

## GOVERNMENT CORPORATION INFORMATION SHEET (GCIS)

FOR THE YEAR 2016

**GENERAL INSTRUCTIONS:**

1. FOR GOVERNMENT CORPORATION: THIS GCIS SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF RELEASE OF MEMORANDUM CIRCULAR NO. 3 AND SUBSEQUENTLY THEREAFTER, 30 DAYS FROM THE DATE OF THE STOCKHOLDERS' MEETING. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE GOVERNMENT CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GCIS TOGETHER WITH AN AFFIDAVIT OF NON-HOLDING OF MEETING WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE SCHEDULED ANNUAL MEETING (AS PROVIDED IN THE BY-LAWS). HOWEVER, SHOULD AN ANNUAL STOCKHOLDERS' MEETING BE HELD THEREAFTER, A NEW GCIS SHALL BE SUBMITTED/FILED.
3. THIS GCIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE GOVERNMENT CORPORATION.
4. THE GCG SHOULD BE TIMELY APPRISED OF RELEVANT CHANGES IN THE SUBMITTED INFORMATION AS THEY ARISE. FOR CHANGES RESULTING FROM ACTIONS THAT AROSE BETWEEN THE ANNUAL MEETINGS, THE GOVERNMENT CORPORATION SHALL SUBMIT ONLY THE AFFECTED PAGE OF THE GCIS THAT RELATES TO THE NEW INFORMATION TOGETHER WITH A COVER LETTER SIGNED BY THE CORPORATE SECRETARY OF THE GOVERNMENT CORPORATION. THE PAGE OF THE GCIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGE OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT A SOFT COPY IN **EXCEL FORMAT** SAVED IN A NON-REWRITABLE CD THE GCIS TO THE GCG SECRETARIAT, ROOM 479 MABINI HALL, MALACANANG COMPOUND.
6. **ONLY THE GCIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED.**
7. THIS GCIS MAY BE USED AS EVIDENCE AGAINST THE GOVERNMENT CORPORATION AND ITS RESPONSIBLE DIRECTORS/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

\*\*\*\*\* PLEASE PRINT LEGIBLY \*\*\*\*\*

<b>GOVERNMENT CORPORATION NAME:</b> <p style="text-align: center;">HOME DEVELOPMENT MUTUAL FUND</p>	<b>DATE CREATED:</b> <p style="text-align: right;">14-Dec-80</p>
<b>SECONDARY NAME, IF ANY.</b>	
<b>CHARTER, IF ANY.</b> <p style="text-align: center;">REPUBLIC ACT NO. 9679</p>	<b>FISCAL YEAR END:</b> 31 December 2016
<b>DATE OF ANNUAL MEETING PER BY-LAWS:</b>	<b>CORPORATE TAX IDENTIFICATION NUMBER (TIN)</b> 000-530-703-000
<b>ACTUAL DATE OF ANNUAL MEETING:</b>	<b>URL ADDRESS:</b> <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>
<b>COMPLETE PRINCIPAL OFFICE ADDRESS:</b> <p style="text-align: center;">PETRON MEGA PLAZA, NO. 358 SEN. GIL J. PUYAT AVENUE, MAKATI CITY</p>	<b>E-MAIL ADDRESS:</b> ocs@pagibigfund.gov.ph
<b>COMPLETE BUSINESS ADDRESS:</b> <p style="text-align: center;">PETRON MEGA PLAZA, NO. 358 SEN. GIL J. PUYAT AVENUE, MAKATI CITY</p>	<b>FAX NUMBER:</b> (632)8892455
<b>NAME OF EXTERNAL AUDITOR &amp; ITS SIGNING PARTNER:</b>	<b>ATTACHED AGENCY (if applicable):</b>
	<b>TELEPHONE NUMBER(S):</b> <p style="text-align: right;">(632)8848088</p>
<b>PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENGAGED IN:</b> <p style="text-align: center;">HOUSING FINANCE AND PROVIDENT FUND</p>	<b>GEOGRAPHICAL CODE:</b>

\*\*\*\*\* INTERCOMPANY AFFILIATIONS \*\*\*\*\*

PARENT COMPANY	ADDRESS
SUBSIDIARY/AFFILIATE	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

## GOVERNMENT CORPORATION INFORMATION SHEET

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GOVERNMENT CORPORATION NAME: HOME DEVELOPMENT MUTUAL FUND

### CAPITAL STRUCTURE

**AUTHORIZED CAPITAL STOCK, if applicable**

	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (PhP) (No. of shares X Par/Stated Value)
	-----	-----	-----	-----
	-----	-----	-----	-----
	-----	-----	-----	-----
<b>TOTAL</b>			<b>TOTAL P</b>	

**SUBSCRIBED CAPITAL, if applicable**

FILIPINO	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	NUMBER OF SHARES IN THE HANDS OF THE PUBLIC **	PAR/STATED VALUE	AMOUNT (PhP)	% OF OWNERSHIP
		-----	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----	-----
<b>TOTAL</b>				<b>TOTAL</b>	<b>TOTAL P</b>		

**PAID-UP CAPITAL, if applicable**

FILIPINO	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (PhP)	% OF OWNERSHIP
		-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----
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		-----	-----	-----	-----	-----
<b>TOTAL</b>				<b>TOTAL</b>	<b>TOTAL P</b>	

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GOVERNMENT CORPORATION NAME: HOME DEVELOPMENT MUTUAL FUND

### DIRECTORS / OFFICERS

NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	PRESIDENTIAL APPOINTEE	BOARD	STOCK HOLDER	EX-Officio	EXEC. COMM.	TAX IDENTIFICATION NO. (TIN)	COMPENSATION PACKAGE/YR	DESIGNATION TO OTHER BOARDS OF AFFILIATES/SUBSIDIARIES
1. HON. MARIA LEONOR G.	Y	C	N	HUDCC Chairman	N/A			
2. HON. CARLOS G. DOMINGUEZ  Represented by Treasurer Roberto B. Tan	Y	M	N	DOF	N/A	211-659-608		
3. HON. DARLENE MARIE B. BERBERABE	Y	M	N	CEO	N/A	110-822-914		
4. HON. SILVESTRE H. BELLO III	Y	M	N	DOLE	N/A	137-345-093		
5. HON. BENJAMIN E. DIOKNO Represented by Usec. Mario L. Relampagos	Y	M	N	DBM	N/A	111-332-911		
6. HON. RAMON M. LOPEZ Represented by Usec. Zenaida Maglaya	Y	M	N	DTI	N/A	111-577-611		
7. HON. RAUL B. DE MESA	Y	M	N	N/A	N/A	127-548-226		
8. HON. EDGARDO G. LACSON	Y	M	N	N/A	N/A	127-418-020		
9. HON. ROMULO V. SALUD	Y	M	N	N/A	N/A	120-153-403		
10. HON. JAIME L. MIRALLES	Y	M	N	N/A	N/A	203-819-134		
11. HON. JESUS B. VARELA	Y	M	N	N/A	N/A	147-974-175		

**INSTRUCTIONS:**

FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER, "I" FOR INDEPENDENT DIRECTOR,  
 FOR PRESIDENTIAL APPOINTEE COLUMN, PUT "Y" IF A PRESIDENTIAL APPOINTEE "N" IF NOT,  
 FOR STOCKHOLDER COLUMN, PUT "Y" IF A STOCKHOLDER, "N" IF NOT,  
 FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, FROM VP UP INCLUDING THE POSITION OF THE TREASURER,  
 SECRETARY, COMPLIANCE OFFICER AND/OR ASSOCIATED PERSON,  
 FOR EXECUTIVE COMMITTEE, INDICATE "C" IF MEMBER OF THE COMPENSATION COMMITTEE; "A" FOR AUDIT COMMITTEE; "N" FOR NOMINATION  
 AND ELECTION COMMITTEE. ADDITIONALLY WRITE "C" AFTER SLASH IF CHAIRMAN AND "M" IF MEMBER.

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BOARD COMMITTEES	FUNCTION	COMPOSITION
AUDIT COMMITTEE	<p><b>Financial Reporting</b> Review the financial statements and all related disclosures and reports certified by the Vice-President of Finance Group with timely analysis of significant / critical financial reporting focusing on changes in accounting policies and practices, alternative accounting treatments and major judgmental areas, significant adjustments resulting from the audit, going concern assumptions, compliance with accounting standards, tax legal and regulatory requirements.</p> <p><b>Internal Audit</b> Review and approve the Internal Audit Charter and subsequent revisions thereto;</p> <p>Review and approve the Annual Internal Audit Work Plan, and ensure that internal audit examinations cover at least the evaluation of adequacy and effectiveness of controls encompassing the Fund's operations, information systems, to include the reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguarding of assets and compliance with laws, rules and regulations;</p> <p>Direct the conduct of corporate wide review of systems and procedures (covering the areas of operations, finance, and support / administration) and submit appropriate recommendations to the Board of Trustees;</p>	<p>Chairman Hon. Raul De Mesa</p> <p>Vice Chairman Hon. Edgardo G. Lacson</p> <p>Members Hon. Jaime L. Miralles Hon. Mario L. Relampagos Hon. Romulo V. Salud</p>

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BOARD COMMITTEES	FUNCTION	COMPOSITION
AUDIT COMMITTEE	<p>Review and discuss the audit findings of the Internal Audit Service Group (IASG) ensuring that management is taking appropriate corrective actions in a timely manner, including addressing internal control and compliance issues and submit recommended actions to the Board of Trustees;</p> <p>For this purpose, the IASG should report functionally to the Board through the Board Audit Committee and administratively under the Office of the President or Chief Executive Officer.</p> <p><b>External Audit</b> Review the reports of the regulatory agencies including the Commission on Audit, where applicable, and ensure that management is taking appropriate corrective actions in a timely manner, including addressing control and compliance issues.</p> <p>The Audit Committee does not exercise any professional auditing and does not interfere with the management affairs. It gains a view of the organization, the efficiency and the findings of the IASG, reaction of management and submits an annual report to the Board.</p> <p><b>Risk Management</b> Review the adequacy of the Fund's enterprise-wide risk management process.</p>	<p>Chairman</p> <p>Hon. Raul De Mesa</p> <p>Vice Chairman</p> <p>Hon. Edgardo G. Lacson</p> <p>Members</p> <p>Hon. Jaime L. Miralles</p> <p>Hon. Mario L. Relampagos</p> <p>Hon. Romulo V. Salud</p>

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BOARD COMMITTEES	FUNCTION	COMPOSITION
INVESTMENT COMMITTEE	<p>1. Review the Investment policies / guidelines and the Annual Investment Plan (AIP) prepared by the Management.</p> <p>Management should submit the Investment Policies and Guidelines to the Board for approval. On an annual basis; Management should prepare an annual investment plan and submit the same to the Board. The annual investment plan should include:</p> <p>Determination of investible funds; Proposed asset allocation; Analysis of market and investment options; and Investment strategies.</p> <p>Review and recommend specific investment transactions of Management;</p> <p>Review the investment ceilings for each type of instrument and asset class;</p> <p>Review the investment performance of Management, including but not limited to:</p> <p>Assessment of cash flow; Assessment of parameters used for investment performance (e.g. Rate of Return on Investments (ROI) and computation of collection efficiency); and Comparison of investment performance with benchmarks.</p>	<p>Chairman</p> <p>Hon. Raul De Mesa</p> <p>Vice Chairman</p> <p>Hon. Jesus B. Varela</p> <p>Members</p> <p>Hon. Tomas B. Lopez Jr.</p> <p>Hon. Jaime L. Miralles</p> <p>Hon. Roberto B. Tan</p>

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INVESTMENT COMMITTEE	Review of new investment proposals/fund generation activities before endorsement to the Board for approval; Review policies, strategies and performance relative to investments in short-term loans, housing loans, and housing related loans; Review/recommend corporate policies and required reports on the management of assets and liabilities.	Chairman Hon. Raul De Mesa  Vice Chairman Hon. Jesus B. Varela  Members  Hon. Romulo V. Salud Hon. Jaime L. Miralles Hon. Roberto B. Tan

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RISK AND CAPITAL COMMITTEE	<p>Recommend for Board approval enterprise risk governance policies, risk appetite and bench marks for each risk category, with focus on overall aggregate risk, consistent with the mission, safe and sound operation of the Fund</p> <p>Oversee the development of policies designed to:</p> <p>Define, identify, measure, and report on all pertinent risk categories;                      Establish and communicate risk management controls; and                      Ensure the sufficiency of personnel, systems, procedures and other risk management capabilities.</p> <p>Oversee the development of policies governing current and projected capital levels as they relate to applicable regulatory requirements and economic capital, capital allocation and changes in capital positions</p> <p>Receive periodic reports from management on matters relating to risk and capital pursuant to a schedule that the BRCC shall develop in consultation with management</p> <p>Act on risk reports by management.</p>	<p>Chairman Hon. Edgardo G. Lacson</p> <p>Vice Chairman Hon. Jesus B. Varela</p> <p>Members  Hon. Romulo V. Salud Hon. Jaime L. Miralles DOLE Representative</p>

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