

KP FORM NO. 3

Republic of the Philippines
Province of _____
CITY/MUNICIPALITY OF _____
Barangay _____

OFFICE OF THE PUNONG BARANGAY

_____, 20____
(Date)

NOTICE OF APPOINTMENT

Sir/Madam:

Please be informed that you have been appointed by the Punong Barangay as a MEMBER OF THE LUPON TAGAPAMAYAPA effective upon taking your oath of office, and until a new Lupon is constituted on the third year following your appointment. You may take your oath of office before the Punong Barangay on _____.

Very truly yours,

Barangay Secretary