

PURCHASE REQUEST

Entity Name: CIVIL SERVICE COMMISSION

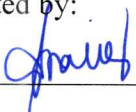
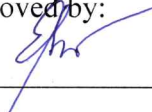
Fund Cluster: CSC TF

Office/Section : CIVIL SERVICE INSTITUTE		PR No.: <u>2022-10-1009</u> Responsibility Center Code : _____	Date: October 11,2022		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Meals for the Conduct of Leadership and Management Certification Program Date of Conduct November 7,8-18,21, 2022			
	lot	November 7, 2022	46.00	₱950.00	₱43,700.00
		Provision of AM Snacks, Lunch and PM Snacks at P950.00 for the three meals (46 pax X Php 950 X 1 day)			
		November 8,9,10,11,14,15,16,17 and 18, 2022	414.00	₱950.00	₱393,300.00
		Provision of AM Snacks, Lunch and PM Snacks at P950.00 for the three meals (46 pax X Php 950 X 9 days)			
		November 21, 2022	46.00	₱950.00	₱43,700.00
		Provision of AM Snacks, Lunch and PM Snacks at P950.00 for the three meals (46 pax X Php 950 X 1 day)			
		November 21, 2022	50.00	₱400.00	₱20,000.00
		Graduation/Closing Activity: Cocktails			
		Provision of heavy PM Snacks for the graduation/closing activity at P400.00 (50 pax X Php 400 X 1 day)			
Total					₱500,700.00

Inclusions during the duration of the conduct on November 7,8-18,21,2022

Round tables and chairs with cover;
All flatware, dinnerware and glassware;
Waiters / Food Attendant; and
Flowing brewed coffee
Water with dispenser
Set up - Buffet tables w/ linens skirting and centrepiece;

Purpose:Meals for the Conduct of Leadership and Management Certification Program on November 7,8-18,21, 2022

Requested by:	Approved by:
Signature : <u></u>	<u></u>
Printed Name : MARK ANTHONY G. MALITAN	EMYLIN O. SEVERO
Designation : Chief Human Resource Specialist	Acting Director III

Confirmed that the above request is included in the Annual Procurement Plan (APP) & with complete supporting document 