



26 January 2022

MWSS-OBS-M-22-006

MEMORANDUM

FOR : ALL DEPARTMENT MANAGERS

FROM : *Renee G. Inting*
RENEE JOSEPHINE G. INTING
Board Secretary VI

SUBJECT : Submission of Board Matters

For purposes of more efficient scheduling and conduct of Board of Trustees meetings, the following shall be required for items to be included in the Board's agenda:

1. Matters should be submitted at least five (5) days before the scheduled Board meeting;
2. Matters should have the endorsement/approval of the Administrator;
3. Contracts, Agreements, MOA's, and MOU's should have the required Legal Services Department and/or OGCC review;
4. Matters should specify the desired action (e.g. for approval, information, discussion) sought from the Board with the corresponding recommendation; and
5. Matters should have presentations with bullet points or narrative summaries. Presentations should be clear, concise, and to the point.

Please be guided accordingly.

NOTED/APPROVED:

Leonor C. Cleofas
LEONOR C. CLEOFAS, CESO IV
Administrator