



OFFICE OF THE SP SECRETARY
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www.bayawancity.gov.ph
www.bayawancitycouncil.com

Form SP033 v.01

Checklist for
COMMITTEE REPORT

(to be accomplished in 2 set – Ordinance
And 7 sets for
MOA/MOU/USUFRUCT/CONTRACTS/DEED OF
DONATION/DEED OF SALE)

Office/Client: _____

Original Copies of the Following:

- ☐ Committee Report
- ☐ Minutes
- ☐ Attendance
- ☐ Documentation (pictures)
- ☐ Others (as may be required by the reviewing office)

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

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

