

## **[ EXECUTIVE ORDER NO. 315, September 01, 1958 ]**

### **PRESCRIBING THE RULES OF PROCEDURE OF THE REPARATIONS COMMISSION**

For the purpose of carrying out more effectively the provisions of Republic Act No. 1789 creating the Reparations Commission, and so as to have an appropriate and orderly procedure for the transaction of the business and performance of the duties and functions entrusted to it by law, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by law, do hereby prescribe the following rules of procedure for the observance of the Reparations Commission:

1. All acts of the Reparations Commission, hereinafter referred to as the Commission, with reference to important matters including, but not limited to, appointments of personnel, disbursement of funds, approval of applications for reparations goods, approval of contracts, determination of policies, and all other acts that are binding on the Commission as a body shall be in the form of resolutions reduced to writing, serially numbered, dated, signed by the Chairman, attested, and sealed by the Executive Director and Secretary of the Reparations Commission, and kept in a separate record book entitled: RESOLUTIONS OF THE REPARATIONS COMMISSION, to be preserved in bound volumes.
2. All proposed resolutions must be in writing and in correct form, delivered to the Executive Director and Secretary of the Commission by its author who should be either one of the two members of the Commission or its chairman. The executive director and secretary shall calendar the same for discussion of the Commission not less than three days after such delivery to him.
3. All proposed resolutions shall be discussed by the Commission in a formal meeting duly called for the purpose and which shall be held within the premises of the Reparations Commission.
4. A proposed resolution, in order to become an Act of the Commission, must be approved by at least one member of the Commission and its chairman in a formal meeting duly convened: Provided, however, That in case a resolution or measure is favored by two commissioners but objected to by the chairman, the matter shall be forwarded to the President for final decision.
5. No meeting of the Commission shall take place except when duly called by the executive director and the secretary, or anyone acting as his capacity, by authority of the chairman of the Commission or