

PURCHASE REQUEST

Entity Name: DSWD FO VI

Fund Cluster: _____

DATE: _____
 TIME: _____
 REC'D. BY: _____

Office/Section: <u>OPPAP-KAPATIRAN</u>		PR No.: <u>2020-11-2234</u>	Date: <u>November 23, 2020</u>		
		Responsibility Center Code: _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	PAX	<p><i>Board and Lodging for a 1 full day(Dec. 7-8, 2020)</i> Covers 3 meals and 2 snacks with the ff inclusions: -Double room sharing -Complete toiletries -Hot and cold shower -Clean Working Space</p> <p>with the ff amenities: Function Room: One air-conditioned function room with free flowing coffee and chocolate drink, hot and cold mineral water the following amenities: -LCD projector with wide screen -PA system with 3 microphones -Audio jack and extension cords -Movable tables and chairs -Flip board and white board -Space for the Secretariat with table and chairs -Stand by waiters/s and technician to attend to audio-visual equipment & food concerns -PWD Friendly -Fast Wipi Connection ^{#10}</p> <p>Note: No Plastic Utensils/Straw/Stirrer</p>	15	2,000.00	30,000.00
				TOTAL:	30,000.00

DSWD FIELD OFFICE VI
 BIDS & PURCHASE COMMITTEE
2020-11-1059
 DATE PROC. _____ TIME _____
 REC'D BY: _____

ADA VERONICA S. GREGIA
 PDO III

*** NOTHING FOLLOWS ***
FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 11/23/2020
 REF: OPPAP/KAPATIRAN

Purpose: For the use during the conduct of Monthly Staff Meeting cum Consolidation and Consultation Workshop of the KAPATIRAN DATABASE on December 7-8, 2020 within Iloilo City.

<p>Requested by:</p> <p>Signature: _____ Printed Name: <u>ASUNCION M. SANTIAGO</u> Designation: <u>SWO IV/KAPATIRAN Focal Pe</u></p>	<p>Approved by:</p> <p>Signature: _____ Printed Name: <u>MA. EVELYN B. MACAPOBRE, CESO III</u> Designation: <u>Regional Director</u></p>
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