

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE PUNONG BARANGAY

(Date)

NOTICE TO CONSTITUTE THE LUPON

To All Barangay Members and All Other Persons Concerned:

In compliance with Section 1 (a), Chapter, Title One, Book III, Local Government Code of 1991 (Republic Act 7160), of the Katarungang Pambarangay Law, notice is hereby given to constitute the Lupong Tagapamayapa of this Barangay. The persons I am considering for appointment are the following:

- | | |
|-----------|-----------|
| 1. _____ | 14. _____ |
| 2. _____ | 15. _____ |
| 3. _____ | 16. _____ |
| 4. _____ | 17. _____ |
| 5. _____ | 18. _____ |
| 6. _____ | 19. _____ |
| 7. _____ | 20. _____ |
| 8. _____ | 21. _____ |
| 9. _____ | 22. _____ |
| 10. _____ | 23. _____ |
| 11. _____ | 24. _____ |
| 12. _____ | 25. _____ |
| 13. _____ | |

They have been chosen on the basis of their suitability for the task of conciliation considering their integrity, impartiality, independence of mind, sense of fairness and reputation for probity in view of their age, social standing in the community, tact, patience, resourcefulness, flexibility, open mindedness and other relevant factors. The law provides that only those actually residing or working in the barangay who are not expressly disqualified by law are qualified to be appointed as Lupon members.

All persons are hereby enjoined to immediately inform me of their opposition to or endorsement of any or all proposed members or recommend to me other persons not included on the list but not later than the _____, 20_____ (the last day for posting this notice).

Punong Barangay

IMPORTANT: This notice is required to be posted in three (3) conspicuous places in the barangay for at least three (3) weeks.

WARNING: Tearing or defacing this notice shall be subject to punishment according to law.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE PUNONG BARANGAY

(Date)

APPOINTMENT

TO: _____

Pursuant to Chapter 7, Title One, Book III, Local Government Code of 1991 (Republic Act No. 7160), you are hereby appointed MEMBER of the Lupong Tagapamayapa of this Barangay effective upon taking your oath of office and until a new Lupon is constituted on the third year following your appointment.

Punong Barangay

ATTESTED:

Barangay Secretary

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

(Date)

NOTICE OF APPOINTMENT

Sir/Madam:

Please be informed that you have been appointed by the Punong Barangay as a MEMBER OF THE LUPONG 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

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE PUNONG BARANGAY

(Date)

LIST OF APPOINTED LUPON MEMBERS

Listed hereunder are the duly appointed members of the Lupon Tagapamayapa in this Barangay who shall serve as such upon taking their oath of office and until a new Lupon is constituted on the third year following their appointment.

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Punong Barangay

Attested:

Barangay /Lupon Secretary

IMPORTANT: This list shall be posted in three (3) conspicuous places in the barangay for the duration of the terms of office of those named above.

WARNING: Tearing or defacing this notice shall be subject to punishment according to law.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

-o0o-

OFFICE OF THE PUNONG BARANGAY

=====

OATH OF OFFICE

Pursuant to Chapter 7, Title One, Book II. Local Government Code of 1991 (Republic Act 7160), I _____, being duly qualified and having been duly appointed MEMBER of the *Lupong Tagapamayapa* of this Barangay, do hereby solemnly swear (or affirm) that I will faithfully and conscientiously discharge to the best of my ability my duties and functions as such member and as member of the Pangkat ng Tagapagkasundo in which I may be chosen to serve; that I will bear true faith and allegiance to the Republic of the Philippines; that I will support and defend its Constitution and obey the laws, legal orders and decrees promulgated by its duly constituted authorities; and that I voluntarily impose upon myself this obligation without any mental reservation or purpose of evasion.

SO HELP ME GOD. (In case of affirmation the last sentence will be omitted).

Member

SUBSCRIBED AND SWORN to (or affirmed) before me this _____ day of _____, 20_____.

Punong Barangay

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

(Date)

WITHDRAWAL OF APPOINTMENT

TO: _____

After due hearing and with the concurrence of a majority of all the Lupong Tagapamayapa members of this Barangay, your appointment as member thereof is hereby withdrawn effective upon receipt hereof, on the following ground/s:

- incapacity to discharge the duties of your office as shown by _____
- unsuitability by reason of _____ (Check whichever is applicable and detail or specify the act/s or omission/s constituting the ground/s for withdrawal.)

Punong Barangay/Lupon Chairman

CONFORME (Signatures):

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	

Received this _____ day of _____, 20 _____.

(Signature)

NOTE:

The members of the Lupon conforming to the withdrawal must personally affix their signatures or thumb marks on the pertinent spaces above. The withdrawal must be conformed to by more than one-half of the total number of members of the Lupon including the Punong Barangay and the member concerned.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

Complainant/s
Barangay Case No. _____
For: _____

-against-

Respondent/s

C O M P L A I N T

I/WE hereby complain against above named respondent/s for violating my/our rights and interests in the following manner:

THEREFORE, I/WE pray that the following relief/s be granted to me/us in accordance with law and/or equity.

Made this _____ day of _____, 20____.

(Complainant/s)

Received and filed this _____ day of _____, 20____.

Punong Barangay/Lupon Chairman

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

**NOTICE OF HEARING
(MEDIATION PROCEEDINGS)**

TO: _____

Complainant/s

You are hereby required to appear before me on the _____ day of _____, 20____ at _____ o'clock in the morning/afternoon for the hearing of your complaint.

This _____ day of _____, 20_____.

Punong Barangay/Lupon Chairman

Notified this _____ day of _____, 20_____.

Complainant/s

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICER'S RETURN

I served this summons upon respondent _____ on the _____ day of _____, 20_____, and upon respondent _____ on the _____ day of _____, 20_____, by: (Write name/s of respondent/s before mode by which he/they was/were served.)

Respondent/s

_____ 1. handing to him/them said summons and person,
or

_____ 2. handing to him/them said summons and he/they
refused to serve it, or

_____ 3. leaving said summons at his/their dwelling
with _____
(name)

a person of suitable age and discretion residing
therein, or

_____ 4. leaving said summons at his/their office/place of
business with _____
(name)

a competent person in charge thereof.

Officer

Received by Respondent/s/representative/s:

(Signature)

(Date)

(Signature)

(Date)

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For: _____
Complainant/s	_____
- against -	

Respondent/s	

S U M M O N S

TO: _____

Respondents

You are hereby summoned to appear before me in person, together with your witnesses, on the _____ day of _____, 20_____, at _____ o'clock in the morning/afternoon, then and there to answer to a complaint made before me, copy of which is attached hereto, for mediation/conciliation of your dispute with complainant/s.

You are hereby warned that if you refuse or willfully fail to appear in obedience to this summons, you may be barred from filing any counterclaim arising from said complaint.

FAIL NOT or else face punishment as for contempt of court.

This _____ day of _____, 20_____.

Punong Barangay /Lupon Chairman

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
MUNICIPALITY OF _____
Barangay _____

NOTICE FOR CONSTITUTION OF PANGKAT

TO : _____

Complainant/s

Respondents/s

You are hereby required before me on the _____ day of _____, 20____ at _____ o'clock in the morning/ afternoon for the constitution of Pangkat ng Tagapagkasundo which shall conciliate your dispute. Should you fail to agree on the Pangkat membership or to appear on the aforesaid date for the constitution of the Pangkat, I shall determine the membership thereof by drawing lots.

This _____ day of _____, 20_____.

Punong Barangay

Notified this _____ day of _____, 20_____.

Complainant/s

Respondent/s

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

Complainant/s

BARANGAY Case No. _____
For: _____

-against-

Respondent/s

**N O T I C E T O C H O S E N P A N G K A T
M E M B E R**

(Date)

TO: _____

Notice is hereby given that you have been chosen member of the Pangkat ng Tagapagkasundo to amicably conciliate the dispute between the parties in the above-entitled case.

Punong Barangay/Lupon Secretary

Received this _____ day of _____, 20 ____.

Pangkat Member

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

TO: _____

Complainant/s

Respondent/s

NOTICE OF HEARING
(CONCILIATION PROCEEDING)

You are hereby required to appear before the Pangkat on the _____ day of _____, 20____, at _____ o'clock for a hearing of the above entitled case.

This _____ day of _____, 20____.

Pangkat Chairman

Notified this _____ day of _____, 20____.

Complaint/s

Respondent/s

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For: _____
Complainant/s	_____
-against-	_____

Respondents	

SUBPOENA

TO: _____

Witnesses

You are hereby commanded to appear before me on the ____ day of _____, 20____, at _____ o'clock, then and there to testify in the hearing of the above-captioned case.

This ____ day of _____, 20____.

Punong Barangay/ Pangkat Chairman
(Cross out whichever one is not applicable).

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For: _____
Complaint/s	_____
- against -	

Respondent/s	

AGREEMENT FOR ARBITRATION

We hereby agree to submit our dispute for arbitration to the Punong Barangay/ *Pangkat ng Tagapagkasundo* (Please cross out whichever is not applicable) and bind ourselves to comply with the award that may be rendered thereon. We have made this agreement freely with a full understanding of its nature and consequences.

Entered into this ____ day of _____, 20____.

Complainant/s

Respondent/s

ATTESTATION

I hereby certify that the foregoing Agreement for Arbitration was entered into by the parties and voluntarily, after I had explained to them the nature and consequences of such agreement.

Punong Barangay/Pangkat Chairman

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____

-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

=====

Compliant/s

Barangay Case No. _____
For: _____

-against-

Respondent/s

ARBITRATION AWARD

After hearing the testimonies, given the careful examination of the evidence presented in this case, award is hereby made as follows:

Made this _____ day of _____, 20__ at _____.

Punong Barangay/Lupon Chairman

Member

Member

ATTESTED:

Punong Barangay/Lupon Secretary**

- To be signed by either, whoever made the arbitration award

** To be signed by ther Punong Barangay if the award by the Pangkat Chairman, and by the Lupon Secretary if the award is made by the Punong Barangay.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

=====

_____	Barangay Case No. _____
_____	For: _____
Complainant/s	
-against-	

Respondent/s	

AMICABLE SETTLEMENT

We, complainant/s and respondent/s in the above-captioned case, do hereby agree to settle our dispute as follows:

and bind ourselves to comply honestly and faithfully with the above terms of settlement.

Entered into this _____ day of _____, 20____.

Complainant/s

Respondent

ATTESTATION

I hereby certify that the foregoing amicable settlement was entered into by the parties freely and voluntarily, after I had explained to them the nature and consequence of such settlement.

Punong Barangay/Pangkat Chairman

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

=====

_____	Barangay Case No. _____
_____	For: _____
Complainant/s	_____
- against -	

Respondent/s	

REPUDIATION

I/WE hereby repudiate the settlement/agreement for arbitration on the ground that my/our consent was vitiated by:

- Check out whichever is applicable)
- ☐ - Fraud. (State details) _____
- _____
- ☐ - Violence. (State details) _____
- _____
- ☐ - Intimidation. (State details) _____
- _____
- _____

This _____ day of _____, 20____.

Complainant/s	Respondent/s
_____	_____
_____	_____

SUBSCRIBE AND SWORN TO before me this _____ day of _____, 20____ at _____.

Punong Barangay/Pangkat Chairman/Member

Received and filed this _____ day of _____, 20____.

Punong Barangay

* Failure to repudiate the settlement or the arbitration agreement within the time limits respectively set (ten (10) days from date of settlement and five (5) days from the date of arbitration agreement shall deemed a waiver of the right to challenge on said grounds.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For: _____
Complaint/s	_____
- against -	

Respondent/s	

**NOTICE OF HEARING
(RE: FAILURE TO APPEAR)**

TO: _____

Complainant/s

You are hereby required to appear before me/the Pangkat on the ____ day of _____, 20____, at _____ o'clock in the morning/ afternoon to explain why you failed to appear for mediation/conciliation scheduled on _____, 20____ and why your complaint should not be dismissed, a certificate to bar the filing of your action on court/government office should not be issued, and contempt proceedings should not be initiated in court for willful failure or refusal to appear before the Punong Barangay/ Pangkat ng Tagapagkasundo.

This ____ day of _____, 20 ____.

Punong Barangay/Pangkat Chairman

Notified this ____ day of _____, 20____.

Complainant/s

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

=====

Complainant/s

Barangay Case No. _____
For: _____

-against-

Respondent/s

**NOTICE OF HEARING
(Re: FAILURE TO APPEAR)**

TO: _____

You are hereby required to appear before me/the Pangkat on the ____ day of _____, 20____, at _____ o'clock in the morning/afternoon to explain why you failed to appear for mediation/conciliation scheduled on _____, 20____ and why your counterclaim (if any) arising from the complaint should not be dismissed, a certificate to bar the filing of said counterclaim in court/government office should not be issued, and contempt proceedings should not be initiated in court for willful failure or refusal to appear before the Punong Barangay/Pangkat ng Tagapagkasundo.

This ____ day of _____, 20____.

Punong Barangay/Pangkat Chairman
/'(Cross out whichever is not applicable)

Notified this ____ day of _____, 20____.

Respondent/s: _____

Complainant/s _____

Republic of the Philippines
Province of Albay
City of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

Complainant/s

-against-

Respondent/s

Barangay Case No. _____
For: _____

CERTIFICATION TO FILE ACTION

This is to certify that:

1. There has been a personal confrontation between the parties before the Punong Barangay/Pangkat ng Tagapagkasundo;
2. An amicable settlement/ agreement to arbitrate was reached;
3. The settlement/agreement has been repudiated in a statement sworn to before the Punong Barangay by _____ on ground of _____; and
4. Therefore, the corresponding complaint for the dispute may now be filed in court/government office.

This _____ day of _____, 20____.

Lupon Secretary

Attested:

Lupon Chairman

Republic of the Philippines
Province of Albay
City of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

Complainant/s _____
-against- _____
Respondent/s _____

Barangay Case No. _____
For: _____

CERTIFICATION TO FILE ACTION

THIS IS TO CERTIFY THAT:

1. There has been a personal confrontation between the parties before the Punong Barangay but mediation failed;
2. The Pangkat ng Tagapagkasundo was constituted but the personal confrontation before the Pangkat likewise did not result into a settlement; and
3. Therefore, the corresponding complaint for the dispute may now be filed in court/government office.

This _____ day of _____, 20____.

Pangkat Secretary

Attested by:

Pangkat Chairman

Republic of the Philippines
Province of Albay
City of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For : _____
Complainant/s	_____
-against-	

Respondent/s	

CERTIFICATION TO FILE ACTION

This is to certify that:

1. Parties were called for mediation of the complaint but the mediation proceeding did not result to any amicable settlement;
2. The Punong Barangay set the meeting of the parties for the constitution of the Pangkat;
3. The respondent willfully failed or refused to appear without justifiable reason at the conciliation proceedings before the Pangkat; and
4. Therefore, the corresponding complaint for the dispute may now be filed in court/government office.

Issued this _____ day of _____, 20____.

Pangkat Secretary

Attested by:

Pangkat Chairman

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For : _____
Complainant/s	_____
-against-	

Respondent/s	

CERTIFICATION TO BAR ACTION

This is to certify that the above-captioned case was dismissed pursuant to the Order dated _____, for complainant/s _____ (name) and _____ (name) willful failure or refusal to appear for hearing before the Punong Barangay/Pangkat ng Tagapagkasundo and therefore complainant/s is/are barred from filing an action in court/government office.

This _____ day of _____, 20_____.

Lupon Secretary/Pangkat Secretary

Attested:

Lupon Chairman/Pangkat Chairman

IMPORTANT: If Lupon Secretary makes the certification, the Lupon Chairman attests.
If the Pangkat Secretary makes the certification, the Pangkat Chairman attests.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

=====

_____	Barangay Case No. _____
_____	For : _____
Complainant/s	_____
-against-	

Respondent/s	

CERTIFICATION TO BAR COUNTERCLAIM

This is to certify that after prior notice and hearing, the respondent/s _____ (name) and _____ (name) have been found to have willfully failed or refused to appear without justifiable reason before the Punong Barangay/Pangkat ng Tagapagkasundo and therefore respondent/s is/are barred from filing his/her counterclaim (if any) arising from the complaint in court/ government office.

This _____ day of _____, 20_____.

Lupon Secretary/Pangkat Secretary

Attested:

Lupon Chairman/Pangkat Chairman

IMPORTANT: If Lupon Secretary makes the certification, the Lupon Chairman attests.
If the Pangkat Secretary makes the certification, the Pangkat Chairman attests.

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

=====

_____	Barangay Case No. _____
_____	For : _____
Complainant/s	_____
- against -	

Respondent/s	

MOTION FOR EXECUTION

Complainant/s Respondent/s state as follows:

1. On _____ the parties in this case signed an amicable settlement/received the arbitration award rendered by the Lupon/Chairman/Pangkat ng Tagapagkasundo;
2. The period of ten (10) days from the above-stated date has expired without any of the parties filing a sworn statement of repudiation of the settlement before the Lupon Chairman a petition for nullification of the arbitration award in court; and
3. The amicable settlement arbitration award is now final and executory.

WHEREFORE, Complainant/sRespondent/s requests that the corresponding writ of execution be issued by the Lupon Chairman in this case.

(Date)

Complainant/s Respondent/s

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

Complainant/s

Barangay Case No. _____
For : _____

-against -

Respondent/s

**NOTICE OF HEARING
(Re: MOTION FOR EXECUTION)**

TO: _____

Complainant/s

Respondent/s

You are hereby required to appear before me on _____ day of _____, 20____ at _____ o'clock in the morning/afternoon/evening for the hearing of the motion for execution, copy of which is attached hereto, filed by _____ (name of complainant/respondent/s).

(Date)

Punong Barangay/Lupon Chairman

Notified this _____ day of _____, 20_____.

(Signature)
Complainant/s

(Signature)
Complainant/s

Republic of the Philippines
Province of Albay
Municipality of _____
Barangay _____
-o0o-

OFFICE OF THE LUPONG TAGAPAMAYAPA

_____	Barangay Case No. _____
_____	For : _____
Complainant/s	
-against-	

Respondent/s	

NOTICE OF EXECUTION

WHEREAS,, on _____, an amicable settlement was signed by the parties in the above-entitled case (or an arbitration award rendered by the Punong Barangay/Pangkat ng Tagapagkasundo):

WHEREAS, the terms and conditions of the settlement, the dispositive portion of the award, read:

The said settlement/award is now final and executory;

WHEREAS, the party obliged _____ has not complied voluntarily with the aforestated amicable settlement/arbitration award, within the period of five (5) days from the date of hearing on the motion for execution;

NOW, THEREFORE, in behalf of the Lupong Tagapamayapa and by virtue of the powers vested upon me and the Lupon by the Katarungang Pambarangay Law and Rule, I shall cause to be realized from the goods and personal property of

_____ the sum of
(name of party obliged)
_____ agreed
(state amount of settlement or award)

upon in the said amicable settlement (or adjudged in the arbitration award) unless voluntarily compliance of said settlement or award shall have been made upon receipt hereof.

Signed this _____ day of _____ 20_____.

Copy furnished:

Complainant/s

Punong Barangay

Respondent/s

