



Cultural Center of the Philippines

Risk Management Committee
Minutes of the Meeting
 23 December 2024
 Online via Zoom

Attendance

Board of Trustees:

Mr. Jaime Laya	Chairman
Ms. Marivic del Pilar	Trustee – Chairperson
Atty. Gizela Gonzalez	Trustee
Mr. Felix Duque	Trustee
Ms. Kaye Tinga	President

Also Present:

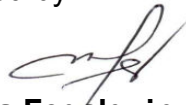
Mr. Jose Victor Gaité	VP-Administration
Atty. Krischelle Matas	DM III – HRMD
Atty. Hency Tanbengco	Attorney V -Legal Division
Ms. Cecilia Funtinilla	DC III – MSD
Ms. Maria Criselda Fegalquin	Secretariat Member

Call to Order	Ms. del Pilar called the meeting to order at 1:07 P.M.
Topics Discussed	
Updates on the Summary Report discussed in September 2023 (Risk Registry)	<p><u>Legal Office</u></p> <p>Atty. Tanbengco discussed the following:</p> <ol style="list-style-type: none"> a. Contracts Format—This was addressed by creating SBAC (for artistic matters) to conform to the GPPB-prescribed format. b. Mandatory attachments are an integral part of the contract. Currently, Ms. Mendoza, the FSD department manager, is including the certification of the availability of funds in the contract. However, Ms. Mendoza will issue a CAF if the situation requires it. c. Project hires contract—The SBAC is currently addressing the benchmarking rates of project hires related to artistic matters. The updated rates were communicated through a memo dated 17 October 2024. <p><i>Atty. Gonzalez suggested reviewing the personnel inside the CCP to justify hiring project-based personnel outside.</i></p>

	<p>d. Grant Agreement—The agreement now includes procedures for when and how to liquidate, with a penalty to be incurred in times of delay.</p> <p>e. Contract with Artists/Performers – This issue concerns Intellectual Property Rights. Action Item: The legal office will send a memo to the Committee explaining how Intellectual Property Rights work.</p>
	<p><u>Human Resource Management Department</u></p> <p>Atty. Matas discussed the following:</p> <ul style="list-style-type: none"> a. Change in the internal leadership and management – This is an ongoing process by addressing the competency assessment until the development of the manual b. Post-pandemic occupational health and safety issues— The department invites doctors and other professionals to give talks to employees about motivation in the workplace. <p>Atty. Gonzalez requested to check how the Center can provide medical coverage for the employees.</p> <ul style="list-style-type: none"> c. Employees resistance to rules and regulations, policies, and systems – Creation of Viber Group for the employees and E-Newsletter to improve the employees’ engagement d. Relocation of various offices due to the ongoing rehabilitation of the CCP Main Building – Employees from RMC will move to Eton to save costs. e. No succession plan has been established. The HRMD is still working on it, but there are some resource limitations. f. Data Privacy – The VP for Administration was assigned to be the DPO for the Center. g. No Human Resource Information System – With the MSD initiative, the ID system was already implemented.
	<p><u>Rehabilitation and Systems Upgrade of CCP</u></p> <ul style="list-style-type: none"> a. Engagements of Consultants already in placed. b. Mr. Ponteras will be temporarily relieved from his current post to focus on the rehabilitation project.


<p>Contracts for Game Development, Comics, and Animation Grantees (CCD)</p>	<p>Atty. Tanbengco presented the following request to the CCP Office of the President</p> <ul style="list-style-type: none"> - Affixing of the signature to various amendments to the contract agreements totaling 4 contracts (see annex 1) - Extending the period of completion <p>Atty. Tanbengco explained that contract amendments cannot be made when they expire.</p> <p>However, if the contracts are not renewed, CCP will be exposed to a reputational risk; on the other hand, if they are renewed as-is, they may be subject to a COA finding.</p>
<p>Business Continuity Plan</p>	<p>Mr. Gaité informed the Committee that there is already a working draft to be presented to the Board for approval in February so that we will be able to comply with GCG requirement.</p>
<p>Other Matters</p>	<p>Cinemalaya contracts for review of legal office.</p> <p>Action Item: For the Risk Management Committee Chair to release a memo requiring CAF to approve a contract and agreements.</p>
<p>Adjournment</p>	<p>The meeting adjourned at 3:20 P.M.</p>

Prepared by:



Maria Criselda Fegalquin
 Secretariat Member

Approved by:

DocuSigned by:

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Marivic del Pilar
 Chairperson
 Risk Management Committee

Date: 17 January 2025