



SUCCESSION PLANNING POLICY

Purpose

Recognizing that changes in management are inevitable, Pagasa ng Pinoy Mutual Benefit Association, Inc., has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. Pagasa ng Pinoy Mutual Benefit Association Inc.'s succession plan is designed to identify and prepare candidates for high-level management positions that become vacant due to retirement, resignation, death or new business opportunities.

Policy

It is the policy of Pagasa ng Pinoy Mutual Benefit Association Inc. to assess the leadership needs of the company to ensure the selection of qualified leaders that are diverse and a good fit for the organization's mission and goals and have the necessary skills.

Procedures

The President/CEO is responsible for Pagasa ng Pinoy Mutual Benefit Association Inc.'s succession plan. The President/CEO chairs the Succession Planning Committee, which includes the General Manager, Human Resources Dept. and Jr. Comptroller.

- 1) Each January, a Succession Planning Committee meeting will be held. At the meeting they will
 - a. Present to the committee a review of the succession plan
 - b. Identify key positions and incumbents targeted for succession planning. This should include an analysis of planned retirement, resignations, etc.
 - c. Identify individuals who show the potential needed for progression into the targeted positions and leadership within the company.
 - d. Outline the actions taken in the previous six months to prepare identified individuals to assume a greater role of responsibility in the future.
- 2) By the end of March of each year, the committee will approve/disapprove targeted candidates
- 3) By the end of April of each year the committee will approve an outline of actions that will be taken in the following six months to prepare individuals to assume a greater role of responsibility in the future.



Pagasa ng Pinoy Mutual Benefit Association, Inc.

"Kapag may insurance, sigurado ang bukas"



- 4) The President/CEO will periodically request updates from the General Manager on the development process for each targeted candidates.

The Committee establishes a succession plan that identifies critical executive and management positions, forecast future vacancies in those positions and identifies potential managers who would fill vacancies. Vacancies will be filled from within or, in the event no viable candidate is available, on an "acting" basis while an external recruitment effort is conducted.