



REQUEST FOR QUOTATION

Mindoro State University (MinSU) Main Campus through Bids and Awards Committee will undertake **Small Value Procurement** pursuant to the provisions of R.A. 12009, to wit;

Name of Project	REPAIR AND MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS
Solicitation	RFQ 2026-0084A
Place of Delivery	MINSU VICTORIA (MAIN CAMPUS)
Brief Description	REPAIR AND MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS
Quantity	ONE(1) Lot
Approved Budget for the Contract (ABC)	Php. 750,000.00
Date of Delivery	53 days upon conform of Notice to Proceed

Please quote your **lowest price** on the attached bid form and submit personally/through email your **SEALED QUOTATION not later than on 9:00 am** **OCT 13 2026** at the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro.**

Received by:

Name and Signature: _____

Company: _____

Date: _____

ROVELYN P. ROXAS
BAC Chairperson

Terms and Conditions:

1. All entries must be **LEGIBLE**.
2. Delivery Period within ____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 60 calendar days.
5. PhilGEPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (Required; if applicable).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery



BID FORM

Item/s and Specification/s (minimum)	Unit	Qty.	Brand / Specification	Unit Price (VAT inclusive)	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
100- Clearing Works	lot	1.00				()	()
101- Ceiling Works	Sq.m.	172.70				()	()
102- Painting Works	Sq.m.	452.06				()	()
103- Roofing Works	Sq.m	60.80				()	()
104-Plumbing Fixtures	Lot	1.00				()	()
105-Electrical Works	Lot	1.00				()	()
106-Carpentry Works	Lot	1.00				()	()
--Nothing to follow--							
TOTAL							

General Conditions

- Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines** on the date and time stated in this RFP.
- Supplier shall submit the following requirements:

	PRIMARY REQUIREMENTS from(Section 4.1 of GPPB Circular No. 06-2026)
()	Duly signed Original Copy/Certify True Copy of Request for Quotation (RFQ) . Prices shall be quoted in
()	PhilGEPS Platinum Certificate of Registration/ Philgeps Registration Is RED (Updated & Original or CTC)
()	Business/ Mayor's Permit (Updated & Original or CTC)
()	PCAB License(if infrastructure)(Updated & Original or CTC)
()	Professional license/ CV (if Consulting)(Updated & Original or CTC)
()	Latest Income / Business Tax Return (Updated & Original or CTC)(If above Php. 500,000)
()	Notarized Omnibus Sworn Statement (if above 50k as lot basis) with Government-Issued Id with signature and Corporate Secretary Certificate (if Corporation)
	SECONDARY REQUIREMENT (for the TWG requires clarification)
()	Detailed Estimated Price for Infrastructure (please see detailed estimated form)(Updated & Original or CTC)



()	Brochure / Specify the Specific Brand or Model in the RFQ (if Applicable for Goods and Equipment) (Updated & Original or CTC)
()	BIR certificate of Registration (BIR 2303)(Updated & Original or CTC)
()	Other Certifications, Permits, or Licenses, as may be required by the TWG based on the nature of the procurement (e.g., Certificate of Distributorship/Dealership, Certificate of Product Registration, License to Operate (LTO), Certificate of Product Registration (CPR), FDA Certificate of Medical Device Registration (CMDR), etc.).

Note: Please ensure that all non-original documents, including those submitted via email or in person, are duly certified as true copies (CTC) and bear the name and signature of the authorized representative. Failure to comply with this requirement may result in disqualification.

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

The supplier and its premises **may be subjected to ocular inspection or verification** by the End-User and/or the BAC Technical Working Group (TWG), **if deemed necessary to confirm compliance with technical specifications prior to award.**

Award

The contract shall be awarded to the supplier who:

1. Submitted the **Lowest Calculated and Responsive Bid (LCRB)**; and
2. Successfully **passed verification of compliance with eligibility, technical requirements, and, if applicable, ocular inspection or post-qualification** performed by the TWG.

Award is **subject to the approval of the Head of the Procuring Entity** and is **conditional upon compliance with all requirements** under RA 12009, the GPPB guidelines, and the RFQ. If the supplier with the LCRB **fails verification or inspection**, the BAC may consider the **next lowest responsive bid**.

Evaluation of Quotations

Quotations shall be compared and evaluated based on:

1. Completeness of Submission of all required documents
2. Compliance with Item & Description Requirements
3. Reasonableness and competitiveness of the quoted price, evaluated based on the **LCRB/HRRB/MEARB/MARB** in relation to the Approved Budget for the Contract (ABC).

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ and contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, and contract shall be disqualified from participating in MinSU or any of MinSU



campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.

3. The supplier is responsible for **all duties, excise, taxes, and other government charges**.
4. All transactions are subject to withholding of creditable government taxes in accordance with the revenue regulation(s) of the Bureau of Internal Revenue

Document transmission service

The supplier shall shoulder the courier expenses for the delivery of documents such as the **Notice of Award (NOA), Purchase Order (PO), Contract Agreement (CA), Notice to Proceed (NTP)** and **other related documents pertaining to the supplier**.

Liquidation Damages

A penalty of one-tenth of one percent (0.001) **of the total contract price per calendar day** shall be imposed for any delay in the delivery of goods, services, or equipment. The total liquidated damages **shall not exceed 10% of the total contract price**. Exceeding this threshold **shall constitute a ground for termination of the contract by the BAC**.

Warranty

The supplier warrants that all goods, services, or equipment **conform to acceptable industry standards** and the specifications stated in the RFQ and contract. Any defect or non-conformance discovered during the warranty period shall be remedied by the supplier at no additional cost.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered, delivered or installed in accordance with the terms of this Contract and have been duly inspected and accepted by the



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After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____

LBP Account No. of Establishment: _____

Name of Payee: _____

Tax Identification Number: _____

Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


MARK CHRISTIAN M. MAGNAYE

Canvasser

Contact Number: 0945-664-3003

Email Address: bac.office@minsu.edu.ph



MSU-PRO-FR-10.03

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



DETAILED ESTIMATES FOR

ITEM NO.	100	SPECIFIC NO.	
NAME OF ITEM	CLEARING WORKS	QUANTITY	1.00 LOT

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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BAGONG PILIPINAS

<i>Continuation of 101:</i>				
Consumables (Cutting discs, drill bits, screw bits, etc)	Pcs			
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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•Calapan City Campus, Masipit, Calapan City



DETAILED ESTIMATES FOR

ITEM NO.	102	SPECIFIC NO.	
NAME OF ITEM	PIANTING WORKS	QUANTITY	452.06 sq.m.

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Flat Latex White	Pail			
Semi Gross Latex(Two Coats)	Pail			
Paint Thinner	Pail			
Enamel Paint, Choco Brown	Gal			
Glazing Puuty	Gal			
Enamel paint, Flat Wall	Pail			
Enamel paint, Gloss, QDE (two coats)	Pail			
Tinting Color	liter			



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BAGONG PILIPINAS

<i>Continuation of 102:</i>				
Consumables(Sand paper, Masking Tape, Paint Roller, Thinner, Cleaning Rags, Disposable Brushes,etc				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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BAGONG PILIPINAS

DETAILED ESTIMATES FOR

ITEM NO.	103	SPECIFIC NO.	
NAME OF ITEM	ROOFING WORKS	QUANTITY	60.80 sq.m

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Pre-Painting (I Baguio Green) Corrugated Roof (8ftx1.10mx0.5mm)	Pcs			
Ridge Roll, GA 26 (0.61m x 2.44m)	Pcs			
Wood Tek Screw(2")	Pcs			
Good Lumber	Bd.ft			
1"x12"x12' good lumber- Fascia Board	Pcs			
Pre-painted flashing, GA 26 (0.61m x 2.44m)	Pcs			



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BAGONG PILIPINAS

<i>Continuation of 103:</i>				
Consumables(Sealant, cutting discs, drill bits, etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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DETAILED ESTIMATES FOR

ITEM NO.	104	SPECIFIC NO.	
NAME OF ITEM	PLUMBING FIXTURES	QUANTITY	1.00 lot

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Water Closet w/ Fitting and Acc.(Pail Flush Bowl)	Set			
Flush-Type Wall Hung Urinal With Fittings & Accessories	Set			
Lavatory w/ complete fittings and accesories	Set			
Lavatory Faucet	Pcs			
Mirror (1.80m x 0.65cm)	Pcs			
½" faucet Brass type	Pcs			



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Continuation of 104:				
Consumables(tepflon tape, sealant, cutting discs, drill bits, clamps, fittings etc etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____





DETAILED ESTIMATES FOR

ITEM NO.	105	SPECIFIC NO.	
NAME OF ITEM	ELECTRICAL WORKS	QUANTITY	1.00 lot

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Flourescent LED Ecofit Light, T8,16W,6500K-Cool Daylight	Pcs			
Utility Box, Deep Type	Pcs			
Junction box,deep type	Pcs			
2.0mm ² THHN Wire,Stranded	Box			
3.5mm ² THHN Wire,Stranded	Box			
Flexible Hose ½" (100meters)	Roll			



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<i>Continuation of 105:</i>				
Single Gang Switch	pcs			
Consumables(electrical tape,cables ties, drill bits, saw blades etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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DETAILED ESTIMATES FOR

ITEM NO.	106	SPECIFIC NO.	
NAME OF ITEM	CARPENTRY WORKS (CR & CUBICLE DOORS)	QUANTITY	1.00 lot

A. LABOR :

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	MAN DAYS	RATE PER DATE	AMOUNT
Foreman					
Skilled					
Laborer					
Sub-total					

B. EQUIPMENT

(Exclude acquisition & delivery of materials)

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor tools (please Specify)					
Sub-total					

D. MATERIALS:

(Include acquisition of equipment fuel etc. for materials)

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Aluminum Cubicle Door (0.60m x 1.40m) with complete accessories	Sets			
Aluminum Glass Awning Window (0.60m x 0.40m)	Sets			
Cubicle Phenolic HPL Compact Board (12mm, waterproof) with complete heavy duty hardwares	Sets			
4'x8'x ½" thk. Marine Plywood	Pcs			
Good Lumber	Bd.ft.			





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<i>Continuation of 106:</i>				
Door Hinges (50mmx101mm)	Set			
Doorknob	Set			
Door bolt lock with screws	Set			
Consumables(nails, sandpaper,saw blades, etc.)				
Sub-total				

Total (Estimated Direct Cost)= _____

Indirect Costs (as per DO 197s. 2026)

OCM _____ % = _____

Profit _____ % = _____

VAT _____ % = _____

Sub-total (IC) = _____

Total Cost = _____

Unit Cost = _____



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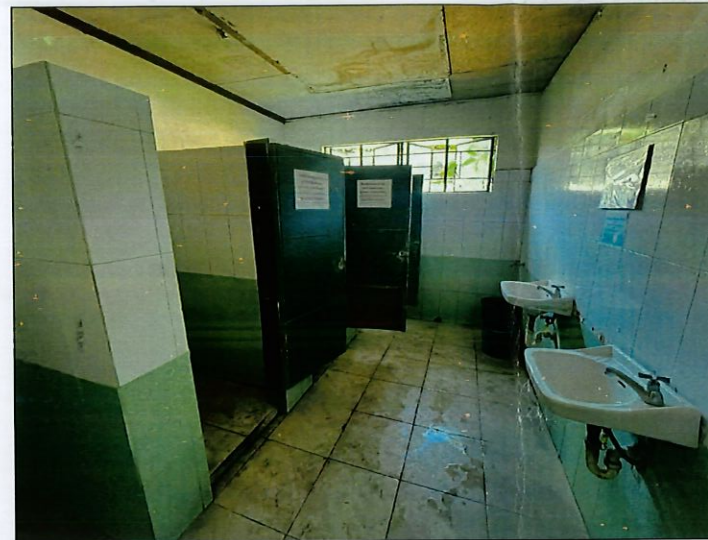
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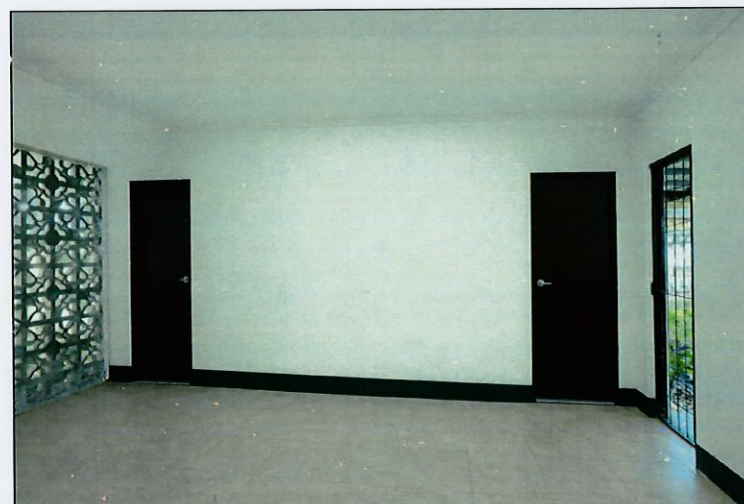
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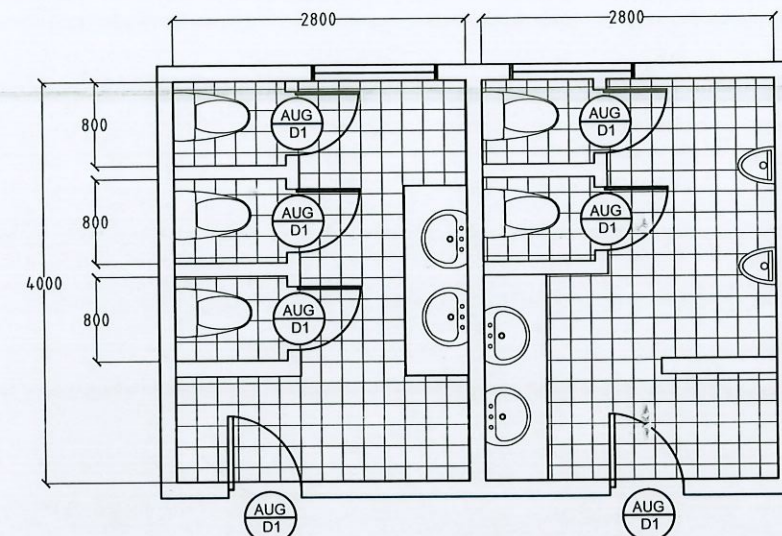
BEFORE PHOTOS
N.T.S.



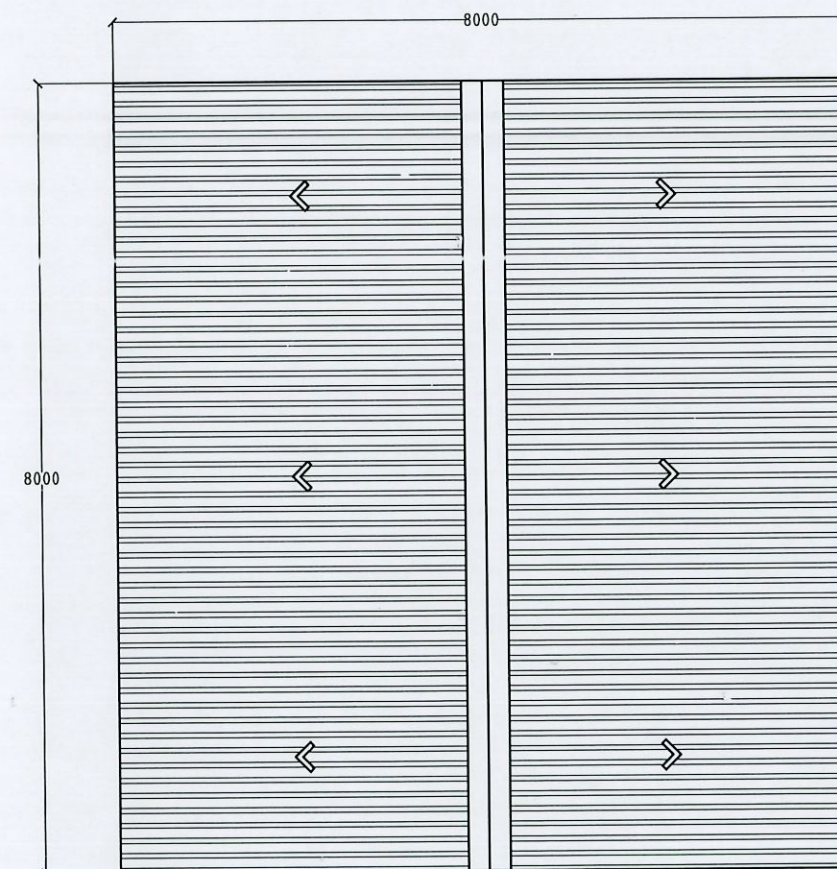
PERSPECTIVE
N.T.S.

NOTE:

1. ALL COMFORT ROOM CEILINGS ARE SUBJECT FOR REPAIR.
2. ALL FIXTURES ARE FOR REPLACEMENT.
3. ROOFING OF AUG BLDG. COMFORT ROOMS ARE FOR REPLACEMENT.
4. INSTALLATION OF NEW COMFORT ROOM DOORS & CUBICLE DOORS.
5. VERIFY DIMENSIONS ON SITE.



AUG BLDG COMFORT ROOM FLOOR PLAN
N.T.S.



AUG BLDG COMFORT ROOM ROOF PLAN
N.T.S.



Project Owner:
MINDORO STATE UNIVERSITY

Location:
MAIN CAMPUS

R.A. 9266, Art 3, Sec 20

Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.

Project title:

REPAIR AND MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS

Location:
BRGY. ALCATE, VICTORIA, ORIENTAL MINDORO

Prepared by:

ENGR. MICHELLE J. BERGUERA

ADMINISTRATIVE OFFICER IV

Checked and Reviewed by:

ENGR. MARK LESTER A. MAGPANTAY

PROJECT DEVELOPMENT OFFICER III

Verified by:

ENGR. ARVIN P. TOLENTINO

DIRECTOR FOR AUXILIARY AND GENERAL SERVICES

Recommending Approval:

ROVELYN P. ROXAS

OIC - VP FOR ADMIN, FINANCE & OPERATIONS

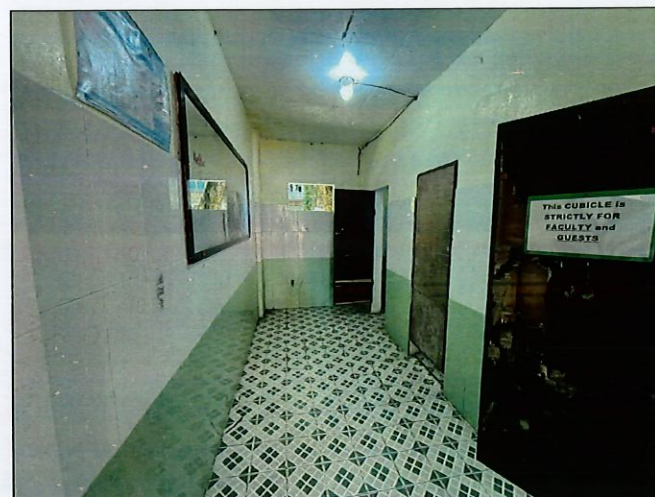
Approved by:

ENYA MARIE D. APOSTOL, Ph.D.

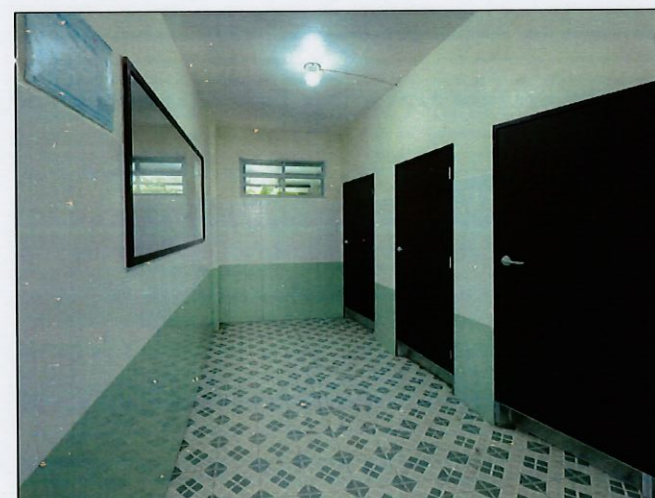
UNIVERSITY PRESIDENT

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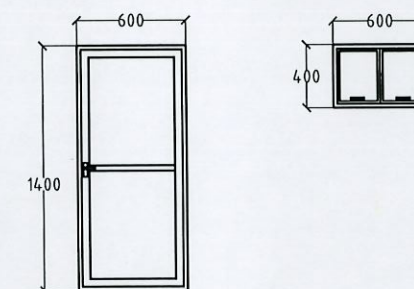
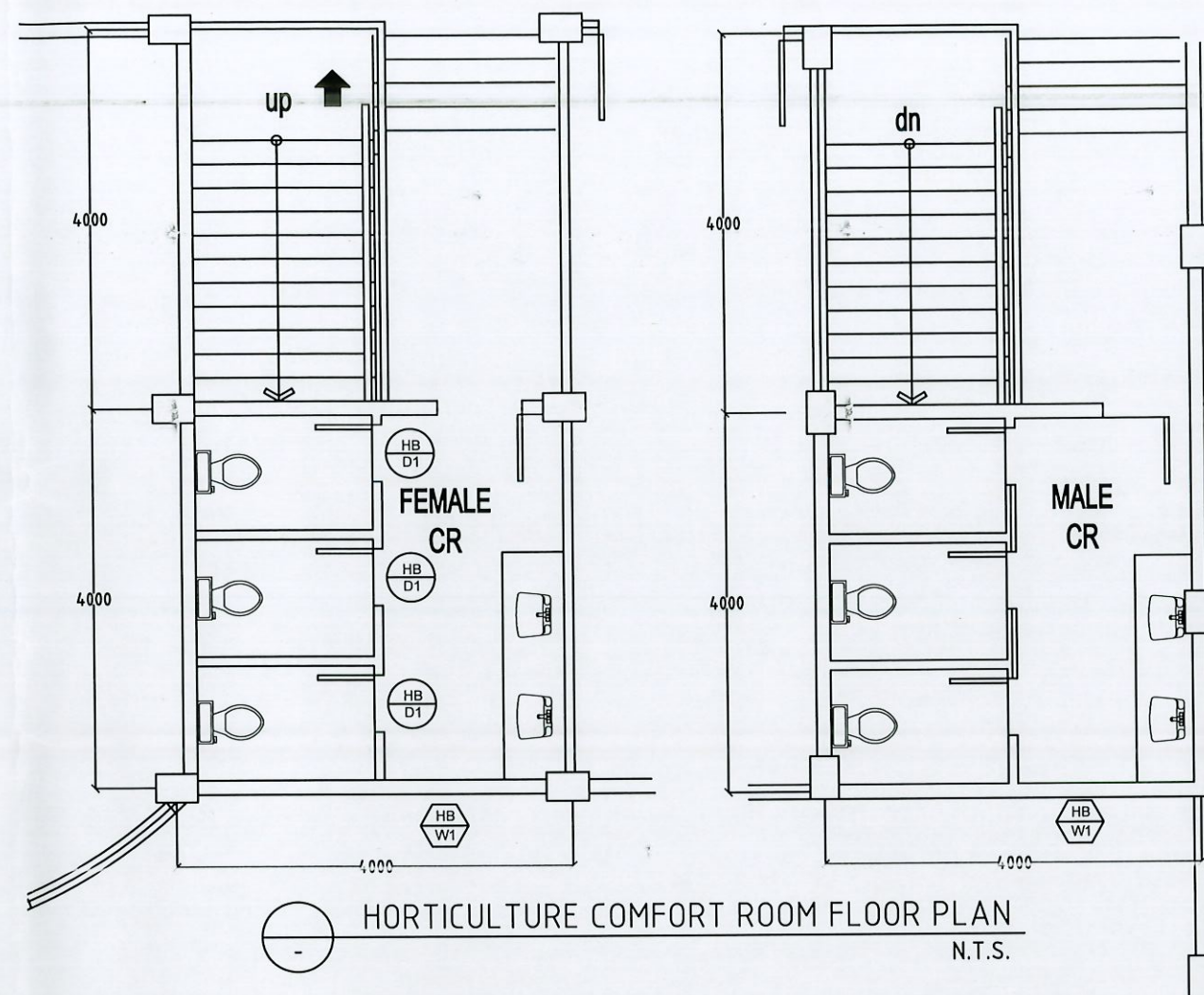
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BEFORE PHOTOS
N.T.S.



PERSPECTIVE
N.T.S.



D1	W1
ALUMINUM DOOR	AWNING GLASS WINDOW
CR CUBICLES	ALUMINUM FRAME
AUG & HORTICULTURE BLDG CR	HORTICULTURE BLDG CR
AUG 5 SETS, HORTI 3 SETS	2 SETS

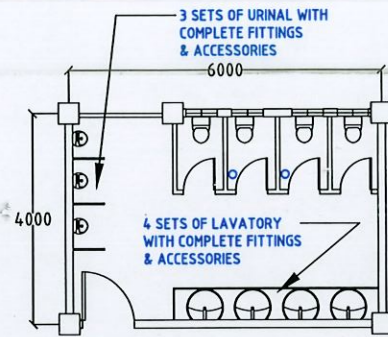
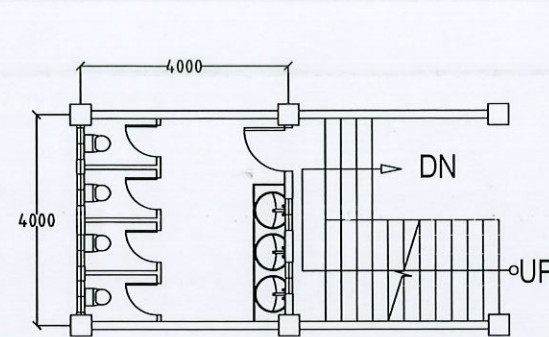
SCHEDULE OF DOORS AND WINDOWS
NTS

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT (FEMALE CR):
1. 3 SETS OF ALUMINUM CUBICLE DOORS
2. 3 SETS OF WATER CLOSET (PAIL FLUSH BOWL)
(with complete fittings & accessories)
3. 1 SET OF MIRROR (1.80m x 0.65cm)

FOR INSTALLATION (MALE CR):
1. 3 SETS OF CUBICLES
2. 3 SETS OF WATER CLOSET (PAIL FLUSH BOWL)
(with complete fittings & accessories)
3. 3 SETS OF FAUCET
4. 2 SETS OF LAVATORY (with complete fittings
& accessories)
5. 1 SET OF MIRROR (1.80m x 0.65cm)

NOTE: VERIFY DIMENSIONS ON SITE.

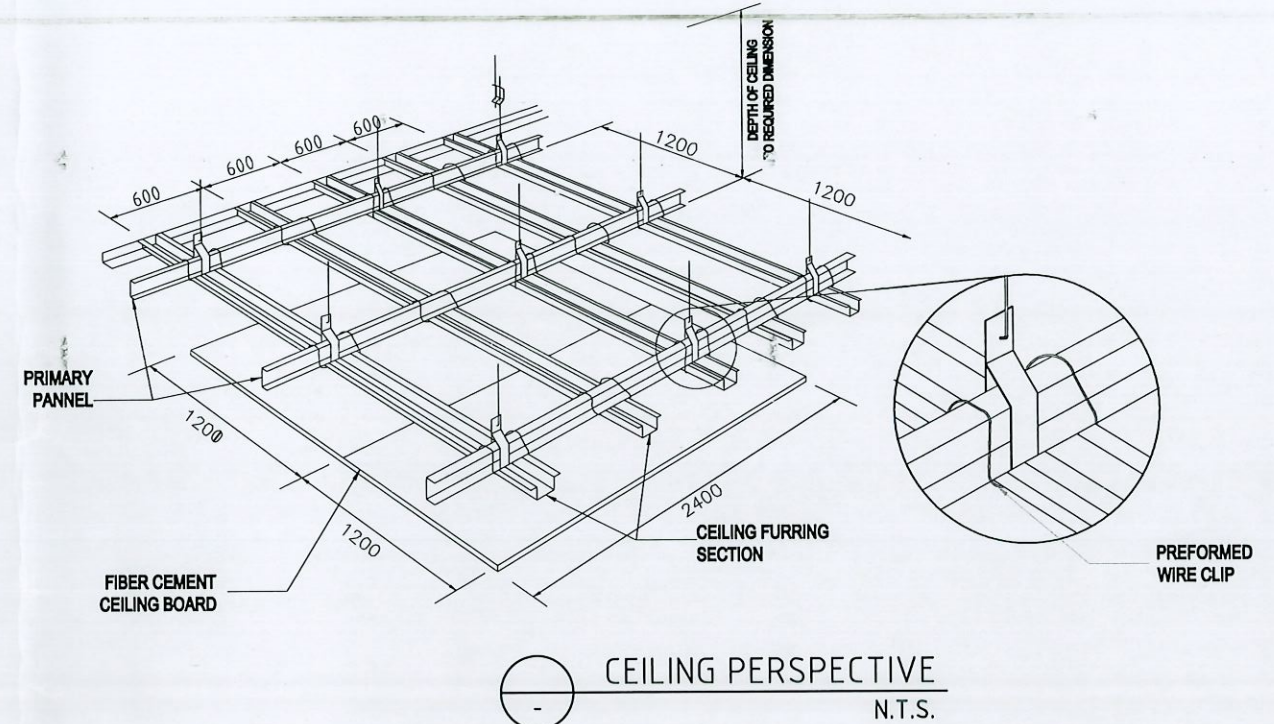
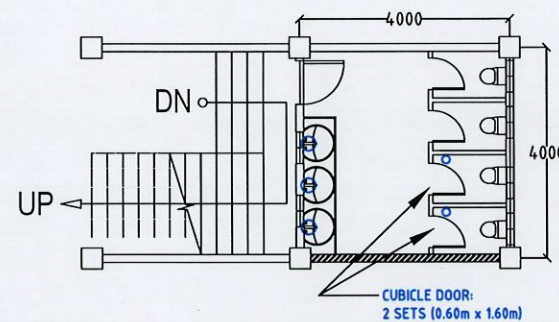
	Project Owner: MINDORO STATE UNIVERSITY	R.A. 9266, Art 3, Sec 20 Drawings and Specifications duly signed, stamped or sealed, as instruments of service, are the intellectual properties and documents of the architect, whether the object for which they are made is executed or not. It shall be unlawful for any person, without the consent of the architect, or author of said documents for use in the repetition of and for other project or buildings, whether executed partly or in whole.	Project title: REPAIR AND MAINTENANCE OF COMFORT ROOMS AT MINSU MAIN CAMPUS	Prepared by: ENGR. MICHELLE J. BERGUERA	Checked and Reviewed by: ENGR. MARK LESTER A. MACPANTAY	Verified by: ENGR. ARVIN P. TOLENTINO	Recommending Approval: ROVELYN P. ROXAS	Approved by: ENYA MARIE D. APOSTOL, Ph.D.	Sheet no.:
	Location: MAIN CAMPUS		Location: BRGY. ALCATE, VICTORIA, ORIENTAL MINDORO	ADMINISTRATIVE OFFICER IV	PROJECT DEVELOPMENT OFFICER III	DIRECTOR FOR AUXILIARY AND GENERAL SERVICES	OIC - VP FOR ADMIN, FINANCE & OPERATIONS	UNIVERSITY PRESIDENT	A2



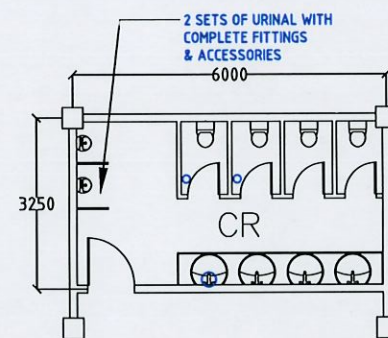
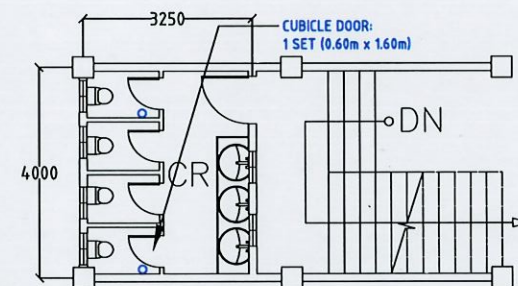
CAAF BLDG CR FLOOR PLAN
GROUND FLOOR N.T.S.

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT:

1. 4 SETS OF FAUCET (brass type)
2. 2 SETS OF CUBICLE DOORS
3. 7 SETS OF LAVATORY FAUCET
4. 4 SETS OF LAVATORY (with complete fittings & accessories)
5. 3 SETS OF URINAL (with complete fittings & accessories)
6. 3 SETS OF DOORKNOB (heavy duty)
7. ALL COMFORT ROOM CEILING



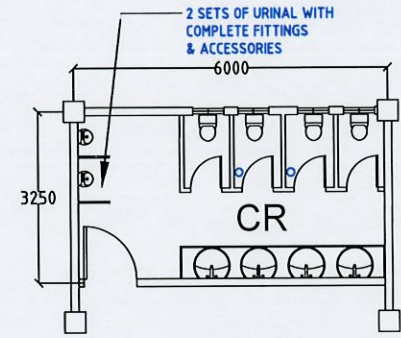
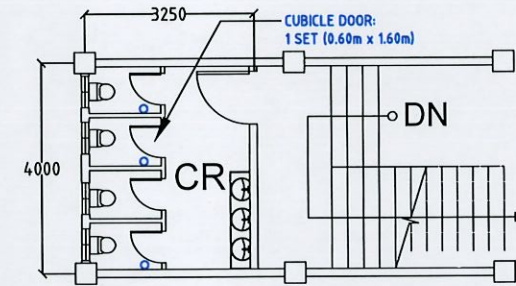
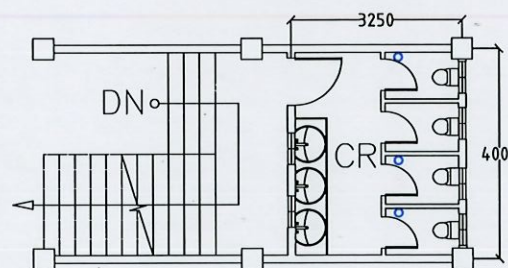
CEILING PERSPECTIVE
N.T.S.



CAAF BLDG CR FLOOR PLAN
SECOND FLOOR N.T.S.

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT:

1. 7 SETS OF FAUCET (brass type)
2. 1 SET OF CUBICLE DOOR
3. 1 SET OF LAVATORY FAUCET
4. 2 SETS OF URINAL (with complete fittings & accessories)
5. 3 SETS OF DOORKNOB (heavy duty)
6. ALL COMFORT ROOM CEILING



CAAF BLDG CR FLOOR PLAN
THIRD FLOOR N.T.S.

NOTE: Verify condition of plumbing fittings on site.
FOR REPLACEMENT:

1. 8 SETS OF FAUCET (brass type)
2. 1 SET OF CUBICLE DOOR
3. 2 SETS OF URINAL (with complete fittings & accessories)
4. 3 SETS OF DOORKNOB (heavy duty)

NOTE: VERIFY DIMENSIONS ON SITE.



Project Owner:
MINDORO STATE UNIVERSITY

Location: MAIN CAMPUS

R.A. 9266, Art 3, Sec 20

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Project Title:

REPAIR AND MAINTENANCE OF
COMFORT ROOMS AT MINSU
MAIN CAMPUS

Location:

BRGY. ALCATE, VICTORIA, ORIENTAL MINDORO

Prepared by:

ENGR. MICHELLE J. BERGUERA

ADMINISTRATIVE OFFICER IV

Checked and Reviewed by:

ENGR. MARK LESTER A. MAGPANTAY

PROJECT DEVELOPMENT OFFICER III

Verified by:

ENGR. ARVIN P. TOLENTINO

DIRECTOR FOR AUXILIARY AND
GENERAL SERVICES

Recommending Approval:

ROVELYN H. ROXAS

OIC - VP FOR ADMIN. FINANCE
& OPERATIONS

Approved by:

ENYA MARIE D. APOSTOL, Ph.D.

UNIVERSITY PRESIDENT

Sheet no:

A3