

**PURCHASE REQUEST  
Civil Service Commission**

2020-11-0596  
Date 11/24/20

Department: OHRMD PR No.: \_\_\_\_\_ Date \_\_\_\_\_  
 Section: CSC CO 2020 YEAR END CELEBRATION SAI No.: \_\_\_\_\_ Date \_\_\_\_\_  
 ALOBS No.: \_\_\_\_\_ Date \_\_\_\_\_

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Total Cost
300	pax	Packed Meals for 300 officials and employees @ P300.00 per head		300.00	90,000.00
		To include the following			
		3 viands (Pork, beef and vegetables)			
		2 Rice per pack			
		2 kinds of Dessert			
		1 Drink per packed			
		Note: Payable in Check within 10 days after the event			
		With presentation of food packaging and free tasting of food to be served within three (3) days before the event.			
		<b>TOTAL</b>			<b>90,000.00</b>
		xxx EMERGENCY PURCHASE xxx			
		<i>Send Bill basis</i>			

**Purpose:** *For the conduct of the 2020 Year-End Celebration on December 18, 2020*

<b>Signature:</b>	<b>Requested by:</b> <i>Mary Bernadette S. Nuñez</i>	<b>Approved by:</b> <i>Fernando M. Porio</i>
<b>Printed Name:</b>	<b>MARY BERNADETTE S. NUÑEZ</b>	<b>FERNANDO M. PORIO</b>
<b>Designation:</b>	Administrative Officer V	Director IV - OHRMD
<b>Date:</b>	November 19, 2020	November 19, 2020