



# MABALACAT CITY COLLEGE

## PLANNING AND LEGAL OFFICE

### CONDUCT OF BOARD MEETING

<b>OFFICE:</b>	PLANNING AND LEGAL OFFICE
<b>WHO MAY AVAIL:</b>	Chair person and Vice Chair person of Mabalacat City College
<b>REQUIREMENTS:</b>	Notice Agenda Attendance sheet Quorum Board materials

STEP		ACTIVITY	DURATION OF ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE
1	Preparation /identification of Board Meeting Agenda and schedule	<ol style="list-style-type: none"> <li>1. Write down the final Agenda</li> <li>2. Wait for the final date of the Board Meeting from the office of the College President</li> </ol>	30 mins	Legal officer
2	Notification of Board of Trustees	<ol style="list-style-type: none"> <li>1. Prepare notice of Board Meeting</li> <li>2. Send Notice to the Chairperson of Mabalacat City College</li> <li>3. Send Notice of the schedule of the Board Meeting to the Board of Trustees</li> </ol>	1 hour	College President
3	Preparation of Board Materials	<ol style="list-style-type: none"> <li>1. Draft Board Resolution</li> <li>2. Submit the draft Board Resolution to the Board Secretary</li> </ol>	1 day	Legal officer



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4	Transmittal of Board Resolutions and other Board materials	<ol style="list-style-type: none"> <li>1. Send out Board Materials to the Board of Trustees three (3) days before the schedule of the meeting</li> <li>2. Confirm if the Board of Trustees received the Board materials</li> </ol>	15 mins	Legal officer
5	Conduct of Board Meeting	<ol style="list-style-type: none"> <li>1. Route of attendance sheet and take pictures for purposes of attendance</li> <li>2. Determine if there is a quorum</li> <li>3. Board Meeting proper</li> </ol>	1 hour	Board Secretary
6	Actual signing of the approved Board Resolution	<ol style="list-style-type: none"> <li>1. Print four (4) copies of each Board Resolution</li> <li>2. Submit it to the Board of Trustees for signature</li> </ol>	5 days	Board of Trustees
7	Submission of the Board Resolution to the Records Office for documentation	<ol style="list-style-type: none"> <li>1. Transmit two (2) copies of Board Resolution to the Records office</li> <li>2. Wait for the release of the copy of the Board Resolution with stamp</li> </ol>	4 hours	Legal officer
8	Dissemination of Board Resolution with stamp	<ol style="list-style-type: none"> <li>1. Scan the Board Resolution</li> <li>2. Upload the scanned copy to the Microsoft Teams folder of Mabalacat City College Officials</li> </ol>	2 hours	Legal officer



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		3. Notify and provide a copy the concerned offices of the approved Board Resolution		
9	Processing of the honoraria of the Board of Trustees	<ol style="list-style-type: none"> <li>1. Fill out the payroll form</li> <li>2. Print Four (4) copies of payroll form</li> <li>3. Attach the attendance sheet and the pictures taken during the Board Meeting</li> <li>4. Submit it to the Finance department</li> </ol>	2 hours	Legal officer
End of Transaction				

### NOTARIAL OF DOCUMENTS

<b>OFFICE:</b>	PLANNING AND LEGAL OFFICE
<b>WHO MAY AVAIL:</b>	All personnel of Mabalacat City College
<b>REQUIREMENTS:</b>	<p>Five (5) copies of the Document</p> <p>One (1) photocopy of valid Id of the signatories of the document</p>

STEP		ACTIVITY	DURATION OF ACTIVITY	TYPE OF TRANSACTION	FEES	PERSON IN CHARGE
1	Documents for notary	Receive the document and check for completeness	10 mins	Official	None	Legal officer
				Personal	Required	
		File a copy and release the Notarized document to the client	3 hours			Legal officer
End of Transaction						



# MABALACAT CITY COLLEGE

## FLOW CHART





Republic of the Philippines  
Province of Pampanga  
Mabalacat City



# MABALACAT CITY COLLEGE

## NOTARIAL OF DOCUMENTS



Received the Document and Check for Completeness



File a copy and release the Notarized Document