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SUGGESTED FORMAT OF BOARD RESOLUTION
BOARD RESOLUTION

REPUBLIC OF THE PHILIPPINES)
_____)
City/Municipality, S.S.

I, _____ (name), being the duly elected president of _____ (proprietor/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 DDEI 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 Resolutions); 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 _____
Residence Certificate No. _____ issued at _____
PH _____

NOTARY PUBLIC

Date No. _____
Page No. _____
Book No. _____
Series No. _____

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