



# HOME DEVELOPMENT MUTUAL FUND

Office of the Board of Trustees

## MEMORANDUM:

TO : **ALL CONCERNED**

FROM : Vice President, Legal and General Counsel Group  
and **ACTING CORPORATE SECRETARY**

DATE : February 10, 2015

SUBJECT : **306<sup>th</sup> REGULAR BOARD MEETING**

Please be advised that the **306<sup>th</sup>** Regular Board Meeting of the HDMF Board of Trustees shall be held on **February 23, 2015** at **11:00 a.m.**, at the **Coconut Palace Conference Room, CCP Complex, F. Ma. Guerrero St. Pasay City.**

The **non-extendible deadline** for the submission of **all** materials and documents on matters that shall be included in the meeting's **AGENDA**, including executive summaries, shall be on or before the close of business hours on **16 February 2015, Monday**. Materials and documents submitted after the deadline may be included in the meeting's agenda for good and substantial reasons only. Please provide us with soft copies of the materials and the PowerPoint presentation along with the hard copies.

This is to reiterate the directive of Vice President and HUDCC Chairman Jejomar C. Binay to submit the Board materials not less than **seven (7) working days** before the scheduled Board meeting. Failure to comply with this directive might cause the cancellation of the Board meeting.

Please be guided accordingly.

  
**ATTY. ORLANDO P. POLINAR**

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