

**PUROK GENERAL MEETING AGENDA**

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| **Date** | **:** | **November 28, 2018** |  | **Venue** | **:** | **Purok Red Coral Center** |
|  |  |  |  | **Time** | **:** | **7:00 PM** |

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| **Presider** | **:** | **Mr. Rife D. Avenido, Purok President** |
| **Opening Prayer** | **:** | **Mrs. Amalia L. Ypil, Purok Vice-President** |
| **Closing Prayer** | **:** | **Ms. Elenita V. Ursabia, Purok Auditor** |
| **Recording** | **:** | **Mrs. Mirasol S. Tañara, Purok Secretary** |

**ARRANGEMENTS:**

1. **Public Disclosure of Purok Fund Utilization by Mrs. Rowena V. Dadul**
2. **Display of Household Monthly Dues and Others in a Manila Paper**
3. **Display of All Officials Receipts to the Public**
4. **Discussion of Fund Utilization**
5. **Public Community Update by Mr. Percilito C. Tillor**
6. **Development of the Purok Center**
7. **Development in Health and Nutrition**
8. **Announcement of Livelihood Project of the Barangay**

1. **Public Announcement of the Working Committees and Members by Mrs. Perlie T. Ysulan and to be assisted by Mr. Percilito C. Tillor**
2. **Display of Members’ Names in Every Working Committees**
3. **Discussion of Duties and Responsibilities of the Working Committees**
4. **Future Plans and Other Matters by Mr. Rife D. Avenido**
5. **Plans for the Month of December**
6. **Updates**
7. **Other Matters**
8. **Public Announcement and Plan for Reprofiling by Mr. Rife D. Avenido**
9. **Setting of Specific Date for Reprofiling**
10. **Announcement of a 100 % Attendance During the Profiling**
11. **Discussion and Updating of Penalties**
12. **Strengthening of the Made By-Laws**
13. **Purok Youth Updates by Mr. Percilito C. Tillor**
14. **Purok Youth Membership**
15. **Regular Community Service and Penalties**
16. **Christmas Display**
17. **Purok Open Forum to be led by Mr. Rife D. Avenido and to be assisted by the Co-Purok Council Officers**
18. **Feedbacks**
19. **Suggestions**
20. **Groupings for Working Committees to be led by every Chairman**
21. **Contact Numbers**
22. **Setting of Meeting Schedules**
23. **Forwarding of Contact Numbers and Dates to the Mrs. Mirasol S. Tañara**
24. **Other Matters to be Discussed**



**PUROK OFFICERS MEETING AGENDA**

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| **Date** | **:** | **January 12, 2019** |  | **Venue** | **:** | **Purok Red Coral Center** |
|  |  |  |  | **Time** | **:** | **7:00 PM** |

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| **Presider** | **:** | **Mr. Rife D. Avenido, Purok President** |
| **Opening Prayer** | **:** | **Mrs. Amalia L. Ypil, Purok Vice-President** |
| **Closing Prayer** | **:** | **Ms. Elenita V. Ursabia, Purok Auditor** |
| **Recording** | **:** | **Mrs. Mirasol S. Tañara, Purok Secretary** |

**ARRANGEMENTS:**

**A. Finalization of the Documents**

**1. Corrections on spelling of the names and other data**

**2. Accomplishment of the following to be given to the purok officers as being assigned by the Purok**

**President in equal manner of distribution**

**2.1. Furnish a copy of the barangay ordinance**

**2.2. Furnish a copy of the guidelines set by the PGT**

**2.3. Formulate rules and regulations of the purok to be made by the PGT**

**2.4. Secure a complete data of height and weight of the children**

**2.5. Secure a final and updated masterlist of all members of the purok**

**2.6. Formulate reports and others**

**B. Strict Implementation of the Rules**

**1. Purok Pentakasi / Purok Cleaning**

**1.1. “One Representative, One Household Policy”**

**2. Suggested Policies:**

**2.1. “No Financial Penalty Policy in the Pentakasi”**

**2.2. “Equal Time Range of Duty Policy”**

**2.3. “No Under 13 Policy” specifically in meetings and Pentakasi**

**2.3.1. This is for compliance in Ordinance No. 007 - 2017 Section 5 (5.7 b).**

**2.3.2. For safety and other reasons**

**C. Replacement of officers if necessary, which according to Ordinance No. 007 - 2017 Section 8 (8.2) in the**

**Administrative Provisions states that at any given time officers can be replaced upon majority vote of the**

**members on any of the following circumstances:**

**1. Transfer of residence**

**2. Non-performance of duties as determined by the PGT**

**3. Financial opportunism**

**D. Perform the duties and responsibilities of the purok committees and members stipulated with the following:**

**1. Assist the purok secretary in making reports in respective designation.**

**2. Perform duties in order to finish the projects within the area of the purok center.**

**3. Perform such other functions in the respective designation as required by the purok president.**

**E. Improve participation in socio-cultural-economic activities organized by the LGU and barangay**

**1. Christmas Display and Lighting shall be stipulated with pictures as evidence**

**2 . Participation in Youth Leadership Training Seminar organized by the barangay was unattended.**

**F. Issues Alert:**

**1. One person in double signature during the Pentakasi**

**2. Unequal distribution of assignments**

**G. Formulation of the guidelines and rules and regulations of the purok by the PGT**