



Overseas Filipino Bank

A Savings Bank of **LANDBANK**

9 February 2018

MEMORANDUM

FOR : ALL GROUP/DEPARTMENT HEADS
THRU : PRESIDENT & CEO RENATO G. EJE
FROM : THE CORPORATE SECRETARY
SUBJECT : SUBMISSION OF BOARD AND COMMITTEE MATERIALS



Please be reminded that the cut-off for submission of memorandum-proposals and their supporting documents to the Board or any of its committees shall be three (3) working days before the scheduled meeting.

Memorandum-proposals received after the cut-off date may be received subject to approval by the Board or committee concerned. Nevertheless, the reproduction of copies for the Board or committee members concerned of the memorandum-proposals and their supporting documents received after the cut-off date shall be the responsibility of the proponent unit/department.

For strict compliance.

CESAR S. CABAÑES
Corporate Secretary