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# ADMINISTRATIVE MEMORANDUM

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TO : **ALL CONCERNED**  
SUBJECT : **AAVA ENDORSEMENT FOR BARANGAY CLEARANCE**

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In compliance with the additional requirement for securing permits with the local government, we have consolidated our AAVA endorsement letter for securing Barangay Clearance into one form, which includes the application and the endorsement itself. See the Application for Endorsement for Barangay Clearance Form (AEBC Form) at the back hereof.

1. The applicant must be a bonafide resident and/or property owner of Ayala Alabang Village Association. If not, the applicant must secure a written permit/ approval from the owner for the use of the owner's address for communication purpose.
2. The applicant must accomplish the form and write the data needed in boxes 1 to 5.
3. After which the Admin Clerk shall process the form by writing the required data needed in boxes 6 to 8.
4. AAVA shall charge a non-refundable processing fee of fifty pesos (P50.00) for every application.
5. The applicant is reminded that securing AAVA endorsement using his/her residence as business address is limited for communication purposes with 2 personnel only. The said endorsement is not a permit for the applicant to use his / her residence as a venue for schools, shops, clinics, warehousing of merchandise of commercial quantity for selling and other commercial activities that will create disturbance and annoyance of the neighborhood, or business office that caters to several clientele whose vehicles will utilize the parking areas meant for residents.
6. The endorsement is non-transferable.
7. The Association has the right not to issue endorsement to applicant with dubious transactions, businesses or residential turned into commercial purposes which the Association deem illicit and against the Philippine Laws.

For your information and strict compliance.

Thank you,

**RAMON F. FERNANDEZ**  
Village Manager



# AYALA ALABANG VILLAGE ASSOCIATION

Neighborhood Center, Narra St., Ayala Alabang Village, Muntinlupa City

Tel. Number : 8070511 Fax Number: 8425203

## Application for Endorsement for Barangay Clearance

<b>DATE OF APPLICATION</b> 1	<b>PURPOSE</b> [ ] Communication [ ] New Construction [ ] Renovation 2 [ ] Lease [ ] Permit for Tricycle [ ] Permit for Jeepney
Applicant's Information [ ] New [ ] Renewal 3 Name _____ Address _____ Telephone Number _____ Fax Number _____	Business Information (STRICTLY For Communication purpose only) 4 Business Name _____ Address to be used _____ Nature of Business _____ Telephone Number _____ Fax Number _____
<b>CONFORME</b> 5  I hereby conform to the set rules of the Association in connection with my Application for Endorsement for Barangay Clearance. I further affirm that my residence shall be used for business communication only and that no merchandise of commercial quantity shall be brought in for selling, clinic or shop, school installed at the said address. The Association shall have the right to deny or revoke this endorsement should this be used other than the purpose stated herein or misrepresentation committed on my part.  _____ Signature of Applicant Date	Processed by 6  Admin Clerk CCODE: _____  <b>ASSOCIATION DUES CLEARANCE</b> 7  This is to certify that the above applicant is up to date on payment of his/her Association Dues and other assessments.  Finance Dept. Head Date



## AAVA ENDORSEMENT

The Ayala Alabang Village Association is favorably endorsing the application of

\_\_\_\_\_ of \_\_\_\_\_  
*Name / Company Name Address*

Ayala Alabang Village, Muntinlupa City to secure Barangay Clearance intended for \_\_\_\_\_

\_\_\_\_\_ is a resident of the Village / is a member of the Association, is willing to abide by its internal rules and regulation.

This endorsement is non-transferable and valid only for the purpose for which it is approved.

**RAMON F. FERNANDEZ**  
Village Manager

Endorsement Number : \_\_\_\_\_  
Date Issued : \_\_\_\_\_  
OR Number : \_\_\_\_\_  
Amount Paid : \_\_\_\_\_  
Cashier's Signature : \_\_\_\_\_  
Date : \_\_\_\_\_