

## Issuance of Excerpts of Minutes of PNOB Board Meeting

### Schedule of Availability of Service

Monday to Friday  
8:00 A.M. to 5:00 P.M.

### Who may avail of the service

PNOB subsidiaries

### Requirements

Formal official request, stating the purpose of the request

### Duration

4 days, 2 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOB Subsidiary (send the request for issuance of excerpts of minutes of Board meetings)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Prepare the excerpts and annexes, if any, and draft the transmittal memorandum	2 days	Agenda/Minutes Officer		
4		Review the documents received from the Agenda/Minutes Officer, affix signature to the Transmittal memorandum and, forward the same to the Secretary for release.	1 day	Corporate Secretary		
5	PNOB subsidiary	Send the documents to the requesting party.	2 hours	Secretary		

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