

ADMINISTRATIVE MEMORANDUM



TO : ALL CONCERNED
SUBJECT : AAVA ENDORSEMENT FOR BARANGAY CLEARANCE

In compliance with the requirements for securing permits with the Local Government, the following guidelines must be strictly followed:

1. The applicant must be a bonafide resident and /or property owner of Ayala Alabang Village. In the case of a lessee, 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 Application Form and fill in the date needed in boxes 1 to 5. Please refer to the sample form at the back.
3. After which the CERD / Admin shall process the form by writing the required data needed in boxes 6 to 8 of the said form.
4. AAVA shall charge a non-refundable processing fee of One Hundred pesos (P100.00) 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 to the neighborhood, or business office that caters to several clientele whose vehicles will be utilized 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 and / or residential turned into commercial purposes which the Association deem elicit and against Philippine Laws.

For your information and strict compliance.

Thank you,

MYRNA M. CASERIA
Head - CERD

Applicant's Consent Clause

The personal data obtained from this form is entered and stored within Ayala Alabang Village Association's (AAVA or "we") authorized information system and will only be accessed by AAVA's duly authorized personnel. AAVA shall institute appropriate security measures to ensure protection of the data subjects' personal data.

In general, we will need your explicit and unambiguous consent to enable us to process your request/s and transaction/s. Specifically, we may process your personal data for the following purposes:

- (1) to collect, use, process, share, and retain your information.
- (2) to create and maintain a responsible relationship and provide quality service. We collect information that allows us to accurately and efficiently manage your membership and perform the services that you receive from us;
- (3) to understand your needs and preferences. In order to ensure the HOA is offering programs and services that keep pace with your expectations from time to time, ask you to participate in surveys that help us to understand what you desire from the HOA to fit your lifestyle.
- (4) to meet legal and regulatory requirements. We are required to collect and use personal information to fulfill our contractual obligations to you, or our legal and regulatory obligations to the local and national government units including, but not limited to: provinces, cities, municipalities and barangays; and
- (5) to retain adequate documentation of the information for three (3) years after end of each calendar year, subject to applicable laws and professional standards.

For more information on your rights as a data subject and how AAVA protects your information, you may visit AAVA's Privacy Policy at www.aava.com.ph.

 Signature

 Name (please print)

 Date



AYALA ALABANG VILLAGE ASSOCIATION
 Neighborhood Center, Narra St., Ayala Alabang Village, Muntinlupa City
 Tel. No. 809-2282 * admin@aava.com.ph * www.aava.com.ph
Application for Endorsement for Barangay Clearance

DATE OF APPLICATION 1	PURPOSE <input type="checkbox"/> Communication <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Lease <input type="checkbox"/> Permit for Jeepney <input type="checkbox"/> Permit for Tricycle <input type="checkbox"/> Others _____	2
Applicant's Information <input type="checkbox"/> New <input type="checkbox"/> Renewal 3	Business Information (STRICTLY For Communication purpose only) 4 Business Name _____ Address to be used _____ _____ Nature of Business _____ _____ Telephone Number _____ Fax Number _____	
Name _____ Address _____ _____ Telephone Number _____ Fax Number _____		
CONFORME 5	Processed by 6 CERD/Admin CCODE: _____	
I hereby conform to the set rules of the Association in connection with my Application for Endorsement for Barangay Clearance. I further affirm that the 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	ASSOCIATION DUES CLEARANCE 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.

MYRNA M. CASERIA
Head - CERD

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