



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 SP032 v.01

Checklist for Other Resolutions
**(COMMENDATIONS, EXPRESSING
SYMPATHY, ETC.)**

(to be accomplished in 1 set)

Office/Client: _____

Original Copies of the Following:

- ☐ Endorsement from the Mayor
- ☐ Letter from the requesting party
- ☐ Others (as may be required by the reviewing office)

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

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

