



MEMORANDUM

**FOR : ALL ASSISTANT CHIEF OPERATING OFFICERS
ALL DEPARTMENT MANAGERS**

FROM : The Corporate Secretary

SUBJECT : Submission of Complete Staff Work

Date : 04 October 2019

In order to comply with the directive of the TIEZA Board of Directors regarding the distribution of board materials in a timely manner, please submit all Complete Staff Work (CSW) to our office **THREE (3) WORKING DAYS** before the scheduled Committee or Board Meeting. This is for us to have ample time to reproduce, collate, and deliver board materials to all sitting members of the TIEZA Board.

Also, we wish to remind your office of the existing guidelines in submitting CSW in accordance to the memorandum issued by the Office of the Corporate Secretary on 18 November 2014:

Principles of Complete Staff Work

All requests for Board action, aside from enclosing the basic papers and all documents related thereto, shall contain a covering memorandum not exceeding two (2) pages addressed to the Board containing the following information:

- 1. Background** – Factual antecedents, including the specifics of the proponent, location, and other necessary details that would properly apprise the Board about the nature of the project. Please also state if it is a new project, a revived project, or connected to another project.
- 2. Justification** – An explanation citing the legal basis for the requested issuance or approval.
- 3. Legal Basis** – A statement citing the legal basis for the requested issuance or approval.

4. **Consideration** – A statement that the necessary coordination or consultation were made with agencies involved or affected, attaching copies of the appropriate documentation to attest to the coordination.
5. **Potential Problems** – A statement of the potential risks, problems, or complications, if any that may arise if the action of the Board is granted or denied.
6. **Fund Availability** – A certification from the agency’s budget/finance officer that funds for the purpose are available, if necessary.
7. **Desired Action** – A statement on the action required from the Board of Directors.

Lastly, only agenda/projects that are compliant with the guidelines set forth in this memorandum shall be included in the agenda.

For your strict compliance.

Thank you.


ATTY. AL CONRAD B. ESPALDON