PROGRAM TITLE

ADMIN

PROCESS TITLE

Amendment of Manual

1. SCOPE

This policies and procedures manual establishes policies, systems, procedures and controls on the amendment of Company’s manual. All duties and responsibilities stated in this manual are not exclusive to the personnel’s designated responsibilities in this process title.

1. OBJECTIVES

* To set policies and procedures for the amendment of the Company’s manual.
* To ensure that amendments in the manual are duly documented, approved and implemented.
* To clearly define the duties and responsibilities of all personnel involved in this process title.

1. PERSONNEL INVOLVED
   1. Requesting Author of the amendment
      1. Proposes amendment of manual.
      2. Prepares/revises Amendment of Manual Form (AOMF) and forwards the same to Concerned Department Head for discussion and verification.
      3. Discusses the proposal of manual amendment with Concerned Department Head.
   2. Concerned Department Head
      1. Discusses proposal of amendment of the manual with Requesting Author of the amendment.
      2. Verifies the AOMF.
      3. Discusses with Board of Directors (BOD) the amendment of the manual.
   3. Board of Directors
      1. Discusses the proposal of manual amendment with Concerned Department Head.
      2. Approves the AOMF.
      3. Prepares Board Resolution to make the amendment of manual official and binding.
2. KEY TERMS
   1. *Amendment* – is a revision/change made to an original document (i.e. manual).
   2. *Manual –* is a document composing the Company’s policies and procedures.
   3. *Board of Director* – is a group of individuals that are elected as, or elected to act as, representatives of the stockholders to make decisions on major Company issues and other concerned matters.
3. POLICIES
   1. **General**
      1. All amendments to the Manual should be discussed and approved by the Board of Directors.
      2. Amendments to the manual must be duly supported with an approved Board Resolution and Amendment of Manual Form (AOMF).
      3. The Manual should be properly stored and in format (i.e. printed and/or electronic) accessible to the users.
   2. **Amendment of Manual**
      1. The Board of Directors and Senior Management should evaluate any proposed amendments to the manual taking into consideration the effect of the revision/change to the Company’s operations, employees, agencies, etc. Proper consultations should be done with the affected departments to determine risks and effects of the proposed amendments. However, it will be the Board of Director’s decision to add/delete/revise the policies and procedures.
      2. The Amendment of Manual Form (AOMF) should be duly filled-out, signed “prepared by”, “verified by” and “approved by” by designated signatories.
      3. Prior to the implementation of the amended manual, a written notice or memorandum shall be properly disseminated to all concerned departments and employees.
      4. The Admin department should secure from the Corporate Secretary all Board Resolutions and approved AOMF related to amendments of the Manual. The Admin Department shall update all copies of the Manual (i.e. printed and electronic).
      5. The “revision number” located at the left bottom portion of the manual shall be changed whenever an amendment was done to a particular process title.
4. PROCEDURES

| Amendment of Manual | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Proposes amendment of manual and prepares AOMF.  Forwards duly filled-out AOMF to Concerned Department Head for discussion and verification. | Requesting Author of the amendment | Duly filled-out AOMF |
| 2 | Receives, discusses and verifies the duly filled-out AOMF from Requesting Author of the amendment.  Forwards duly filled-out and verified AOMF to BOD for discussion and approval. | Concerned Department Head | Duly verified AOMF |
| 3 | Receives, discusses and approves the duly filled-out and verified AOMF from Concerned Department Head.  Corporate Secretary prepares the Board Resolution for the amendment of manual. | BOD | Duly approved AOMF |
| 4 | Files duly approved AOMF and Board Resolution numerically. | Admin Staff |  |

1. FLOWCHARTS



1. BUSINESS FORMS
   1. Amendment of Manual



No. of Copies/color - 1 ( white )

Explanation - This document is prepared for any revision/change to the Company’s manual.

Prepared by - Requesting Author of the amendment

Verified by - Concerned Department Head

Approved by - Chairman of the Board

Distribution - Numerically filed and kept by Admin Department

1. EFFECTIVITY

This Policies and Procedures Manual shall take effect upon approval and shall supersede any memorandum/SOP inconsistent with this Policies and Procedures Manual. Any changes to the manual shall comply with the policies and procedures indicated in the process title *“Amendment of Manual”.*