



MEMORANDUM FROM THE VICE PRESIDENT AND HUDCC CHAIRMAN

FOR : CEO, HDMF
President, NHMFC
President, HGC
President, ~~ENMFC~~
General Manager, NHA
CEO & Commissioner, HLURB

SUBJECT : **BOARD MEETINGS**

DATE : 17 March 2014

To ensure that the HUDCC and other members of the Governing Boards of your respective agencies are given ample time to conduct the complete staff work on the different agenda items for deliberation, the following guidelines shall be enforced:

- a. The agenda items for discussion in your respective boards shall be approved by the Chairman of the Board/HUDCC or his duly designated representative;
- b. The approval of agenda items by the HUDCC Chairman shall be conveyed to your respective agencies at least two (2) days from receipt of the agenda and board materials provided the agenda was submitted at least seven (7) days before the Board meeting. Only those agenda items approved by the Chairman of the Board shall be included in the deliberation;
- c. The deadline of submission of Board materials shall be at least seven (7) working days before the Board meeting; and
- d. All agenda items to be endorsed by the different committees must be supported with the draft of the proposed Committee Resolution, which shall be included in the board materials.

For your compliance.


JEJOMAR C. BINAY