

CULTURAL CENTER OF THE PHILIPPINES  
NOMINATIONS AND REMUNERATION COMMITTEE  
15 January 2024

MINUTES OF MEETING  
Via Zoom

Trustees Present:

Atty Lorna Kapunan	Committee Chairperson
Mr. Jaime Laya	Committee Member
Ms Ma. Margarita Moran Floirendo	Committee Member
Ms Michelle Nikki Junia	President

Absent:

Mr. Teodoro Del Mundo	Committee Member
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Others Present:

Mr. Jose Victor Gaité	Vice President for Administration Sector
Atty Krischelle Matas	Corporate Secretary

**Preliminary Matters:**

Atty Kapunan confirmed the presence of a quorum and called the meeting at 6:00 PM.

**Discussion:**

**a. RECLASSIFICATION OF EXECUTIVE ASSISTANT 3 TO EXECUTIVE ASSISTANT 4**

Atty Kapunan opened the discussion by stating that the meeting was called to discuss two items from Management:

1. For approval is the request for reclassification from Executive Assistant 3 to Executive Assistant 4 under the Office of the President;
2. For Information is the staff complement as of January 5, 2024.

Atty. Matas stated that the first item is for approval. The Office of the President is for the reclassification of Executive Assistant 3 into Executive Assistant 4, because the Offices of the Vice President for Artistic Sector and Administrative Sector have Executive Assistant 4. So to align this, the request is to also reclassify from Executive Assistant 3 to Executive Assistant 4. The previous manager for HR has worked on this, it has submitted a request to the GCG; However, the GCG requires a Board Resolution that it authorizes the reclassification.

President Junia stated that she is highly recommending the promotion of her current Executive Assistant (EA), Sheila Salvio, because her duties are going beyond what an EA 3 should be doing.

The Chairman inquired what is the difference between an EA 3 and EA 4. Atty Matas informed that the additional tasks include office administration, budget preparation, management of special projects, and travel management.

Upon clarification, it was revealed that the added duties of Sheila Salvio came about because the outreach events of the PPO went to the Office of the President.

Atty Kapunan inquired where the PPO should be functionally, to which President Junia said it should under the VP for Artistic Sector. In this regard, Atty Kapunan thinks that it is not a good answer to promote the EA when the solution should be to return the PPO where it should be.

Chairman Laya agreed with Atty Kapunan. He added that the organization cannot run based on personal preferences. It seemed to him that the work of the EA for VP has more work than the EA for OP. That is why it is EA 3 in the OP, while it is EA 4 in the VP.

President Junia stated that the Office of the President is only there – EA 3, Secretary and Messenger, hence her staff is overworked. That is why she has requested for the hiring of the EA 1 and EA 2. On this matter, Atty Kapunan agreed that the solution should be to hire additional staff for the Office of the President.

Atty Kapunan summed up that the solution is to bring the PPO supervision to the VP for Artistic Sector and open the slot for the EA 1 and EA 2 of the Office of the President.

## b. STRATEGIC PLANNING

In light of the previous discussion, Atty Kapunan recommended that strategic planning should also be conducted. The Committee instructed management to make a recommendation for the possible place, venue and date of the strategic planning.

## c. REPORT ON CURRENT STAFF COMPLEMENT

Atty Matas reported for the Committee’s information the manpower complements of the CCP as of January 5, 2024:

### A. Regular

No.	Status	Authorized	Filled	Unfilled	Others
1	Permanent	254	196 <sup>b</sup>	58	
2	Co-terminous with the Officer being served (CTO)	11 <sup>c</sup>	6	5	
3	Co-terminous with the Incumbent (CTI)	58 <sup>d</sup>	20		38 <i>Abolished</i>
	<b>TOTAL</b>	<b>323<sup>a</sup></b>	<b>222</b>	<b>63</b>	

Note:

- The are a total of 323 plantilla positions based from the DBM approved plantilla consisting of 255 permanent, 10 CTO and 58 CTI.
- There are 196 current manpower filled-up as of January 05, 2024 for permanent plantilla positions.
- There are 10 co-terminus with the officer being served (CTO) positions, but only 6 are currently filled. The 5 unfilled as of date are –
  - 2 from OP (Executive Assistant 1 and Executive Assistant 2), and
  - 3 from OVP for Administration (Executive Assistant, Secretary and Driver).
- There were 58 authorized CTI positions but 38 positions were already abolished due to resignations and retirements. Only 20 are filled positions as of 2023.

### B. Casual

No.	Status	Authorized	Filled	Unfilled
1	NAC/GSD	6 <sup>a</sup>	4	2
2	PED	10	5	5
	<b>TOTAL</b>	<b>16</b>	<b>9<sup>a</sup></b>	<b>7</b>

Note:

- There were 6 authorized positions for National Arts Center (NAC) under the General Services Division (GSD). As of 5 Jan 2024, 4 were already filled, while 2 are unfilled.
- For Production and Exhibition Dept. (PED), the authorized positions are 10. Currently, only 5 positions have been filled; the remaining 5 positions were deferred due budget constraints.

In sum,

- 231** total number of **filled** positions as of January 05, 2024 (Regular and Casual)
- 63** actual number of **vacant** positions under the **regular plantilla**
- 7** actual number of **vacant** positions under the **casual plantilla**
- 301** total authorized number of positions as of January 05, 2024  
(39 [regular and casual] **less** 38 [abolished CTI])

The Committee noted that the vacant positions should be filled, taking into account positions that are highly technical and those positions that are not yet needed because the Main Building is being renovated. The management was thus instructed to study and submit to the Committee a report on which vacant positions should be hired now, those that should be deferred, and the impact on the payroll.

**Adjournment**

There being no further business the meeting was adjourned at 7:30 PM.

**PREPARED BY:**

  
Maria Kristina Tuy  
Secretariat

**APPROVED BY:**

  
MA. MARGARITA MORAN-FLOIRENDO  
Member

  
JAIME C. LAYA  
Member

  
LORNA PATAJO-KAPUNAN  
Chairperson