Republic of the Philippines

Province of Masbate

Municipality of Aroroy

**BARANGAY**

**OFFICE OF THE LUPONG TAGAPAMAYAPA**

**Brgy. Case Number**

FOR:\_

Complainant

⮚ Against ⮘

Respondent

**S U M M O N S**

TO:

You are hereby summoned to appear on  and there       before the “PUNONG BARANGAY/KAGAWAD OFFICER OF THE DAY”, before this office by the “complainant/s” afore-named above 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      .

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|  |

FOR:

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**OFFICER’S RETURN**

I served this summons upon respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 19\_\_\_\_, and upon respondent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,19\_\_\_\_,

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 in person, or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. handing to him/them said

summons and he/they refused to

receive 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

Received Date \_\_\_\_\_\_\_\_\_\_\_, 2019 Time: \_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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