Committee Name **Information Technology Steering Committee**

Short Name **ITSC**

Nature Board Level Committee

Responsibility Statement

On behalf of the BOD, the ITSC provides governance and oversight in the management of the Bank's IT resources. Its principal function is to ensure that IT strategies are consistent with the overall business objectives. It shall have oversight of the IT Risk Management Program of the Bank and the development of policies, controls and specific accountabilities consistent with the Bank's IT Risk Management Framework.

As delegated by the BOD, it shall also approve IT-related requests and other IT-related services/arrangements, including outsourcing/insourcing activities. It should regularly render periodic report to the BOD regarding overall IT performance, status of major projects and other significant issues related to IT risks.

Membership

Committee Membership	Designation	Appointed Members
Adviser	Chairman	AVTy
Chairman	Director/Head, Enterprise Services Sector	VRCuna Jr.
Regular Members	President/Director Independent Director Head, Finance and Control Sector Head, Information Technology Group	FSDee JMLEscaler RKDeBorja Jr. Adhunik
Resource Persons	Head, Internal Audit Group Deputy Head, Internal Audit Group Head, Risk Management Group (RSK) Head, RSK – Business Resilience Risk Management Division Head, FCS – Anti-Money Laundering and Fraud Management (AF) Head, FCS – AF – Regulatory Affairs and Advisory Director/Head, Overseas Banking Group Head, Operations Group Deputy Head, Information Security Division	BACatacutan DLNMendez *(alternate - IAG)* HMSLomigo MRNaval *(alternate - RSK)* NFAAguilar JALo *(alternate - AF)* APCYap JOVasco INRLimpin

Secretary	Head, General Services Group – Program Management Division (PMD) OIC, PMD – Program Control Department	NRANavarrete CCDChing *(alternate)*

Duties and Responsibilities

ITSC shall have the following duties and responsibilities:

1. Approve IT Strategy and Tactical Plan and any proposed changes ensuring consistency with the overall business objectives and strategy of the bank.
2. Note results and statuses of IT Risk assessments and associated mitigation plans.
3. Review IT and Information Security (IS) policy changes and endorse to the BOD for approval; and receive periodic report on the effectiveness of policies.
4. Review and approve roles and responsibilities of individual IT functions.
5. Review overall IT performance.
6. Review, provide final approval, and monitor IT projects that may have significant impact on operations, earnings or capital.
7. Approve and monitor effectiveness of IT Security Program.
8. Note implementation and effectiveness of IT security program and ensure that identified issues are addressed.
9. Approve IT outsourcing/insourcing approaches/solution/activities and final budget endorsed by IT Governance Committee (ITGC) and other related committees.
10. Note changes on e-products offerings and services to ensure alignment with corporate strategic goals.
11. Report to the Board of Directors (BOD) significant items as it deems necessary.

Composition

The members of the ITSC are appointed annually by the BOD. It shall be composed of at least a non-executive member of the BOD, the President of the Bank, the Heads of the Financial and Control Sector and Information Technology Group. The Heads of the Internal Audit Group, Risk Management Group, Operations Group, Fraud Management Division and Information Security Division, and the Customer Governance Committee (CGC) Chairman shall attend the ITSC meeting as resource persons.

The committee shall be free to invite any officer if there are urgent or important matters to present and discuss before the Committee. The ITSC shall have access to external expert advice, as appropriate.

Quorum/Majority Votes	A majority of all members of the ITSC shall constitute a quorum and a vote of majority of the members present at a meeting shall be required to pass a decision.
Meeting Schedule	ITSC shall meet as needed, but should meet at least four (4) times annually.
Performance Assessment	ITSC shall conduct an annual self-assessment of the performance of its functions using the attached self-assessment form *(see **Annex A**)*. The standard in evaluating the performance of the Committee shall be based on the defined duties and responsibilities. The collective results of the assessment shall be reported to the IT Steering Committee as part of the Committee's scorecard on an annual basis.
Charter Review	The ITSC shall review and reassess the Charter at least annually or when there are significant changes to the committee's mandate, scope and working procedures. Any changes thereto shall be endorsed to Compliance Division for review and approved by the Board of Directors.
Reporting to the Board	Minutes of the meetings and other reports shall be submitted to the Board of Directors for notation.
Interaction with Other Board/Management -Level Committees	IT outsourcing/insourcing approaches/solution/activities and its final budget shall be subject for review and endorsement by ITGC, and related-party IT outsourcing/insourcing engagements shall be reviewed and endorsed by RPTMC/RPTC, prior to approval of the ITSC/Board-Level Committees.

Annex A

IT Steering Committee Rating Sheet

Metropolitan Bank & Trust Company
IT STEERING COMMITTEE
Rating Sheet for the Year _____

Name of Committee Member: _____
The rating sheet has to be completed independently by each member of the Committee following the rating scale describe below. For each of the statement listed in the form, please encircle the number that best reflects the member's own evaluation.
Rating Scale:

Rating	Description
5	**Outstanding** – Constantly exceeds expectations; exemplary governance.
4	**Very Satisfactory** – Frequently meets expectations; deficiencies/weaknesses are considered to be minor and insignificant
3	**Satisfactory** – Meets expectations and requirements with some improvements needed but duties are adequately performed.
2	**Needs Improvement** – Partially meets expectations with notable weaknesses affecting effectiveness; specific improvements are needed to reach an acceptable standard.
1	**Unsatisfactory** – Does not meet expectations; significant gaps in fulfilling mandated duties requiring immediate corrective action.

Duties and Responsibilities	Rating
1. Provides governance and oversight in the management of the Bank's IT resources.	5 4 3 2 1
2. Ensure that IT strategies are consistent with the overall business objectives.	5 4 3 2 1
3. Regularly provide adequate information to the BOD regarding the overall IT performance, status of major projects or other significant issues related to IT risks.	5 4 3 2 1
4. Approve the following: (a) Roles and responsibilities of individual IT functions	5 4 3 2 1
(b) Bangko Sentral ng Pilipinas IT/IS-related Audit Findings Action Plans	5 4 3 2 1
(c) Overall IT Performance	5 4 3 2 1
(d) IT Strategy and Tactical Plan and any proposed changes ensuring consistency with the overall business objectives and strategy of the Bank.	5 4 3 2 1
(e) IT projects that may have significant impact on operations, earnings or capital	5 4 3 2 1
(f) IT Security Program and subsequent changes thereof.	5 4 3 2 1
(g) IT outsourcing/insourcing approaches/solutions/activities and final budget endorsed by IT Governance Committee (ITGC) and other related committees.	5 4 3 2 1

Annex A

Duties and Responsibilities	Rating
(h) IT and Information Security (IS) policy changes and endorse to the BOD approval; and receive periodic report on the effectiveness of these policies.	5 4 3 2 1
5. Note the following: (a) Implementation and effectiveness of IT Security Program and ensure that identified issues are addressed	5 4 3 2 1
(b) Results and statuses of IT risks assessments and associated mitigation plans.	5 4 3 2 1
(c) Changes on e-Products offerings and services to ensure alignment with corporate strategic goals.	5 4 3 2 1
(d) Highlights of IT and IS Monthly Performance Report	5 4 3 2 1
6. Report to the BOD significant items as it deem necessary	5 4 3 2 1
7. The Committee shall review its charter at least annually or when there are significant changes to committee's mandate, scope and working procedures.	5 4 3 2 1
Average:	

Committee Member's Evaluation	
1. What are the strengths of the Committee?	
2. What was the Committee's greatest contribution during the period?	
3. What are the Committee's areas for improvement?	
4. If you could change anything with the Committee, what would you change and why?	

_____

Signature over printed name