



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM
Katipunan Road, Balara, Quezon City 1105 Philippines



AIA18-0185

26 January 2022

MWSS-OBS-M-22-006

MEMORANDUM

FOR : ALL DEPARTMENT MANAGERS
FROM : **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, CESO IV
Administrator

GUIDELINES ON BOARD SUBMISSIONS:

- 1) Board 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, MOAs, MOUs and similar documents should have the requisite approval of the MWSS Legal Services Department *and* the Office of the Government Corporate Counsel
- 4) Matters should succinctly specify the desired action (e.g., for approval, information, discussion, etc.) sought from the Board with the corresponding recommendations, and;
- 5) Matters should have presentations with bullet points or narrative summaries. Presentations should be clear, concise, and straight to the point.