



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

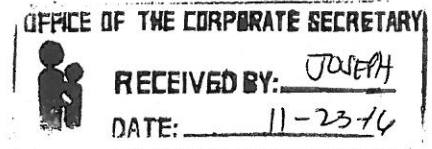
Citystate Centre, 709 Shaw Boulevard, Pasig City  
Call Center (02) 441-7442 Trunkline (02) 441-7444  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



22 November 2016

**FOR :** **ATTY. DEBORAH K. SY**  
Corporate Secretary

**ALL OFFICERS CONCERNED**



**FROM :** **DR. RAUL M. QUILLAMOR**  
Head Executive Staff  
Office of the Chairperson of PhilHealth Board

**SUBJECT : GUIDANCE FOR BOARD MEETING PREPARATIONS**

For subsequent meetings of the Board or of the Committees, please be guided by the following:

1. **Agenda:**  
Agenda should include permanent, continuing items including priority items, a management report and report of the committees.
2. **Minutes of the Meeting (MOM):**
  - a. MOM should include a Summary Table of Items, Action Points / Directives, and Timelines
  - b. MOM should concisely summarize oral presentations and pertinent deliberations/debates. Powerpoint presentations are not to be circulated, distributed, or included in the minutes of the meeting but if absolutely necessary, specific slides can be included in the Annex as referenced in the MOM.
  - c. MOM should include the pertinent text of the Board Resolution in its body and must indicate dissents and abstentions
  - d. MOM should reflect the agenda items where specific board members did not participate
  - e. MOM should be distributed, at most, one (1) week after the Board Meeting, to be emailed to all Board of Directors.
3. **Board Resolutions:**
  - a. Draft or Proposed Board Resolutions should be emailed to all Board of Directors at least one week before the Board Meeting
  - b. Final Board Resolutions should indicate the presence/absence / capacity of Board Members
4. **Proposed Board Resolutions**  
Proposed Board Resolutions and any other items proposed for approval by the Management should be accompanied by Briefing Papers.
5. **Briefing Papers should be a 1-2 page document that outlines the following:**
  - a. Proposal



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- b. Objectives
- c. Background
- d. Issues or Problems the proposal seeks to address
- e. Options or Alternatives and Cost-Benefit Analysis
- f. Scope and Implications (financial or otherwise) of the Proposal
- g. Board Action Sought

The aforesated Briefing Papers are not substitutes for CSW which may be sought by the Board from the Officers / Management during the meeting. Matters for approval that do not comply with the aforesated guidelines run the risk of not being included in the agenda.

**6. Proper decorum during Board Meetings**

To ensure orderliness during board meetings, only one (1) presenter and one (1) assistant for each agenda item should be allowed to enter the Board Room. Other presenters may wait for their turn in the holding room that will be provided.

For your guidance and compliance.

cc: Ramon F. Aristoza, Jr.  
OIC-PCEO



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