


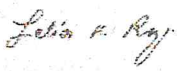

REPUBLIC OF THE PHILIPPINES)  
CITY OF LEGAZPI) s.s.

SECRETARY’S CERTIFICATE

I, **ATTY. EMERSON B. AQUENDE**, of legal age, Filipino with address at LEGAZPI CITY, being the duly elected and incumbent Corporate Secretary of **FORBES COLLEGE INC.**, (the “School”), after having been duly sworn to in accordance with law do hereby certify that during the special meeting of the Board of Trustees held on October 11, 2024, at which meeting a quorum was existing and present throughout, the Board of Trustees approved the following resolutions:

- RESOLVED, AS IT IS HEREBY RESOLVED**, That the Board of Trustees of the School agrees to comply with all directives and protocols issued and to be issued by PEAC as regards the migration of the billing system of the relevant GASTPE programs online. Accordingly, all concerned school officers are directed to furnish copies of such directives and protocols to the school employees in charge of preparation and submission of the billing statements and other requirements for their immediate compliance;
- RESOLVED, FURTHER**, That the Board of Trustees hereby authorizes the following officers as signatories of the respective documents herein:

VP Billing Statements and Supporting Documents

Full Name	Designation	Email Address	Specimen Signature
Atty. Joan Elizabeth L. Aquende	School President	president@forbesacademy.edu.ph	
Leticia R. Roque	Acting School Registrar	fa.registrar@forbesacademy.edu.ph	
Jan Kate V. Balino, CPA	Finance Officer	kvb.finance@forbescollege.org	

Documents to be signed:

School President or Authorized Representative and School Registrar:

1. Attestation of the List of Voucher Program Beneficiaries

School President or Authorized Representative, School Registrar, and Finance Officer:


1. VP Billing Statements; and
2. Schedule of Tuition, Other, and Miscellaneous Fees.

**RESOLVED, FURTHER**, That the e-signatures of the foregoing authorized officers shall be processed and used by the officers and employees processing the billing statements, in accordance with the School’s internal operating procedures on the use of e-signatures;

**RESOLVED, FINALLY**, That the School authorizes PEAC to store the above information in their respective systems and use the same to authenticate the electronic signatures of the authorized officers, in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012.


OCT 30 2024

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ in  
LEGAZPI CITY

  
ATTY. EMERSON B. AQUENDE  
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this OCT 30 2024 LEGAZPI CITY in \_\_\_\_\_, affiant who is personally known to me having exhibited to me his/her NP Driver's License No. E02-88-015512, valid until May 4, 2033.

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Series of 2024

  
ATTY. MA. CRISTINA S. BELARDO  
Notary Public  
For and in the City of Legazpi  
and Province of Albay  
Commission No. NP-2023-85 until December 31, 2024  
Roll Attorney No. 79175; 16 May 2022  
VSP No. 406439/07 January 2024; Albay Chapter  
PTR No. 63959320/08 January 2024; Leg. City  
U/302, King's Bldg. 1, J.M. Penaranda St., Legazpi City