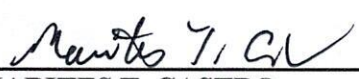



PURCHASE REQUEST

Entity Name: DOT-REGION IV-A		Fund Cluster:			
Office/Section :		PR No.: 2021-06-188		Date: June 28, 2021	
Admin		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Transportation			
	lot	Van Hire for DOT Employees and Participants Calamba - Baguio City (vice versa) (Php 21,000.00 x 3 days)	3	21,000.00	63,000.00
		Meals			
	lot	Participants and DOT Employees (Breakfast) (Php 250.00 x 15 pax x 3 days)	45	250.00	3,750.00
	lot	Participants and DOT Employees (AM Snack, Lunch, PM Snack) (Php 1000.00 x 15 pax x 3 days)	45	1,000.00	45,000.00
	lot	Speaker/DOT Employee (Dinner) (Php 500.00 x 15 pax x 3 days)	6	500.00	22,500.00
		Accommodation			
	lot	Speaker/DOT Employee (Php 4,000.00 x 15 rooms x 2 nights)	30	4,500.00	120,000.00
		Other Expenses			
	lot	Entrance Fee/ Miscellaneous Fee in the detination base on itinerary	15	1,000.00	15,000.00
	lot	Antigen	15	1,000.00	15,000.00
		nothing follows			

	TOTAL	299,250.00
Purpose: BENCHMARKING WITH OTHER REGION/S FOR BESTPRACTICES THRU ARTS AND CULTURAL IMMERSION ON JULY 12-14,2021		
Signature:		
Printed Name :	MARITES T. CASTRO	MICHAEL A. PALISPIS
Designation :	Chief, TOO	Regional Director