

SUGGESTED FORMAT OF BOARD RESOLUTION  
**BOARD RESOLUTION**

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_ City/Municipality) S.S.

I, \_\_\_\_\_ (name), being the duly elected president of \_\_\_\_\_ (proponent/association), an organization duly organized and existing under and by virtue of its registration with the \_\_\_\_\_ (appropriate government agency), with principal office/address at \_\_\_\_\_, do hereby certify that during the regular meeting of the Board of Directors of said organization held on \_\_\_\_\_ (date), the following resolution was unanimously adopted:

“RESOLVED, that the application for assistance from DOLE is hereby approved as discussed during the Board Meeting conducted on \_\_\_\_\_”.

“RESOLVED, that to support said application, the following statements are made:

1. The organization is currently operating in the principal address stated in its certificate of registration.
2. The organization is not in the process of dissolution or the subject of a proceeding leading to the cancellation of its certificate of registration;
3. The organization is not a party respondent in any case pending with regular courts or administration agencies. (Note: if not applicable or if with pending case, a list of such cases shall be annexed to the Board Resolution); and
4. The organization is willing to appropriate the 20% counterpart funding support for the purpose thereof.

I also certify that the said Resolution is still in force and has not been amended and revoked.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of President/Officer

SUBSCRIBE AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_