

REGULATIONS ON THE ALLOCATION OF DUTIES

Article 1. Each department under the Office of the President shall be allocated with the duties as described below.

I. Office of the President

Report, communication, coordination and guidance concerning the management and operational policies, business plans and other important matters of the office.

1. Drafting, promotion and publicity of Philkoei's policies and regulations based on the Labor Code of the Philippines and NK Code of Conduct
2. Planning, promotion, guidance, coordination and audit of activities concerning rule of law and ethical norm.
3. Establishment, revision or abolition of regulations pertaining to management
4. Matters pertaining to public notice and commercial registration
5. Matters pertaining to shares and corporate bonds
6. Review of important contracts and drafting and organizing contract forms
7. Matters concerning public notice and notification with respect to the overall operations of the Company

II. ISO Internal Audit

1. Audit pertaining to the business operation systems of each department (decision-making and report system within the department/center, project management systems for quality control, maintenance of confidentiality, outsourcing budget control, etc.)
2. Management and guidance on the application of ISO standards
3. Audit pertaining to the implementation status of operations in each department (system procedures and operations)
4. Report of audit results to the President
5. Other matters specially assigned by the President

III. Health Safety and Security Environment Unit

1. Collection of information pertaining to safety & health management as well as planning, drafting, implementation and reporting of safety & health management activities
2. Planning, drafting and implementation of safety education pertaining to safety & health management
3. Implementation of safety & health patrols
4. Drafting, planning and implementation of measures for the prevention and avoidance of risk pertaining to safety & health

5. Response when a risk pertaining to safety & health occurs, as well as the drafting of and guidance in measures to prevent a recurrence
6. Company-wide matters pertaining to safety, hygiene management, environment and disaster prevention
7. Company-wide matters pertaining to health and hygiene of employees
8. Matters pertaining to lives and safety of employees and business partners mentioned below:
 - (i) Establishment of relevant regulations, manuals and basic policies on safety and hygiene measures applicable to the group and whole company
 - (ii) Information collection, threat analysis, risk assessment and transmission and provision of information
 - (iii) Designing, formulation and implementation of measures for the prevention and avoidance of risk and guidance and support for implementing the measures
 - (iv) Designing, formulation and implementation of education and training programs
9. Guidance to, assistance to and coordination with all Operations and group companies on the items mentioned above

Article 2. Under the Office of the President there is an Office of the Vice-President for Finance which shall be allocated with the duties as described below.

I. Finance Department

1. Drafting of the annual financial plan and annual fund management
2. Funds procurement
3. Investment and management of surplus funds
4. Operations accompanying the purchase and sale of securities as well as safekeeping and management of securities
5. Protection and administration of special claims and loans to affiliated companies
6. Compilation of business plan budget
7. Creation and management of business results forecasts
8. Guidance and support to the operations and project offices with respect to each of the preceding items
9. Dealing with financial institutions

Cash

Integration, coordination and guidance of accounting operations based on uniform standards

1. Matters pertaining to the standardization and rationalization of accounting operations

2. Coordination and guidance with respect to accounting regulations based on uniform standards
3. Matters concerning the consolidated and non-consolidated settlement of accounts– policy, analysis, report, etc.
4. Creation and reporting of directors' meeting materials at the time of the settlement of accounts
5. Creation and reporting of management accounting materials for the whole company (including monthly management)
6. Matters pertaining to taxation (excluding overseas taxation that needs to be addressed individually)
7. Creation and submission of securities report and securities registration statement
8. Operations as executive office of Internal Control over Financial Reporting Committee
9. Matters pertaining to audit by accounting audit firm
10. Data management based on the electronic book and document storage system
11. Management of receipts and disbursements of deposits and drafts
12. Clerical procedures pertaining to payment to suppliers, employees, etc.
13. Clerical procedures pertaining to the payments received from customers
14. Collection of payments and issuance of receipts
15. Clerical procedures for money transfer to overseas suppliers and offices
16. Dealing with financial institutions pertaining to Items 12 to 16 above
17. Guidance and support to and coordination with the other departments pertaining to each of the preceding items.

Settlement of Travel Expenses

1. Clerical procedures pertaining to the settlement of domestic and overseas travel and other expenses
2. Clerical procedures pertaining to the issuance and cancellation of corporate credit cards
3. Clerical procedures pertaining to the opening of cashless accounts
4. Operational management of travel and other expense settlement system

Accounting

1. Compilation and management of budget pertaining to the business plan
2. Implementation of financial accounting and management accounting as well as cost management
3. Receipts and disbursements of cash and deposits as well as fund management
4. Clerical work for receipts and management of accounts receivable
5. Monitoring of billing status and receipts status of accounts receivable

6. Handling of matters relating to taxation, such as overseas individual income tax and corporate tax

Profit Management

1. Guidance and supervision with respect to profit and cost management by each Division
2. Guidance on profit and cost management pertaining to projects handled by each Division
3. Support, guidance and supervision with respect to collection of accounts receivable pertaining to projects handled by each Division
4. Serving as executive office of the extended divisional meeting

Article 3. Each department under the Office of the Vice-President for HR/Administration/IT shall be allocated with the duties as described below.

I. Administrative Department

Purchasing Section

1. Acceptance of purchasing request from all departments.
2. Facilitate procurement activities from canvassing, purchasing and verification of purchased goods to preparation of receiving report.
3. Responsible for purchasing of fixed assets, materials, equipment and consumables.
4. Monitor release of supplies to requesting departments and individual employee.
5. Assistance in the procurement/ securing of bonds and insurance such as Performance Bond, Surety Bond, Vehicle Insurance, Fire Insurance

Secretariat Support

1. Provide assistance on general matters pertaining to the Office of the Officers (which refers to the Office of the President, Office of the Vice Presidents, Office of the Asst, Vice President)
2. Processing of documents through the Executive Secretary/Assistant pertaining to the Offices of Officers.
3. Arrangement and management of vehicles for the Officers.
4. Other matters relating to each of the preceding items.

General Services

1. Matters pertaining to the lease, expansion, renovation, and renewal of lease of office space.
2. Facilities management which includes purchase, repair and maintenance of company vehicles, furniture, fixtures, equipment, and consumables in the Main Office.
3. Management of reception operations such as; welcome and assist

- visitors/guests; receive incoming calls and make outgoing calls as requested;
4. Management of the use of conference room, board room, lactation and treatment and training room.
 5. Receive documents and distribute to concerned personnel/employee. Send outgoing documents through courier.
 6. Handle matters on daily office operations related to administrative works

II. Human Resources Department

Recruitment and Selection

1. Matters pertaining to the recruitment and transfer of employees. Advertise job postings, source candidates, screen applicants, conduct preliminary interviews and coordinate hiring efforts with managers responsible for making the final selection of candidate.
2. Planning and drafting of proposals for systems relating to personnel affairs.

Compensation and Benefits

3. Matters pertaining to salaries and bonuses. Setting compensation structures and evaluating competitive pay practices.
4. Negotiate group health coverage rates with insurers and coordinate activities with the retirement savings fund committee.
5. Matters pertaining to health/accident insurance and retirement.
6. Matters pertaining to titles and promotion.

Training and Development

7. Planning and development of proposals for company-wide education and training as well as human resource development.
8. Give new employees extensive orientation to help them in the transition into a new organizational culture.
9. Professional development opportunities for employees for promotional opportunities or employees who want to achieve personal goals such as finishing a master degree. Programs such as tuition assistance and training bond.
10. Planning and operation of in-house training and external training programs.
11. Planning, coordination, integration and operation of policies concerning company-wide career development of engineers/staffs.

Employee Relations/Engagement

12. Operational management of personnel information system.
13. Matters pertaining to celebrations and condolences.
14. Matters pertaining to employee benefits and welfare (SSS, PAG-IBIG, Philhealth, etc.)

15. Matters pertaining to Professional Regulation Commission (PRC) licenses and qualifications.
16. Strengthening the employer-employee relationship through measuring job satisfaction, employee engagement and resolving workplace conflict.
17. Compliance with labor and employment laws.

III. Information Technology Division

(Information Planning)

1. Selection and operational management of IT tools to be uniformly used by the whole company
2. Drafting and coordination of policies and regulations for the development and operation of information infrastructure
3. Guidance and support for the improvement of information literacy

(Operational Management)

1. Creation and implementation of plans for the development and operation of information and communication infrastructure
2. Management of technology and security pertaining to internal and external communication of information by the whole company
3. Technical support for increased use of IT by each unit and operation
4. Ordering of licenses, operational management and monitoring to ensure the right use of software
5. Report, communication and coordination pertaining to company-wide management of information and communication infrastructure
6. Other matters pertaining to the operation of information and communication in general

Article 4. The departments and project offices under the Office of the Vice-President for Domestic Consulting Group (hereinafter referred to as “DCG”) shall be allocated with the following duties, which mainly concern the domestic consulting business.

I. Business Development Department (BDD)

The BDD shall be mainly responsible for the acquisition of new accounts/projects for the Domestic Consulting Group, which shall include the following:

Procurement Activities

1. Scouting of project opportunities through any of the available procurement platforms (e.g., PhilGEPS and private company websites) and referrals;
2. Preparing and submitting eligibility/prequalification documents in response to bid invitations/request for bids;
3. Preparing and submitting technical and financial proposals;
4. Participating in contract negotiations;

5. Preparing post-qualification documents;
6. Coordinating with clients on matters related to submissions, compliance, and other requirements;
7. Coordinating with clients on project-related issues, such as scope of work, budget and costing, contracts, etc.;
8. Coordinating and pooling of required experts
9. Conducting Risk Assessment Evaluation for bid participation, as necessary, including collecting and analyzing information on competitions and comprehensive-evaluation bidding methods

Business Planning and Market Research

1. Conducting business planning and market research in collaboration with the Office of the Vice-President of Domestic Consulting Group and the Office of the President
2. Coordinating with other departments regarding compliance and registration required by business laws
3. Maintaining business and project-related information
4. Other matters specifically assigned by the Office of the Vice-President of Domestic Consulting Group and the Office of the President

II. Engineering Department

The Engineering Department shall be allocated with the operations pertaining to the overall operations of the Domestic Operations as described below.

1. Conduct basic/preliminary/detailed design and technical studies for domestic projects
2. Organize support team if required to reinforce conduct of basic/preliminary/detailed design and technical studies assigned to Design Center
3. Designate Project Coordinators as part of the design team for each project undertaken
4. Directly report to VP DCG on the progress of accomplishments for each project undertaken
5. Render guidance and recommendations pertaining to operational process improvement, quality improvement and technical skill improvement
6. Provide support in preparing technical proposals as may be requested by the Business Development Department
7. Recommend software to be utilized for design works

Each Division

1. Planning, drafting of proposals, promotion, coordination and management of engineering strategies for the whole project pertaining to the business field assigned to the Division

2. Planning and drafting of mid-term and annual plans for the whole project pertaining to the business field in question
3. Planning, drafting and coordination of personnel plan for the whole project pertaining to the business field in question
4. Acting as a contact point, coordination and management with respect to the partnership with and technical support to other Divisions under the Domestic Operations and companies comprising the domestic consulting segment pertaining to the business field in question
5. Promotion, coordination and management of the business plans of the Departments and Offices within its jurisdiction
6. Guidance and coordination of operations executed by the Departments and Offices within its jurisdiction as well as coordination with other Divisions
7. Promotion of reviews pertaining to the engineering quality of individual project operations
8. Guidance with respect to the implementation structure of projects relating to complex fields of technology and projects handled by project directors
9. Planning, drafting of proposals, promotion and management pertaining to the clerical work for the Divisions in addition to the above
10. Execution of other matters specially assigned by the VP-DCG

Project Offices

1. Comply with client's requirement and project scope.
2. Request for payment under the contract
3. All clerical work in the office

Article 5. The International Consulting Group (hereinafter referred to as "ICG") shall be under the Office of the Vice-President for ICG. The operations of the group are as stated below.

I. International Consulting Group

1. Examination and coordination of medium- to long-term strategies for international business operations
2. Monitoring, assessment, and guidance with respect to international business operations
3. Communication and coordination with stakeholders (NK Group, Other consulting firms, ODA-related organizations, clients, investors, private businesses, etc.)

Risk Management System

1. Operation and management of risk management system
2. Operation of the risk management meeting
3. Monitoring and guidance with respect to projects subjected to risk management

4. Engineering supervision, engineering patrol and engineering guidance in project implementation
5. Examination and guidance with respect to response policies for engineering defects and engineering troubles
6. Planning and implementation of safety management in construction supervision
7. Accumulation and dissemination of knowledge and knowhow pertaining to engineering
8. Other matters specially assigned by the VP-ICG

Contracts Administration

1. Checking and improvement guidance of the content of consulting service contracts and relevant contracts
2. Checking and improvement guidance of the content of draft construction contract included in tender documents
3. Accumulation and dissemination of knowledge and knowhow pertaining to contracts
4. Accumulation and dissemination of knowledge and knowhow pertaining to project management
5. Operation of the meeting to examine whether or not to tender
6. Advice and guidance pertaining to handling of complaints on construction work

Proposal Preparation/Business Development

1. Examination and guidance with respect to proposals created by ICG
2. Accumulation and dissemination of knowledge and knowhow pertaining to the creation of proposals

Marketing & Operations

1. Drafting of medium- to long-term business strategies
2. Drafting of the business plan basic policy
3. Monitoring of the business plan as well as guidance and support towards the realization of the business plan
4. Protection and collection of long-overdue accounts receivable and large accounts receivable
5. Collaboration and coordination with external stakeholders and risk management pertaining to the same

(Collection and Analysis of Business Information)

1. Collection and analysis of various types of information relating to business operation
2. Initiation of marketing and promotion strategies based on the above, as well as planning, drafting, promotion and coordination of marketing and promotion activity policies

(Business Planning)

1. Research, analysis and proposals relating to the various types of information that contribute to business operations

(Marketing and Promotion Activity)

1. Examination and selection of candidate projects through project finding
2. Matters pertaining to the registration to and licenses and approvals from international organizations and their auxiliary organizations
3. Matters pertaining to project finance
4. Matters pertaining to agent contract and JV agreement (including partnership with overseas consulting firms)
5. Support to the creation of proposals
6. Matters pertaining to the implementation of contract negotiations, conclusion of contracts and change of contracts
7. Other matters specially assigned by the VP-ICG in relation to under his/her authority

(Clerical Work for Business)

1. Clerical work to support the Project Offices and the Study Teams in requesting for the payment of contract price
2. Protection and collection of trade receivables
3. Posting, management and report of orders received
4. Matters pertaining to the registration to and licenses and approvals from relevant government agencies and government-affiliated organizations
5. Internal and external procedures necessary for the execution of contracts (including matters pertaining to the examination of working budget and subcontract with overseas contractors)
6. Matters pertaining to the comparison between budget and actual in relation to marketing and promotion
7. Matters pertaining to application for subsidies
8. Planning and development of proposals pertaining to the internal and external publicity of ICG
9. Matters pertaining to associations

Design Center

1. Conduct basic/preliminary/detailed design and technical studies for international projects
2. Organize support team if required to reinforce conduct of basic/preliminary/detailed design and technical studies assigned to Engineering Department
3. Designate Project Coordinators as part of the design team for each project undertaken

4. Directly report to VP ICG on the progress of accomplishments for each project undertaken
5. Render guidance and recommendations pertaining to operational process improvement, quality improvement and technical skill improvement
6. Provide support in preparing technical proposals as may be requested by the Business Development Department
7. Recommend software to be utilized for design works