



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

**METROPOLITAN WATERWORKS
& SEWERAGE SYSTEM
ADMINISTRATOR'S OFFICE**

10 May 2019

RECEIVED BY:

MEMORANDUM

NAME: *[Signature]*
DATE: MAY 10 2019

2:20 p.m.

To : ALL DEPARTMENT MANAGERS

From : *[Signature]*
FLORENDO B. BATASIN JR.
OIC, Board Secretariat

Subject : Submission of Board Matters

For purposes of a more efficient calendar, the following matters shall be EXCLUDED from the Board's agenda:

1. Matters submitted in violation of the five (5) day requirement;
2. Matters submitted without the approval/endorsement of the Administrator;
3. Contracts, Agreements, MOA's and MOU's without the required Legal Department and/or OGCC review;
4. Matters without specifying the desired action (e.g. for approval, information, discussion) sought from the Board with its corresponding recommendation; and
5. Presentations without a bullet point or narrative summary and estimated length.

Please be guided accordingly.

NOTED/APPROVED:

[Signature]

PDDG REYNALDO V. VELASCO (Ret.) Ph.D.
Administrator