



Republic of the Philippines
Province of _____
City/Municipality of _____
BARANGAY _____

OFFICE OF THE PUNONG BARANGAY

APPOINTMENT

Date

Dear Mr./Ms. _____,

By virtue of the authority vested in me under Section 394 of Republic Act No. 7160, otherwise known as the "*Local Government Code of 1991*", you are hereby appointed as **BARANGAY SECRETARY** of Barangay _____, _____, _____ effective _____.

Upon taking oath of office, you shall serve in such capacity with all the rights, privileges and responsibilities appurtenant thereto until the end of the term of the appointing authority, unless sooner removed.

Hon. _____
Punong Barangay

Conforme:

(Name and signature of appointed official)