Republic of the Philippines
Office of the President
PHILIPPINE COCONUT AUTHORITY

05 December 2016

MEMORANDUM

FOR : **Chairman LEONCIO B. EVASCO, JR.**
Administrator/Director AVELINO L. ANDAL
Director ALAN P. TANJUAKIO
Director EDICIO G. DELA TORRE
Director PONCIANO A. BATUGAL

FROM : **The OFFICE OF THE CORPORATE SECRETARY**

SUBJECT : **SCHEDULE OF REGULAR BOARD MEETINGS FOR CY 2017**

This is to respectfully inform the Honorable Members of the PCA Governing Board of the following regular meetings scheduled **every 1st and 3rd Wednesday of every month**, as per approved **Board Resolution No. 122-2016** and pursuant to Section 5 of E.O. No. 1055 and Section 8 of GCG M.C. No. 2012-07:

REGULAR BOARD MEETINGS	REMARKS
January 4 & 18, 2017 **February 1 & 15** **March 1 & 15** **April 5 & 19** **May 3 & 17** **June 7 & 21** **July 5 & 19** **August 2 & 16** **September 6 & 20** **October 4 & 18** **November 2 & 15** **December 6 & 20**	**Time:** **8:00 AM – 12:00 NN** (*subject to changes and reconfirmation*) **Venue:** **Chairman's Conference Room** 8th Floor PCA R&D Bldg., Elliptical Road, Diliman, Quezon City

Contact Details: Direct Line Tel. No.: 920-2968; Trunkline Nos.: 928-4501 to 9 loc. 103, 104 & 106
Email Address: pcacorpsec8@yahoo.com.ph

Based on the recent approval of GCG on the adjusted *per diems* of the Appointive Members of the PCA Governing Board, Board Meetings have a maximum of twenty-four (24) meetings per year, the same with the Committee's Meetings. Thus, any Board Committee meeting shall be scheduled, called at any day of the month or as per instruction of each committee's Chairman.

For the information and reference of the Honorable Members of the Governing Board.

ATTY. ANDREW IAN P. EDRADA
Board Secretary

PCA
Continuing Commitment