

CORPORATE GOVERNANCE SCORECARD REPORT A

Name of GOCC: **Manila International Airport Authority**
Sector: Utilities and Communication
Date submitted: March 31, 2022
Year being assessed: CY 2022
Date assessed:

COMPONENT				GOCC SUBMISSION				GGG VALIDATION	
GRP	ITEM	QUESTION	ANS	GUIDE	COMPLIANCE	ANS	REFERENCE LINK/SUPPORTING DOCUMENTS	ANS	Comments
I. Stakeholder Relationship									
I	1.a	Does the GOCC disclose a policy that: Stipulates the existence and scope of its effort to address customer's welfare?	Y	<i>The GOCC must 1.) identify its stakeholders and 2.) state the policies that were created for the welfare of its customers.</i> <i>The stated policies must not be ambiguous and should include their underlying principles and guidelines.</i>	The Manila International Airport Authority recognizes its responsibilities to be sensitive to the needs of its stakeholders namely, its customers, employees, suppliers, regulators, community organizations, local neighborhood and the government as its owner." (emphasis ours) (a) The Authority's major and other Stakeholders are: (i) The Government; (ii) Customers; (iii) Employees; (iv) Suppliers and business partners; (v) Regulators/oversight agencies; (vi) Other airport authorities/agencies having similar nature of business as the MIAA; (vii) Partner government agencies; (viii) The Media; (ix) The Community" (Par. VII, Sec. 37 of the Amended MIAA Manual of Corporate Governance) For the welfare of MIAA's customers: "xxxx-xxxx the Authority recognizes its responsibility towards developing a culture of service excellence and customer satisfaction and in maintaining the level of security and safety compliance with international standards." "The Authority should operate a highly effective and efficient organization, focused on meeting customer objectives with the aim of providing services which give fair value and consistent quality, reliability and safety in return for the price paid for the same. It shall operate policies of continuous improvement, of both process and the skills of the staff, to take best advantage of advances in all aspect of society in order to ensure that it continues to add value to its customer's business." (Par. VII, Secs. 36 and 39 of the Amended MIAA Manual of Corporate Governance)	Y	miaa-manual-of-corporate-governance-2.pdf Amended MIAA Manual of Corporate Governance, Sections 36-37 & 39.		
I	1.b	Does the GOCC disclose a policy that: Elaborates its efforts to interact with the communities in which they operate?	Y	<i>The GOCC must clearly identify its policy on interacting with the communities around it.</i> <i>The identified policy must not be ambiguous and should include its principles and guidelines.</i>	"For the community, the Authority recognizes its responsibility towards the reduction of health hazards and safety risks posed by aircraft operations, and other activities at the airport." (Par. VII, Sec. 36 of the Amended MIAA Manual of Corporate Governance - The MIAA Corporate Social Responsibility Statement)	Y	miaa-manual-of-corporate-governance-2.pdf Amended MIAA Manual of Corporate Governance, Section 36. https://www.miaa.gov.ph/images/stories/TransparencySeal2019/miaa-csr.pdf The Corporate Social Responsibility Statement		
I	1.c	Does the GOCC disclose a policy that: Ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?	Y	<i>The GOCC must clearly identify its policy on 1) keeping its value chain environmentally friendly or 2) promoting sustainable development.</i> <i>The identified policy must not only show how the GOCC complies with existing environmental regulations but should also show how it employs value processes that reduce waste and damage to the environment. The policy should also not be ambiguous and should include its principles and guidelines.</i>	"For the environment, the authority recognizes its responsibility towards adopting environment-friendly practices like recycling of wastes, reduction of water and power consumption, other energy-saving measures and greening of premises." (Par. VII, Sec. 36 of the Amended MIAA Manual of Corporate Governance) "It shall be the goal of the Authority to minimize harmful effects and consider the development and implementation of environmental standards to be of great importance. In the course of its operations, the Authority shall identify opportunities to reduce the consumption of energy, water and other natural resources. It shall also strive to re-use and recycle where possible and dispose of non-recyclable items responsibly, thereby minimizing our impact on the environment." (Par. VII, Sec. 42 of the Amended MIAA Manual of Corporate Governance) "The MIA Authority, as a government agency tasked to administer & operate the Ninoy Aquino International Airport adheres to the concept of ensuring that airport activities are focused on minimizing the adverse or negative impact to the environment and that all aspects of operation and development are geared towards the protection and preservation of the environment for the maximum utilization of airport facilities. In support of the Philippine Sustainable Development Goal (SDG) under the Duterte Administration's 10-point agenda, concrete policy actions have to be put in place to ensure that outcomes add up to the Philippine Performance in meeting the SDG targets, particularly on environmental protection and sustainability." (Memorandum Circular No. 07A, Series of 2020 - The MIAA Environmental Policy)	Y	miaa-manual-of-corporate-governance-2.pdf Amended MIAA Manual of Corporate Governance, Section 36, 42 https://www.miaa.gov.ph/images/stories/MIAA-MC-OO-2020/mc-no-07A-s-2020-the-miaa-environmental-policy.pdf Memorandum Circular No. 07A, Series of 2020 - The MIAA Environmental Policy		
I	2.a	Does the GOCC disclose the activities that it has undertaken to implement the abovementioned policies? (Customer health and safety)	Y	<i>The GOCC must state the activities it has undergone during the year being assessed to implement its policies on customer health and safety.</i> <i>The GOCC must state the dates when the aforementioned activities took place.</i>	To implement MIAA's policies on customer health and safety, MIAA issued Memorandum Circular No. 01, series of 2022 dated 14 January 2022 re: Enhanced Restriction over Unvaccinated Travellers "NO VACCINATION, NO RIDE POLICY" at NAIA. MIAA likewise conducted several health wellness activities such as vaccination roll-out on 28 January 2022, and webinars on mental healthy resiliency on March 2 & 3, 2022. MIAA also attended webinars on search and rescue system awareness on November 22, 2022, ICAO COVID 19 – AVSEC Quality Control Oversight (PACQ Return-to-Work) on October 28, 2022, via zoom, and 15th Meeting of the Collaborative Arrangement for the Prevention and Management of Public Health Events in the Civil Aviation – Asia Pacific (CAPSCA-AP) on December 12-14, 2022 at Makati Diamond Residences.	Y	https://www.miaa.gov.ph/images/stories/20220114-MC-NO-01.pdf Memorandum Circular No. 01, series of 2022 dated 14 January 2022 re: Enhanced Restriction over Unvaccinated Travellers "NO VACCINATION, NO RIDE POLICY" at NAIA https://www.miaa.gov.ph/images/stories/TransparencySeal2019/XII/health-and-wellness-2022.pdf Health Wellness Activities 2022 https://www.miaa.gov.ph/images/stories/TransparencySeal2019/XII/training-and-development-activities-2022.pdf Training and Development Programs for 2022		

I	2.b	Does the GOCC disclose the activities that it has undertaken to implement the abovementioned policies? (Interaction with the communities)	Y	<i>The GOCC must state the activities it has undergone during the year being assessed to implement its policies on community interaction.</i> <i>The GOCC must state the dates when the aforementioned activities took place.</i>	On building better relationships towards its community, MIAA initiated the use of digital media platforms such as Facebook, Instagram and Twitter for immediate dissemination of information to the community, stakeholders, and to the public. MIAA also posts announcements such as flight information, and MIAA's activities for the month in the MIAA website.	Y	https://miaa.gov.online/		
I	2.c	Does the GOCC disclose the activities that it has undertaken to implement the abovementioned policies? (Environmentally-friendly value chain)	Y	<i>The GOCC must state the activities it has undergone during the year being assessed to implement its policies on promoting sustainable development and/or environmentally-friendly value chain.</i> <i>The GOCC must state the dates when the aforementioned activities took place.</i>	In 2022, MIAA, through the Managing Head of EIMS Committee, issued a Memorandum dated October 21, 2022 re: Green Public Procurement. This is in line with the Philippine Green Public Procurement Roadmap, goods, works, and services procured by the Authority. With this, the Authority shall adhere with the concept of Sustainable Consumption and Production (SCP). SCP is the use of goods and services that respond to basic needs and bring better quality of life, while minimizing the use of natural resources, toxic materials and emissions of waste and pollutants over the life cycle.	Y	https://www.miaa.gov.ph/images/stories/miaa-mc-co-2022/memo-2022-10-21-green-public-procurement.pdf MIAA Memorandum dated 21 October 2022 re: Green Public Procurement https://www.miaa.gov.ph/images/stories/MIAA-MC-OC-2020/mc-no-07A-s-2020-the-miaa-environmental-policy.pdf		
I	3	Does the GOCC have a separate corporate social responsibility (CSR) report/section or sustainability report/section?	Y	<i>The GOCC must identify both (1) the social and environmental issues of its stakeholders and (2) the activities it undertook to address the said issues during the year being assessed.</i> <i>No points will be given if only the stakeholders and their CSR issues are identified.</i>		N			
I	4	Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights. Does the GOCC 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?	Y	<i>The GOCC must have contact details (phone number or email address) specifically for concerns and/or complaints.</i>	Customer Service Feedback Form MIAA Directory in MIAA Website Whistleblowing Policy	Y	https://www.miaa.gov.ph/images/stories/TransparencySeal2019/miaa-arta-feedback-form.pdf https://www.miaa.gov.ph/index.php/about-miaa/miaa-directory https://www.miaa.gov.ph/images/stories/TransparencySeal2019/miaa-officials-2022-2.pdf https://www.miaa.gov.ph/index.php/announcements/miaa-announcements/127-miaa-whistleblowing		
I	5.a	Performance-enhancing mechanisms for employee participation should be permitted to develop. Does the GOCC explicitly mention the health, safety and welfare policy for its employees?	Y	<i>The GOCC must clearly identify its policy on employee health, welfare and safety.</i> <i>The identified policy must not be ambiguous and should include its principles and guidelines.</i>	Sec. 41 of the Amended MIAA Manual of Corporate Governance states, "Health and Safety- The Authority shall aim to ensure a safe and healthy working environment for all its employees, outside contractors and visitors. The Authority should comply with all relevant local legislation or regulations as well as practice guidelines recommended by national health and safety authorities. The employees should duly informed regarding the policies and practices of the Authority in order to maintain a healthy, safe and enjoyable environment." (Par. VII, Sec. 41 of the Amended MIAA Manual of Corporate Governance) Safety Policy: MIAA commit to provide a safe and healthy working environment within an acceptable level of recognized hazards for its employees and stakeholders, embedding a culture of safety among the workforces. The objective is being achieved by C-OM-PA-S-S.	Y	https://www.miaa.gov.ph/images/stories/TransparencySeal2019/miaa-manual-of-corporate-governance-2.pdf Amended MIAA Manual of Corporate Governance, Section 41. https://www.miaa.gov.ph/images/stories/Downloads/safety_policy_2022.jpg MIAA Safety Policy		
I	5.b	Does the GOCC publish data relating to health, safety and welfare of its employees?	Y	<i>The GOCC must publish data related to health, safety and welfare of its employees such as, but not limited to, absenteeism and occupational injuries/diseases.</i>	The following are the Health Wellness Activities in 2022, undertaken by the MIAA Medical Division to implement its policies on customer health and safety, to wit: 1. January 26, 2022 - Vaccine Roll Out 2. February 4 & 24, 2022 - Tabletop Exercise/ Actual Exercise Terminal 3 & March 4 & 11, 2022 - Tabletop Exercise/ Actual Exercise Terminal 2 3. March 23, 2022 - Walk Through SMEX Terminal 1 4. May 11, 2022 - Daily Refrigerator Temperature Monitoring 5. June 1, 2022 - Consumption of Emergency Medicines 6. July 1, 2022 - Daily Refrigerator Temperature Monitoring 7. September 13, 2022 - Medical Work Collection & Disposal 8. October 11, 2022 - Covid Protocol 9. October 26 - 27, 2022 - External Audit ISO 20014 Certificate 10. November 2, 2022 - Emergency Medicines Expiration Monitoring The MIAA website lists down the initiatives of MIAA in responding to the health and safety of its stakeholders. To guarantee continuous services to its clients, MIAA adopted flexible work arrangements to provide safe work spaces for government workers, and protect their health and welfare while meeting the demands of public service. Continuous maintenance of safe onsite work environment and disinfection and sanitation of MIAA premises and facilities were conducted on a regular basis. As an additional layer of protection, MIAA disinfect all incoming documents through the use UV box found at the receiving area of every office. Sufficient emergency preventive items and supplies such as face masks, vitamins C, alcohol and other items that provide protection against exposure and transmission of the virus were distributed to employees. MIAA likewise conducted several health wellness activities in 2022 such as COVID-19 vaccination program, vaccination roll-out and webinars on COVID-19 and mental health resiliency.	Y	https://www.miaa.gov.ph/images/stories/TransparencySeal2019/XII/health-and-wellness-2022.pdf Health Wellness Activities 2022 https://www.miaa.gov.ph/images/stories/TransparencySeal2019/XII/training-and-development-activities-2022.pdf		
I	5.c	Does the GOCC have training and development programmes for its employees?	Y	<i>The training and development programs for employees must have occurred during the year being assessed and there should be a brief description describing each of the programs.</i>	MIAA provides its employees with opportunities for learning and development programs. (local, foreign and in-house). See attached list.	Y	https://www.miaa.gov.ph/images/stories/TransparencySeal2019/XII/training-and-development-activities-2022.pdf		

I	5.d	Does the GOCC publish data on training and development programmes for its employees?	Y	<i>The GOCC must give the name of the program and either the 1.) number of participants per program or 2.) average hours per training held</i>	The website link provides the list of trainings attended by MIAA employees in 2022, foreign and in-house, including the date/ statistics on the total number of training and development programs conducted, number of participants, and duration of the programs.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/XII/training-and-development-activities-2022.pdf		
I	6.a	Stakeholders including individual employees 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. Does the GOCC have procedures for complaints by employees concerning illegal (including corruption) and unethical behavior?	Y	<i>The GOCC must disclose the actual procedures of their whistleblowing policy for their employees or grievance machinery. Merely stating that they have a policy will not suffice.</i>	The actual procedures of MIAA's Whistleblowing Policy is posted in the website. Paragraph no.12 (Handling of Whistleblowing Reports) of Memorandum Circular No. 24, series of 2019 spells out the procedures/mechanism in handling whistleblowing reports.	Y	https://www.miaa.gov.ph/images/stories/Downloads/MIAA-WHISTLEBLOWING-POLICY.pdf Memorandum Circular No. 24 : MIAA Whistleblowing Policy, Par. 12.		
I	6.b	Does the GOCC have procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation?	Y	<i>The GOCC should explicitly disclose the procedures/mechanism in place that protects the whistleblower from retaliation</i>	Pursuant to Memorandum Circular No. 24, series of 2019, paragraph nos. 9 and 10, the procedures/mechanism in place that protects the whistleblower from retaliation are as follows: 9. Confidentiality- Except when the Whistleblower does not invoke anonymity and/or confidentiality when invoking this Policy under this Memorandum Circular, the Authority shall ensure confidentiality of all information arising from whistleblowing reports submitted pursuant to this Memorandum Circular. It shall treat all reports including the identity of the Whistleblower and the persons complained of in a confidential and sensitive manner. The identity of the Whistleblower will be kept confidential, unless compelled by law of the Courts to be revealed, or unless the Whistleblower authorized the release of his/her identity. 10. Protection of a Whistleblower Against Retaliation - Retaliation actions against whistleblower who submit Whistleblowing Reports in good faith shall not be tolerated by the Authority which shall extend all possible assistance to the Whistleblower under the law and given the circumstances. Such retaliation actions may include: a. Discrimination or harassment in the workplace; b. Demotion; c. Reduction in salary or benefits; d. Termination of Contract; e. Evident bias in performance evaluation; or f. Any acts or threats that adversely affect the right and interests of the Whistleblower *	Y	https://www.miaa.gov.ph/images/stories/Downloads/MIAA-WHISTLEBLOWING-POLICY.pdf		

COMPONENT				GOCC SUBMISSION		REFERENCE LINK/SUPPORTING DOCUMENTS	
GRP	ITEM	QUESTION	ANS	GUIDE	COMPLIANCE	ANS	
II. Disclosure and Transparency							
II	7.a	Does the GOCC's website disclose the following items: Corporate objectives	Y	<i>The GOCC's corporate objectives must be specific, measurable, achievable, realistic and timely. Showing the GOCC's performance scorecard will also be given points.</i>	Corporate objectives are disclosed in the Approved Performance Scorecard for CY 2022.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/XII/APS-PAN-2022-1.pdf
II	7.b	Does the GOCC's website disclose the following items: Financial performance indicators	Y	<i>Apart from declaring the financial performance indicators in the annual report and audited financial statements, declaring the financial strategic measures in the GOCC's performance scorecard will also merit points.</i>	MIAA Financial Reports for CY 2022 are provided in the website links. 2022 Audited Financial Statements are not yet available as of this submission. Financial strategic measures are also provided in the Approved Performance Scorecard for CY 2022.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/III/MIAA-FR-4th-qr-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/X/MBAPS-PAN-2022.pdf
II	7.c	Does the GOCC's website disclose the following items: Non-financial performance indicators	Y	<i>Apart from declaring the non-financial performance indicators in the annual report and accomplishment reports, declaring the non-financial strategic measures in the GOCC's performance scorecard will also merit points.</i>	The following non-financial performance indicators are disclosed in the Approved Performance Scorecard for CY 2022, MIAA Accomplishment Report CY 2022, and Quarterly Monitoring Report of Targets to wit: 1. Internal Process- Ensure passenger safety and security; Ensure Operational Efficiency in Accordance with Internationally Acceptable Standards 2. Social Impact - Maximized International and Domestic Market Share and Dominance in Tourism and Commercial Trade 3. Customers & Stakeholders - Enhanced Passenger Comfort and Convenience; Enhance Customer Experience 4. Learning & Growth - Strengthen Workforce Competency	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/IV/MIAA-AccR-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/X/MR-4th-Qtr-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/X/MBAPS-PAN-2022.pdf
II	7.d	Does the GOCC's website disclose the following items: Details of whistle-blowing policy	Y	<i>The GOCC must disclose the actual procedures of their whistleblowing policy for their stakeholders. Merely stating that they have a whistleblowing policy will not suffice.</i>	The Whistleblowing Policy is disclosed in the MIAA Website.	Y	https://www.miaa.gov.ph/images/stories/Downloads/MIAA-WHISTLEBLOWING-POLICY.pdf
II	7.e	Does the GOCC's website disclose the following items: Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners	Y	<i>All of the biographical details of ex officio and appointive directors being asked by the item must be provided, otherwise no point will be given should there be a missing detail.</i>	The biographical details of the 2022 MIAA Board members from January to June 2022, and July 2022 to present are posted in the MIAA website.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/III/MIAA-BOD-PROFILES-2.pdf https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/III/MIAA-BOD-PROFILES-4.pdf
II	7.f	Does the GOCC's website disclose the following items: Training and/or continuing education programme attended by each director/commissioner	Y	<i>All the trainings of Appointive Directors up until the year being assessed must be disclosed. If the Appointive Director did not attend a meeting on the year being assessed, a statement regarding his lack of training must be made in order to garner points for this item.</i>	The trainings of Appointive Directors are as follows: GAD Orientation for MIAA Officials and Executives Staff 11/11/2022 Orientation on Strategic Performance Management System 10/28/2022 Awareness on IMS (ISO - OMS / EMS) for MIAA Executives 10/10/2022 Training on Basic Corporate Governance for Board Directors of GOCCs 9/29-30/2022	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/XII/training-and-development-activities-2022.pdf

II	9	Does the GOCC'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?	Y	<i>The GOCC must state that it fully complies with the code of corporate governance and if there is non-compliance, it must explain the reason for the non-compliance.</i> <i>Merely stating that the GOCC "generally complies" with the code of corporate governance will not be taken as full compliance and will not garner any points</i>		N		
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COMPONENT				GOCC SUBMISSION		REFERENCE LINK/SUPPORTING DOCUMENTS		
GRP	ITEM	QUESTION	ANS	GUIDE	COMPLIANCE	ANS		
III. Board Responsibility								
III	11.a	Has the Board of Directors reviewed the vision and mission/ strategy in the last financial year?	Y	<i>The GOCC must disclose that the Board has reviewed the mission, vision and strategy during the year being assessed. The date of review must also be indicated. Merely stating the GOCC's mission, vision and strategy, and posting documents (strategy map and scorecard) will not be given points.</i>	The updated Strategy Map and Proposed Performance Scorecard of MIAA for CY 2022 were approved by the MIAA Board last 01 October 2021. (Board Resolution No. 2021-043).	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/X/MBAPS-PAN-2022.pdf	
III	11.b	Does the Board of Directors monitor/oversee the implementation of the corporate strategy?	Y	<i>There should be a disclosure on how the Board oversees the implementation of the corporate strategy.</i>	Section 8 of the MIAA Manual of Corporate Governance provides that the Board of Directors shall monitor and evaluate on a regular basis the implementation of corporate strategies and policies, business plans and operating budgets as well as Management's overall performance to ensure optimum results; The implementation of the corporate strategies is also disclosed in the Quarterly Report on Corporate Performance, which are submitted to the GCG and uploaded in MIAA's website, in compliance with GCG Memorandum Circular No. 2017-02 on the Interim Performance Evaluation System (PES) for the GOCC Sector.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/X/MBAPS-PAN-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/X/MR-4th-Qtr-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/X/MR-3rd-Qtr-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/X/MR-2nd-Qtr-2022.pdf https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/X/MR-1st-Qtr-2022-Revised.pdf	
III	13.a	Are the details of the code of ethics or conduct disclosed?	Y	<i>The details of the Code of Ethics or Conduct must be disclosed. Merely stating that the GOCC has a Code of Ethics without divulging information on the coverage of the Code or how breaches are handled will not suffice.</i>	"In pursuit of the Government's mandate to provide for accommodation and services of international standards at our premier international airport, an Inter-Agency Task Force on Airport Service Excellence was created. The Task Force crafted the MIAA Primer to remind all Airport Frontliners of the various agencies who are in direct contact with passengers and other airport users. Included in the Primer are pertinent provisions of RA 6713 "Code of Ethical Standards for Public Officials and Employees", Executive Order No. 292 and RA 5487 "Private Security Agency Law" for reference and guidance.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/XII/miaa-primer.pdf	
III	13.b	Does the GOCC disclose that all Directors/Commissioners, senior management and employees are required to comply with the code?	Y	<i>It must be explicitly stated that all the Directors, senior management and the employees are required to comply with the Code. If the Code is only for employees, the item will be marked as "N."</i>	The Primer shall apply to all personnel of the various government and non-government agencies who are assigned at the Airport Complex. As stated in Par. II c. of the MIAA Primer, "Government and Non Government Officers and Employees refers to all officials and employees assigned at the airport particularly the personnel of MIAA..."	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/XII/miaa-primer.pdf	
III	13.c	Does the company disclose how it implements and monitors compliance with the code of ethics or conduct?	Y	<i>Examples of activities done in order to implement or monitor compliance with the Code of Ethics/Conduct are: - communicating the code to all existing and new employees and directors - making the code available on the company intranet for ease of access - requiring all parties to declare annually that they have complied with the code of ethics or conduct</i>	To implement or monitor compliance, the Code of Ethics/Conduct is posted/available in MIAA's website for ease of access.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/XII/miaa-primer.pdf	
III	14	Does the Board appoint a Nomination Compensation / Remuneration Committee?	Y	<i>The GOCC must disclose the names of all of the members of its Nomination, Compensation / Remuneration Committee during the year being assessed. Merely stating the name of the office/agency of the Ex Officio Member will not suffice and will not garner any points.</i>	Composition of the Governance and Remuneration Committee (under the Board Governance Committee) from January 2022 to June 30, 2022 : 1. Secretary Arthur Tugade (DOT)- Chairperson, represented by a Representative 2. GM Eddie V. Monreal (MIAA)- Vice Chairperson Members: 3. Bernadette Romulo-Puyat (DOT), represented by her Alternate 4. Capt. Jim Sydlongco CAAP--represented by his Alternate Composition of the Governance and Remuneration Committee (under the Board Governance Committee) from October 12, 2022 to present : 1. Secretary Jaime Bautista (DOT)- Chairperson, represented by his Alternate 2. GM Cesar M. Chiong (MIAA)- Vice Chairperson Members: 3. Sec. Esperanza Christina G. Frasco (DOT), represented by her Alternate 4. DG Manuel Antonio L. Tamayo (CAAP), represented by his Alternate	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/membership-of-directors-in-the-board-committees-1.pdf	
III	15	Did the Nomination Compensation/Remuneration Committee meet at least twice during the year?	Y	<i>The GOCC must publish the meeting attendance records during the year being assessed.</i>		N		
III	16	If yes, is the report of the Nomination Compensation/Remuneration Committee publicly disclosed?	Y	<i>The GOCC must publish an accomplishment report of the committee and/or minutes of the meetings held.</i>		N		

III	17	Does the Board appoint an Audit Committee?	Y	<i>The GOCC must disclose the names of all of the members of its Audit Committee during the year being assessed. Merely stating the name of the office/agency of the Ex-Officio Member will not suffice and will not garner any points.</i>	<p>Composition of the Governance and Remuneration Committee (under the Board Governance Committee) from January 2022 to June 30, 2022:</p> <p>1. Secretary Arthur Tugade (DOTr)- Chairperson, represented by a Representative 2. GM Eddie V. Monreal (MIAA)- Vice Chairperson</p> <p>Members: 3. Bernadette Romulo-Puyat (DOT), represented by her Alternate 4. Capt. Jim Sydiongco CAAP-represented by his Alternate</p> <p>Composition of the Governance and Remuneration Committee (under the Board Governance Committee) from October 12, 2022 to present:</p> <p>1. Secretary Jaime Bautista (DOTr)- Chairperson, represented by his Alternate 2. GM Cesar M. Chiong (MIAA)- Vice Chairperson</p> <p>Members: 3. Sec. Esperanza Christina G. Frasco (DOT), represented by her Alternate 4. DG Manuel Antonio L. Tamayo (CAAP), represented by his Alternate</p>	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/II/membership-of-directors-in-the-board-committees-1.pdf		
III	18	If yes, is the report of the Audit Committee publicly disclosed?	Y	<i>The GOCC must publish an accomplishment report of the committee and/or minutes of the meetings held.</i>		N			
III	19	Does at least one member of the Audit Committee have an audit, accounting or finance background (qualification or experience)?	Y	<i>The educational qualifications and/or work experience of the Audit Committee Members should be disclosed. At least one of the Audit Committee Members must have an audit, accounting or finance educational or work background in order to garner points for this item.</i>	<p>(January to June 2022) Asoc. Reynaldo C. Ching is a lawyer by profession and has been with the Department of Tourism since 1988. He currently heads the Administration and Finance sector of the DOT as the OIC Undersecretary since 2018. He graduated Bachelor of Science in Mechanical Engineering at Far Eastern University (1976-1981). He finished Bachelor of Laws at the University of the East in 1991 and passed the Bar Examination in September 1993. He also holds a Career Service Executive Eligibility.</p> <p>Usec. Mark Dennis Y.C. Joven - Alternate Member (DOF)-Usec. Joven is the Undersecretary for the International Finance Group of the Philippine Department of Finance. He earned his Master of Laws degree from Harvard Law School (Tax Concentration) and his Bachelor of Laws cum laude from the UP College of Law. At the UP College of Law, he earned various accolades including the Juliana Ricalde Prize in Taxation and Dean's Medal for Academic Excellence. He earned his Bachelor of Business Administration and Accountancy degree cum laude from the UP College of Business Administration, and placed first in the 2001 CPA Board Exams.</p> <p>(July 2022-present) Sec. Benjamin Diokno (DOF) - Dr. Diokno finished his Bachelor's Degree in Public Administration (1968) and his Master's Degree in Public Administration (1970) and Economics (1974) at the University of the Philippines. He also holds an M.A. in Political Economy (1976) from the Johns Hopkins University in Baltimore, Maryland, USA and a Ph.D. in Economics (1981) degree from the Maxwell School of Citizenship and Public Affairs, Syracuse University in Syracuse, New York, USA. In 2017, he received an honorary Doctor of Laws degree from the University of the Philippines—the highest academic rank and honor conferred by the University.</p> <p>Usec. Mark Dennis Y.C. Joven - Alternate Member (DOF)-Usec. Joven is the Undersecretary for the International Finance Group of the Philippine Department of Finance. He earned his Master of Laws degree from Harvard Law School (Tax Concentration) and his Bachelor of Laws cum laude from the UP College of Law. At the UP College of Law, he earned various accolades including the Juliana Ricalde Prize in Taxation and Dean's Medal for Academic Excellence. He earned his Bachelor of Business Administration and Accountancy degree cum laude from the UP College of Business Administration, and placed first in the 2001 CPA Board Exams.</p> <p>Mr. Leopoldo M. Ubaldo, Member representing Private Sector professional experience include among others, a work with Metrobank doing relationship management, asset management, loan packaging, credit evaluation, cross selling of bank products and remedial management of medium to large corporate clients for 31 years; he retired in August 2020 as Group Head of the Commercial Banking Group- Countryside in Metrobank, handling more than 3,300 accounts with a total portfolio of PHP160 billion.</p>	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/II/MIAA-BOD-PROFILES-2.pdf https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/II/MIAA-BOD-PROFILES-4.pdf		
III	20	Did the Audit Committee meet at least four times during the year?	Y	<i>The GOCC must disclose all the audit committee meetings held during the year being assessed.</i>	<i>The Audit, Risk Management, and Security Committee met on 07 December 2022.</i>	N			
III	21	Does the Board appoint a Risk Management Committee?	Y	<i>The GOCC must disclose the names of all of the members of its Risk Management Committee during the year being assessed. Merely stating the name of the office/agency of the Ex-Officio Member will not suffice and will not garner any points.</i>	<p>Composition of the Board Finance and Audit Committee from January 2022 to June 30, 2022:</p> <p>Chairman: Usec. Mark Dennis Y.C. Joven - Alternate Member (DOF) Members: Asoc. Laila Magda Rivera/Usec. Reynaldo Ching - Alternate Member (DOT) Leonardo Lopez - Member (Private Sector)</p> <p>Composition of the Board Audit, Risk Management, and Security Committee from October 12, 2022 to present:</p> <p>1. Secretary Benjamin Diokno (DOF)- Chairperson, represented by his Alternate Usec. Mark Dennis Y.C. Joven</p> <p>Members: * Sec. Esperanza Christina G. Frasco (DOT), represented by her Alternate Usec. Shahlimar Tamano * SDES Charilo Zamora (OP), represented by his Alternate Asoc. Brandon Domingo * Mr. Leopoldo M. Ubaldo, Private Sector</p>	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/II/membership-of-directors-in-the-board-committees-1.pdf		
III	22	If yes, is the report on Risk Management Committee publicly disclosed?	Y	<i>The GOCC must publish an accomplishment report of the committee and/or minutes of the meetings held.</i>		N			

III	23	Does at least one member of the Risk Management Committee have a background in finance and investments?	Y	<i>The educational qualifications and/or work experience of the Risk Management Committee Members should be disclosed. At least one of the Risk Management Committee Members must have an investment and finance educational or work background in order to garner points for this item.</i>	<p>(January to June 2022) Asoc. Reynaldo I. Ching is a lawyer by profession and has been with the Department of Tourism since 1988. He currently heads the Administration and Finance sector of the DOT as the OIC Undersecretary since 2018. He graduated Bachelor of Science in Mechanical Engineering at Far Eastern University (1976-1981). He finished Bachelor of Laws at the University of the East in 1991 and passed the Bar Examination in September 1993. He also holds a Career Service Executive Eligibility.</p> <p>Usoc. Mark Dennis Y.C. Joven - Alternate Member (DOF) - Usoc. Joven is the Undersecretary for the International Finance Group of the Philippine Department of Finance. He earned his Master of Laws degree from Harvard Law School (Tax Concentration) and his Bachelor of Laws cum laude from the UP College of Law. At the UP College of Law, he earned various accolades including the Juliana Ricalde Prize in Taxation and Dean's Medal for Academic Excellence. He earned his Bachelor of Business Administration and Accountancy degree cum laude from the UP College of Business Administration, and placed first in the 2001 CPA Board Exams.</p> <p>(July 2022-present) Sec. Benjamin Diokno (DOF) - Dr. Diokno finished his Bachelor's Degree in Public Administration (1968) and his Master's Degree in Public Administration (1970) and Economics (1974) at the University of the Philippines. He also holds an M.A. in Political Economy (1976) from the Johns Hopkins University in Baltimore, Maryland, USA and a Ph.D. in Economics (1981) degree from the Maxwell School of Citizenship and Public Affairs, Syracuse University in Syracuse, New York, USA. In 2017, he received an honorary Doctor of Laws degree from the University of the Philippines—the highest academic rank and honor conferred by the University.</p> <p>Usoc. Mark Dennis Y.C. Joven - Alternate Member (DOF) - Usoc. Joven is the Undersecretary for the International Finance Group of the Philippine Department of Finance. He earned his Master of Laws degree from Harvard Law School (Tax Concentration) and his Bachelor of Laws cum laude from the UP College of Law. At the UP College of Law, he earned various accolades including the Juliana Ricalde Prize in Taxation and Dean's Medal for Academic Excellence. He earned his Bachelor of Business Administration and Accountancy degree cum laude from the UP College of Business Administration, and placed first in the 2001 CPA Board Exams.</p> <p>Mr. Leopoldo M. Ubaldo, Member representing Private Sector professional experience include among others, a work with Metrobank doing relationship management, asset management, loan packaging, credit evaluation, cross selling of bank products and remedial management of medium to large corporate clients for 31 years; he retired in August 2020 as Group Head of the Commercial Banking Group- Countryside in Metrobank, handling more than 3,300 accounts with a total portfolio of PHP160 billion.</p>	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/II/MIAA-BOD-PROFILES-2.pdf https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/II/MIAA-BOD-PROFILES-4.pdf		
III	24.a	Are the Board of Directors meetings scheduled at the beginning of the year? (end of Q1)	Y	<i>The GOCC must explicitly disclose that the meetings held on the year being assessed were scheduled well in advance and when they were scheduled.</i>		N			
III	24.b	Does the Board of Directors meet at least monthly?	Y	<i>The GOCC must show its attendance records that there were monthly meeting held.</i>	Yes, the Board met monthly.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/II/board-meeting-attendance-2022-1.pdf		
III	24.c	Did the Board of Directors meet on at least 75% on their scheduled meetings?	Y	<i>In order to garner points for this item, the GOCC must be able to first prove that meetings were scheduled in advance (Q. 24.a). After which, a schedule of actual meetings held must be shown to prove that the Board met on at least 75% of their scheduled meetings.</i>	The MIAA Board meetings were not scheduled in advance.	N			
III	24.d	Has each of the directors/commissioners attended at least 90% of all the board meetings held during the year?	Y	<i>All of the attendance of Appointive and Ex Officio/Alternate Directors must be considered and all of them should have attended at least 90% of the board meetings held during the year in order to garner points for this item.</i>		N	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/II/board-meeting-attendance-2022-1.pdf		
III	24.e	Did the Board of Directors meet separately at least once during the year without the President/CEO present?	Y	<i>The GOCC must explicitly state a meeting held on a specific date wherein the Board met without the President/CEO present.</i>		N			
III	25.a	Does the GOCC 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?	Y	<i>The GOCC must clearly disclose that the Board was provided with the board papers for the upcoming meeting at least 3 working days in advance of the said meeting.</i>		N			
III	25.b	Is the Board Secretary trained in legal, accountancy or company secretarial practices?	Y	<i>The GOCC should disclose the educational and work background of the Corporate Secretary. In order to garner points for this item, there should be proof that the Corporate Secretary has legal, accountancy or secretarial educational/work background.</i>	Atty. Leonides F. Cruz (retired effective 13 September 2022) holds a degree in Bachelor of Laws from University of Sto. Tomas. He became a member of the Philippine Bar in 1984. Currently, the Officer-in-Charge of the Office of the Corporate Secretary is Atty. Jhaydee May T. Solis. She became a member of the Philippine Bar in April 2022.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Sea2019/II/miaa-corporate-secretary-profile-1.pdf		
III	26.a	Does the company have a separate internal audit function?	Y	<i>There should be a clear showing that there is a separate internal audit function in the GOCC, whether it be a singular internal auditor, an entire internal audit department or an external firm. If it is a secondary function of an existing staff or department, the GOCC will not garner points for this item.</i>	Yes, among MIAA's Internal Audit Services Office functions are as follows: 1) ascertaining the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information; 2)evaluating the quality of performance of groups/individuals in carrying out their assigned responsibilities; 3) ascertaining the extent of compliance and reviewing the systems established to ensure compliance with government policies, plans and procedures, laws and regulations which have impact on operations.	Y	https://www.miaa.gov.ph/index.php/about-miaa/organizational-structure/top-level/10-about-miaa/organizational-stru		

III	26.b	Does the appointment and removal of the internal auditor require the recommendation of the Audit Committee?	Y	<i>The GOCC should explicitly state that the appointment and removal of the internal auditor require the approval of the Audit Committee. Should the charter of the GOCC provide for another mode of appointment/removal of the internal auditor, this should also be stated in order for the assessors to consider such issue.</i>		N		
III	27.a	Does the company disclose the internal control procedures/risk management systems it has in place?	Y	<i>The GOCC must name all the key internal control procedures and its risk management system. There should also be an assignment of responsibilities in order to garner points for this item</i>		N		
III	27.b	Does the Annual Report disclose that the board of directors/commissioners has conducted a review of the company's material controls (including operational, financial and compliance controls) and risk management systems?	Y	<i>The GOCC's annual report must explicitly state that the Board conducted a review of the company's risk management system and material controls during the year being assessed.</i>	2022 Annual Report is not yet available as the Audited Financial Statements have not yet been released by the Commission on Audit.	N		
III	27.c	Does the company disclose how key risks are managed?	Y	<i>The GOCC must disclose all of its key risks (operational, compliance and financial) and how they are being managed. Merely disclosing a list of risks will not garner any points.</i>		N		
III	27.d	Does the Annual Report contain a statement from the Board of Directors or Audit Committee commenting on the adequacy of the GOCC's internal controls/risk management systems?	Y	<i>The GOCC's Board or Audit Committee must explicitly state that the GOCC's risk management systems and internal controls are adequate</i>	No Annual Report for CY 2022 yet.	N		
III	28	Do different persons assume the roles of Chairman and CEO?	Y	<i>The GOCC's PCEO and Chairman during the year being assessed must be clearly identified in the website. An N/A rating will be given should the GOCC's charter provide that the Chairman and PCEO positions must be held by a single person.</i>	Secretary Arthur P. Tugade (Chairman) and Eddie V. Morreal (General Manager) from January 2022 to June 30, 2022. Secretary Jaime J. Bautista (Chairman) and Cesar M. Chiong (General Manager) from July 01, 2022 to present.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/IMAA-BOD-PROFILES-2.pdf https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/IMAA-BOD-PROFILES-4.pdf	
III	29.a	Does the GOCC have orientation programs for new Directors?	Y	<i>The GOCC must not only state that it has an orientation programs for Directors. Details and/or coverage of the orientation program must be disclosed in order to garner points for this item.</i>	The Office of the Corporate Secretary and the Human Resource Development Division provides support services to the members of the Board, including organizing orientation briefings for new Directors of the Corporation. MIAA arranges and funds the orientation program attended by the Directors. MIAA General Manager Cesar Chiong attended the orientation program entitled: Training on Basic Corporate Governance for Board Directors of GOCCs on September 29-30, 2022. This was facilitated via zoom by Center for Global Best Practices.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/XII/training-and-development-activities-2022.pdf	
III	29.b	Does the GOCC have a policy that encourages Directors/Commissioners to attend on-going or continuous professional education programs?	Y	<i>Apart from stating the GOCC's training policy and continuous education programs for its Directors, the GOCC may also state that it has a training budget allocated for the Directors on the year being assessed.</i>	The Office of the Corporate Secretary and the Human Resource Development Division provides support services to the members of the Board, including organizing orientation briefings for new Directors of the Corporation and providing continuous education programs for its Directors. MIAA arranges and funds the orientation program attended by the Appointive Directors.	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/XII/training-and-development-activities-2022.pdf	
III	29.c	Did all Appointive Directors attend at least 1 training for the calendar year?	Y	<i>The GOCC must disclose that each Appointive Director attended at least one (1) training during the year being assessed. If there is an Appointive Director who did not attend at least one (1) training the GOCC will not garner points for this item.</i>	MIAA has three (3) Appointive Directors. Only one Appointive Director attended at least one training during the year being assessed. The two other Appointive Directors representing Private Sectors were not able to attend at least one training during the year being assessed since they were appointed at the latter part of year 2022. Dir. Leopoldo Ubaldo vice Dir. Leoncio Dakila S. Nakpil (on hold over capacity), was appointed on November 2022, and Dir. Primitivo Y. Garcia, III was appointed on December 2022, vice Dir. Leonardo Lopez (who tendered his resignation effective 30 June 2022).	Y	https://www.miaa.gov.ph/images/stories/Transparency/Seal2019/XII/training-and-development-activities-2022.pdf	
III	30.a	Is an annual performance assessment conducted of the Board of Directors?	Y	<i>The GOCC should conduct its own Board Appraisal which is different from GCG's internet-Based Performance Evaluation for Directors (iPEED). It must be readily apparent when the said Board Appraisal was conducted in order to garner points for this item.</i>		N		
III	30.b	Does the GOCC disclose the process followed in conducting the Board assessment?	Y	<i>The GOCC must disclose the entire process involved in undertaking the Board Appraisal.</i>		N		
III	30.c	Does the GOCC disclose the criteria used in the Board assessment?	Y	<i>The GOCC should clearly state all the criteria that the Board Members used in their Board Appraisal.</i>		N		

III	31	Is an annual performance assessment conducted of the Board of Directors Committees?	Y	<i>The GOCC should conduct an Appraisal of its Committees' performance during the year being assessed. It must be readily apparent when the said Committee Appraisal was conducted in order to garner points for this item.</i>		N			
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