	POLICY	Doc. Code	2019.PO.OCS.002
		Page No.	1 of 2
	Document Submission for the Board Agenda Folder	Revision No.	0
		Date Prepared	21 February 2019
		Date of Effectivity	22 APR 2019

1.0 OBJECTIVE

To standardize the paper and text format, and the submission of pertinent documents for submission by each department, division, unit, or office in preparation of the LRTA Board Meeting Agenda Folder with which the Office of the Corporate Board Secretary is tasked to collate and complete at least three (3) working days prior to any scheduled LRTA Board Meeting.

2.0 SCOPE

This policy applies to all departments, divisions, units, and offices in the Authority that are tasked to produce, generate, provide and/or submit documents, presentations and/or reports necessary and pertinent to matters included the Agenda Folder of LRTA Board Meeting.

3.0 DEFINITION OF TERMS

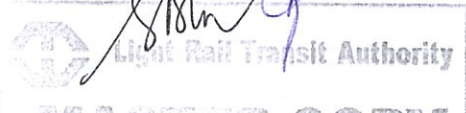
- Agenda Folder** The compilation of documents, presentations and reports from various departments, divisions, units, and offices, which is collated by the Office of the Corporate Board Secretary for distribution to the Board Members three (3) working days prior to the LRTA Board Meeting. The agenda folder shall be used by the LRTA Board Members as reference materials and guide in making proper decisions, actions and directions with respect to the items of the agenda of the LRTA Board Meeting.
- LRTA Board** Refers to the LRTA Board of Directors, and which is the collegial body that exercises the corporate powers of the Authority.
- Board Meeting** The meeting ideally held at least once every month in which matters, issues and concerns requiring notation, action, direction, approval, instruction and/or decision by the LRTA Board are passed upon, discussed and deliberated upon by the LRTA Board Members.


4.0 POLICY

4.1 Paper and Text Format

- 4.1.1 The document to be submitted, regardless if it is on portrait or landscape, shall be in A4 size bond paper.

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"







	POLICY	Doc. Code	2019.PO.OCS.002
	Document Submission for the Board Agenda Folder	Page No.	2 of 2
		Revision No.	0
		Date Prepared	21 February 2019
		Date of Effectivity	22 APR 2019

4.1.2 The texts on the document shall be readable and legible. It is advisable to make the texts at least 12 in font size and to use the usual font types such as *Arial* or *Times New Roman*.

4.2 Submission

- 4.2.1 All documents, presentations, and/or reports shall have a cover memorandum signed by the Administrator addressed to the LRTA Board Members.
- 4.2.2 All documents, presentations and/or reports on matters, issues and concerns included in the agenda of the LRTA Board meeting shall be submitted to the Office of the Corporate Board Secretary at least five (5) working days before the Board Meeting.
- 4.2.3 For all documents, presentations and/or reports, it is required that electronic copy thereof in PDF format must likewise be submitted together with the hard copy.

<p>Prepared by:</p> <div style="text-align: center;"></div> <p>ENGR. DOMINIC S. ALOC <i>Senior Researcher-Analyst A</i></p>	<p>Reviewed by:</p> <div style="text-align: center;"></div> <p>ATTY. HERNANDO T. CABRERA <i>Corporate Secretary/Compliance Officer</i></p> <div style="text-align: center;"></div> <p>MS. ELEANORE T. DOMINGO <i>Management Representative, QMS Core Team</i></p>	<p>Approved by:</p> <div style="text-align: center;"></div> <p>GEN. REYNALDO I. BERROYA <i>Administrator</i></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"