



OFFICE OF THE SP SECRETARY
 LGU – City of Bayawan
 Province of Negros Oriental
 (035) 430-0453 (local 1220)
 (035)430-0490 (local 1220)
 www.bayawancity.gov.ph
 www.bayawancitycouncil.com

Form SP020 v.01

**Checklist of Requirements for
 Resolution Authorizing the Honorable Mayor to
 enter into a
 MEMORANDUM OF AGREEMENT /
 MEMORANDUM OF
 USUFRUCT/UNDERSTANDING/
 CONTRACTS/SISTER CITY AGREEMENT
 (to be accomplished in 7 sets)**

Office: _____

Resolution No: _____

Original Copies of the Following:

- Transmittal/Endorsement Letter
- Draft MOA/MOU/Contracts/Sister City Agreement
- Others:

Submitted by: _____ Date: _____
 (Signature over Printed Name)

Designation: _____

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

