	<b>INSTITUTIONAL LEARNING AND ADVANCEMENT COMMITTEE (ILAC)</b>	<b>NATCCO MBAI- ILAC 01-25</b>	
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Policy Area: Governance		Effective Date: July 30, 2025	

**1. INTRODUCTION:**

An educated institution is an empowered institution—capable of growth, resilience, and meaningful impact. Founded on this belief, NATCCO MBAI (NMBAI) created the Institutional Learning and Advancement Committee (ILAC) through Board Resolution # 78-S2025EBT.

It shall serve as the driving force behind the continuous education, capacity building, and institutional development of NMBAI’s officers, employees and members. It ensures that learning is strategic, inclusive, and aligned with the mission, vision, and long-term goals of NMBAI.

**2. PURPOSE**

The purpose of this charter is to define the organization, tasks and responsibilities of ILAC.

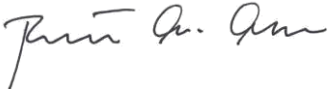

**3. ORGANIZATION**


**3.1 Membership**

Composed of five (5) members, to include the CEO, appointed by the Board of Trustees. The composition of which, must be cross-functional or diversified in terms of expertise. The members will serve for at least one (1) year from date of appointment. In case of vacancy, the BOT will replace the member, to serve for the unexpired term of the incumbent.

**3.2. Meetings**

The committee will meet at least every quarter or as necessary. **This can be done in person or virtual.**

<p style="text-align: center;">Prepared and endorsed by ILAC</p> <p>For the Training Committee:</p>  <p style="text-align: center;"><b>ROBERTO A. ABAO</b> Vice-Chairperson Date: 07/30/2025</p>	<p style="text-align: center;">Approved by Board of Trustees (BR #78-S2025EBT):</p> <p>For the Board of Trustees:</p>  <p style="text-align: center;"><b>EVELIA BARDOS-TIZON</b> Chairperson Date: 07/30/2025</p>
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**4. AUTHORITY AND RESPONSIBILITIES**

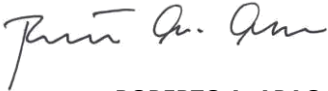

- 4.1. Conduct training needs assessments regularly.
- 4.2. Develop an annual training plan that includes programs for:
  - 4.2.1. Employee onboarding, enhancement and continuous learning
  - 4.2.2. Board and officers’ governance training
  - 4.2.3. Client financial literacy and product awareness
  - 4.2.4. Compliance, ethics, and anti-fraud practices
- 4.3. In collaboration with management, prepare budget for the annual training plan for approval of the BOT.
- 4.4. Identification and selection of internal and external training resource persons.
- 4.5. Formulate policies related to the functions of ILAC, for BOT approval

**5. EFFECTIVITY**

This charter shall take effect upon the approval of the Board of Trustees.

**6. REVIEW OF CHARTER**

The charter will be reviewed by the ILAC annually. Change/s shall be approved by the Board of Trustees.

<p style="text-align: center;"><b>Prepared and endorsed by ILAC</b></p> <p><b>For the Training Committee:</b></p>  <p style="text-align: center;"><b>ROBERTO A. ABAO</b> Vice-Chairperson Date: 07/30/2025</p>	<p style="text-align: center;"><b>Approved by Board of Trustees (BR #78-S2025EBT):</b></p> <p><b>For the Board of Trustees:</b></p>  <p style="text-align: center;"><b>EVELIA BARDOS-TIZON</b> Chairperson Date: 07/30/2025</p>
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