

Standard Operating Procedure (SOP)

Drafting and Issuance of Resolution or Decision Memo

This SOP details the process for **drafting and issuance of resolution or decision memo**, covering the preparation, review, approval, and distribution stages. It ensures that all resolutions and decision memos are accurately and clearly documented, comply with organizational standards, and are disseminated timely to relevant stakeholders. The procedure promotes consistency, transparency, and accountability in official decision-making communications.

1. Purpose

To establish a standardized process for the preparation, review, approval, and distribution of resolutions or decision memos within the organization.

2. Scope

This procedure applies to all departments or personnel responsible for creating and issuing resolutions and decision memos.

3. Responsibilities

- **Drafting Officer:** Prepares the initial draft of the resolution or memo.
- **Reviewer:** Checks the document for accuracy, completeness, and compliance with standards.
- **Approving Authority:** Reviews and approves the final document.
- **Records Officer:** Files and archives the signed documents.
- **Distributing Officer:** Disseminates the approved document to relevant stakeholders.

4. Procedure

1. **Initiation**
 - Identify the need for a resolution or decision memo.
 - Gather all necessary background information and supporting documents.
2. **Drafting**
 - Drafting Officer prepares the initial draft using the prescribed template, ensuring clarity and completeness.
 - Attach all supporting documents as annexes where appropriate.
3. **Review**
 - Submit the draft to the designated Reviewer for comments and feedback.
 - Revise the draft as necessary based on Reviewer's input.
4. **Approval**
 - Forward the revised draft to the Approving Authority.
 - Upon approval, affix signatures and effective dates as required.
5. **Issuance and Distribution**
 - Records Officer assigns document number, files, and archives the signed document.
 - Distributing Officer circulates copies to all relevant stakeholders within two (2) working days of approval.
6. **Documentation and Retention**
 - Maintain a log of all resolutions/decision memos issued, including document numbers, subjects, signatories, and date of issuance.
 - Retain records in accordance with the organization's records management policy.

5. Document Control

Version	Date Issued	Description	Prepared by	Approved by
1.0	[YYYY-MM-DD]	Initial Release	[Name]	[Name]

6. References

- Organizational Policy on Resolutions and Decision Memos
- Records Management Policy

- Approved Templates and Forms

7. Appendices

1. Sample Resolution/Decision Memo Template
2. Checklist for Drafting and Review