



MABALACAT CITY COLLEGE

PLANNING AND LEGAL OFFICE

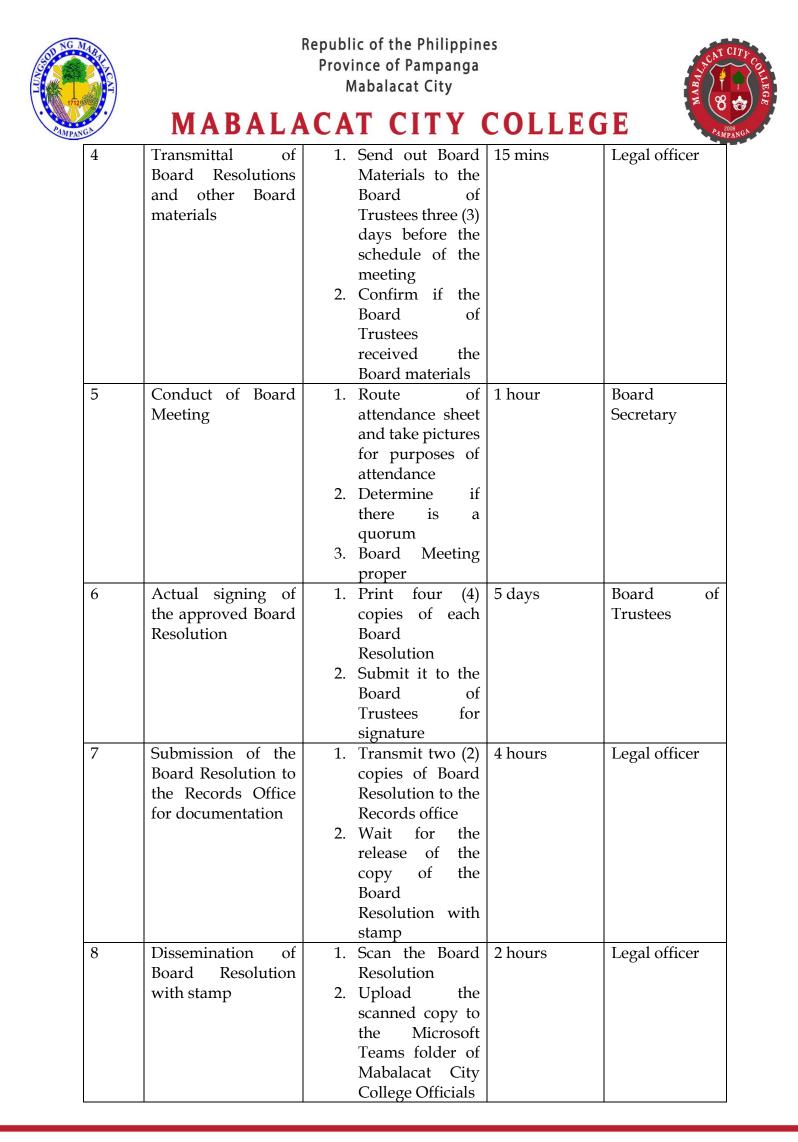
CONDUCT OF BOARD MEETING

OFFICE:	PLANNING AND LEGAL OFFICE			
WHO MAY AVAIL:	Chair person and Vice Chair person of Mabalacat City College			
REQUIREMENTS:	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	 Write down the final Agenda Wait for the final date of the Board Meeting from the office of the College President 	30 mins	Legal officer
2	Notification of Board of Trustees	 Prepare notice of Board Meeting Send Notice to the Chairperson of Mabalacat City College Send Notice of the schedule of the Board Meeting to the Board of Trustees 	1 hour	College President
3	Preparation of Board Materials	1.DraftBoardResolution2.Submit the draftBoardResolution to theBoard Secretary	1 day	Legal officer

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3. Notify and provide a copy the concerned offices of the approved Board Resolution						
9Processing of the honoraria of the Board of Trustees1. Fill out the payroll form2 hoursLegal officer9Processing of the honoraria of the Board of Trustees2. Print Four (4)2 hoursLegal officer						
9Processing of the honoraria of the Board of Trustees1. Fill out the payroll form 2. Print Four (4)2 hoursLegal officer						
approved Board Resolutionapproved Board ResolutionLegal officer9Processing of the honoraria of the Board of Trustees1. Fill out the payroll form 2. Print Four (4)2 hoursLegal officer						
Resolution9Processing of the honoraria of the Board of Trustees1. Fill out the payroll form 2. Print Four (4)2 hoursLegal officer						
9Processing of the honoraria of the Board of Trustees1. Fill out payroll form 2. Print Four (4)2 hoursLegal officer						
honorariaofthepayroll formBoard of Trustees2.PrintFour						
Board of Trustees 2. Print Four (4)						
copies of payroll						
form						
3. Attach the						
attendance sheet						
and the pictures						
taken during the						
Board Meeting						
4. Submit it to the						
Finance						
department						
End of Transaction						

NOTARIAL OF DOCUMENTS

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

STEP		ACTIVITY	DURATI ON OF ACTIVITY	TYPE OF TRANSACT ION	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							

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NOTARIAL OF DOCUMENTS

Received the Document and Check for Completeness

File a copy and release the Notarized Document

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