



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. TANJUAKIO

FROM : The OFFICE OF THE CORPORATE SECRETARY

SUBJECT : **PROPOSED SCHEDULE OF REGULAR BOARD MEETINGS FOR CY 2020**

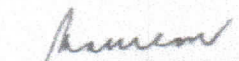
This is to respectfully inform the Honorable Members of the Governing Board of the CY 2020 Regular Board Meetings scheduled **every 1st and 3rd Wednesday of every month**, pursuant to **Board Resolution No. 011-2019** and pursuant to **Section 5 of E.O. No. 1055**, and **Section 8 of GCG M.C. No. 2012-07**:

DATES OF REGULAR BOARD MEETINGS	REMARKS
1) January 08 & 22	Time: To be determined by the Board Secretariat, Office of the Corporate Secretary (OCS) Venue: Board Room, Chairman's Office 8 th Floor PCA R&D Bldg. Elliptical Road Diliman, Quezon City (subject to changes and reconfirmation)
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.: 8920-2968; Trunk Line Nos.: 8928-4501 to 09 loc. 103, 104 & 106
Email Address: pcacorpsec@yahoo.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

PHILIPPINE COCONUT AUTHORITY
Office of the Corporate Secretary

CERTIFIED TRUE COPY


ISAGANI N. BORRA
Administrative Officer I (Records)

Date: 2020-05-19



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
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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;

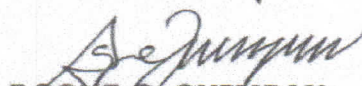
NOW, THEREFORE, BE IT RESOLVED THAT, the proposed schedule of Regular Board Meetings for CY 2020, as contained in Memorandum dated 28 November 2019, **BE APPROVED**, as it is hereby **APPROVED** and **CONFIRMED**.

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


MANUEL L. SERRA, JR.
Member

ALAN P. TANJUAKIO
Member

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Administrative Officer I (Records)

Date: 2020-05-19

¹ GCG-MC No. 2012-07, 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.