



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: Maria Genelle S. Lopez Position: President

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees	/			
2. I understand the mission and vision of the association	/			
3. I understand each program/services of the association including the desired results from each.	/			
4. The structural pattern is clear to me (board, officers, committees, executive and staff)	/			
5. Effectively represents the organization to the community	/			
6. I am actively involved in any fund raising activities of the association.	/			
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	/			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	/			
3. I regularly attend the scheduled board meeting	/			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff	/			
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time	/			
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.	/			
2. I help in ensuring that the board policies are reviewed and updated as necessary.	/			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.	/			
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.	/			
2. I join in monitoring the status of implementation of the strategic plan	/			
3. Strategic plan is communicated to all relevant stakeholders	/			
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	/			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.				
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and comformance to relevant rules and regulations	/			
<b>Board participation and morale</b>				
1. I actively participate in Board activities	/			
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	/			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.	/			
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer			/	
2. Participates in approving comprehensive personnel policies			/	

**RECOMMENDATIONS:** continue to focus the board's performance.



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: Julita B. Salvador Position: Vice President

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees		✓		
2. I understand the mission and vision of the association		✓		
3. I understand each program/services of the association including the desired results from each.	✓			
4. The structural pattern is clear to me (board, officers, committees, executive and staff)	✓			
5. Effectively represents the organization to the community	✓			
6. I am actively involved in any fund raising activities of the association.	✓			
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	✓			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	✓			
3. I regularly attend the scheduled board meeting	✓			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff		✓		
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time	✓			
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.	✓			
2. I help in ensuring that the board policies are reviewed and updated as necessary.	✓			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.)	✓			
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.	✓	✓		
2. I join in monitoring the status of implementation of the strategic plan				
3. Strategic plan is communicated to all relevant stakeholders		✓		
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	✓			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.		✓		
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and comformance to relevant rules and regulations	✓			
<b>Board participation and morale</b>				
1. I actively participate in Board activities	✓			
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	✓			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.		✓		
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer	✓			
2. Participates in approving comprehensive personnel policies		✓		
	17	8		

**RECOMMENDATIONS:** well perform



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: MARCUS S. CARDINALES Position: Treasurer

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees	✓			
2. I understand the mission and vision of the association	✓			
3. I understand each program/services of the association including the desired results from each.	✓			
4. The structural pattern is clear to me (board, officers, committees, executive and staff)	✓			
5. Effectively represents the organization to the community	✓			
6. I am actively involved in any fund raising activities of the association.	✓			
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	✓			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	✓			
3. I regularly attend the scheduled board meeting	✓			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff				
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time	✓			
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.	✓			
2. I help in ensuring that the board policies are reviewed and updated as necessary.	✓			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.)	✓			
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.	✓			
2. I join in monitoring the status of implementation of the strategic plan	✓			
3. Strategic plan is communicated to all relevant stakeholders	✓			
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	✓			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.		✓		
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and conformance to relevant rules and regulations		✓		
<b>Board participation and morale</b>				
1. I actively participate in Board activities	✓			
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	✓			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.	✓			
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer	✓			
2. Participates in approving comprehensive personnel policies	✓			

RECOMMENDATIONS: sustain the good job!



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: Darlene B. Bacabis Position: Board of trustee

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees	✓			X
2. I understand the mission and vision of the association	✓			X
3. I understand each program/services of the association including the desired results from each.	✓			X
4. The structural pattern is clear to me (board, officers, committees, executive and staff)	✓			X
5. Effectively represents the organization to the community	✓			
6. I am actively involved in any fund raising activities of the association.	✓			
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	✓			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	✓			
3. I regularly attend the scheduled board meeting	✓			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff	✓			
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time	✓			
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.	✓			
2. I help in ensuring that the board policies are reviewed and updated as necessary.	✓			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.)	✓			
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.	✓			
2. I join in monitoring the status of implementation of the strategic plan	✓			
3. Strategic plan is communicated to all relevant stakeholders	✓			
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	✓			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.	✓			
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and comformance to relevant rules and regulations	✓			
<b>Board participation and morale</b>				
1. I actively participate in Board activities	✓			
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	✓			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.	✓			
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer	✓			
2. Participates in approving comprehensive personnel policies	✓			

**RECOMMENDATIONS:** Can we do minutes in GC



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: Virginia Day CANAZ Position: Bot

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees		✓		
2. I understand the mission and vision of the association		✓		
3. I understand each program/services of the association including the desired results from each.		✓		
4. The structural pattern is clear to me (board, officers, committees, executive and staff)		✓		
5. Effectively represents the organization to the community		✓		
6. I am actively involved in any fund raising activities of the association.		✓		
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced		✓		
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting		✓		
3. I regularly attend the scheduled board meeting		✓		
4. I help in attending to policy related decisions which guide the activities of the board and senior staff		✓		
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time		✓		
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.		✓		
2. I help in ensuring that the board policies are reviewed and updated as necessary.		✓		
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.)		✓		
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.		✓		
2. I join in monitoring the status of implementation of the strategic plan		✓		
3. Strategic plan is communicated to all relevant stakeholders		✓		
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission		✓		
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.		✓		
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and comformance to relevant rules and regulations		✓		
<b>Board participation and morale</b>				
1. I actively participate in Board activities		✓		
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles		✓		
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.		✓		
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer		✓		
2. Participates in approving comprehensive personnel policies		✓		

**RECOMMENDATIONS:** - Keep the good work -



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: Rosario M. Laga Position: BOT

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees		/		
2. I understand the mission and vision of the association		/		
3. I understand each program/services of the association including the desired results from each.		/		
4. The structural pattern is clear to me (board, officers, committees, executive and staff)		/		
5. Effectively represents the organization to the community		/		
6. I am actively involved in any fund raising activities of the association.	/			
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	/			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	/			
3. I regularly attend the scheduled board meeting	/			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff	/			
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time	/			
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.		/		
2. I help in ensuring that the board policies are reviewed and updated as necessary.	/			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.)	/			
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.	/			
2. I join in monitoring the status of implementation of the strategic plan		/		
3. Strategic plan is communicated to all relevant stakeholders	/			
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	/			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.	/			
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and comformance to relevant rules and regulations	/			
<b>Board participation and morale</b>				
1. I actively participate in Board activities	/			
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	/			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.	/			
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer	/			
2. Participates in approving comprehensive personnel policies	/			
	18	8		

**RECOMMENDATIONS:** \_\_\_\_\_



**4K- Mutual Benefit Association, Inc.**  
 Sebastian Building Tiano-Echem St., Cagayan de Oro City

Name: Salvador C. dela Peña III Position: Independent Director

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
	1	2	3	4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees	✓			X
2. I understand the mission and vision of the association	✓			X
3. I understand each program/services of the association including the desired results from each.	✓			X
4. The structural pattern is clear to me (board, officers, committees, executive and staff)	✓			X
5. Effectively represents the organization to the community		✓		
6. I am actively involved in any fund raising activities of the association.		✓	✓	
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	✓			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	✓			
3. I regularly attend the scheduled board meeting	✓			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff	✓			
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time	✓			
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.	✓			
2. I help in ensuring that the board policies are reviewed and updated as necessary.	✓			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc.		✓		
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.	✓			
2. I join in monitoring the status of implementation of the strategic plan	✓			
3. Strategic plan is communicated to all relevant stakeholders	✓			
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	✓			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.	✓			
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and comformance to relevant rules and regulations	✓			
<b>Board participation and morale</b>				
1. I actively participate in Board activities	✓			
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	✓			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.	✓			
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer		✓		
2. Participates in approving comprehensive personnel policies	✓			
	2	3		

**RECOMMENDATIONS:** \_\_\_\_\_



Name: Linda L. Mendocino Position: \_\_\_\_\_

Rating: \_\_\_\_\_

Assessment Criteria	Strongly Agree 1	Agree 2	Disagree 3	Strongly Disagree 4
<b>Roles and Responsibilities</b>				
1. I know have full knowledge and understanding of my role and responsibilities as a board of trustees.	/			
2. I understand the mission and vision of the association	/			
3. I understand each program/services of the association including the desired results from each.	/			
4. The structural pattern is clear to me (board, officers, committees, executive and staff)		/		
5. Effectively represents the organization to the community	/			
6. I am actively involved in any fund raising activities of the association.		/		
<b>Board Meetings</b>				
1. All board meetings are scheduled and announced	/			
2. Meeting materials are provided before meetings for members to review the materials in preparation for the upcoming meeting	/			
3. I regularly attend the scheduled board meeting	/			
4. I help in attending to policy related decisions which guide the activities of the board and senior staff		/		
5. I ensure that each topic on the agenda receives sufficient attention. If more time is needed for a topic, I will extend time		/		
<b>Board Policies</b>				
1. I am aware that the board has up-to-date, approved and implemented conflict-of-interest policy.		/		
2. I help in ensuring that the board policies are reviewed and updated as necessary.	/			
<b>Boards Role on legal matters</b>				
1. I help in ensuring that the association complies with all the licensing requirement mandated by law (taxes, IC licenses, etc)		/		
<b>Strategic Planning</b>				
1. I make sure that I am able to participate in relevant and realistic strategic planning, at least annually.		/		
2. I join in monitoring the status of implementation of the strategic plan	/	/		
3. Strategic plan is communicated to all relevant stakeholders	/			
<b>Boards role in oversight of programs</b>				
1. All programs are aligned with the organization's mission	/			
2. Regularly monitors and evaluates progress toward strategic goals and each program's performance.	/	/		
<b>Boards role in oversight of financial activities</b>				
1. Receives accurate and timely reports on status of finances, including as compared to plans and conformance to relevant rules and regulations	/	/		
<b>Board participation and morale</b>				
1. I actively participate in Board activities	/	/		
2. We value and trust each other, and feel we can rely on each other to effectively perform our roles	/			
3. We operate in planful, proactive manner, rather than reactive, crisis-driven manner.		/		
<b>Boards oversight of personnel management</b>				
1. I regularly involve myself in evaluating the Chief Executive Officer		/		
2. Participates in approving comprehensive personnel policies		/		

**RECOMMENDATIONS:** *As an independent BOE, I would like to have a written policies on responsibilities.*