



Office of the President of the Philippines

PRESIDENTIAL COMMISSION FOR THE URBAN POOR

COMMISSION RESOLUTION NO. 06,

SERIES of 2018

A RESOLUTION AMENDING THE INTERNAL RULES OF PROCEDURE OF THE COMMISSION EN BANC OF THE PRESIDENTIAL COMMISSION FOR THE URBAN POOR

WHEREAS, a set of rules for the conduct of the Commission En Banc meetings is a necessity for effective and efficient deliberations thereof;

WHEREAS, in the formulation of such rules, the Commission is mindful of its legal mandates pursuant to Executive Order No. 82 (1986) as strengthened by Executive Order No.69 (2012);

WHEREAS, this Internal Rules of Procedure shall govern the conduct of Commission En Banc meetings;

WHEREAS, there is a motion to amend the Internal Rules of Procedure of the Commission En Banc as per Presidential Commission for the Urban Poor (PCUP) Commission Resolution No. 3-13 dated November 25, 2013;

NOW THEREFORE, the Presidential Commission for the Urban Poor Commission En-banc resolves, as it is hereby resolved to amend **Rule III, Section 10** Meetings of the Commission and **Rule III, Section 12** Agenda and Order of Business, such as:

- I. Under the **Rule III of Section 10. Regular and Special Meetings**
xxx [The Commission shall hold regular meetings on a quarterly basis, preferably on a **Friday or Saturday,**] xxx

Hereby voted unanimously to amend the day, and changed to Monday, to read as follows;

Section 10. Regular and Special Meetings – *The Commission shall hold regular meetings on a quarterly basis, preferably on a Monday, as follows:*

- a. *First Quarter, at the second week of January of every year;*
- b. *Second Quarter, at the second week of April of every year;*
- c. *Third Quarter, at the second week of August of every year;*

d. *Fourth Quarter, on the second week of December of every year.*

A special meeting may be held when public interest so demands, in between regular meetings of the Commission which may be called by the Chairperson or at the instance of the majority of the members of the Commission and approved by the Chairperson. Provided, that all meetings shall start at 10:00 A.M. at the main office of the Presidential Commission for the Urban Poor or such other place that may be designated by the Commission.

The Chairperson shall preside in all Commission En Banc meetings; However, in the absence of the Chair, during or part of the meeting, the Commissioner designated by the Chairperson shall act as the Presiding Officer.

English, Filipino or any other Philippine dialects should be used as a medium of communication during the meetings.

When public interest so demands, special meetings may be called by the Chairperson and Chief Executive Officer or upon request of any of the Members of the Commission subject to the Chair's approval. The date, time, place and subject matter of the meeting shall be specified in the same request.

II. Under the Rule III, Section 12 Agenda and Order of Business provides that;

The Order of Business of the Commission shall be as follows:

- a. National Anthem;
- b. Call to Order;
- c. Invocation;
- d. Roll Call and Declaration of Quorum;
- e. Reading & Approval of the Minutes of the Previous Meeting; Provided, however, that the reading may be dispensed with upon the approval of a majority of the members present;
- f. Business arising from the previous meeting. The Secretariat shall categorize the matters arising from the said minutes in clear, brief, concise and orderly manner;
- g. Report by the Commission Secretary;
- h. Approval of the Agenda;
 - h.1 Updates from the Commissioners
 - h.2 Proposed Resolutions and other Measures
 - h.3 Informational Matters
 - h.4 Other Matters
- i. Privilege Hour, whenever necessary;
- j. Question and Answer Hour, whenever necessary;
- k. Closing Prayer;
- l. Adjournment.

[The Chairman and Chief Executive Officer, the Commissioners and **PCUP Staff** may propose matters for inclusion in the agenda, at least two weeks prior to the actual conduct of the meeting. Any additional agenda item, proposed outside of the said required period, may only be considered in special circumstances and with the approval of the Chair.]

Hereby amended the Rule III, Section 12 and the term PCUP staff was changed into more specific position such as the **Division Heads or Officials/ Area Coordinator**, to read as follows;

Section 12. Agenda and Order of Business - The Order of Business of the Commission shall be as follows:


- a. *Call to Order;*
- b. *Invocation;*
- c. *National Anthem;*
- d. *Roll Call and Declaration of Quorum;*
- e. *Approval of the agenda;*
- f. *Reading & Approval of the Minutes of the Previous Meeting; Provided, however, that the reading may be dispensed with upon the approval of a majority of the members present;*
- g. *Business arising from the previous meeting. The Secretariat shall categorize the matters arising from the said minutes in clear, brief, concise and orderly manner;*
- h. *Discussion of the items of the Agenda;*
 - h.1 *Updates from the Commissioners*
 - h.2 *Proposed Resolutions and other Measures*
 - h.3 *Informational Matters*
 - h.4 *Other Matters*
- i. *Privilege Hour, whenever necessary;*
- j. *Question and Answer Hour, whenever necessary;*
- k. *Closing Prayer;*
- l. *Adjournment.*


The Chairperson and Chief Executive Officer, the Commissioners and the Division Heads or Officials/Area Coordinator may propose matters for inclusion in the agenda, at least two weeks prior to the actual conduct of the meeting. The presence of the Division Heads or Officials/Area Coordinator and any additional agenda item, proposed outside of the said required period, may only be considered in special circumstances and with the approval of the Chairperson.



Resolved further, that all terms and references to the Title “**Chairman**” in the Internal Rules of Procedure as per Commission Resolution No. 3-13 dated November 25, 2013 shall be changed to a more gender responsive Title “**Chairperson**”.

Adopted during the Special Commission En banc Session held in this 16th day of March 2018 at Icon Hotel, EDSA, Quezon City.


RANDY H. HALASAN
Commissioner-Proponent


NORMAN B. BALORO
Commissioner


ROMEO H. JANDUGAN
Commissioner

Approved by:


ATTY. NOEL K. FELONGCO
Chairperson/CEO