ARTICLE II

DUTIES AND RESPONSIBILITIES OF THE BOARD

RULE 1. ENFORCEMENT AND EXECUTION –

The Board in the enforcement and administration of Republic Act No. 9266, and in the execution and performance of its powers, duties, functions and responsibilities set forth therein shall rely on or seek the review, approval, supervision, assistance, support and/or advice the Commission through its offices, divisions, sections, and units.

RULE 2. PROMULGATION –

To promulgate a decision, resolution or order in an administrative case, or a policy, rule and/or regulation, measure, directive, order, circular or other resolution for the implementation of RA 9266, the Board shall meet en banc and vote personally. Both a quorum and a majority vote are pre-requisites for the validity of any of the foregoing actions. A quorum or majority vote shall consist of two (2) members of the Board.

Any official action of the Board other than a decision, resolution or order issued in an administrative case shall be valid, enforceable, and effective only after it have been approved by the Commission and published in the Official Gazette or newspaper of general circulation. Publication shall not be required of a Board’s resolution, order, directive or circular which is internal, administrative and not affecting the public, and not penal or disciplinary in nature.

RULE 3. OFFICIAL BUSINESS WITH THE COMMISSION –

For any dealing, transaction, or business with the Commissioner, the Chairman of the Board shall be the spokesman, representative or liaison of the Board. He may, however, authorize or designate any of its members or the Secretary of the Professional Regulatory Boards to act on his behalf in case of his absence or indisposition.

RULE 4. ASSIGNMENT OF DUTIES –

The Chairman shall be responsible for the assignment of duties and responsibilities to the members and for the supervision and management of their work.

RULE 5. ACTION ON PAPERS, COMMUNICATIONS, OR OTHER DOCUMENTS.

All papers, communications, certificates, decisions or other documents shall be solely and exclusively acted upon by the Board within the premises of the Commission and in accordance with law. Appropriate sanction shall be imposed by the Commission for violation of this rule.

RULE 6. OPINION ON AND INTERPRETATION OF R.A. 9266 AND THE BOARD’S RULES AND REGULATIONS –

The Board in the discharge of its quasi-legislative power may issue an opinion on, construction of, or interpretation of, any provision of R.A. 9266, of the Board’s Rules and Regulations, Code of Ethics, policies, issuances, and the like. The issuance of the herein Board’s official action shall be released through the Chairman, the Board Member, or the Secretary of the Professional Regulatory Boards as signatory if authorized by the Chairman.
RULE 7. ACTION ON COMMUNICATION.

Queries or communications which do not require collective official action or reply by the Board, or which are ministerially actionable may be answered and signed by the Chairman or a Board Member, or the Secretary of the Professional Regulatory Board if authorized by the Chairman.

Approved by:
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