

I. DEFINITION OF TERMS

- a. **Remote Communication** means the transfer of data between two or more devices not located at the same site.
- b. **Teleconferencing** is the holding of a conference among people remote from one another by means of telecommunication devices such as telephone or computer terminals.

It refers to an interactive group communication (three or more people in two or more locations) through an electronic medium. In general terms, teleconferencing can bring people together under one roof even though they are separated by hundred miles.

- c. **Videoconferencing** is the holding of a conference among people in remote locations by means of transmitted audio and video signals.
- d. **Computer Conferencing** is teleconferencing supported by one or more computers.
- e. **Audio Conferencing** is a conference in which people at different locations speak to each other via telephone or internet connections.

II. ROLL CALL. After the formalities of the meeting, the chairman or presiding officer shall instruct the corporate secretary to make a roll call. Every attendee shall state for the record the following:

1. Full name and position;
2. Location;
3. Confirmation that he/she can clearly hear and/or see the other attendees;
4. Confirmation that he/she received the Notice of the Meeting including the agenda and materials; and
5. Specify the device being used (i.e., smartphone, tablet, laptop, desktop, television, etc.)

Thereafter, the Corporate Secretary shall confirm and note the participants and certify the existence of quorum.

III. MEETING PROPER

1. The moderator of the Zoom Meeting will be the Chairman with the assistance of the Secretary.

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2. Please press the icon "raise hand" (Found on the right side of the Window Panel below the Participant Box) for the Chairman to acknowledge the Director who would like to speak.
3. Kindly wait for the Chairman to recognize by calling your name before speaking. Maintain on mute mode until the moderator gives a go signal to speak.
4. The BOD shall adopt the Robert's Rules of Procedure to facilitate order in the matter as much as it is practicable.
5. When one Director is speaking, the Chairman will place all the other Directors and Officers in mute mode to facilitate the comprehension of the statement made by the speaker.
6. Directors and Officers participating in the meeting must be considerate and limit each talk to a maximum of five (5) minutes, as much as possible.
7. After giving a statement, Directors and Officers must put his speaker on mute mode until he/she is recognized to speak again to give chance to others to respond or react to his/her statement.
8. Directors and Officers participating in the meeting must avoid unnecessary noise and movement to improve clear communication with everyone.
9. Directors and Officers are free to comment and suggest rules to help other participants to improve understanding and communication between participants.

IV. VOTING

1. When there are matters needed to be acted upon, voting shall be done via Viber pending the creation of an online portal for voting.
2. The Director must acknowledge the vote he had casted in the meeting.

V. DOCUMENTATION

The meeting shall be recorded via any technological means available.