

PURCHASE REQUEST

D/7/2020
TIME 9:50
REC'D ✓

Entity Name: DSWD FO VI

Fund Cluster: _____

Office/Section: <u>HRMDD-LDS</u>	PR No.: <u>2020-12-2357</u>	Date: <u>December 7, 2020</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	<p>Catering Services Day 1- 2 meals and 2 snacks with lodging Day 2 - 1 meal (breakfast buffet)</p> <p><small>Accommodation: 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 - PWD and Senior Citizen friendly, with elevator for easier comfort and access - With enough parking space - Free-flowing coffee, tea and hot chocolate</small></p>	25	2,000.00	50,000.00
TOTAL:					50,000.00

FINANCE MANAGEMENT DIVISION
FUNDS AVAILABLE
 BUDGET SECTION: _____
 DATE: 12/07/20
 REF: 1000000000/000 PLANT-PRF=
RA 11/2016/00 12/07/2020
50299070-00
 DSWD FIC
 2020-12-1116
 ADAPTED BY: GREGIA
 FDUIM

Purpose: For use during the conduct of Orientation-Workshop and Commitment Setting of the Program Special Disbursing Officers (SDOs) on December 14-15, 2020

<p>Requested by:</p> <p>Signature: Printed Name: <u>FREDYLIN P. SACLORE</u> Designation: <u>SAO/OIC-DC, HRMDD</u></p>	<p>Approved by:</p> <p> MA. EVELYN B. MACAPOBRE, CESO III Regional Director</p>
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1. Be familiar with the duties and responsibilities of the SDO through lecture and discussion using the DSWD and COA guidelines;
2. Learn the process of liquidation – from cash advance to liquidation as stated in the guidelines; and
3. Provide recommendations that may be helpful in implementation of the programs and services of the Agency.