER MATTERS:

- b. Proposed Signatories of Checks of the Clark International Airport Corporation (CIAC)

4. 3RD FINANCE COMMITTEE MEETING MAY 18, 2023

AGENDA:

- a. Proposed Revised CIAC Authority Matrix
- b. Payment of Deficiency Taxes for Taxable Year 2019
- c. Approval of the Closing of the Former United Coconut Planters Bank (UCPB) Account





**5. 4TH FINANCE COMMITTEE MEETING
AUGUST 23, 2023**

AGENDA:

- a. Proposed Corporate Operating Budget for FY 2024

**6. 5TH FINANCE COMMITTEE MEETING
SEPTEMBER 12, 2023**

AGENDA:

- a. Indicative Annual Procurement Plan (APP) For Non-Common Use Supplies and Equipment (Non-CSE) for FY 2024

**7. 6TH FINANCE COMMITTEE MEETING
NOVEMBER 23, 2023**

AGENDA:

- a. Proposed Reimbursable Expenses of the Board of Directors
- b. Revised Corporate Operating Budget for FY 2024

**8. 3RD JOINT BUSINESS DEVELOPMENT AND FINANCE COMMITTEE MEETING
DECEMBER 07, 2023**

AGENDA:

- a. Proposed Terms and Conditions of the Renewal of the Lease Agreement of JAMCO Philippines, Inc. over a Portion of Bldg. N7000 Located Along Gil Puyat Ave. for Manufacturing of Aircraft Parts and Equipment
- b. Proposed Memorandum of Agreement between JAMCO Philippines, Inc. and Clark International Airport Corporation (CIAC) for the Possible Lease of a 4.3-hectare Property Along Gil Puyat Ave.

**9. 7TH FINANCE COMMITTEE MEETING
DECEMBER 18, 2023**


AGENDA:

- a. Final Annual Procurement Plan (APP) For Non-Common Use Supplies and Equipment (Non-CSE) for FY 2024

OTHER MATTERS:

- b. Road and Facilities Development – Infrastructure Plan


DONNA MARIE L. CABRERA
Finance Committee Secretariat
Officer-in-Charge, Finance Department


NANCY C. PAGLINAWAN
Vice President
Administration and Finance Group





BOARD NOMINATION AND REMUNERATION COMMITTEE LIST OF AGENDA ITEMS/ ACTIVITIES FOR CY 2023

1) MAY 18, 2023 NOMINATION AND REMUNERATION COMMITTEE MEETING

AGENDA:

- a) Updates of the Reorganization
- b) Discussion on the merger of the Office of the Corporate Secretary and Office of the AVP for Legal Services
- c) Other Matters

2) JUNE 28, 2023 NOMINATION AND REMUNERATION COMMITTEE MEETING

AGENDA:

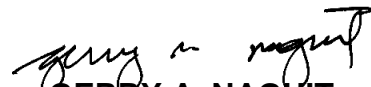
- a) Application of Mr. Jaime Melo in the Vice-President for Operations and Business Development Group position

3) AUGUST 17, 2023 NOMINATION AND REMUNERATION COMMITTEE MEETING

AGENDA:

- a) Adjustment of Step Increment of Assistant Managers and Executive Assistants
- b) Updates on the Implementation of Reorganization


VINA MAY L. MANALILI
Assistant Manager, HRD


GERRY A. NAGUIT
Manager, HRD

