

PHILIPPINE POSTAL SAVINGS BANK, INC.


Postbank Center, Liwasang Bonifacio, Manila
OFFICE OF THE CORPORATE SECRETARY

MEMORANDUM TO ALL GROUP/DEPARTMENT HEADS
April 10, 2017

SUBJECT: 3-day rule in the materials for the Board and Committee meetings

The Board of Directors thru the undersigned directed all Group/Department heads to strictly adhere to the 3-day rule, i.e. materials covering a matter included in the Board and Committee agenda must be sent to the Board Secretariat at least three (3) banking days before the meeting.

The undersigned was instructed not to include in the agenda matters that have no materials received on time, unless its inclusion is allowed by the Chairman of the Board or Committee.


EVA LUZ R. BERENGUER
Board Secretariat