



Bureau of Jail Management and Penology
Mutual Benefit Association, Incorporated

Congressional Avenue Extension, Brgy. Culiat, Quezon City Tel.: 09175317992

RESOLUTION NO. 2024-10
Series of 2024

RESOLUTION AFFIRMING THE APPOINTMENT OF MS CANDY VILLALUNA AS LOAN PROCESSOR AND MR AEROL JOHN D FAUSTINO AS GENERAL CLERK OF THE ASSOCIATION AND APPROPRIATING FUNDS FOR THE PURPOSE

WHEREAS, top Officers of the Association of the Association including some members of the Board of Trustees noted the slow pace in the processing and releasing of loans to members causing annoyance from the members;

WHEREAS, during the meeting called by the BJMPMBAI Officers to determine the reason for the slow processing of loans, it disclosed that only one (1) Loan Processor is attending to some thirty (30) to forty (40) loan applications a day and the single Loan Processor is hard pressed to process the loan applications that compelled the Operations Division to request for the hiring of additional Loan Processor and one (1) General Clerk;

WHEREAS, because of the urgency of the requirement, the Board approved the hiring and directed management staff to post the vacancy and fix the qualifications of Loan Processor and General Clerk together with the requirements;

WHEREAS, the Notice of Hiring was then posted in the BJMPMBAI website and Facebook that immediately drew several applicants with three (3) applicants applying for the position of Loan Processor while another three (3) applicants opted for the position of General Clerk;

WHEREAS, all applicants were required to undergo graded oral interview with Ms Candy Villaluna applying for the position of Loan Processor and Mr Aerol John D Faustino applying for the position of General Clerk garnering the highest rating and both applicants required to undergo practical examination which they also passed;

WHEREAS, the resume, application letters together with the results of the oral and practical examinations of the two (2) applicants were emailed to Trustee Diony D Mamaril, Chairman, Nomination and Remuneration Committee;

WHEREAS, on April 11, 2024 and after the Nomination and Remuneration Committee deliberated, the Committee decided to recommend to the Board the hiring of Ms Candy Villaluna as Loan Processor with starting salary of P16,926.00 and Mr Aerol John D Faustino as General Clerk with initial salary based on minimum wage law and both will undergo a six (6) months probationary period;

WHEREAS, because of the urgency of the hiring, Ms Candy Villaluna and Mr Aerol John D Faustino were directed to report for duty on April 16, 2024 which both employees actually do.

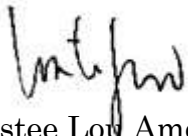
WHEREFORE, on motion by TRUSTEE DIONY D MAMARIL, seconded by TRUSTEE ARMANDO M LLAMASARES, the Board RESOLVES, as it hereby RESOLVED to appoint Ms Candy Villaluna as Loan Processor with starting salary of Sixteen Thousand Nine Hundred Twenty-Six Pesos (P16,926.00) Mr Aerol John D Faustino as General Clerk and will receive a salary equivalent to the present minimum

wage implemented in the National Capital Region in the amount of Thirteen Thousand Pesos. RESOLVED FURTHER, that the newly hired employees will undergo the usual six (6) months probationary period of employment. RESOLVED FINALLY, that the duties and responsibilities for both employees be attached to this resolution for ready reference.

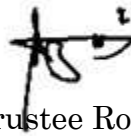
UNANIMOUSLY APPROVED:

April 25, 2024
Quezon City, Philippines.

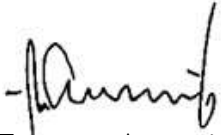
BOARD OF TRUSTEES



Ind. Trustee Lou Ame Tejano



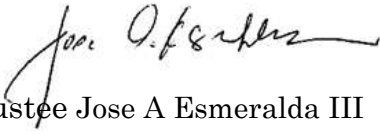
Ind. Trustee Romelyn L Medina



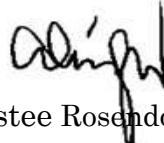
Ind. Trustee Antonio O Gerente




Trustee Victorino M Onato



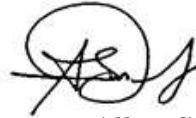
Trustee Jose A Esmeralda III



Trustee Rosendo M Dial



Trustee Leopoldo D Morante Jr



Trustee Allan S Iral



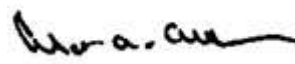
Trustee Alfredo D Soliba Jr



Trustee Serafin P Barretto Jr



Trustee Doris R Dorigo



Trustee Ester Apin-Aldana
Secretary



Trustee Armando M Llamasares
President



Trustee Diony D Mamaril
Vice - Chairman



Trustee Arturo W Alit
Chairman of the Board