

**BASIC : LETTER DATED MAY 23, 2008, FROM MAYOR LLOYD PETER M. LOPEZ OF LOON, BOHOL**

**2<sup>nd</sup> Indorsement**  
June 4, 2008

Respectfully returned to Ms. Rustica N. Mascariñas, Provincial Director, DILG Bohol Provincial Office, the herein basic communication from Mayor Lloyd Peter M. Lopez of Loon, Bohol requesting guidance on how to proceed town twinning or establishing a sister city agreement with another town or city in another country.

The initial step to take is for the Mayor of Loon to write to the Mayor of the town or city he is interested to link up with or form a partnership through town twinning or a sister city agreement. The letter should state the intent of establishing such a relationship and what he intends to gain out of it. He should provide a profile of his local government unit, its history, culture and people. The letter should contain a request for a reply. If the other party is interested, a draft of the Memorandum of Agreement shall be forwarded to the Mayor of the other city or town for his comments or inputs. After the parties have agreed on the provisions, the sangguniang shall then pass a resolution authorizing the Mayor to enter into a sister city or town twinning agreement with the other city or town.