

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			
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

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 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