



MEMORANDUM FROM THE SECRETARY

THRU : THE ASSISTANT SECRETARY & CHIEF OF STAFF
Office of the Secretary

TO : ALL ATTACHED AGENCIES

RE : TIMELY AND COMPLETE SUBMISSION OF BOARD DOCUMENTS

DATE : 20 NOVEMBER 2013

All attached agencies of the Department of Tourism (DOT) are hereby directed to observe the following guidelines with regard to the preparation and submission of board materials and documents:

1. All attached agencies should have performed and conducted Complete Staff Work (CSW) on all proposals, briefing papers, and memoranda submitted to the Board, especially those which require the Board's decision, action, approval, and signature. In connection with this, all matters submitted to the Board for approval or action should at least contain the following: (1) background (2) legal basis & justification (3) issues and concerns (4) coordination with concerned offices, and (5) proposed recommendation and action. If necessary, annexes should also be attached as supporting documents. The submission of mere slide presentations or the plain agenda itself will not suffice.
2. During Board meetings, reference documents such as the agency's charter, internal guidelines, OGCC or GCG opinions or guidelines, relevant past board resolutions, and all other pertinent documents should be readily available and accessible to all the members of the Board for their reference and guidance.
3. All requests for board meetings should be received by the Office of the Secretary at least two weeks before the proposed date of the meeting in the form of a memorandum which should contain the complete agenda, proposed date, time, venue, and list of attendees.
4. The two (2) sets of board materials, documents, and all supporting annexes should be received by the Office of the Secretary at least five (5) days prior the scheduled board meeting so as to give time for the Secretary and his staff to review the board documents. Failure to submit the board materials on time may result into the Secretary's non-attendance.

For everyone's strict compliance and guidance.

Thank you.

FOR THE SECRETARY:


Atty. EUGENE T. KAW