



04 March 2024

**MEMORANDUM**

**FOR : ALL END-USERS / ALL CONCERNED**

**FROM : THE OFFICER-IN-CHARGE  
OFFICE OF THE CORPORATE BOARD SECRETARY**

**RE : PRE-BOARD MEETINGS AND COMPLETE STAFF WORK (CSW)  
TEMPLATE FOR BOARD MEETINGS**

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In compliance with the Directives of the Board of Directors (the "Board") and pursuant to the guidance of the General Manager, the following procedure and guidelines shall be observed in connection with the following meetings of the Board:

a. Conduct and Schedule of Board and Pre-Board Meetings

Unless otherwise scheduled due to exigencies and matters requiring immediate Board action, Regular Board Meetings shall be scheduled on the third Thursday of every month.

Accordingly, and in the absence of any conflict in schedule due to Management Committee or other equally important meetings, pre-Board meetings shall be scheduled and held thus:

First Thursday of every month	:	Initial pre-Board meeting (submission of Agenda items)
Second Tuesday of every month	:	Preview Meeting / Pre-Board presentation to the General Manager
Seven (7) days before the Board meeting	:	Deadline for release and transmittal of agenda folder and supporting documents to the Board Members

b. CSW Template for Matters Requiring Board Action

In the preparation of memoranda for the Board as well as the supporting and other related documents thereto, the principles of CSW shall be uniformly observed. Consequently, all requests for Board action (as embodied in the covering memoranda to be signed by the General Manager) shall contain the following information:

1. *Background* - Historical and/or factual antecedents of the project or subject matter involved, particularly detailed descriptions and specifics thereof, the location or area of coverage, amounts involved, the period/s covered and other necessary details that may properly apprise the Board respecting the nature and extent of the project, contract or subject matter under consideration. Other significant information, that may properly guide the Board in arriving at an informed decision, such as information as to whether the subject matter is an initial project/contract or one for renewal, should likewise be included and clearly set forth in every memorandum. Include Article of Incorporation (AOI), General Information Sheet (GIS), Annual Financial Statements (AFS).
2. *Justification/Rationale* - A sufficient explanation on the legal, administrative, technical or factual justification or bases for the requested Board action.
3. *Fund Availability* - Whenever applicable, a certification from the concerned departments/divisions that the necessary funds are available for the project or contract under consideration.
4. *Coordination or Consultation* - Whenever applicable, a statement that the necessary coordination or consultation was made with other government agencies or other entities concerned, attaching thereto copies of the corresponding documentation in support of the statement.
5. *Requested Action* - A clear and defined statement respecting the specific action requested from the Board.

Henceforth, any and all memoranda and/or documents which do not contain the required information shall be returned to the office/end-user concerned for necessary revision/s. Likewise, all memoranda and/or documents submitted beyond the prescribed deadlines shall not be accepted unless their delayed submission is necessitated or occasioned by justifiable reasons and their inclusion in the meeting agenda is approved by the General Manager.

For widest dissemination and compliance

  
**ATTY. MA PERLA E. DUMO**