

# PURCHASE REQUEST

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

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

Office/Section: ORD/SMS-SOCIAL PENSION	PR No.: <u>2020-12-2474</u>	Date: <u>Dec. 17, 2020</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Board and Lodging for 1 full day (within Iloilo City) with the following inclusions:  DAY 1  *AM SNACKS, BUFFET LUNCH, PM SNACKS, AND BUFFET DINNER  DAY 2  BUFFET BREAKFAST  FUNCTION ROOM: One air-conditioned function room that can support physical distancing for participants with free flowing coffee and chocolate drink, hot and cold mineral water. -LCD projector with wide screen -PA system with 3 wireless microphones -Backdrop -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 Others: * PWD -friendly access with ramp & elevator, Spacious parking Area * Disposable Slippers and Toothbrush  Note: No Plastic Utensils/Straw/Stirrer x-x-x NOTHING FOLLOWS x-x-x	20	2,000	40,000
		GRAND TOTAL			40,000

FINANCE MANAGEMENT DIVISION  
 FUNDS AVAILABLE  
 BUDGET SECTION:  
 DATE:  
 REF: 20201021000/1000 SPP DRF CU

RA 11412 SRA of 2020  
SD 202010

GRAND FIELD SERVICE UNIT  
 2020-12-1175

Hotel Room Accommodation  
 Room  
 \* Double Sharing  
 \* w/ Hot & Cold Shower  
 \* w/ Complete toiletries

**Purpose:**  
 FOR YEAREND FORUM WITH THE MEDIA CUM DOCUMENTATION WORKSHOP  
 on December 30 TO 31, 2020.

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