

Correspondence to International Community

Office or Division:	Office of the City Mayor – International Relations Office			
Classification:	N/A			
Type of Transaction:	N/A			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. N/A	1. Sending of letter or e-mails	None	N/A	IRO Staff International Relations Office
2. N/A	2. Setting/ Scheduling of visit of either party	None	Depending on partner's availability and schedule	IRO Staff International Relations Office
3. N/A	3. Signing of memorandum of agreement	None	N/A	City Mayor and/or Sister City Representative
4. N/A	4. Exchange and implementation of plans, programs, and activities	None	N/A	Muntinlupa City and Sister City