



Cultural Center of the Philippines
SENTRONG PANGKULTURA NG PILIPINAS

OFFICE ORDER #162
Reference Code: I-RES-HUM- 162
3 December 2024

Subject: SUBMISSION OF BOARD MATERIALS PRIOR TO BOARD MEETINGS

In the interest of ensuring a well-organized and efficient Board Meeting process, all concerned offices and departments are hereby **directed to submit board materials at least three (3) calendar days prior to the scheduled date of the Board Meeting.**

Board materials shall include, but are not limited to:

1. Meeting agenda and supporting documents;
2. Reports, proposals, and resolutions for Board action;
3. Minutes of previous meetings, if applicable; and,
4. Any other relevant materials necessary for Board deliberations.

All submissions must be coordinated with the Corporate Secretary and board staff and submitted in both printed and electronic formats to facilitate timely review and discussion by the Board Members.

Failure to comply with this directive may result in the exclusion of the submitted item from the agenda unless deemed urgent by the Chairperson.

This Office Order shall take effect immediately and shall remain in force unless amended or revoked.


KAYE C. TINGA
President 