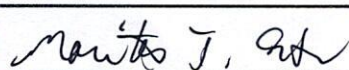



PURCHASE REQUEST

Entity Name: DOT-REGION IV-A		Fund Cluster: _____			
Office/Section :		PR No.: 2021-08-258		Date: August 18, 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 Calamba - Manila - Rizal (vice versa) (Php 7,500.00 x 1 day)	1	7,500.00	7,500.00
		Meals			
	lot	Participants/Speaker/DOT Employees (AM Snack, Lunch, PM Snack) (Php 800.00 x 33 pax x 2 days)	66	800.00	52,800.00
	lot	Speaker/DOT Employee (Dinner) (Php 500.00 x 2 pax x 3 days)	6	500.00	3,000.00
	set	Cooking Ingredients	4	2,000.00	8,000.00
		- 3kl Pork - 2kl Chicken - Assorted Vegetable - Condiments (Soy sauce, Ketchup, Vinegar, Patis, Hot Sauce, Liquid Seasoning, and Tomato sauce) - Spices (Garlic, Onion, Ginger, Bay Leaf, Pepper and peppercorn, salt and sugar) Note: menu may change without prior notice			
	set	Cooking Tools and Equipment:	4	9,900.00	39,600.00

		<ul style="list-style-type: none"> - 1pcs Potable Butane Stove - 4pcs Butane Gas - 1pc Food Tongs - 1pc Turner - 1pc Ladle - 1pc Chopping Board - 1set Chef's Knife (Small and Large) - 1set Mixing Bowls (Small, Medium and Large) - 1pc Strainer - 2pcs Wood ladle - 8pcs Apron - 8pcs Hand Towels - 10pcs Hairnet - 4pcs Pot Holder - 1pcs Stock pot - 1pcs Deep Frying Pan - 3pcs Bottle Squeezer - 1pc Can Opener - 1pc Peeler - Mega Box (120L) - 1roll Garbage Bag (Lage) 			
		Accommodation			
	lot	Speaker/DOT Employee (Php 4,000.00 x 2 rooms x 3 nights)	6	4,000.00	24,000.00
		Training Kit			
		Notebook, ballpen, ID holder, ID lace (Php 150.00 x 30 pax)	30	150.00	4,500.00
		Personal Health Kit			
	lot	-3pcs Face mask -3pcs 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 (P100/day)	2	100.00	200.00
		Antigen Test	2	2,200.00	4,400.00
		TOTAL			148,000.00
Purpose: Conduct of Seminar for Community-Based Kulunarya Workshop on September 12- 14, 2021 at Rizal Provice					
Signature:					
Printed Name :	MARITES T. CASTRO		MICHAEL A. PALISPIS		
Designation :	Chief, TOO		Regional Director		