

## MEMORANDUM

6 January 2020

*For* : **The PNOC Board of Directors**

*cc* :

Section 4 of the company's By-laws and the Manual of Corporate Governance provide that regular meetings of the PNOC Board of Directors shall be held every second Friday of the month, unless called or set on a different date per notice of the Corporate Secretary on instruction of the Board of Directors.

Thus, unless rescheduled and approved by the Chairman of the Board, the regular meetings of the Board for the year 2020 shall be held on the following dates:

10 January 2020  
14 February 2020  
13 March 2020  
10 April 2020  
8 May 2020  
12 June 2020  
10 July 2020  
14 August 2020  
11 September 2020  
9 October 2020  
13 November 2020  
11 December 2020

For the Board's information and guidance.

  
**Atty. Janifer G. Pelayo**  
Officer-in-Charge  
Office of the Corporate Secretary