

## CORPORATE GOVERNANCE SCORECARD REPORT A

Name of GOCC: APO Production Unit, Inc.  
Sector: Communications  
Date submitted: 31-Mar-23  
Year being assessed: 2022  
Date assessed:

COMPONENT				GOCC SUBMISSION			GCG VALIDATION		
GRP	ITEM	QUESTION	ANS	GUIDE	COMPLIANCE	ANS	REFERENCE LINK/SUPPORTING DOCUMENTS	ANS	Comments
<b>I. Stakeholder Relationship</b>									
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>	Section 7.2 of the APU's Manual on Corporate Governance identifies the stakeholders of the corporation. Also, the policies that were created for the welfare of its stockholders are embodied in the said manual.	Y	<a href="#">APUI Revised Corporate Governance Manual.pdf</a>		
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>	Section 7.3 of the APU Manual on Corporate Governance provides that APUI commits to prioritize the interests of its stakeholders following its hierarchy, to wit:  a.While the Corporation must grant benefits to its employees, such grant of benefits shall be subject to relevant laws and regulations issued by the National Government or authorized government agencies. In this regard, the Corporation shall effectively communicate compensation and incentive schemes to its employees in accordance with legal limitations. b.All contracts between the Corporation and its clients shall likewise be subject to relevant laws and regulations, and the Corporation shall effectively communicate such legal limitations to its clients. c.The Corporation shall endeavor to provide efficient and quality printing services to its clients while ensuring that its employees are protected and given benefits in accordance with law.	Y	<a href="#">APUI Revised Corporate Governance Manual.pdf</a>		
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>	The APUI has a dedicated personnel in charge with the pollution and waste management. Further, the APUI has been issued Certificates indicating that its wastes were treated and disposed in accordance with the DENR standards.	Y	<a href="#">Certificate of Accreditation &amp; Treatment, Permit to Transport.pdf</a>		
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>	APUI requires its customers to undergo Antigen Testing before entering APUI's premises.	Y	<a href="#">APUI Antigen Testing CY2022.pdf</a>		
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>	In 2022, APUI conducted a three (3)-day event called "JUANA SELLER." This activity encouraged employees to sell their respective crafts, like food, ready-to-wear clothes, perfumes, bags, etc.	Y	<a href="https://apo.gov.ph/index.php/gad-corner">https://apo.gov.ph/index.php/gad-corner</a>		

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>		N			
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>	In March 2022, the APUI conducted its Annual Team Building at White Rock Water Park and Beach Hotel. This is also in keeping with the provision on APUI's Manual on Corporate Governance, specifically the CSR Section where annual team buildings are held to foster camaraderi among the corporation's employees.	Y	<a href="#">APUI Team Building 2022.pdf</a>		
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>	Whistleblowing Channels and e-Reklamo	Y	<a href="https://apo.gov.ph/index.php/apo-whistleblower">https://apo.gov.ph/index.php/apo-whistleblower</a>  <a href="https://apo.gov.ph/index.php/apo-e-sumbong">https://apo.gov.ph/index.php/apo-e-sumbong</a>		
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>	In 2022, APUI implemented the installation of APUI installed Ultra Violet Germicidal Irradiation (UVGI) in all of its offices, as a safety measure against the COVID-19. Also, APUI constructed Driver's Lounge for the resting quarters of the drivers.	Y	<a href="#">Installation of UVGI &amp; Construction of Driver's Lounge.pdf</a>		
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>	In 2022, as a safety measure against the COVID-19, APUI installed Ultra Violet Germicidal Irradiation (UVGI) in all of its offices. Also, the Driver's Lounger was constructed for the resting quarters of the drivers.	Y	<a href="#">Installation of UVGI &amp; Construction of Driver's Lounge.pdf</a>		
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>	The trainings of employees are indicated in the APUI Training and Monitoring Report for CY 2022.	Y	<a href="#">APUI Training and Monitoring Reports CY2022.pdf</a>		
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>		Y	<a href="#">APUI Training and Monitoring Reports CY2022.pdf</a>		
I	6.a	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. 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 involving complaints by concerned employees/whistleblowers are laid down in the APUI's Whistleblowing Policy.	Y	<a href="#">APUI Whistleblowing Policy.pdf</a>		
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>	Under the APUI's Whistleblowing Policy, the APUI commits to protect whistleblowers from retaliation.	Y	<a href="#">APUI Whistleblowing Policy.pdf</a>		

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GRP	ITEM	QUESTION	ANS	GUIDE	COMPLIANCE	ANS	REFERENCE LINK/SUPPORTING DOCUMENTS	ANS	REMARKS
<b>II. Disclosure and Transparency</b>									
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>	The corporate objectives of APUI are disclosed in its Performance Scorecard for CY 2022	Y	<a href="#">APUI PES 2022.pdf</a>		
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>	The financial performance indicators of APUI are disclosed in its Performance Scorecard for CY 2022	Y	<a href="#">APUI PES 2022.pdf</a>		

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 non-financial performance indicators of APUI are disclosed in its Performance Scorecard for CY 2022	Y	<a href="#">APUI PES_2022.pdf</a>		
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 actual procedures involving complaints by stakeholders/whistleblowers are laid down in the APUI's Whistleblowing Policy	Y	<a href="#">APUI Whistleblowing Policy.pdf</a>		
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 trustees are posted in the website	Y	<a href="#">APUI Board of Trustees for CY2022.pdf</a>		
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>		N			
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 GOC "generally complies" with the code of corporate governance will not be taken as full compliance and will not garner any points</i>	The APUI's website contain a statement confirming APUI's compliance with the Code of Corporate Governance.	Y	<a href="#">APUI Confirming Statement of CG Compliance.pdf</a>		

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<b>III. Board Responsibility</b>									
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>		N			
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>		N			
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>	The details of the APUI House Rules & Regulations are disseminate to all the employees of APUI.	Y	<a href="#">APUI House Rules &amp; Regulations .pdf</a>		
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 APUI House Rules & Regulations provide that the Senior Management and employees are required to comply with the APUI House Rules & Regulations.	Y	<a href="#">APUI House Rules &amp; Regulations .pdf</a>		
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:</i>  <i>c-ommunicating the code to all existing and new employees and directors</i> <i>- making the code available on the company intranet for ease of access</i> <i>- requiring all parties to declare annually that they have complied with the code of ethics or conduct</i>	The details of the APUI House Rules & Regulations are disseminated to all the employees of APUI.	Y	<a href="#">APUI House Rules &amp; Regulations .pdf</a>		
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>	Chairman: Mr. Joel R. Caminade Members: Mr. Joecel F. Obenza Mr. Alvin R. Reyes Mr. Michael J. Dalumpine	Y	<a href="#">APUI Board Committees for CY2022.pdf</a>		

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>	Chairman Mr. Joel R. Caminade Members Atty, Philip S. Dionisio Mr. D. Guilmar D. Vidanes Mr. Joecel F. Obenza	Y	<a href="#">APUI Board Committees for CY2022.pdf</a>	
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>	Mr. D. Guilmar D. Vidanes was a Savings Account Bookkeeper at Metrobank (1984-1986).	Y	<a href="#">CV of Mr. D. Guilmar Vidanes APUI Audit Committee CY2022.pdf</a>	
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>		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>	Chairman Mr. Jose C. Julio Members: Mr. Joel R. Caminade Mr. Joecel F. Obenza Mr. Alvin R. Reyes	Y	<a href="#">APUI Board Committees for CY2022.pdf</a>	
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>		N		
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>	First Tuesday of every month at 9:30 AM	Y	<a href="#">Amended By-Laws.pdf</a>	
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 of Trustees of APUI meet at least once every month	Y	<a href="#">APUI Attendance Report for CY2022.pdf</a>	
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.) Afterwhich, a schedule of actual meetings held must be shown to prove that the Board met on at least 75% of their scheduled meetings.</i>		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>	Yes, the Board of Trustees of APUI meet at least once every month	Y	<a href="#">APUI Attendance Report for CY2022.pdf</a>	
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>	One of the duties of the Corporate Secretary is to provide the members of the Board with Board papers and materials for the Board of Directors' meeting at least three (3) days in advance of the scheduled Board meeting.	Y	<a href="#">APUI Revised Corporate Governance Manual.pdf</a>	
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>	The Corporate Secretary, Atty. Gil Carlos R. Puyat, is a Juris Doctor Graduate	Y	<a href="#">CV of Atty. Gil Carlos Puyat.pdf</a>	

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, the APUI has an Internal Audit Department.	Y	<a href="#">APUI Organizational Chart.pdf</a>		
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>	The Charter of the Audit Committee includes a provision where the appointment and removal of the internal auditor require the recommendation of the Audit Committee.	Y	<a href="#">APUI Audit Committee Charter.pdf</a>		
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>		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>		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>	Yes, in the year 2022, the President is Danilo V. Singson, and the Chairman is Frederick M. Alegre	Y	<a href="#">Board Resolution No. 2022-016 - APUI Election of Officers.pdf</a>		
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>	APUI has an Orientation Program for newly-appointed Trustees. The program provides a background on the establishment, corporate structure and operations of APUI, including the organizational and functional charts, vision mission, and current events and reports. The directors are also oriented on their duties and responsibilities, compensation package, corporate governance best practices, and other corporate policies.	Y			
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>	Sec. 3.4 of the APUI Manual on Corporate Governance provides that, in addition to complying with the requirements under the Fit and Proper Rule, trustees are encouraged to attend on-going or continuous professional education programs.	Y	<a href="#">APUI Revised Corporate Governance Manual.pdf</a>		
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>		N			
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 (IPED). 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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