



MEMORANDUM

FOR : ALL DEPARTMENT MANAGERS, DIVISION CHIEFS AND UNIT HEADS

FROM : OFFICE OF THE BOARD SECRETARY

SUBJECT : SUBMISSION OF COMPLETE STAFF WORK RELATIVE TO BOARD AND COMMITTEE MEETING MATERIALS

To comply with the directive of the Board of Trustees of the Philippine Retirement Authority (PRA) regarding the submission of board materials in a complete and timely manner, proponents are required to submit a Complete Staff Work (CSW) to the Office of the Board Secretary at least three (3) weeks before the scheduled Committee or Board Meeting or at the date stated in the notice of the Secretariat. This is to give the Secretariat and the Office of the General Manager sufficient time to review, collate, and transmit the materials to the PRA Board of Trustees.

Principles of Complete Staff Work

The material shall contain a memorandum with the following details:

- a. Background - Factual antecedents of the matter presented and other necessary details that would inform the Board about the nature of the project/policy.

Kindly state if the matter has been previously submitted to the Board and the Board's action on the same. Likewise, if it is connected to another project/policy.

- b. Discussion - An explanation, discussion and other justification on the request or proposal. It should include, if applicable: (i) cost-basis analysis, cost-benefit analysis and breakdown of the costs (this is required if the matter is procurement related); and (ii) identification of short-term and long-term benefits, outputs and outcomes, if the proposal is approved; (iii) statement of potential risks or problems and catch-up plan or alternative options.
- c. Legal Basis / Justification - A statement citing the legal basis, issuance, or policy for the requested approval, especially, for policy-related matters.

The proponent shall be responsible in checking and providing all applicable laws (e.g. COA, DBM and Procurement rules/issuances/policies) relative to the matter submitted.



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- d. Coordination - In case the matter involves other offices, a statement that the necessary coordination or consultation was made with the involved or affected offices, attaching copies of proper documentation.
- e. Fund availability - If necessary, a certification from PRA's budget officer that funds for the purpose are available.
- f. Recommendation - A statement on the action required from the Board of Trustees.


Only materials which are compliant with the provided guidelines for Completed Staff Work shall be included in the agenda.

Kindly use Times New Roman, font size 12 for your memorandum to the Board. As for the PowerPoint presentation, please refer to the attached sample format. You may request for a soft-copy of the format from the Secretariat.

A sample format of the Memorandum is hereto attached for your reference.

For compliance

Thank you.


ATTY. REYNA MAE C. DIRECTO-CABANGON

