



PURCHASE REQUEST

Entity Name: DOT-REGION IV-A		Fund Cluster:			
Office/Section :		PR No.: 2021-08-262		Date: August 19, 2021	
Admin		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Transportation			
	lot	Van Hire for DOT Employees and Speaker Calocan - Calamba - Catanuan, Quezon (vice versa) (Php 7,500.00 x 2 days)	2	7,500.00	15,000.00
		Meals			
	lot	Participants/Speaker/DOT Employees (AM Snack, Lunch, Pm Snack) (800.00 x 33 pax x 3 days)	99	800.00	79,200.00
	lot	Speaker/DOT Employee (Dinner) (Php 500.00 x 2pax x3 days)	6	500.00	3,000.00
		Accommodation			
	lot	Speaker/DOT Employee (Php 4,000.00 x 2 rooms x 3 nights)	6	4,000.00	24,000.00
		Training Kit			
	lot	Notebook, ballpen, ID holder, ID lace (Php 150.00 x 30 pax)	30	150.00	4,500.00
		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 (100/day)	3	100.00	300.00
		Antigen	2	2,200.00	4,400.00
		TOTAL			134,400.00

Purpose: Conduct of Seminar for Tourist Reception and Guiding Techniques on October 17-20, 2021 in Montalban, Rizal

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