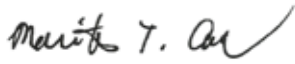



PURCHASE REQUEST

Entity Name: DOT-REGION IV-A		Fund Cluster: _____			
Office/Section :		PR No.: 2021-07-213		Date: July 15, 2021	
Admin		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Meals			
	lot	Participants/Speaker/DOT Employees (AM Snack, Lunch, PM Snack) (700.00 x 35pax x 2days)	70	700.00	49,000.00
	lot	Speaker/DOT Employee (Dinner) (Php 400.00 x 2pax x 2days)	4	400.00	1,600.00
		Accommodation			
	lot	Speaker/DOT Employee (Php 4,000.00 x 2 rooms x 2 nights)	4	4,000.00	16,000.00
		Venue			
	lot	5,000 x 2 days	2	5,000.00	10,000.00
		Training Kit			
		Notebook, ballpen, ID holder, ID lace (Php 150.00 x 30 pax)	30	150.00	4,500.00
		Certificate Holder (A4)	4	50.00	200.00
		Personal Health Kit			
	lot	-2pcs Face mask (N95) -2pcs Face shield -Alcohol (50ml)	30	100.00	3,000.00
		Other Expences			
		Tarpaulin (9 x 6 feet)	1	1,000.00	1,000.00
		Load Card	1	200.00	200.00
		Antigen Test	3	2,200.00	6,600.00
		TOTAL			92,100.00

Purpose: Conduct of Seminar for Tourist Drivers as Tourism Frontliners on August 11- 12, 2021 at Pilillia, Rizal

Signature:		
Printed Name :	MARITES T. CASTRO	MICHAEL A. PALISPIS
Designation :	Chief, TOO	Regional Director