Republic of the Philippines
Zamboanga Peninsula
Municipality of __
BARANGAY _____

OFFICE OF THE SANGGUNIANG BARANGAY

EXCERPTS FROM THE MINUTES OF THE REGULAR/SPECIAL SESSION OF THE SANGGUNIANG BARANGAY OF BARANGAY _____, ZONE _____, DISTRICT _____ HELD AT THE SANGGUNIANG BARANGAY SESSION HALL ON _____ AT _____AM/P.M.

Present:

_____	-	Punong Barangay
_____	-	Sangguniang Barangay Member
_____	-	Sangguniang Barangay Member
_____	-	Sangguniang Barangay Member
_____	-	Sangguniang Barangay Member
_____	-	Sangguniang Barangay Member
_____	-	Sangguniang Barangay Member
_____	-	Ex-Officio Member, SK Chairperson

Absent:

_____	-	Sangguniang Barangay Member

x ----------x

RESOLUTION NO._____
Series of 2023

A RESOLUTION CONCURRING TO THE APPOINTMENT OF _____ AS BARANGAY SECRETARY OF BARANGAY _____

WHEREAS, pursuant to Section 394 of Republic Act No. 7160 or the Local Government Code of 1991, the Barangay Secretary shall be appointed by the Punong Barangay with the concurrence of the majority of all the Sangguniang Barangay members;

WHEREAS, _____, Punong Barangay of this Barangay appointed _____ on _____ and

submitted the same appointment to this august body for review and concurrence;

WHEREAS, after thorough study and deliberation, this Sanggunian found that the appointee meets the minimum qualification requirements and none of the disqualifications as provided for under Section 394 of the Local Government Code of 1991;

NOW THEREFORE, on motion of Sangguniang Barangay Member _____, duly seconded by Sangguniang Barangay Member _____ and all the members present; **BE IT RESOLVED AS IT IS HEREBY RESOLVED,** to concur to the appointment issued by Punong Barangay _____ for _____ as the Barangay Secretary;

RESOLVED FURTHER, to send copies of this Resolution to all the officials and offices of the government concerned for their information.

ADOPTED. _____, 2023.

x----------x

I HEREBY CERTIFY to the correctness of the foregoing Resolution which was duly adopted by the Sangguniang Barangay during its regular/special session held on _____, 2023.

_____

Interim Secretary

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:

_____
Presiding Officer/Punong Barangay

_____	_____
Sangguniang Barangay Member	Sangguniang Barangay Member
_____	_____
Sangguniang Barangay Member	Sangguniang Barangay Member
_____	_____
Sangguniang Barangay Member	Sangguniang Barangay Member

_____	_____
Sangguniang Barangay Member	Ex-Officio Member, SK Chairperson