
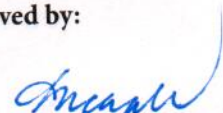


PURCHASE REQUEST

Entity Name: DSWD FO VI

Fund Cluster: _____

Office/Section: <u>HRMDD-LDS</u>		PR No.: <u>2020-11-2170</u>	Date: <u>November 13, 2020</u>		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Catering Services Day 1- 2 meals and 2 snacks with lodging Day 2 - 1 meal (breakfast buffet) Accomodation: Air-conditioned bedrooms with: - Triple room sharing observing 1 person-1 bed policy - Complete toiletries - Hot and cold shower - Complementary room for Secretariat Function Room: One air-conditioned function room with the following amenities: - Welcome streamer and backdrop - LCD projector with wide screen - PA system with 3 wireless microphones - Audio jack and extension cords - Movable tables and chairs - Flip board and white board - Space for the Secretariat with table and chairs Others: - Observance of the minimum health and safety issued by the IATF - Temperature scanner upon entry - Handwashing facility - Alcohol disinfectant - Foot bath - Internet ready WIFI access - Basic first aid and medicine kit for diarrhea, allergy, hypertension, headache, cold and hyperacidity - Free-flowing coffee, tea and hot chocolate	17	2,000.00	34,000.00
				TOTAL:	34,000.00
Purpose: <i>For use during the conduct of DSWD Field Office VI Administrative Cluster Workshop on Thrust and Priorities for CY 2021 on December 11-12, 2020, in Iloilo City.</i>					
Requested by: Signature:  Printed Name: <u>FREDYLIN P. SACOTE</u> Designation: <u>SAO/OIC-DC, HRMDD</u>			Approved by: Signature:  MA. EVELYN B. MACAPOBRE, CESO III Regional Director		

The activity aims to:

1. Provide venue for monitoring and presentation of accomplishments of the respective divisions;
2. Establish setting for regular discussion of various issues and concerns of the Administrative Cluster;