

Rule V. Meetings

Section 1. Regular Meeting. The Commission shall meet regularly or at least once a month. The meeting shall be generally held on the second Wednesday of the month, and on the fourth Wednesday should there be a need to hold another meeting during the month.

The meeting shall be held alternatively between the SSS offices in Quezon City and Makati City and shall start with an invocation.

The Chairman may cancel or change the date and the venue of a regular meeting with the prior concurrence of a majority of the members of the Commission.

Section 2. Special Meeting. The Chairman may call a special meeting to deliberate on and decide matters requiring urgent action by the Commission. When there is a need to hold a special meeting to take up urgent matters and the Chairman fails or refuses to call a meeting, the majority of the Commission members may call the same. The Commission shall only act on matters for which it was called during a special meeting, unless by a majority vote, the Commission decides to include other related matters.

Section 3. Notice. Members will be notified in writing or through electronic mail at least three (3) working days before the meeting. Such notices shall specify the date, time and place of the meeting and the meeting agenda and as far as practicable, to be accompanied by copies of the materials relating to the items of business in the agenda.

Section 4. Attendance. Every member shall be present in all meetings of the Commission. A member who cannot be physically present in a meeting may attend through teleconferencing or videoconferencing in accordance with the rules and regulations issued by the GCG.¹² Provided, that his/her chief of staff or in his/her absence, any duly designated staff must be physically present in the meeting.

Being an *Ex Officio* member of the Commission, the Secretary of Labor and Employment may be represented in a meeting by a designated alternate in accordance with the rules and regulations set by the GCG¹³.

In order to preserve the confidentiality of matters taken up during the meeting, only the Commission Secretary and his/her designated assistant/staff, the Chiefs of Staff or in their absence, any duly designated staff of the Chairman and Members of the Commission, designated staff of the PCEO, and the SSS Executive Vice President/s are allowed to be present¹⁴. However, for justifiable reason, the Chairman may allow the presence of other senior SSS executives such as the Chief Legal Counsel and other staff of the Commission. All other resource persons shall stay at the waiting area and wait to be called to ensure the orderly conduct of the proceedings.

¹² Item 3.3.3. (a), GCG MC No. 2014-03 (3rd Issue).

¹³ Item of 3.1, GCG MC No. 2016-01.

¹⁴ SSC Resolution No. 657-s.2010.