LEVEL 2 PROCEDURE to address:
ISO 9001:2000

Element 4.2 – Documentation Requirements

APPROVAL:

_______________________________
ATTY. ZACARIAS D. BEDONA, JR.
Secretary of the Board
CHANGE RECORD

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<th>Rev. No.</th>
<th>Date</th>
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1.0 PURPOSE

The Office of the Board of Trustees acts as the initiator, coordinator, recorder and repository of all decisions, resolutions and all other documents, recording actions of the Board in discharging its mandate as specified by SECTION 3, ARTICLE III of the AMENDED BYLAWS OF CENTRAL PHILIPPINE UNIVERSITY, INC., to wit:

“The Board of Trustees shall exercise all the corporate powers, conduct all business, control, and hold all the properties of the Corporation. In addition, it may perform such other functions and discharge such other duties as may be delegated to it by the Corporation. It shall require an annual report on University operations from the President and an annual report on the financial status of the University from the Treasurer. It shall effect an annual audit of the Treasurer’s account.”

2.0 RESPONSIBILITIES AND PROCEDURES

2.1 Responsibilities of the Secretary of the Board:

2.1.1 Sending out notices of meetings of the following:

A. Meetings of the Corporation

1. The annual regular meeting of the Corporation, held two (2) days before the University Commencement Exercises for the second semester

2. Special Meetings called by the Chairperson or by the Corporation through the Chairperson. The notice shall be sent ten (10) days before such special meeting.

B. Meetings of the Board of Trustees

1. Four (4) regular meetings each year
a. The first regular meeting shall be held within thirty (30) days after the annual Corporation meeting.
b. The Second regular meeting on the day before the Alumni Homecoming.
c. The third regular meeting on the first Saturday of December
d. The fourth regular meeting on the day before the Commencement exercises of the second semester

2. Special meetings of the Board that may be called. Notice of the Special Meeting shall be sent at least ten (10) days prior to the meeting.

C. Meeting of the Executive Committee that may be called by the Chairperson of the Board.

2.1.2 Edits and Certifies correctness of the minutes of the regular and special meetings of the Corporation and of the Board before they are distributed prior to the next regular or special meeting.

2.1.3 Properly transmits to the President the Board Resolutions approved during regular and special meetings for implementation.

2.1.4 Ensures that all Board resolutions and all other relevant documents required to discharge the mandate of the Board of Trustees are properly kept and safeguarded.

2.1.5 Sits with the Executive Committee and records Committee proceedings.

2.2 Responsibilities of the University Secretary

2.2.1 Records and writes minutes of the following:
   A. Regular and Special Meetings of the Corporation
   B. Regular and Special Meetings of the Board of Trustees
   C. Executive Committee meetings, if required
D. Regular meetings of the Standing Committees:
   1. Finance Committee
   2. Physical Facilities Committee
   3. Internal Audit Committee
   4. Religious Affairs Committee
   5. Personnel Committee
   6. Academics Committee
   7. Other Committees created by the Board of Trustees

2.2.2 Submits written minutes of the Board of Trustees meeting to the Secretary of the Board for certification and to respective chairpersons of the BOT Standing Committees for approval.

2.2.3 Makes required number of photocopies of the certified minutes and distributes to all concerned

2.2.4 Prepares and sends to all concerned notices of regular and special meetings of the Corporation, the Board and the Standing Committees.

2.2.5 Arranges schedule of Committee meetings.

2.2.6 Arranges travel and hotel accommodations for members of the Corporation during regular and special meetings of the Corporation

2.2.7 Arranges travel and accommodations for members of the Board during regular and special meetings of the Board

2.2.8 Arranges travel and accommodation for members of the Standing Committees during Committee meetings

2.2.9 Estimates cash disbursements to reimburse authorized expenses during regular and special meetings and request Petty Cash to cover reimbursements

2.2.10 Reimburses authorized expenses incurred during regular and special meetings covered by necessary receipts

2.2.11 Liquidates Petty Cash advances for expenses incurred during regular and special meetings
2.2.12 Arranges for meals and refreshment during Corporate meetings, Board meetings and Standing Committee meetings

2.2.13 Maintain a system for filing, storage and retrieval of minutes of the meetings, Board resolutions and all other relevant documents of the Corporation, the Board and the Standing Committees

2.2.14 Prepares General Information Sheet for SEC reportorial requirements.

2.2.15 Prepares several copies of General Information Sheet for signature of the Corporate Secretary and for notarization before submission to SEC.

2.2.16 In case of amendments of the By-laws and/or Articles of Incorporation, the University Secretary submits and follows up approval from Securities and Exchange Commission (SEC).

2.2.17 Supervises the Board Secretariat in the performance of the functions and responsibilities of the Office of the Board of Trustees. (Note: The Board Secretariat is composed of the University Secretary, regular staff and temporary staff as needed.)

2.2.18 Undertakes other duties assigned by the Chairperson, Secretary of the Board of Trustees, and University President.

3.0 RECORDS

3.1 Minutes of Meetings of the following:

3.1.1 Corporation
3.1.2 Board of Trustees
3.1.3 Executive Committee
3.1.4 Standing Committees
3.2 Listing of Board Resolutions

3.3 Annual Reports of the President, the Corporate Treasurer, and the Annual Audited Report of the Treasurer’s Accounts.

3.4 Other Corporate records