

REMUNERATION AND NOMINATION COMMITTEE REPORT

6 August 2020 • Zoom Cloud Meeting

ATTENDEES	
REMUNERATION AND NOMINATION COMMITTEE MEMBERS	
1. COO Maria Anthonette C. Velasco-Allones <i>Chairperson</i>	Vice-Chairperson of the Tourism Board and Chief Operating Officer, Tourism Promotions Board
2. Director Vanessa L. Suatengco <i>Vice-Chairperson</i>	Appointive Director of the Tourism Board, Accommodation Enterprises and General Manager, Diamond Hotel Philippines
3. Asec. Rosvi C. Gaetos <i>Member</i>	Alternate Member of the Tourism Board and Assistant Secretary, Department of Trade and Industry
4. Asec. Jesusa Susana V. Paez <i>Member</i>	Alternate Member of the Tourism Board of Directors and Assistant Secretary, Department of Foreign Affairs
INTERVIEWEE	
Ms. Jocelyn Patrice L. Deco	Director II – Civil Service Commission – National Capital Region (CSC-NCR)
ATTENDEES	
1. Atty. Dioxenos B. Sulit	Acting Assistant Corporate Board Secretary
2. Ms. Janet W. Canoy	Manager, Administrative Department
3. Ms. Karen A. Padolina	Training Specialist III, Administrative Department
4. Ms. Ryvet P. Cruz	Acting Head Executive Assistant, Office of the Chief Operating Officer
5. Mr. Edmon Gerald A. Loza	Office of the Corporate Board Secretary
6. Ms. Edshi-Lee A. Cordero	Office of the Corporate Board Secretary

Approved Agenda

1. Designation of a Vice-Chairperson for Committee Members
2. Request for Interview, Evaluation and Rating: Applicant for TPB Deputy Chief Operating Officer for Corporate Affairs

Agenda # 1: Designation of a Vice-Chairperson for Committee Members

1. After confirmation of a quorum, Atty. Dioxenos Sulit (Atty. Sulit), Acting Assistant Corporate Secretary, requested the Members of the Remuneration and Nomination Committee to confirm their attendance in the Zoom Chatbox by stating their respective name, device used and location.
2. COO Maria Anthonette Velasco-Allones (COO Velasco-Allones) chaired the Remuneration and Nomination Committee Meeting.
3. Asec. Rosvi Gaetos (Asec. Gaetos) nominated Dir. Vanessa Suatengco to be the Vice-Chairperson of the Remuneration and Nomination Committee. Dir. Suatengco thanked Asec. Gaetos and gladly accepted the said nomination.

Motions:

The Committee elected Dir. Suatengco as Vice-Chairperson of the Remuneration and Nomination Committee.

Agenda # 2: Request for Interview, Evaluation and Rating: Applicant for TPB Deputy Chief Operating Officer for Corporate Affairs

1. Ms. Jocelyn Patrice L. Deco (Ms. Deco), currently Director II of the Examination Recruitment and Placement Office of the Civil Service Commission – National Capital Region (CSC-NCR), was officially presented by COO Velasco-Allones to the Members of the Committee as a lone candidate for the Tourism Promotions Board (TPB) Deputy Chief Operating Officer (DCOO) for Corporate Affairs.
2. Ms. Deco apprised the Members that she has been with CSC-NCR for 14 years handling Human Resource (HR) matters and extending technical assistance and support to agencies, with 9 years spent at the Professional Regulation Commission.

3. Dir. Suatengco asked Ms. Deco regarding the problem of Job Orders and Contractual employees not receiving benefits in the CSC and how she thought she could resolve the matter.

Ms. Deco stated that not everybody could be accommodated with permanent positions due to certain qualification standards and that these employees were hired before without the plantilla positions. According to Ms. Deco, with a tall order from the President and a Joint Circular Memorandum, these employees are now being integrated in the workforce and are given Casual status with benefits.

4. Asec. Paez asked Ms. Deco her reason for the shift in career path. Ms. Deco replied that she was challenged to take the leap of faith and wanted to be in the forefront of HR Management with a prime HR program to institutionalize meritocracy in the government. Ms. Deco added that she was a Field Officer and had handled the Tourism Sector during the crafting of the RA 9593 – Tourism Act Law.
5. On the other hand, Asec. Gaetos inquired with Ms. Deco on how she will handle the finance aspect given that she is an expert in HR and Administrative Service.

Ms. Deco answered that she was also exposed to budgeting procedures, procurement, and its processes. She further replied that she was open to learn and update herself on the systems required.

Asec. Gaetos followed up with a question if Ms. Deco's stay in TPB will only be short-lived. Ms. Deco responded that her stay with TPB will be based on the call to serve and as long as she can do and give more in terms of public service with interest, passion and fervor.

6. COO Velasco-Allones enumerated the scope of responsibilities of the DCOO for Corporate Affairs encompassing finance, accounting, budget and HR. She emphasized that to be in that position, one has to have a good grounding on the management aspects of these functional areas and should be equipped to be designated as Acting COO. COO Velasco-Allones then requested Ms. Deco to explain further her exposure to financial management, procurement planning, and budget concerns.

Ms. Deco mentioned that in the annual submission of Project Procurement Management Plan, she was exposed in the preparation of Work And Financial Plans, justification of budget presentations, orientation with the Government Procurement Policy Board (GPPB) guidelines and attendance to planning conferences.

COO Velasco-Allones also asked what was Ms. Deco's participation in the transition of the Tourism Act Law which she mentioned. Ms. Deco explained that she was part of the technical assistance group who helped in the reorganization, creation and justification of positions, and even coordination with the Agency Unions for the whole DOT and its attached agencies.

7. Dir. Suatengco asked Ms. Deco how she could contribute to TPB to reach a new level as a new executive focusing on the mental health of the travel and tour industry.

Ms. Deco emphasized on the shift to digitization to prioritize the safety and security of tourists. She also suggested the strong partnership with LGUs and the Vloggers in promoting virtually the various places of interest in the Philippines during this time of pandemic in the absence of physical travel. She also added the promotion of cheap travel packages in our foreign posts and focusing on special interest groups.

Dir. Suatengco then asked how Ms. Deco would deal with the anxiety of the TPB employees in the uncertainty of the situation. Ms. Deco replied that this is a big challenge for HR now because there is a great fear of the pandemic but as long as you imbibe with them their relevance, willingness to serve and be of service to others, then these could motivate them.

8. Asec Gaetos inquired if Ms. Deco could read and analyze financial statements. Ms. Deco answered that she could be detail oriented and will definitely make efforts to understand the needs of the Office specifically to its budget.

Asec Gaetos pointed out that Ms. Deco will need to undergo specialized trainings on corporate financial management. Her lack of financial background and experience might be a weakness since she will need to understand financial documents.

9. Asec. Paez mentioned a situation that the applicant might be pressured by her superiors towards a position that she was not comfortable with. Ms. Deco cited an instance where she made a stand together with other colleagues expressing their sentiments wherein their positions were somehow affected by a directive categorizing the level of management.

10. COO Velasco-Allones asked the applicant for her knowledge in the functions of Management Information Systems (MIS) since she talked about digitization and virtual tours.

Ms. Deco explained that she was one of the Field Officers who started the Virtual Group with cluster agencies to disseminate and acquire information faster. It proved that the social media platform is better than email in accessing their clientele and dissemination of information. This also included electronic systems and transactions.

COO Velasco-Allones followed up by asking how the applicant played her role in these projects. Ms. Deco emphasized that through digitization they were able to implement the ease of doing business. She also added that through best practice sharing which she initiated, this mode has been duplicated by other agencies.

11. Ms. Deco asked the Board what were the expectations and priority concerns if she were to take the DCOO for CA position.

COO Velasco-Allones stated that taking the lead in the functional responsibilities of finance, budget, HR and MIS is expected. The priorities now are focused on balancing the needs of the internal organization in terms of capacity building and putting systems and reforms in finance, monitoring of budget utilization and the beefing up of the MIS capacity.

12. At the end of the interview, Ms. Deco expressed her appreciation to the Board for the opportunity given to her. The applicant emphasized her upholding of values of high integrity by ethically following rules and policies resolving any dilemma immediately, properly and by living the example. Without any further questions, the Committee thanked Ms. Deco and advised that they were finished with the interview.

13. During the deliberation, Dir. Suatengco strongly suggested COO Velasco-Allones to consider an applicant who is a good finance person. She also noted that TPB needed an expert in all the fields that should be covered by the position. She further pointed out that the qualification needed cannot be easily learned through seminars or programs. Having said that, Dir. Suatengco expressed that it is still the discretion of COO Velasco-Allones to hire the applicant or not.

14. COO Velasco-Allones responded that realistically it was very difficult and rare that you find a Manager who has adequate expertise on all those areas. At the minimum, you will find someone who has exposure or knowledge on some of the areas. She added that with the hiring of the other applicant who is an expert in Finance and Ms. Deco who has good foundation in almost all of the areas of Corporate Affairs and with both competencies, it will be a good combination.

15. Asec. Gaetos came up with a suggestion to directly place the Finance Department under the Office of the Chief Operating Officer to allow the DCOO for Corporate Affairs to concentrate on Administrative, HRD, and MIS concerns.

COO Velasco-Allones agreed with this suggestion and that it can be a good arrangement without precluding that Ms. Deco trains on the job as the DCOO for CA to develop her technical competency.

16. Asec Paez's position was to choose someone who can actually work with COO Velasco-Allones and to provide the support needed at this time. She added that if the COO was comfortable with the applicant then they leave it to her discretion because the COO needs all the capable people to support her 100%.

17. With the intensive background check, competency and with integrity and ethics intact, COO Velasco-Allones expressed that she can take the risk of giving the position DCOO for Corporate Affairs to Ms. Deco.

Asec. Gaetos mentioned that if COO trusts Ms. Deco then that is important, not necessarily to be a CPA but to have a clear understanding of financial management.

Motions:

The Committee Members were requested to submit their recommendations for calibration and final ratings on 10 August 2020.

MARIA ANTHONETTE C. VELASCO-ALLONES

Chairperson, Remuneration and Nomination Committee of the Tourism Board and Chief Operating Officer, Tourism Promotions Board

VANESSA L. SUATENGCO

Vice-Chairperson, Remuneration and Nomination Committee of the Tourism Board and General Manager, Diamond Hotel Philippines

ROSARIO VIRGINIA C. GAETOS

Member, Remuneration and Nomination Committee of the Tourism Board and Assistant Secretary, Department of Trade and Industry

JESUSA SUSANA V. PAEZ

Alternate Member, Remuneration and Nomination Committee of the Tourism Board and Assistant Secretary, Department of Foreign Affairs