



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City Tel. No.: 928-4501 to 09  
Cable Address: "Philcoa" P.O. Box 3386, Manila, TIN # 000724616

**BOARD RESOLUTION NO. 013-2008**

**POLICY ON IMMEDIATE SUBMISSION OF DOCUMENTS FOR AGENDA**

**RESOLVED THAT**, upon consensus of the Board and to give ample time for Directors to read and review matters brought to their attention, the proposed submission by Management to the Board thru the Office of the Corporate Secretary of all documents to be included in the Agenda of a scheduled meeting and those pertaining to compliance to Board directives, five working days prior to said scheduled Board meeting, **BE APPROVED**, as it hereby **APPROVED** and **CONFIRMED**.

**RESOLVED FURTHER**, that documents submitted by Management after said date shall be included in the next scheduled Board meeting.

Done this 29<sup>th</sup> day of May 2008 at Quezon City.

**ARTHUR C. YAP**  
Chairman

  
**JESUS L. ARRANZA**  
Member

  
**VIRGILIO M. DAVID**  
Member

  
**GUILLERMO S. PALOMERA, SR.**  
Member

  
**DANILO M. CORONACION**  
Member

  
**LUIS L. EVANGELISTA**  
Member

**FEDERICO E. RUIZ, JR.**  
Member

