

DAP CORPORATE GOVERNANCE SCORECARD (CY 2023)

QUESTION	COMPLIANCE
I. Stakeholder Relationships	
1. Does the Academy disclose a policy that:	
<p>a. Stipulates the existence and scope of its effort to address customer's welfare?</p>	<p>YES. <i>The DAP published its Citizen's Charter Handbook FY 2023 (4th Edition) to provide a comprehensive documentation of its most current service standards in delivering quality government services to its stakeholders. In addition, it published the 2020 Manual of Corporate Governance of the DAP Board of Trustees (BoT) to properly identify and formally recognize the key stakeholders of the DAP. Together with the mentioned documents, the DAP 2018 Quality Manual serves as one of the main references in helping the DAP achieve better efficiency and more productivity in the performance of its mandates.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> ● Sections I-IV of the DAP Citizen's Charter Handbook FY 2023 (4th Edition) ● Section 29 of the 2020 Manual of Corporate Governance of the DAP BoT ● 2018 DAP Quality Manual
<p>b. Elaborates its efforts to interact with the communities in which they operate?</p>	<p>YES. <i>The DAP briefly communicated its duties and commitments to all its identified stakeholders in the <u>Corporate Social Responsibility (CSR) and Relations with Stakeholders</u> and <u>CSR Principles</u> sections of the 2020 Manual of Corporate Governance of the DAP BoT.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> ● Sections 27-28 of the 2020 Manual of Corporate Governance of the DAP BoT
<p>c. Ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?</p>	<p>YES. <i>This has been stipulated in <u>Section 31 of the 2020 Manual of Corporate Governance of the DAP BoT and the DAP Office Order (OO) 2021-001, dated 20 October 2021, relative to the Adoption of an Environmental Policy in the Academy.</u></i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> ● Section 31 of the 2020 Manual of Corporate Governance of the DAP BoT ● DAP OO-2021-001

2. Does the Academy disclose the activities that it has undertaken to implement the abovementioned policies:	
a. Customer Health and Safety	<p>YES. <i>With the issuance of the <u>Flexible Work Arrangement (FWA)</u> per the Memorandum Circulars (MCs) 2022-003 and MC-2022-005, dated 23 March 2022 and dated 12 July 2022 respectively, the DAP maximized the conduct of online trainings and the processing of online transactions. They also engaged in sustainable activities such as the reduction in the consumption of energy, water, and other natural resources; and the proper collection, disposal, and recycling of wastes. Not only did the DAP carry out its service commitments to its stakeholders with these, but also its employer responsibilities to its personnel.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> ● DAP Facebook Postings relative to its Online Trainings/Courses for 2023 ● DAP MC-2022-003 ● DAP MC-2022-005 ● Memorandum on the REVISED INTERIM HEALTH PROTOCOLS ● Memorandum on the AMENDMENT TO THE REVISED INTERIM HEALTH PROTOCOLS ● DAP 2023 Procurement Monitoring Report ● Screenshot of the Indoor Air Monitoring Report
b. Interaction with the Communities	<p>YES. <i>Throughout 2023, the DAP has actively engaged in various CSR initiatives that have contributed to the well-being of local residents, supported vulnerable populations, and promoted environmental sustainability. This can be seen through the references below.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> ● Press Release ● DAP 2023 Annual Report ● DAP Blood Letting Email Announcement ● Acknowledgement Receipt; Letter of Request; Donation Receipt; Certificate; Pictures and Letters; CSR Report
c. Environmentally-Friendly Value Chain	<p>YES. This can be seen through the references below.</p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> ● Section 31 of the Manual of Corporate Governance of the DAP BoT ● DAP OO-2021-001

	<ul style="list-style-type: none"> • DAP 2nd Semester of 2023 Procurement Monitoring Report • Harvester Tank Detail • EEC Orders • SWM Order
<p>3. Does the Academy have a separate corporate social responsibility (CSR) report/section or sustainability report/section?</p>	<p>YES. This can be seen through the references below.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Press Release • CSR Report
<p>4. Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.</p> <p>Does the Academy provide contact details via the company's website or Annual Report which stakeholders (e.g. customers, suppliers, general public etc.) can use to voice their concerns and/or complaints for possible violation of their rights?</p>	<p>YES. <i>The DAP Official Website provides several channels where the stakeholders can access the contact details (both phone numbers and email addresses) of the DAP. Aside from this, the said contact details are published in the Citizen's Charter Handbook FY 2023 (4th Edition) of the DAP and the DAP 2023 Annual Report.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Contact Us page in the DAP Official Website • DAP Citizen's Charter Handbook FY 2023 (4th Edition) • DAP 2023 Annual Report
<p>5. Performance-enhancing mechanisms for employee participation should be permitted to develop.</p>	
<p>a. Does the Academy explicitly mention the health, safety and welfare policy for its employees?</p>	<p>YES. <i>This can be seen through the references below.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section 30 of the Manual of Corporate Governance of the DAP BoT • Several DAP Health and Safety Policies
<p>b. Does the Academy publish data relating to health, safety and welfare of its employees?</p>	<p>YES. <i>This can be seen through the references below.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP 2023 Annual Report • DAP 2023 Health and Wellness Report
<p>c. Does the Academy have training and development programmes for its employees?</p>	<p>YES. <i>The DAP committed to providing continual relevant human resource interventions and reassessing the competencies of its 401 Plantilla personnel. The results showed that 97 percent (390) of Plantilla personnel met the required competencies for their respective positions, surpassing the target of 90 percent. Ongoing interventions such as training, coaching, and mentoring are being implemented to further enhance competencies.</i></p>

	<p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • Page 7 and Pages 21-22 of the DAP 2023 Annual Report • DAP 2023 List of Trainings
<p>d. Does the Academy publish data on training and development programs for its employees?</p>	<p>YES. <i>The DAP employees, both Plantilla and Non-Plantilla, participated in training programs offered locally and internationally. Training advisories were communicated through official emails, the DAP Facebook group, and during the conduct of flag ceremonies to ensure all personnel were fully informed.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • DAP 2023 List of Trainings
<p>6. Stakeholders including individual employee and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.</p>	
<p>a. Does the Academy have procedures for complaints by employees concerning illegal (including corruption) and unethical behavior?</p>	<p>YES. This can be seen through the references below.</p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • DAP MC-2019-007 • DAP MC-2019-001 • DAP SO-2023-112
<p>b. Does the Academy have procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation?</p>	<p>YES. This can be seen through the references below.</p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • DAP MC-2019-007 • DAP MC-2019-001 • DAP SO-2023-112

CORPORATE GOVERNANCE SCORECARD (2023)

QUESTION	COMPLIANCE
<p>II. Disclosure and Transparency</p>	
<p>7. Does the Academy's website disclose the following items:</p>	
<p>a. Corporate Objectives</p>	<p>YES. <i>The Corporate Objectives of the DAP can be seen in the <u>Performance Evaluation Scorecard (PES)</u> published in the Transparency Seal page in the DAP Official Website.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section V of the DAP Transparency Seal • DAP 2023 PES
<p>b. Financial Performance Indicators</p>	<p>YES. <i>All pertinent documents such as the Financial Statements, the Balance Sheet and Income Statements, the Annual Audit Report and Recommendations, the Annual Audited Financial Statements, the Report on Ageing of Cash Advances, and the DAP Annual Budget were reflected in the DAP Official Website</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section IV of the DAP Transparency Seal • DAP 2023 PES • DAP 2023 Annual Report
<p>c. Non-financial performance indicators</p>	<p>YES. <i>These were discussed in the DAP 2023 Annual Report and the DAP 2023 PES published in the Transparency Seal page in the DAP Official Website.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section IV of the DAP Transparency Seal • DAP 2023 PES • DAP 2023 Annual Report
<p>d. Details of whistle-blowing policy</p>	<p>YES. <i>The whistleblowing policy of the DAP was published in the DAP Official Website.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP MC-2019-001
<p>e. Biographical details of directors/commissioners</p>	<p>YES. <i>The DAP published the pertinent details of President and Chief Executive Officer (PCEO) Engelbert C. Caronan, Jr. in its Official Website and in its 2023 Annual Report. These details were also posted in the Board of Trustees page in the DAP Official Website prior to the change in its leadership last 8 February 2024.</i></p>

	<p>Moreover, there is a Corporate Secretary's Certificate available online in relation to the appointment of Atty. Caronan as the DAP PCEO last 27 June 2018.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP 2023 Annual Report • Board of Trustees in the DAP Official Website • DAP Secretary's Certificate, dated 27 June 2018
<p>f. Training and/or continuing education programme attended by each director/commissioner</p>	<p>YES. PCEO Caronan participated in the Digital Leaders Seminar last 2-3 March 2023. This seminar is a DAP training in partnership with the UN Asian and Pacific Training Centre for ICT for Development (APCICT/ESCAP) for local chief executives and other senior government officials that are responsible for the development and implementation of digital initiatives in their jurisdictions.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Certificate of Appearance for PJC • Training Briefer for the Digital Leaders Seminar
<p>8. Are the annual reports downloadable from the Academy's website?</p>	<p>YES. The Annual Reports of the DAP can be downloaded from its Transparency Seal page.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section III of the DAP Transparency Seal
<p>9. Does the Academy's website contain a statement confirming the company's full compliance with the code of corporate governance and where there is non-compliance, identify and explain reasons for each such issue?</p>	<p>YES. The DAP is fully compliant with the Code of Corporate Governance applicable to its operations as a developmental institution.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Certification by the DAP Compliance Officer
<p>10. Timely filing/release of annual/financial reports</p>	
<p>a. Are the audited annual financial report/statement released within 60 days upon receipt from COA?</p>	<p>YES. The AFS was received 30 May 2024. It was posted together with the DAP 2023 Annual Report.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section IV of the DAP Transparency Seal • DAP Receiving Copy
<p>b. Is the Annual Report released within 90 days from the release of the audited financial report?</p>	<p>YES. The AFS was received 30 May 2024. The DAP 2023 Annual Report was posted last 29 July 2024.</p>

	<p>Reference/s:</p> <ul style="list-style-type: none"> • DAP 2023 Annual Report
<p>c. Is the true and fairness/fair representation of the annual financial statement/reports affirmed by the board of directors/commissioners and/or the relevant officers of the company?</p>	<p>YES. <i>There is a Board Resolution authorizing the release of the 2023 DAP financial statements.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Board Resolution No. 02 (s. 2024) (Authorizing the Release of the 2023 Financial Statements of the DAP to the COA)
<p>III. Board Responsibility</p>	
<p>11. Corporate Vision/Mission</p>	
<p>a. Has the Board of Directors reviewed the vision and mission/ strategy in the last financial year?</p>	<p>YES. <i>The BoT approved the Charter Statements, Strategy Map, and Performance Commitments of the DAP for 2023-2024 during its meeting on 13 November 2023. This was formalized through the Board Resolution No. 005 (s. 2023).</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Board Resolution No. 005 (s. 2023) Scorecard • PES Form 1
<p>b. Does the Board of Directors monitor/oversee the implementation of the corporate strategy?</p>	<p>YES. <i>The DAP Management reports to the BoT on the accomplishments of the board-approved targets and strategic objectives. The mandates and responsibilities for DAP's Performance can be seen in <u>Section 5</u> of the 2020 Manual of Corporate Governance of the DAP BoT. It specifies that the BoT is responsible for providing policy directions, monitoring and overseeing Management actions, as provided in its Charter and other relevant laws, rules and regulations. Also, one of BoT's specific functions (per Section 6 [c] of the said Manual) is to monitor and evaluate on a regular basis the implementation of the corporate strategies and policies, business plans and operating budgets, as well as Management's over-all performance to ensure optimum results.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Section 5 and Paragraph 6 (c) of the 2020 Manual of Corporate Governance of the DAP BoT • Board Resolution No. 005 (s. 2023) Scorecard

12. Did the Academy achieve 90% in the PES?	<p>YES. <i>This can be seen in the DAP 2023 Performance Scorecard posted in the its Official Website.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP 2023 Performance Scorecard
13. Code of ethics or conduct	
a. Are the details of the code of ethics or conduct disclosed?	<p>YES. <i>This is disclosed in the DAP OO-2017-01 Adoption of the Code of Conduct and Ethical Standards for Public Officials and Employees.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP OO-2017-01 (Adoption of the Code of Conduct and Ethical Standards for Public Officials and Employees)
b. Does the Academy disclose that all Directors/Commissioners, senior management and employees are required to comply with the code?	<p>YES. <i>This is published in <u>Sections 19 and 36</u> of the 2020 Manual of Corporate Governance of the DAP BoT</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Sections 19 and 36 of the 2020 Manual of Corporate Governance of the DAP BoT
c. Does the Academy disclose how it implements and monitors compliance with the code of ethics or conduct?	<p>YES. <i>The DAP published its code of conduct through its Official Website, Intranet, and Official Email to all personnel. This was also cascaded through the Human Resources (HR) orientation to its employees.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP OO-2017-01
14. Does the Board appoint a Nomination Compensation / Remuneration Committee?	<p>YES. <i>The composition of this Committee, including the alternates for each trustee, can be accessed in the Board of Trustees page in the DAP Official Website. Also, the committee affiliations of each trustee were specifically identified in the Government Corporation Information Sheet (GCIS) 2023.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • 2023 BoT with alternates • GCIS 2023 of the DAP • Minutes of the BoT Meeting, dated 19 June 2023
15. Did the Nomination Compensation/Remuneration Committee meet at least twice during the year?	<p>NO. <i>The said Committee did not convene in 2023.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Meeting Attendance 2023

16. If yes, is the report of the Nomination Compensation/Remuneration Committee publicly disclosed?	NO.
17. Does the Board appoint an Audit Committee?	<p>YES. <i>The composition of this Committee, including the alternates for each trustee, can be accessed in the Board of Trustees page in the DAP Official Website. Also, the committee affiliations of each trustee were specifically identified in the GCIS 2023.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • 2023 BoT with alternates • GCIS 2023 of the DAP • Minutes of the BoT Meeting, dated 19 June 2023
18. If yes, is the report of the Audit Committee publicly disclosed?	NO. <i>The said Committee did not convene in 2023.</i>
19. Does at least one member of the Audit Committee have an audit, accounting or finance background (qualification or experience)?	<p>YES. <i>The Audit Committee Chair, Department of Budget and Management (DBM) Secretary Amenah F. Pangandaman, has the said experience/background. Before her appointment as the Budget Secretary, Sec. Pangandaman served as the Concurrent Assistant Governor for Strategic Communication and Advocacy and Executive Offices Coordinator of the Bangko Sentral ng Pilipinas (BSP). She was also an Undersecretary and Functional Group Head of the Office of the Secretary at the DBM during the Duterte Administration. Early in her career, she oversaw budget law enactment as the Chief of Staff to the late former Senate President, Edgardo J. Angara, and the former Senate Finance Committee and Chairperson, Loren B. Legarda.</i></p> <p><i>To add, the alternate to Chair Pangandaman, Asec. Alejandro D. Magsino, is an MBA Degree holder. He is currently the Head of the Functional Group and the Supervising Senior Official of the Internal Audit Service (IAS) of the DBM.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • BoT Profile - Secretary Amenah F. Pangandaman in the DAP Official Website • DBM Central Office Directory
20. Did the Audit Committee meet at least four times during the year?	NO. <i>The said Committee did not convene in 2023.</i>

<p>21. Does the Board appoint a Risk Management Committee?</p>	<p>YES. <i>The composition of this Committee, including the alternates for each trustee, can be accessed in the Board of Trustees page in the DAP Official Website. Also, the committee affiliations of each trustee were specifically identified in the Government Corporation Information Sheet (GCIS) 2023.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • 2023 BoT with alternates • GCIS 2023 of the DAP • Minutes of the BoT Meeting, dated 19 June 2023
<p>22. If yes, is the report on Risk Management Committee publicly disclosed?</p>	<p>YES. <i>The said Committee did not convene in 2023. Though, the Risk Registry of the DAP was presented to the Senior Management Committee (SMC) and the third-party (International Organization for Standardization) ISO Auditor.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP Risk Mitigation Plan 2023-2024
<p>23. Does at least one member of the Risk Management Committee have a background in finance and investments?</p>	<p>YES. <i>The Risk Management Committee Chair, Department of Finance (DOF) Secretary Benjamin E. Diokno, has the said qualification/background. Sec. Diokno has extensive experience in leading various financial institutions such as the DBM and the BSP. He is also Professor Emeritus at the University of the Philippines Diliman where he taught public sector economics and related subjects for over 40 years.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP 2023 Annual Report • BSP Profile: Diokno
<p>24. Board meetings and attendance</p>	

<p>a. Are the Board of Directors meetings scheduled at the beginning of the year? (end of Q1)</p>	<p>YES. <i>Although the BoT meetings for 2023 were not formally scheduled at the outset of the year, it was agreed among the Trustees that quarterly meetings would be held. Initially, the Office of the Corporate Secretary (OCS) communicates the proposed meeting date to the BoT through a survey. Then, official notices of the BoT meetings will be sent to all BoT members at least three (3) days before the meeting. To cite, the timeline for the notices sent to the BoT are as follows: 7 February 2023 - Notice of Meeting and Agenda for the 27 February 2023; 13 June 2023 - Notice of Meeting and Agenda for the 19 June 2023 – Second Meeting; and 7 November 2023 - Notice of Meeting and Agenda for the 13 November 2023 Meeting.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • Official Notices of BoT Meetings
<p>b. Does the Board of Directors meet at least monthly?</p>	<p>NO. <i>There were no monthly meetings held for 2023. Monthly meetings of the BoT were challenging given the distinct composition of the Board.</i></p>
<p>c. Did the Board of Directors meet on at least 75% on their scheduled meetings?</p>	<p>YES. <i>Although the BoT meetings for 2023 were not formally scheduled at the outset of the year, it was understood that quarterly meetings would be held. Given the leadership roles of the Trustees as heads of various agencies, coordinating schedules for the entire year proved challenging due to their multiple commitments. The unique composition of the DAP BoT made it difficult to establish fixed meeting schedules in advance.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • Official Notices of BoT Meetings
<p>d. Has each of the directors/commissioners attended at least 90% of all the board meetings held during the year?</p>	<p>YES. <i>Given the distinctive nature of the DAP, coordinating the schedules of the Trustees to ensure a quorum has been challenging. While individual Trustee attendance did not always reach 90%, all of them attended at least two (2) out of three (3) BoT meetings.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none"> • Certification for the Attendance for the CY 2023 BoT Meetings (held 27 February 2023, 19 June 2023, and 13 November 2023)

<p>e. Did the Board of Directors meet separately at least once during the year without the President/CEO present?</p>	<p>YES. <i>The BoT members met last 19 June 2023 without DAP PCEO Caronan.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Certification for the Attendance for the CY 2023 BoT Meetings (held 27 February 2023, 19 June 2023, and 13 November 2023)
<p>25. Access to information</p>	
<p>a. Does the Academy have a policy that stipulates board papers for Board of Directors/Commissioners meetings be provided to the Board at least three (3) working days in advance of the board meeting?</p>	<p>YES. <i>Initially, the OCS communicates the proposed meeting date to the BoT through a survey. Then, official notices of the BoT meetings will be sent to all BoT members at least three (3) days before the meeting. The timeline for the notices sent to the BoT are as follows: 7 February 2023 - Notice of Meeting and Agenda for the 27 February 2023; 13 June 2023 - Notice of Meeting and Agenda for the 19 June 2023 – Second Meeting; and 7 November 2023 - Notice of Meeting and Agenda for the 13 November 2023 Meeting.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Official Notices of BoT Meetings
<p>b. Is the Board Secretary trained in legal, accountancy or company secretarial practices?</p>	<p>YES. <i>The BoT issued Board Resolution No. 006 (s. 2021), appointing Atty. Heather Ezra C. Annang as the Corporate Secretary of the DAP BoT. Atty. Annang has been a practicing lawyer since passing the bar in 2006.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Board Resolution No. 006 (s. 2021)
<p>26. Internal Audit</p>	
<p>a. Does the company have a separate internal audit function?</p>	<p>YES. <i>The DAP has an IAS, which is headed by a manager. Per the 2018 DAP Quality Manual, the IAS reports directly to the DAP BoT, hence, is not part of the Quality Management System (QMS) of the DAP. To cite, its functions consist of the following:</i></p> <p><i>(1) provides advice to the BoT through its Audit Committee, on all matters relating to management control and operations audit;</i></p> <p><i>(2) conducts management and operations audit of the DAP functions, programs, projects, activities with outputs, and determination of the degree of compliance;</i></p> <p><i>(3) reviews and appraises systems and procedures, organizational structures, asset management practices, financial and</i></p>

	<p>management records, reports, and performance standards of the DAP offices;</p> <p>(4) analyzes and evaluates management deficiencies and assist top management by recommending realistic courses of action; and</p> <p>(5) performs other duties delegated by the BoT or as required by law.</p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP Organization page in the DAP Official Website • Section 2.9 of the 2018 DAP Quality Manual • Special Order (SO) 2023-014
<p>b. Does the appointment and removal of the internal auditor require the approval of the Audit Committee?</p>	<p>YES. <i>The IAS Manager is appointed by the DAP PCEO. There is also no explicit policy stating that the appointment of the internal auditor requires the recommendation of the Audit Committee. However, one of the responsibilities of the Audit Committee is to provide oversight to the internal and external auditors of the DAP (per Paragraph 12.2 (a) of the 2020 Manual of Corporate Governance of the DAP BoT). This is complemented by the provision in Section 17 of the said Manual, wherein the BoT shall have the authority to discipline or remove officers upon a majority vote of the BoT members who actually took part in the investigation and deliberation.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Paragraph 12.2 (a) and Section 17 of the 2020 Manual of Corporate Governance of the DAP BoT
<p>27. Risk Oversight</p>	
<p>a. Does the Academy disclose the internal control procedures/risk management systems it has in place?</p>	<p>YES. <i>The risk management system practice by the DAP is based on its MC-2020-023 in the evaluation and treatment planning for risks and opportunities, which is usually discussed every Management Review. In Section 8 of the said MC, the responsibilities in the determination, approval, monitoring, and reviewing of the effectiveness of actions were identified.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP MC-2020-023
<p>b. Does the Annual Report disclose that the Board of Directors/Commissioners has overseen a review of the company's material controls (including operational,</p>	<p>NO. <i>The DAP 2023 Annual Report did not state the BoT reviewing the risk management system and material controls of the DAP for 2023.</i></p> <p>Reference/s:</p>

financial and compliance controls) and risk management systems?	<ul style="list-style-type: none"> • Board Resolution No. 003 (s. 2023)
c. Does the Academy disclose how key risks are managed?	<p>YES. <i>The approved 2023 Risk Registry of the DAP was presented to the SMC and the third-party ISO Auditor last July 2023.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • 2018 DAP Quality Manual • DAP MC-2020-023 • DAP Risk Mitigation Plan 2023-2024
d. Does the Annual Report contain a statement from the Board of Directors or Audit Committee commenting on the adequacy of the Academy's internal controls/risk management systems?	<p>NO. <i>There was no BoT statement on the adequacy of the internal controls / risk management systems of the DAP published in the Annual Report.</i></p>
28. Do different persons assume the roles of Chairman and CEO?	<p>YES. <i>The DAP BoT Chairperson is National Economic and Development Authority (NEDA) Secretary Arsenio M. Balisacan and the PCEO is Atty. Caronan. In 2023, the picture of PCEO Caronan was shown at the right side of the DAP Official Website.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP 2023 Annual Report
29. Board of Directors	
a. Does the Academy have orientation programmes for new Directors?	<p>YES. <i>The DAP conducts an orientation meeting for new Trustees. The PCEO schedules a meeting to discuss the Charter, legal mandates, history, mission, vision, core values, and incubated programs of the DAP. The orientation covers the offices, funding, mandated offerings, current core programs, and the role of the DAP as the National Productivity Organization (NPO) of the Asian Productivity Organization (APO). The PCEO also includes in the Agenda a Briefing on the Governance Structure of the BoT and the Manual of Corporate Governance of the DAP in the BOT meeting if there is a new Trustee.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Presentation Material – DAP Corporate Briefer • Screenshot of BoT Meeting Agenda Item 03 during the Meeting last 19 June 2023
b. Does the Academy have a policy that encourages Directors/Commissioners to attend on-going or continuous professional education programmes?	<p>YES. <i>Per <u>Paragraph 12.3 (c)</u> of the 2020 Manual of Corporate Governance of the DAP BoT, one of the responsibilities of the Governance Committee is to recommend to the BoT the continuing education of Trustees. Since</i></p>

	<p><i>all of the Trustees are from other national government agencies, the DAP only allocated training budget for PCEO Caronan.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Paragraph 12.3 (c) of the 2020 Manual of Corporate Governance of the DAP BoT
c. Did all Appointive Directors attend at least 1 training for the calendar year?	<p>YES. <i>PCEO Caronan participated in the Digital Leaders Seminar last 2-3 March 2023. This seminar is a DAP training in partnership with the UN Asian and Pacific Training Centre for ICT for Development (APCICT/ESCAP) for local chief executives and other senior government officials, responsible for the development and implementation of digital initiatives in their jurisdictions.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • Certificate of Appearance for PJC • Training Briefer for the Digital Leaders Seminar
30. Board Appraisal	
a. Is an annual performance assessment conducted of the Board of Directors?	NO. <i>The performance evaluation was only done through the internet-Based Performance Evaluation for Directors (iPED).</i>
b. Does the Academy disclose the process followed in conducting the Board assessment?	NO. <i>The assessment was only done through the iPED.</i>
c. Does the Academy disclose the criteria used in the Board assessment?	NO. <i>The assessment was only done through the iPED.</i>
31. Is an annual performance assessment conducted of the Board of Directors Committees?	NO. <i>There was no performance assessment for the BoT.</i>
IV. Bonus	
1. Does the Academy practice the Global Reporting Index (GRI) on its annual reports?	NO. <i>The DAP has not adopted the integrated reporting based on the GRI framework for disclosure.</i>
2. Is the audited annual financial report/statement released within 30 days upon receipt from COA?	<p>NO. <i>The AFS was received 30 May 2024. It was posted in 29 July 2024.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • DAP Receiving Copy
V. Penalty	
1. Are there members of the Board of Directors who hold more than five (5) positions in GOCCs and PLCs?	<p>NO. <i>DAP PCEO Caronan did not hold any position in other GOCCs or PLCs.</i></p> <p>Reference/s:</p> <ul style="list-style-type: none"> • 2023 Certification of No Affiliation

<p>2. Is there non-compliance with Good Governance Conditions?</p>	<p>NO. <i>The 2023 GCG evaluation is still undergoing and the details found in GCG website is still under verification.</i></p> <p><u>Reference/s:</u></p> <ul style="list-style-type: none">• Section III of the 2023 PBB Application Status
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