[TEMPLATE] Governing Board & Board Member Appraisal Form

The objective of the evaluation is to assess the Board of Directors strengths and weaknesses. The LRTA encourages the rator to be forthright and to freely state the reasons for any ratings made in the Comments section.

Please go over the statements carefully and check/mark each sub-criteria using the following scale:

<u>SCALE</u>	CATEGORY
5	Outstanding
4	Above Average
3	Average
2	Below Average
1	Poor

^{*} Indicates required question

NAME OF GOCC: LIGHT RAIL TRANSIT AUTHORITY

<DATE> LRTA Board of Directors' Meeting

NAME OF EVALUATOR: *	Dropdown
Mark only one oval.	
Atty. Hernando T. Cabrera (LRTA) Skip to question 25	
Atty. Dimapuno R. Datu (Private Sector)	
Asec. Jorjette B. Aquino (DOTr)	
Dir. Gliricidia C. Tumaliuan-Ali (DPWH)	
Engr. Isagani M. Victorio (LTFRB)	
Atty. Jose Jobel V. Belarmino (LRTA)	
Mr. Paul Y. Chua (LRTA)	
Atty. Patrick Henry M. Villanueva (LRTA)	
Mr. Felix Gerard R. Leyson (LRTA)	
Mr. Nicolas G. Ombao (LRTA)	
Ms. Maria Corazon S. Pascual (LRTA)	
Atty. Aylwinston C. Pillos (LRTA)	
Engr. Santos G. Abrazado (LRTA)	
Engr. Lorelie L. Reyes (LRTA)	
Ms. Divina J. Guison (LRTA)	
Engr. Sherwin P. Biscocho (LRTA)	
Mr. Leo A. Mangampo (LRTA)	
Engr. Joseph Dexter S. Buenconsejo (LRTA)	
Ms. Evelyn P. Janeo (LRTA)	
Ms. Jennifer L. Bagaoisan (LRTA)	

2.	POSITION OF EVALUATOR: *	Dropdown
	Mark only one oval.	
	Alternate Chairperson	
	Member	
	Alternate Member	
	Department Manager (LRTA)	
	Division Manager or of Equivalent Rank (LRTA)	
M	lanagerial Competency	
TI	he Administrator	
3.	Provides the Governing Board timely, accurate and complete report of operations of the LRTA.	of the
	Mark only one oval.	
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	◯ N/A	

4.	Facilitates access to materials needed for Board decision-making and ensures its quality and completeness.
	Mark only one oval.
	5 4 3 2 1 N/A
5.	Keeps the Board fully informed of progress and problems arising from strategy execution.
	Mark only one oval.
	 □ 5 □ 4 □ 3 □ 2 □ 1 □ N/A
6.	Ensures that the Governing Board, senior management and other employees participated in the formulation of strategic plan.
	Mark only one oval:
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	○ N/A

Establishes processes on monitoring and ensures the effectiveness of the

	organizational performance, including risk management.
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8.	Commited to building and maintaining the LRTA's achievement of its social mandate.
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	○ N/A
9.	Effectively aligns the company's resources and budgets to the implementation of the LRTA's strategic plan.
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	◯ N/A

10.	Timely and effectively executes strategies on priorities and measures set by the Board.
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	◯ N/A
11.	Actively identifies oppurtunities in building strategic relationships between one's area and other areas, divisions, departments or organizations to help achieve the LRTA's social mandate.
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12.	Builds client relationships by making effort to listen and understand the people being serviced by the LRTA.
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	○ N/A
13.	Cascades the demands of the corporate strategy down to the groups, departments, and support units which are required to formulate their own support strategies fully supportive of the priorities in the corporate.
	Mark only one oval.
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	N/A

Requires all heads of groups, departments and support units to specify

	measures, targets and initiatives through scorecards that are reported regularly, at least on quarterly basis.
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	N/A
15.	Ensures a clear delegation of authority to senior management and regulary reviews management effectiveness.
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16.	Motivates and encourages high employee morale and loyalty to the organization.
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17.	Acts in a manner characterized by tranparency, accountability, integrity and fairness fully aware that the position of Administrator is one of trust and confidence.
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18.	Possesses sound practices and procedures for accurate accounting and financial planning.
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19.	Effectively monitors and evaluates financial planning, budget and administrative operations, and reports the results to the Board in a timely manner.
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20.	Builds strong working relationships with the Board Members and helps strengthen the Board.
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	○ N/A

21.	Presents information to the Board on items requiring board opinions and decisions in a professional manner, with recommendations based on thorough study and sound principles.
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22.	Ensures the LRTA has good internal communication and treats all personnel fairly, without favoritism or discrimination.
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23.	Demonstrates a thorough knowledge and undertanding of the LRTA management, operations, products and/or services.
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24.	Demonstrates an image, personality and outlook that reflects positively on the LRTA, as well as wins trust and support from all stakeholders.
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	◯ N/A

Leadership Competency

The Governing Board...

Please go over the statements carefully and check/mark each sub-criteria using the following scale:

<u>SCALE</u>	<u>CATEGORY</u>
5	Outstanding
4	Above Average
3	Average
2	Below Average
1	Poor
N/A	Not Applicable

25. Fully understands and communicates the LRTA's mission, vision, and values to its stakeholders.

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Private Sector					

26. Establishes short-term and long-term goals and bussiness plans.

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27. Prioritizes and promotes good corporate governance throughout the organization.

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Board Relationship

The Governing Board...

28. Works closely with Management in developing short and long-term strategic plans of the LRTA.

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29. Actively establishes and maintains good personal realations among Members and with Management.

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30. Acknowledges and explores the differences in opinions of its Members in a positive way.

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31. Has a strong working relationship with Management based on cooperation and collaboration.

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32. Creates an environment where subordinates can constructively challenge and effectively manage dissent.

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Financial Management

The Governing Board...

33. Has a clear, concise, and timely undestanding of the LRTA's financial statements and other pertinent information with regards to its bussiness and financial situation.

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34. Exercises sound judgement in managing the financial affairs and budget of the LRTA.

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37.	Has a good understanding of the LRTA's bussiness model as well as its business
	and industry environment.

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38. Regularly encourages and initiates creativeness in delivering their products and/or services.

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External Relations

The Governing Board...

39. Handles public relation issues in a manner that builds good will for the LRTA and lessens issues/concerns from the general public.

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40. Encourages corporate social responsibilty to promote a positive image of the LRTA as well as create awareness of available products and services of the general public.

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2.	Discusses constructiv			etings in	an open, ı	igorous, e	effective and
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43. Promotes a positive boardroom culture in which all members know their contribution is valued.

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44. Ensures that personal interests of its Members do not conflict with the interest of LRTA.

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Treats others within the LRTA with courtesy and respect.

47. The duration, format, timing and related logistics of board meetings are adequate to create an effective working environment.

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48. The Board considers inputs from Management regarding meeting agenda.

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There is sufficient flexibilty in the current process allowing adequate coverage of

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51. Understands the duties and responsibilities as a director, including the distinction between Board and Management roles.

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52. Understands the general economic, social, and business industry issues that affect the LRTA.

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53. Willingness to participate in director development activities (e.g seminars, trainings, etc.).

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54. Is open to feedback about his/her performance.

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Preparedness and Participation

The Board Member...

55. Devotes sufficient time and attention to properly discharge and effectively perform the duties and responsibilities as a member of the Governing Board.

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56. Is updated on developments regarding the LRTA, including its financial and operational performance.

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57. Has working knowldege of the statutory and regulatory requirements affecting LRTA, including the contents of its Charter/Articles of Incorporation and By-Laws, the requirements of the GCG, and where applicable, the requirements of other regulatory agencies.

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58. Activately participates in board disussions and deliberations.

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59. When absent from meetings, acquires information from what had been discussed to stay informed.

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60. Contributes to strategy formulation by proposing policies and suggesting corresponding initiatives.

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61.	Please indicate specific policies/initiatives proposed.

62. Is involved in the oversight of strategy execution with particular efforts in its monitoring and assessment.

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Teamwork and Communication

The Board Member...

64. Actively etablishes and maintains good personal relations with co-Directors and management.

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65. Handles work conflict positively and constructively.

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66. Listens attentively to the contribution of others.

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67. Explores differences of opinion in a positive way.

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68. Maintains objectivity in the face of difficult decisions.

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Conduct/Behavior

The Board Member...

69. Acts in a manner characterized by transparency, accountability, integrity and fairness fully aware that the office of a director is one of trust and confidence.

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70. Ensures the confidentiality of business information acquired by reason of the position as a director and boards deliberations.

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71. Ensures that personal interest do not conflict with the interest of the LRTA.

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