



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;

PHILIPPINE COCONUT AUTHORITY  
Office of the Corporate Secretary

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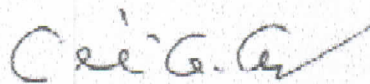
  
SAGANI N. TORRA  
Administrative Officer I (Records)


Date: 2021-09-14




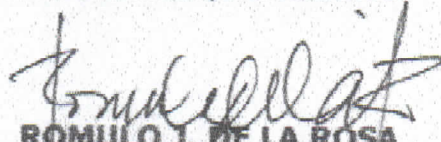
- All proposed agenda coming from the Management submitted to the Office of the Corporate Secretary (CORPSEC) shall pass through the proper Board Committee before it will be presented in the plenary (board meeting proper);
- The output of the Committee Meeting shall be properly submitted with its recommendations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

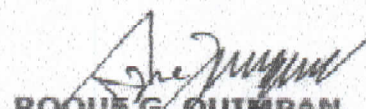
Done this 15<sup>th</sup> day of August 2019 at Diliman, Quezon City.

  
**WILLIAM D. DAR**  
Chairman

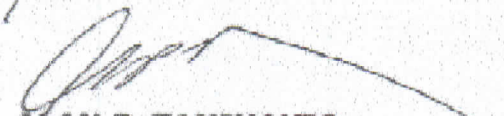
  
**GONZALO T. DUQUE**  
Vice Chairman/Administrator


  
**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