


SCHEDULE OF CALLED MEETINGS OF THE GOVERNING BOARD FOR CY 2020 (January - December)

DATE OF MEETINGS	TIME OF MEETING	BOARD MEETINGS			BOARD COMMITTEES MEETINGS							TOTAL OF MEETINGS CONDUCTED		VENUE OF MEETING
		Sequence of Meetings	REGULAR	SPECIAL	EXECUTIVE & GOVERNANCE COMMITTEE (EG COMM)	FINANCE AND BUDGET COMMITTEE (FAB COMM)	FINANCE, AUDIT & RISK COMMITTEE (FAR COMM)	HUMAN RESOURCES COMMITTEE (HR COMM)	BOARD COMMITTEE FOR COCONUT ENTERPRISE DEVELOPMENT (Cocod)	PROGRAM & POLICY COMMITTEE (PAP COMM)	SPECIAL COMMITTEE ON PHYSICAL ASSET UTILIZATION & MANAGEMENT	REGULAR/ SPECIAL	BOARD COMMITTEES	
2020			(A-1)	(A-2)	(B)		(C)	(D)	(E)	(F)	(G)			
BD. RES. NO. 066-2019, DTD. 14 NOV. 2019 (COMM. RECONSTITUTED)														
JANUARY	17	10:00 AM								1		0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	17	1:30 AM							1			0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	21	9:30 AM					1					0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	21	1:30 PM						1				0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	27	8:00 AM					1					0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	27	10:00 AM	1st	1								1	0	Board Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
FEBRUARY	11	9:30 AM						1				0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	14	10:00 AM								1		0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	24	9:00 AM							1			0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	24	11:00 AM					1					0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	24	2:00 PM								1		0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
MARCH	3	10:00 AM						1				0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	4	2:30 PM								1		0	1	Chairman's Conference Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
	4	4:00 PM	2nd	1								1	0	Board Room 8/F R&D Bldg., Elliptical Road, Diliman, Quezon City
APRIL	14	3:00 PM	3rd	1								1	0	Via Video-Conferencing (ZOOM APP)
	28	2:00 PM						1				0	1	Via Video-Conferencing (ZOOM APP)
	29	9:00 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	30	9:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	30	2:00 PM	4th	1								1	0	Via Video-Conferencing (ZOOM APP)
BD. RES. NO. 057-2020, DTD. 30 APRIL 2020 (COMM. RECONSTITUTED)														
					EXECUTIVE & GOVERNANCE COMMITTEE	FINANCE & BUDGET COMMITTEE	AUDIT & RISK COMMITTEE	HUMAN RESOURCES COMMITTEE		PROGRAMS & POLICY COMMITTEE				VENUE OF MEETING
			(A-1)	(A-2)	(B)	(C)	(D)	(E)		(F)				
MAY	27	9:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	27	10:00 AM						1				0	1	Via Video-Conferencing (ZOOM APP)
	28	9:00 AM				1						0	1	Via Video-Conferencing (ZOOM APP)
	28	10:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	29	9:00 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
JUNE	3	3:00 PM						1				0	1	Via Video-Conferencing (ZOOM APP)
	4	3:00 PM	5th	1								1	0	Via Video-Conferencing (ZOOM APP)
	17	9:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	18	9:00 AM			1							0	1	Via Video-Conferencing (ZOOM APP)
	19	9:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	23	1:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
	23	2:30 PM						1				0	1	Via Video-Conferencing (ZOOM APP)
	24	3:00 PM	6th	1								1	0	Via Video-Conferencing (ZOOM APP)
JULY	7	9:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)

	16	8:30 AM						1				0	1	Via Video-Conferencing (ZOOM APP)
	21	9:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
	21	1:00 PM					1					0	1	Via Video-Conferencing (ZOOM APP)
	24	1:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
AUGUST	5	1:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
	6	8:30 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	6	8:30 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	7	2:00 PM	7th	1								1	0	Via Video-Conferencing (ZOOM APP)
SEPTEMBER	2	11:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	4	11:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	7	8:30 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	16	8:30 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	17	9:00 AM	8th	1								1	0	Via Video-Conferencing (ZOOM APP)
	30	2:00 PM					1					0	1	Via Video-Conferencing (ZOOM APP)
OCTOBER	2	3:00 PM	9th		1							1	0	Via Video-Conferencing (ZOOM APP)
	12	8:30 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	12	9:30 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	14	8:30 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	16	1:00 PM						1				0	1	Via Video-Conferencing (ZOOM APP)
	22	8:30 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
	23	1:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
	26	1:00 PM	10th	1								1	0	Via Video-Conferencing (ZOOM APP)
NOVEMBER	19	9:00 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	19	10:00 AM						1				0	1	Via Video-Conferencing (ZOOM APP)
	20	1:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
DECEMBER	2	9:30 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	3	9:30 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	4	10:00 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	9	10:00 AM					1					0	1	Via Video-Conferencing (ZOOM APP)
	9	1:00 PM								1		0	1	Via Video-Conferencing (ZOOM APP)
	11	10:00 AM								1		0	1	Via Video-Conferencing (ZOOM APP)
	15	11:00 AM	11th	1								1	0	Via Video-Conferencing (ZOOM APP)
TOTAL			11	10	1	1	6	9	11	2	26	0	11	54


ISAGANI N. ZORRA
 Administrative Officer I (Records)


CARLOS B. CARPIO
 Board Secretary V, OCS



BOARD RESOLUTION NO. 095-2019

APPROVING THE PROPOSED SCHEDULE OF REGULAR BOARD MEETINGS FOR CY 2020

WHEREAS, pursuant to Sec. 5 of E.O. No. 1055, and per Section 8 of GCG - Memorandum Circular No. 2012-07¹, the Governing Board shall meet regularly, ideally at least once every month, to properly discharge its responsibilities, with independent views expressed during such meetings being given due consideration, and that all such meetings shall be properly documented or minuted;

WHEREAS, per requirement of the GCG², the Board shall have a planned schedule of Board Meetings at the beginning of the year;


WHEREAS, per Board Resolution No. 011-2019, the Board agreed that **Regular Board Meetings shall be scheduled every 1st and 3rd Wednesday of every month;**


WHEREAS, if warranted, the Board may hold Special Board Meetings at any time upon instruction of the Chairman in case there are matter/s for which Management requests immediate action and/or approval of the Board;

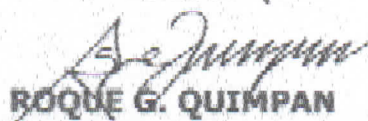
NOW, THEREFORE, BE IT RESOLVED THAT, the proposed schedule of Regular Board Meetings for CY 2020, as contained in Memorandum dated 28 November 2019, **BE APPROVED**, as it is hereby **APPROVED** and **CONFIRMED**.

Done this 2nd day of December 2019 at Diliman, Quezon City.


WILLIAM D. DAR
Chairman


CONRADO S. CAPA
Member


RAMONA P. GO
Member


ROQUE G. QUIMPAN
Member


MANGEL L. SERRA, JR.
Member

ALAN P. TANJUAKIO
Member

PHILIPPINE COCONUT AUTHORITY
Office of the Corporate Secretary

CERTIFIED TRUE COPY


ISAAC N. BORRA

Administrative Officer (Records)

Date: 2021.09.14

¹ Let Ed.MC No. 2013-07, Sec. 8(a) - Code of Corporate Governance for GOCCs.

² GCG MC No. 2015-07, Annex A, Item No. 24(a) - Corporate Governance Scorecard (CGS) for GOCCs



28 November 2019

MEMORANDUM

FOR : Chairman WILLIAM D. DAR
Director CONRADO S. CAPA
Director RAMONA P. GO
Director ROQUE G. QUIMPAN
Director MANUEL L. SERRA, JR.
Director ALAN P. TANJUAJKO

FROM : The OFFICE OF THE CORPORATE SECRETARY

SUBJECT : PROPOSED SCHEDULE OF REGULAR BOARD MEETINGS FOR CY 2020

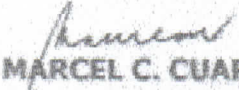
This is to respectfully inform the Honorable Members of the Governing Board of the CY 2020 Regular Board Meetings scheduled every 1st and 3rd Wednesday of every month, pursuant to Board Resolution No. 011-2019 and pursuant to Section 5 of E.O. No. 1055, and Section 8 of GCG M.C. No. 2012-07:

DATES OF REGULAR BOARD MEETINGS	REMARKS
1) January 08 & 22	<p>Time: To be determined by the Board Secretariat, Office of the Corporate Secretary (OCS)</p> <p>Venue:</p> <p>Board Room, Chairman's Office 8th Floor PCA R&D Bldg. Elliptical Road Diliman, Quezon City</p> <p><i>(subject to changes and reconfirmation)</i></p>
2) February 05 & 19	
3) March 04 & 18	
4) April 01 & 15	
5) May 06 & 20	
6) June 03 & 17	
7) July 01 & 15	
8) August 05 & 18 (Tues)	
9) September 02 & 16	
10) October 07 & 21	
11) November 04 & 18	
12) December 02 & 16	

Contact Details: Direct Line Tel. No.: 8920-2958; Trunk Line Nos.: 8928-4501 to 09 loc. 103, 104 & 106
Email Address: pcacorpsec@vsnl.com.ph

Likewise, Special Board Meeting may be called on an agreed schedule, in case an important or urgent matters needs Board's immediate action/approval, subject to the approval of the Chairman of the Governing Board.

For the information and reference of the Honorable Members of the Governing Board.


MARCEL C. CUARESMA
Officer-In-Charge, OC

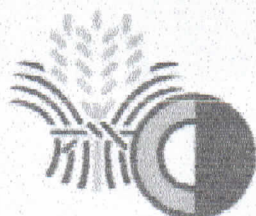
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Office of the Corporate Secretary

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ISAGANI N. SORRIA
Administrative Officer I (Records)

Date: 2021-09-14



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRICULTURE

PHILIPPINE COCONUT AUTHORITY

Elliptical Road, Diliman, Quezon City 1101 Philippines

Tel. Nos.: (02) 928-4501 to 09 Fax No.: (02) 926-7631

<http://www.pca.da.gov.ph>

BOARD RESOLUTION NO. 011-2019

AMENDING BOARD RESOLUTION NO. 001-2018 AND APPROVING THE NEW SCHEDULE OF BOARD MEETINGS AND PRESCRIBING ADDITIONAL POLICY AND PROTOCOL IN THE CONDUCT OF BOARD MEETINGS

WHEREAS, the Board agreed to amend Board Resolution No. 001-2018 re: Schedule of Regular Board Meetings;

WHEREAS, upon consensus, the Governing Board unanimously agreed to schedule regular Board meetings every first and third Wednesday of every month;

WHEREAS, if warranted, the Board may hold special board meetings on an agreed schedule;

WHEREAS, the various Board Committees meetings shall be held a week before the scheduled board meeting;

NOW, THEREFORE, BE IT RESOLVED THAT, Board Resolution No. 001-2018 is hereby **AMENDED**, and the proposed first and third Wednesday of the month schedule of regular Board meetings **BE APPROVED**, as it is hereby, **APPROVED** and **CONFIRMED**.


RESOLVED FURTHER THAT, the Board reiterated the policy on the five (5) working day submission of the agenda folder to the Board Members, thus, agenda items should be submitted by management to the CORPSEC seven (7) working day before the scheduled board meeting to give sufficient time in the preparation of the Agenda Folders;

RESOLVED FINALLY THAT, upon consensus of the Board, the following policy and protocol during the conduct of board and committee meetings shall be observed and followed:

- Any policy recommendations coming from Management should only be coursed through the Administrator;
- Recommendations not coming from the Administrator (Management) should not be allowed;
- Issues should be processed internally (Complete Staff Work) and it is only the Administrator who shall be allowed to present it to the Board with his recommendation, and that the Administrator is authorized to bring his resource person before the Board;

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Office of the Corporate Secretary

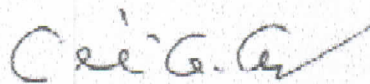
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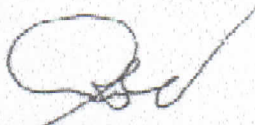

SAGANI N. TORRA
Administrative Officer I (Records)


Date: 2021-09-14

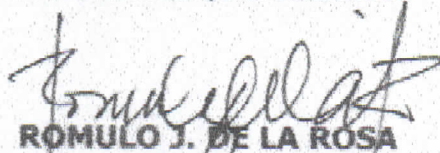
- All proposed agenda coming from the Management submitted to the Office of the Corporate Secretary (CORPSEC) shall pass through the proper Board Committee before it will be presented in the plenary (board meeting proper);
- The output of the Committee Meeting shall be properly submitted with its recommendations to the Board.

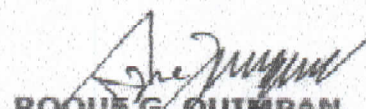
Done this 15th day of August 2019 at Diliman, Quezon City.



WILLIAM D. DAR
Chairman

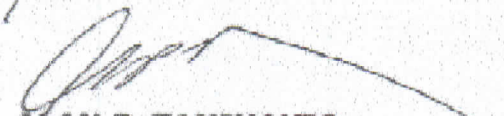

GONZALO T. DUQUE
Vice Chairman/Administrator



CONRADO S. CAPA
Member


ROMULO J. DE LA ROSA
Member


ROQUE G. QUIMPAN
Member


MANUEL L. SERRA, JR.
Member


ALAN P. TANJUAKIO
Member

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ISAGANI N. SORRA
Administrative Officer I (Records)

Date: 2021-09-14