

# PURCHASE REQUEST

**BAC**  
 DATE: 11/10/2020  
 TIME: 2:30  
 REC'D. BY: K

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section: <u>CBS</u> <u>SOCPEN</u>	PR No.: <u>2020-11-2006</u>	Date: <u>4-Nov-20</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<b>Board and Lodging for 3 full days with the following inclusions:</b> <b>Day 1</b> 2 buffet meals with 2 snacks *Snacks with free flowing coffee, tea, chocolate drink, hot and cold <b>Day 2</b> 3 buffet meals with 2 snacks *Snacks with free flowing coffee, tea, chocolate drink, hot and cold drinking water <b>Day 3</b> 3 buffet meals with 2 snacks and breakfast as the last provision for the next day (Day 4) *Snacks with free flowing coffee, tea, chocolate drink, hot and cold drinking water <i>Note: Requesting for Informal Table Set-up for Day 3 Dinner as part of Social Graces and Etiquette Topic (pls. see attached picture)</i> <b>Accommodation:</b> Spacious and well-ventilated air-conditioned bedrooms with: *Triple room sharing observing 1 person-1 bed policy, with cabled-subscribed television set as well as functional telephone access to front office and access to other amenities available for 3 days * Complete Toiletries * Hot and Cold Shower * Complementary room for secretariat <b>Function Room:</b> *1 spacious well-ventilated function rooms for thirty-one (31) participants to accommodate participants twice the number of the total target participants including the training team *1 well-ventilated function room ( for workshop and small group activity) for fifteen (15) participants to accommodate twice the number of the total target participants * Highspeed internet connectivity	31	2,000.00	186,000.00

**DOWD FIELD OFFICE VT**  
**BIDS & AWARDS COMMITTEE**  
 DCG # 2020-11-0955  
 BAC PES = \_\_\_\_\_  
 DATE RCVD \_\_\_\_\_  
 REC'D BY: \_\_\_\_\_

**ADA VERONICA G. GARCIA**  
**PDO III**

**Purpose:**

Purpose: For use during the conduct of Leadership and Supervisory Training for SOCPEN Personnel -Module 1 on November 25-27, 2020

<p><b>Requested by:</b></p> <p>Signature: _____ <i>Haydee C. Canilla</i></p> <p>Printed Name: _____</p> <p>Designation: <b>HAYDEE C. CANILLA</b> SWO IV-OIC Division Chief</p>	<p><b>Approved by:</b></p> <p>Signature: _____ <i>Ma. Evelyn B. Macapobre</i></p> <p>MA. EVELYN B. MACAPOBRE, CESO III Regional Director</p>
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Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section: <u>CBS</u> <u>SOCPEN</u>	PR No.: <u>2020-11-2006</u>	Date: <u>4-Nov-20</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<p><b>*Welcome streamer and backdrop</b></p> <ul style="list-style-type: none"> <li>*1 LCD projector with wide screen</li> <li>*PA system with 2 wireless microphones</li> <li>*Standby technical staff to assist during sessions</li> <li>*1 Additional PA system with stand</li> <li>*Audio jack and extension cords</li> <li>*Movable tables and chairs</li> <li>*White board and available open space for other activities</li> <li>*Meeting Room for Training Management with tables and chairs</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>Observance of the minimum health and safety standards issued by the IATF</li> <li>*Temperature scanner upon entry</li> <li>*Hand washing facility</li> <li>*Alcohol disinfectant</li> <li>*Foot bath</li> <li>*Internet ready WIFI access</li> <li>*Basic first aid and medicine kit for diarrhea, allergy, RA 11465 GAA of 2020</li> <li>*Shuttle service</li> <li>*PWD compliant facility (elevator, access ramp and comfort rooms)</li> <li>*24-hr security including CCTV cameras</li> </ul>			
<b>GRAND TOTAL</b>					<b>P 186,000.00</b>

DGBW FIELD OFFICE VI  
 BIOS & AWARDS COMMITTEE  
 PAGE = 2020-11-2955  
 RAC DES = \_\_\_\_\_  
 DATE RCVD. \_\_\_\_\_  
 RCVD BY: \_\_\_\_\_

DA VERONICA C. SERENA  
 PBO III

**FINANCE MANAGEMENT DIVISION**  
**FUNDS AVAILABLE**  
 BUDGET SECTION: \_\_\_\_\_  
 DATE: 11/10/2020  
 REF: 32010310001000 SPP DRF CU  
SD 202010

**Purpose:** For use during the conduct of Leadership and Supervisory Training for SOCPEN Personnel -Module 1 on November 25~~th~~<sup>th</sup>, 2020

**Requested by:**

*Haydee C. Canilla*

**Signature:** \_\_\_\_\_  
**Printed Name:** HAYDEE C. CANILLA  
**Designation:** SWO IV-OIC Division Chief

**Approved by:**

*Ma. Evelyn B. Macapobre*

**Signature:** \_\_\_\_\_  
**Printed Name:** MA. EVELYN B. MACAPOBRE, CESO III  
**Designation:** Regional Director