



OCS2021-05
05 August 2021

MEMORANDUM

FOR : **ATTY. NOEL Z. DE LEON**
Vice President, ROW and Legal Group

MS. DINNA O. DIZON
Vice President, Transmission Management Group

MS. LEONOR S. QUINTIA
Vice President, Resource Management Services Group

FROM : **ATTY. EDGARDO L. PADILLA**
Corporate Secretary

SUBJECT : **Instruction During the Nomination and Remunerations
Committee (NRC) Meeting Held on August 5, 2021**

Please be informed that an instruction was issued from the members of NRC/TransCo Board with regard to submission of materials to be presented to the Board and Board Committees.

In compliance with the instruction, kindly submit the presentation materials with Completed Staff Work (CSW) including Memorandum to the Board through the corresponding Board Committee, duly signed by the TransCo President & CEO. The said materials should be submitted to the Members of the Board three **(3) days before** the scheduled meeting. Failure to submit the materials with CSW will be automatically deleted from the Agenda.

In view of the directive, we respectfully request the submission of the above to the Office of the Corporate Secretary, at least four **(4) days** before the scheduled meeting to give time to collate/organize the materials before forwarding to the Board.

Your support is highly appreciated.


E.L. PADILLA

Copy furnished:
Pres. M.A. Matibag
All Department Managers