

BOARD RESOLUTION DOCUMENT

Organization Name: Drafted Digital Services

Resolution No.: BR-2026-001

Date: January 15, 2026

Location: Main Office / Virtual Conference

A RESOLUTION APPROVING THE DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE OF A CENTRALIZED DIGITAL PLATFORM FOR ORGANIZATIONAL OPERATIONS AND PUBLIC ENGAGEMENT

WHEREAS CLAUSES

WHEREAS, Drafted Digital Services is committed to promoting transparency, efficiency, and accessibility in all its operations and services;

WHEREAS, the organization recognizes the increasing demand for a centralized digital system that enables efficient communication, streamlined workflows, and improved public engagement;

WHEREAS, the current system being used by the organization is limited in scalability, lacks integration capabilities, and does not fully support modern digital service requirements;

WHEREAS, the implementation of a centralized web-based platform will allow for:

- Improved data management and storage
- Real-time communication between departments
- Public access to transparency documents and updates
- Enhanced user experience and service delivery

WHEREAS, the proposed platform will include features such as:

- User-friendly interface for content submission and viewing

- Administrative dashboard for monitoring and management
- Secure database storage system
- Integration with future tools and services

WHEREAS, the Information Technology (IT) Team has conducted an initial assessment and confirmed the feasibility of developing and deploying the said platform within a reasonable timeframe and budget;

WHEREAS, the Finance Department has reviewed the projected costs and confirmed that sufficient funds can be allocated without compromising other operational needs;

WHEREAS, the organization aims to align with digital transformation initiatives and adopt modern technologies to remain competitive and relevant;

NOW, THEREFORE, BE IT RESOLVED

BE IT RESOLVED, as it is hereby resolved, that Drafted Digital Services formally approves the development and implementation of a centralized digital platform effective February 2026;

RESOLVED FURTHER, that the IT Development Team is hereby authorized and directed to:

- Design, develop, test, and deploy the platform
- Ensure that the system meets security and performance standards
- Conduct regular updates and maintenance

RESOLVED FURTHER, that the Management is authorized to allocate the necessary financial, technical, and human resources required for the successful execution of this project;

RESOLVED FURTHER, that all departments within the organization are hereby instructed to:

- Cooperate with the IT Team during development and testing
- Comply with new digital processes and workflows
- Participate in training sessions related to the platform

RESOLVED FURTHER, that a timeline shall be established as follows:

- Planning Phase: January 2026
- Development Phase: February – March 2026
- Testing Phase: April 2026
- Deployment: May 2026

RESOLVED FURTHER, that the organization shall implement policies to ensure:

- Data privacy and protection
- Proper usage of the system
- Accountability and transparency in all digital transactions

RESOLVED FINALLY, that progress reports shall be submitted monthly to the Board of Directors to monitor the status and performance of the project.

IMPLEMENTATION AND MONITORING

The implementation of this resolution shall be overseen by the IT Department in coordination with the Operations and Finance Departments. Regular evaluations shall be conducted to ensure that the platform meets organizational objectives and user needs.

Any amendments or improvements to the system shall be subject to approval by the Board.

EFFECTIVITY

This resolution shall take effect immediately upon approval.

CERTIFICATION

I hereby certify that the foregoing resolution was duly approved by the Board of Directors of Drafted Digital Services during a meeting held on January 15, 2026, at which a quorum was present.

SIGNATORIES

Juan Dela Cruz

Chairperson

Maria Santos

Corporate Secretary

Engr. Carlo Reyes

Head, IT Department

Ana Lopez

Finance Manager

ATTESTATION

This document is issued for transparency and compliance purposes and may be published on the official platform of the organization.