

## Office of the Corporate Secretary

Frontline Service	: Issuance of Certified True Copy of Board Resolution
Clients	: Public and ECs
Requirements	: Written Request
Schedule of Availability of Service	: Monday - Friday (8AM - 5PM)
Fees	: None
Total/Maximum Duration of Process	: Two (2) days
How to Avail of the Service	:

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Files a written request at OCorSec	Receives the request	Minutes/Agenda Officer/ Records Officer	OCorSec, 7/F	2 days
		Verifies the existence of the Board Resolution			
		Reproduces/Photocopies the Board Resolution and stamp with certified true copy			
		Signs the certified true copy	Corporate Board Secretary		
2	Receives certified true copy of Board Resolution	Releases certified true copy to Client	Minutes/Agenda Officer/ Records Officer		
END					

### LEGEND:

**OCorSec** - Office of the Corporate Secretary

**ECs** - Electric Cooperatives

## Office of the Corporate Secretary

Frontline Service : Issuance of Certification of Board Resolution  
 Clients : Public and ECs  
 Requirements : Written Request  
 Schedule of Availability of Service : Monday - Friday (8AM - 5PM)  
 Fees : None  
 Total/Maximum Duration of Process : Two (2) days  
 How to Avail of the Service :

No.	Client Step	Agency Action	Person Responsible	Office/ Location	Duration of Activity
1	Files a written request at OCorSeC	Accepts the request	Minutes/Agenda Officer/ Records Officer	OCorSec, 7/F	2 days
		Verifies the existence of the Board Resolution			
		Prepares/Encodes Certification of Board Resolution			
		Signs Certification			
2	Receives Certification	Releases Certification to Client	Minutes/Agenda Officer/ Records Officer		
END					

### LEGEND:

**OCorSeC - Office of the Corporate Secretary**

**ECs - Electric Cooperatives**