

# PHILHEALTH BOARD ASSESSMENT: POLICY & PROCEDURE

*as of January 2016*

- I. **Policy on Board Assessment.** The Philhealth Board adopted a policy and a process to assess the Philhealth Board, its Committees, and its members on an annual basis.
- II. **Criteria:** Based on template assessment tools that are further refined to meet the needs of the Corporation, the general criteria for assessment are as follows:

Subject of Assessment	General Criteria
Directors	Knowledge, skills and competencies
	Participation and thoroughness
	Teamwork and leadership
Board of Directors	Board membership and quality
	Board governance
	Board quality in relation to Management
	Board meetings
	Board information
	Development program for Board Members
	Board Strategy
	Relationships with Board and Management
	Risk management
	Succession planning and management performance
Committees	Membership and mandate
	Meetings and procedures
Chairperson	Relationship management
	Leadership and competencies

- III. **Tools:** The following tools will be utilized for the assessment process:

Assessment Tool	Description and Method	Remarks
Director Assessment	<p>A. Self-assessment: The form shall be filled up by each board member to assess his own competencies and contributions to the Board.</p> <p>This will enable the director to determine his/her own strengths and weaknesses and help identify the appropriate development programs needed for more effective governance.</p> <p>All board members should fill up the self-assessment form. Ex-officio</p>	<p>Philhealth Manual of Corporate Governance contemplates evaluation as a tool to enhance professionalism and to incentivize the Directors, as well as to develop effective induction and training programs for Board Members.<sup>2</sup></p>

	members may consult with alternates in filling up this form. <sup>1</sup>	
	B. Peer Review (Optional): The same form, plus additional lines for comments, can be used to assess other directors. This form may be filled up anonymously.	Peer review is a means to supplement self-assessment and gather feedback from peers.
Board Assessment	The Board Assessment Form shall be filled up by each Board Member.  Alternates who are actively participating in the Board meetings should fill up the assessment forms on their own, or in consultation with their principals, as appropriate.	Board Assessment must be conducted at least annually in accordance with Philhealth Manual of Corporate Governance and GCG requirements. <sup>3</sup> The Governance Committee shall oversee the annual performance evaluation of the Board and its Committees
Committee Assessment	The Committee Assessment Form shall be filled up by each Committee Member. Each Committee member must fill up one form for each committee that he/she is a part of.  Alternates who are actively participating in the Committee meetings should fill up the assessment forms on their own or in consultation with principal or other alternates who have been attending the Committee meetings.	
Chairperson Assessment	Peer Review (Optional): The Chairperson Assessment Form is intended to be a peer review form where Board Members provide their assessment and comments on the Chairperson's performance. This form may be filled up anonymously.	Peer review is a means by which the Chair can supplement self-assessment and gather feedback from peers.

IV. **Procedure:** The procedure for conducting annual assessment of the performance of Philhealth Directors as well as the Philhealth Board and its Committees is outlined in the table below:

Activity	In-Charge	Timelines
Development/ review of the Assessment Tools	Governance Committee	November-December

<sup>2</sup> Philhealth Manual of Corporate Governance, Section 4.15. Annual Performance Evaluation of the Board. The Board shall develop a systematic process for evaluating its performance as a necessary tool in enhancing its professionalism and as a useful incentive for the Directors to devote sufficient time and effort to their duties. The evaluation could also be instrumental in developing effective and appropriate induction and training programs for new and existing members of the Board of Directors.

<sup>1</sup> GCG monitors the qualifications and ongoing education programmes of Board Members, not their alternates, however, the alternates are encouraged to fill up self-assessment forms to foster self-improvement.

<sup>3</sup> Under the Philhealth Manual of Corporate Governance, Sec 4.14.3, the Governance Committee is tasked to oversee the periodic performance evaluation of the Board and its committees and Management; and also conducting an annual self-evaluation of their performance

Adoption/ revision of the Assessment Tools	Board	December
Revision/ Refining of Assessment Tools	Corporate Secretary	December
Conduct/ Test of Assessment	Board Members facilitated by Corporate Secretary	January
Processing and Analysis of Results (including opportunities for improvement)	Corporate Secretary (to be assisted by third party consultant)	February
Post-Assessment: Communication, feedback, and responses to evaluation results	Board/ Committees/ Directors	February-May
Post-Assessment: Revision/amendment of tools	Governance Committee	As needed

**V. Disclosure:** The process and criteria for the assessment of the Board, its members and its committees shall be made available in the Corporation's official website and, as appropriate, in the Corporation's annual report.