



MEMORANDUM TO ALL STAFF

FROM : **Roberto R. Calingo**
Executive Director

RE : **PEF CORPORATE COMMUNICATION POLICIES**

DATE : **06 September 2018**

On its meeting on ²⁶ July 2018, the PEF Board approved the PEF Corporate Communication Policies [Board Resolution 20~~18~~-21]. The new policy provides guidance for accountability and authority involved in PEF's internal and external communication processes; for managing messages and stakeholder engagements in a productive and clear manner; and for adopting best practices and principles in public and workplace communication.

The Policy shall take effect immediately. The Communication team under the Institutional Concerns Office will complete staff orientation within the year (specifically for Davao and Cebu staff) and work with the Corporate Secretary and the Programs unit for the integration of relevant guidelines in partnership policies.

For your guidance.