

6. MERGER

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the Service

- Parent GOCCs, Supervising Agencies and GOCCs

What are the Requirements

- Law authorizing merger (for Chartered GOCCs only)
- Merger agreement (for Non-Chartered GOCCs only)
- Board resolution, one each from corporations, approving the merger or consolidation (for-non chartered GOCCs only)
- Endorsement from the Head of the Supervising Agency (for-non chartered GOCCs only)
- Background information of the proposed merger
 - Proposed corporate name, OSSP, functions, mandate, vision, mission, thrusts, business plan, communication plan, exit plan
- Five(5)-year historical financial statements of every corporation and five(5)-year projected financial statements under the assumption that the corporations will be merged
 - Balance Sheet
 - Income Statement
 - Cash Flow Statement
- Other documents relevant to the merger as provided for under Secs. 76 – 80, Title IX, Batas Pambansa No. 68.

Duration: 45 days and 15 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Send the Request for Merger through mail	Receive documents, record in GCG's logbook and forward to the Office of the Chairman.	15 minutes	Receiving Admin Officer	-
2	Receipt of acknowledgement	Issue acknowledgement	1 day	Chief of Staff-Office of the	-

	letter	letter from the office of the Chairman and forward the request to the Commissioner-in-Charge (CGO A or B).		Chairman	
3		Assign the request to the Director-in-Charge (CGO A or B).	1 day	Commissioner-in-Charge	-
4		Assign the request to the Division Chief-in-Charge (CGO A or B).	1 day	Director-in-Charge	
5		Assign the request to the Corporate Governance Officer/s-in-Charge(CGO A or B)	1 day	Division Chief-in-Charge	-
6		Review the documents for completion. Note: Return request after 5 days of follow-up without action from the GOCC Upon receipt of completed documents, evaluate and prepare Memorandum for the President (MFP), draft Memorandum Order (MO) and transmittal letter with corresponding annexes.	30 days	Corporate Governance Officer/s	-
7		Review the draft MFP, MO and transmittal letter and forward the same to the Director for final review.	2 days	Division Chief	-
8		Conduct final review of the draft MFP, MO and transmittal letter. The Director affixes his/her initials and subsequently recommends/endorse	2 days	Director	-

		for the approval of the Commission.			
9		Upon final approval of the recommendation on the GOCC request, the GCG Chairman, Appointive Commissioners and the two <i>Ex-Officio</i> Members, as necessary, sign the MFP and MO. The Chairman affixes his signature on the transmittal letter and on the annexes.	5 days	The Chairman, the Appointive Commissioners and the <i>Ex-Officio</i> Members	-
10		Signed MFP is transmitted to the Office of the Executive Secretary (OES) for the final approval of the President.	1 day	Admin Officer	-
11	Receipt of MO and transmittal letter.	Upon receipt of the concurrence of the OES, send MO and the transmittal letter to the GOCC.	1 day	Admin Officer	-