



**SUPPLY AND DELIVERY OF SNACKS FOR THE UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD**  
**PROGRAM AT MINSU**  
*Name of Project*

**BAC Resolution Recommending Approval**  
**Resolution No. 134, s. 2025**

**WHEREAS**, the Mindoro State University (MinSU), through Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) No. 2025-165 for the project "Supply and Delivery of Snacks for the Unang Anibersaryo at Ulat sa Unibersidad Program at MinSU" with an Approved Budget for the Contract (ABC) amounting Sixty-Six Thousand Pesos (Php66,000.00);

**WHEREAS**, in response to the advertisement of the project in the PhilGEPS, MinSU websites and other conspicuous place, no suppliers/bidders were found in the document request list;

**WHEREAS**, in response to the said advertisement, three (3) supplier/bidder in the name of INFINITE PRINCE FOOD KIOSK, RHEA'S EATERY, BLESSIE'S EATERY submitted price quotation before the deadline;

**WHEREAS**, upon initial evaluation of the price quotation submitted by RHEA'S EATERY, BLESSIE'S EATERY, it was determined that both supplier/bidder did not submit the eligibility requirements specified on the RFQ;

**WHEREAS**, as a result of the non-compliance with the mandatory eligibility documentation, a detailed assessment of the submitted quotation concluded with the disqualification of RHEA'S EATERY, BLESSIE'S EATERY from further consideration;

**WHEREAS**, the detailed evaluation of price quotation resulted in the following:

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php66,000.00	Infinite Prince Food Kiosk	Php66,000.00

**WHEREAS**, the BAC examined and verified the price quotation submitted by the abovementioned supplier and was found to be complying and responsive;

**NOW, THEREFORE, BE IT RESOLVED** that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Supply and Delivery of Snacks for the Unang Anibersaryo at Ulat sa Unibersidad Program at MinSU" to Infinite Prince Food Kiosk for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

**RESOLVED**, this 9<sup>th</sup> day of July, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

  
CIEDELLE P. SALAZAR, J.D., Ph.D.  
BAC Chairperson

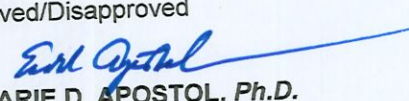
  
Engr. MARK LESTER A. MAGPANTAY  
BAC Vice-Chairperson

  
ATTY. SHERLYN A. LAYESA  
BAC Member

  
FRANIE M. AFABLE, DBMHM  
BAC Member

  
MELGAR G. FADRIQUELAN  
BAC Member

Approved/Disapproved

  
ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III

Date: \_\_\_\_\_





# Republic of the Philippines

## Province of Oriental Mindoro

### MUNICIPALITY OF VICTORIA

#### KNOW ALL MEN BY THESE PRESENT

Pursuant to the provision of Tax Ordinance Number 06-2012, otherwise known as the revised Revenue Code of Victoria, Oriental Mindoro, after the taxes and Charges, etc., and compliance with the existing requirements permit is hereby granted to herein taxpayer.

## Mayor's Permit of Business

Status: Renew	Permit Number: 888-0570	Date of Issuance: 15 Jan 2025 A	Date of Expiration: December 31, 2025
O.R. Number: 4337649	O.R. Date: 1/15/2025,	Amount Paid: 5,645.00	Capital Gross Sales: 360,000.00
Taxpayer's Name: MACAPANAS, ERNIE BOY C.			
Business Name: INFINITE PRINCE FOOD KIOSK			
Nature of Business: CANTEEN AND SCHOOL SUPPLIES			
Address: ALCATE, Victoria, Oriental Mindoro			

PERMIT SHALL BE SUBJECT TO IMMEDIATE CANCELLATION IF THERE IS FAILURE ON PART OF THE GRANTEE TO CONTINUOUSLY COMPLY WITH THE PROVISION OF THE BUILDING CODE OF THE PHILIPPINES AND OTHER PERTINENT LAWS AND REGULATION RELATIVE TO ISSUANCE OF PERMIT AND LICENSE

Approved by:

JOSELITO C. MALABANAN  
Municipal Mayor

CERTIFIED TRUE COPY

This Franchise Permit and Official Receipt shall be displayed or posted for public view in a conspicuous place within the place of business of undertaking.

Emergency Hotline: PNP(09190937536/09063526303), BFP(09557700007, 09156031500), MDRMO(09770127197/09109123097), MHO(09176348686)





This certifies that

**INFINITE PRINCE FOOD KIOSK**  
(REGIONAL)

REGION IV-B (MIMAROPA)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

**ERNIE BOY CADAYONG MACAPAÑAS**

is valid from 04 July 2025 to 04 July 2030 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

and issue the same on 02 July 2025 in the Philippines.

**MA. CRISTINA A. ROQUE**  
Secretary

**Business Name No.1917846**

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



YGYF156417856346

Documentary Stamp Tax Paid Php 30.00

CERTIFIED TRUE COPY

*Ernie Boy Macapañas*  
8/3/25





Bringing in Revenues  
for Nation-building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
REVENUE REGION NO. 9A - CaBaMiRo

QF-TCC-01-01-2024.01

**ANNEX "M"**

TCBP NO. RR9A-063-05-06-R0896-2025-E

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

**MACAPANAS, ERNIE BOY  
CADAYONG**  
**(INFINITE PRINCE FOOD KIOSK)**

Name of Taxpayer

**MASIPIT, CITY OF CALAPAN, ORIENTAL MINDORO**  
Address

**303-699-553-00000**

Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 6th day of May, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 06, 2026 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON MAY 06, 2025 UNDER EFPS PAYMENT TRANSACTION NO. 258819876. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID  
WITHOUT BIR  
DRY SEAL

*Rosalinda D. Cabidog*  
**ROSALINDA D. CABIDOG**  
Chief, Collection Division

DOCUMENTARY STAMP TAX  
DATE OF PAYMENT: 05/06/2025  
PAYMENT CONFIRMATION:  
258820358  
AMOUNT: P30.00

CERTIFIED TRUE COPY

WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website <https://www.bir.gov.ph/Tax-Clearance-List-Issued-TCC>. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.

*Ernie B. Macapinas*  
8/3/25



# BIR PAYMENT SLIP

For Over-the-Counter transaction (OTC), this is your receipt when machine validated

LANDBANK		Date	Payment Slip Number
Please check appropriate box <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Bank Debit System		09/08/25	42484862
Account Name		BTR-BIR ACCOUNT NUMBER	Drawee Bank/Cash
BUREAU OF THE TREASURY - BIR		9942 2404 20	CASH
TAX IDENTIFICATION NUMBER		Branch Client Code	Form Type
303 699 557		000	1701
Revenue District Office	Accounting Type (F/C)	Machine Validation	
067	C	09/08/25 13:24 000079 2048 Bir Pynt Coll	
Quarter No. (0, 1, 2, 3, or 4)	Tax Period/Fiscal Year-End (mmddyy)	Calapan San Vicente BranchCash Payment	
0	123120	Institution Name BIR - Calapan San Vicente	
Name of Taxpayer/Representative		Clng Acct No 9942240420	
Macapana, Enie May Cadangay		TIN800004/Cash 303699553000CASH	
Signature of Taxpayer/Representative		ROGATITIT 0630111701	
Contact Number		QNHDDYY 0123124	
		Amount PHP4,491.00	
		0.00	
CASH BREAKDOWN			
NO. OF PIECES	DENOMINATION	AMOUNT	
		PESOS	CENTAVOS
0	P1,000.00	4,000	—
2	500.00	400	—
1	200.00	—	—
1	100.00	—	—
1	50.00	—	—
1	20.00	—	—
1	COINS	—	—
TOTAL CASH PAYMENT		4,400	91
CHECK PAYMENT			
Name of Bank/Branch			
Check Number			
Amount			
Reminder: For Tax Payment thru LANDBANK Express Access Machine (LEAM)			
Kindly ensure that the enclosed cash tallies with the amount indicated in your payment slip. The Taxpayer shall be accountable for any discrepancy between the amount encoded in the machine and the cash actually enclosed in the payment envelope.			
FOR PAYMENT VIA DEBIT FROM ACCOUNT			
BANK DEBIT ADVICE NUMBER	ACCOUNT NUMBER	AMOUNT	
Signature Verified by:		Approved by:	Posted by:
DEPOSITOR'S SIGNATURE			

Taxpayer's Copy

REVISED OCTOBER 20

CERTIFIED TRUE COPY

ENK BOA Macapana  
8/3/25



For BIR BCS Use Only Item:

Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

BIR Form No. **1701**  
January 2018 (ENCS)  
Page 1

**Annual Income Tax Return**  
Individuals (including MIXED Income Earner), Estates and Trusts  
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.

1701 01/18ENCS PT

1 Month: 12 For the Year (YYYY): 2024 2 Amended Return? ☒ Yes ☐ No 3 Short Period Return? ☐ Yes ☒ No

**PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER**

4 Taxpayer Identification Number (TIN): 503 - 399 - 865 - 000 5 RDO Code: 1063

6 Taxpayer Type: ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner

7 Alphabetic Tax Code (ATC): ☒ 1012 Business Income-Graduated IT Rates ☐ 1014 Income from Profession-Graduated IT Rates ☐ 1013 Mixed Income-Graduated IT Rates  
☐ 1011 Compensation Income ☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 Mixed Income-8% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FID (First Name, Middle Name, Last Name)  
MACAPANS ERNE BOY CADAYONG

9 Registered Address (Indicate complete address. If the registered address is different from the current address, get to the RDO to update registered address by using BIR Form No. 1906)  
MASIPIT CALAPAN CITY

10 Date of Birth (MM/DD/YYYY): 08/11/1984 11 Email Address: ffnacayong1012009@gmail.com 9A ZIP Code: 6000

12 Citizenship: FILIPINO 13 Claiming Foreign Tax Credits? ☐ Yes ☒ No 14 Foreign Tax Number, if applicable:

15 Contact Number (Landline/Cellphone No.): 0934419283 16 Civil Status (if applicable): ☐ Single ☒ Married ☐ Legally Separated ☐ Widower

17 If married, spouse has income? ☐ Yes ☒ No 18 Filing Status: ☐ Joint Filing ☒ Separate Filing

19 Income EXEMPT from Income Tax? ☐ Yes ☒ No 20 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☒ No  
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)] [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

21 Tax Rate\* (Choose Method of Deduction in Item 21A)  
☒ Graduated Rates  
☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC  
[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

21A Method of Deduction (choose one)  
☒ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

**PART II - TOTAL TAX PAYABLE** (Do NOT Enter Centavo; 49 Centavo or less drop down; 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI item 5)	39,900.00	0.00
23 Less: Total Tax Credits/Payments (From Part VI item 10)	42,205.00	0.00
24 Tax Payable(Overpayment) (Item 22 Less Item 23)	-2,305.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable(Overpayment) (Item 24 Less Item 25)	-2,305.00	0.00
Add: Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable(Overpayment) (Sum of Items 26 and 30)	-2,305.00	0.00
32 Aggregate Amount Payable(Overpayment) (Sum of Items 26 and 30)	-2,305.00	0.00

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)  
☐ To be refunded ☐ To be issued a Tax Credit Certificate (TCC) ☒ To be carried over as a tax credit for next year/quarter

I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

ERNE BOY MACAPANS  
Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments: 00

**PART III - DETAILS OF PAYMENT**

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				

Machine Validation/Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)


Stamp of Receiving Office/AAS and Date of Receipt (RO's Signature/Bank Teller's Initial)

NOTE: \*The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

CERTIFIED TRUE COPY

ERNE BOY MACAPANS  
8/3/25-




BIR Form No. <b>1701</b> January 2018 (ENCS) Page 2	<b>Annual Income Tax Return</b> Individuals (including MIXED Income Earner), Estates and Trusts	 1701 01/18 ENCS P2																																
TIN: 503 599 553 000      Taxpayer/Filer's Last Name: MACAPANAS																																		
<b>PART IV - Background Information of Spouse</b>																																		
1 Spouse's Taxpayer Identification Number (TIN)		2 RDO Code																																
3 Filer's Spouse Type: <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner																																		
4 Alphabetic Tax Code (ATC): <input type="radio"/> 1012 Business Income-Graduated IT Rates <input type="radio"/> 1015 Income from Profession-Graduated IT Rates <input type="radio"/> 1013 Mixed Income-Graduated IT Rates																																		
<input type="radio"/> 1011 Compensation Income <input type="radio"/> 1015 Business Income-8% IT Rate <input type="radio"/> 1017 Income from Profession-8% IT Rate <input type="radio"/> 1016 Mixed Income-8% IT Rate																																		
5 Spouse's Name (Last Name, First Name, Middle Name)																																		
6 Contact Number		7 Citizenship																																
8 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input type="radio"/> No																																		
9 Foreign tax number (if applicable)		11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> No																																
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]																																		
12 Tax Rate* (Choose one): <input type="radio"/> Graduated Rates (Choose Method of Deduction in Item 12A) <input type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]																																		
12A Method of Deduction (choose one): <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 115 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]																																		
<b>PART V - Computation of Tax</b>																																		
Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary)																																		
On items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on item 3B, for the Spouse. (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)																																		
a. Name of Employer																																		
1 <input type="radio"/> Taxpayer <input type="radio"/> Spouse	b. Employer's TIN																																	
2 <input type="radio"/> Taxpayer <input type="radio"/> Spouse	b. Employer's TIN																																	
(Continuation of Table Above)																																		
	c. Compensation Income	d. Tax Withheld																																
1	0.00	0.00																																
2	0.00	0.00																																
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (See Part V Schedule 1 Item 4A and Part VI Item 5A)	0.00	0.00																																
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (See Part V Schedule 1 Item 4B and Part VI Item 5B)	0.00	0.00																																
Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)																																		
Particulars	A. Taxpayer/Filer	B. Spouse																																
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3B)	0.00	0.00																																
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00																																
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00																																
7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)	0.00	0.00																																
Schedule 3 - Taxable Business Income (If graduated rates, fill in items 8 to 24; if 8% flat income tax rate, fill in items 25 to 30)																																		
3A - For Graduated Income Tax Rates																																		
8 Sales/revenues/receipts/Fees	2,599,574.55	0.00																																
9 Less: Sales Returns, Allowances and Discounts	0.00	0.00																																
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	2,599,574.55	0.00																																
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	2,065,565.00	0.00																																
12 Gross Income/(Loss) from Operation (Item 10 Less Item 11)	534,009.00	0.00																																
Less: Deductions Allowable under Existing Laws																																		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 13)	47,010.00	0.00																																
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 14 and Item 15)	0.00	0.00																																
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 15 and Item 16)	0.00	0.00																																
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	47,010.00	0.00																																
OR																																		
17 Optional Standard Deduction (OSD) (40% of item 10)	0.00	0.00																																
18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)	486,999.00	0.00																																
Add: Other Non-Operating Income (specify below)																																		
19	0.00	0.00																																
20	0.00	0.00																																
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00																																
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00																																
23 Taxable Income-Business (Sum of Items 18 and 22)	486,999.00	0.00																																
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	486,999.00	0.00																																
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x Applicable Tax Rate based on Tax Table below) (See Part VI Item 1)	56,960.00	0.00																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">TABLE 1 - Tax Rates (effective January 1, 2018 to December 31, 2022)</th> <th colspan="2">TABLE 2 - Tax Rates (effective January 1, 2023 and onwards)</th> </tr> <tr> <th>If Taxable Income is:</th> <th>Tax Due is:</th> <th>If Taxable Income is:</th> <th>Tax Due is:</th> </tr> <tr> <td>Not over P200,000</td> <td>0%</td> <td>Not over P200,000</td> <td>0%</td> </tr> <tr> <td>Over P200,000 but not over P400,000</td> <td>25% of the excess over P200,000</td> <td>Over P200,000 but not over P400,000</td> <td>15% of the excess over P200,000</td> </tr> <tr> <td>Over P400,000 but not over P800,000</td> <td>P80,000 + 20% of the excess over P400,000</td> <td>Over P400,000 but not over P800,000</td> <td>21,000 + 20% of the excess over P400,000</td> </tr> <tr> <td>Over P800,000 but not over P1,000,000</td> <td>P130,000 + 20% of the excess over P800,000</td> <td>Over P800,000 but not over P1,000,000</td> <td>710,000 + 25% of the excess over P800,000</td> </tr> <tr> <td>Over P1,000,000 but not over P2,000,000</td> <td>230,000 + 25% of the excess over P1,000,000</td> <td>Over P1,000,000 but not over P2,000,000</td> <td>800,000 + 30% of the excess over P1,000,000</td> </tr> <tr> <td>Over P2,000,000</td> <td>P310,000 + 35% of the excess over P2,000,000</td> <td>Over P2,000,000</td> <td>P400,000 + 35% of the excess over P2,000,000</td> </tr> </table>			TABLE 1 - Tax Rates (effective January 1, 2018 to December 31, 2022)		TABLE 2 - Tax Rates (effective January 1, 2023 and onwards)		If Taxable Income is:	Tax Due is:	If Taxable Income is:	Tax Due is:	Not over P200,000	0%	Not over P200,000	0%	Over P200,000 but not over P400,000	25% of the excess over P200,000	Over P200,000 but not over P400,000	15% of the excess over P200,000	Over P400,000 but not over P800,000	P80,000 + 20% of the excess over P400,000	Over P400,000 but not over P800,000	21,000 + 20% of the excess over P400,000	Over P800,000 but not over P1,000,000	P130,000 + 20% of the excess over P800,000	Over P800,000 but not over P1,000,000	710,000 + 25% of the excess over P800,000	Over P1,000,000 but not over P2,000,000	230,000 + 25% of the excess over P1,000,000	Over P1,000,000 but not over P2,000,000	800,000 + 30% of the excess over P1,000,000	Over P2,000,000	P310,000 + 35% of the excess over P2,000,000	Over P2,000,000	P400,000 + 35% of the excess over P2,000,000
TABLE 1 - Tax Rates (effective January 1, 2018 to December 31, 2022)		TABLE 2 - Tax Rates (effective January 1, 2023 and onwards)																																
If Taxable Income is:	Tax Due is:	If Taxable Income is:	Tax Due is:																															
Not over P200,000	0%	Not over P200,000	0%																															
Over P200,000 but not over P400,000	25% of the excess over P200,000	Over P200,000 but not over P400,000	15% of the excess over P200,000																															
Over P400,000 but not over P800,000	P80,000 + 20% of the excess over P400,000	Over P400,000 but not over P800,000	21,000 + 20% of the excess over P400,000																															
Over P800,000 but not over P1,000,000	P130,000 + 20% of the excess over P800,000	Over P800,000 but not over P1,000,000	710,000 + 25% of the excess over P800,000																															
Over P1,000,000 but not over P2,000,000	230,000 + 25% of the excess over P1,000,000	Over P1,000,000 but not over P2,000,000	800,000 + 30% of the excess over P1,000,000																															
Over P2,000,000	P310,000 + 35% of the excess over P2,000,000	Over P2,000,000	P400,000 + 35% of the excess over P2,000,000																															

CERTIFIED TRUE COPY

 ERNIE BOY MACAPANAS  
 8/3/20



BIR Form No. <b>1701</b> January 2018 (ENCS) Page 3	<b>Annual Income Tax Return</b> Individuals (including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P3			
TIN: 000 000 000 000		Taxpayer/Filer's Last Name: MACAPANAS			
<b>3.B - For 8% Flat Income Tax Rate</b> (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)					
Particulars	A. Taxpayer/Filer	B. Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00			
Add: Other Non-Operating Income (specify below)					
27	0.00	0.00			
28 Total Income (Sum of Items 26 and 27)	0.00	0.00			
Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00			
29 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00			
30 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
31 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V Item 3)	0.00	0.00			
<b>Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
1 Amortizations	0.00	0.00			
2 Bad Debts	0.00	0.00			
3 Charitable and Other Contributions	0.00	0.00			
4 Depletion	0.00	0.00			
5 Depreciation	0.00	0.00			
6 Entertainment, Amusement and Recreation	0.00	0.00			
7 Fringe Benefits	0.00	0.00			
8 Interest	0.00	0.00			
9 Losses	0.00	0.00			
10 Pension Trusts	0.00	0.00			
11 Rental	0.00	0.00			
12 Research and Development	0.00	0.00			
13 Salaries, Wages and Allowances	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00			
15 Taxes and Licenses	0.00	0.00			
16 Transportation and Travel	31,209.62	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below: Add additional sheet/s, if necessary)					
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	15,800.00	0.00			
c Security Services	0.00	0.00			
d	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To Part V Schedule 3-A Item 13)	47,010.00	0.00			
<b>Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
5.A - Taxpayer/Filer	Description	Legal Basis	Amount		
1			0.00		
2			0.00		
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To Part V Schedule 3-A Item 14A)			0.00		
5.B - Spouse			0.00		
4			0.00		
5			0.00		
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To Part V Schedule 3-A Item 14B)			0.00		
<b>Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)</b>					
Description		A. Taxpayer/Filer	B. Spouse		
1 Gross Income		0.00	0.00		
2 Less: Ordinary Allowable Itemized Deductions		0.00	0.00		
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 3-A Item 7A and/or Schedule 3-A Item 12A)		0.00	0.00		
<b>6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO</b>					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8 Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3-A Item 15A)				0.00	

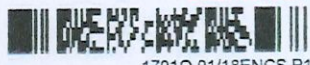
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EMN 1001, MACAPANAS  
8/13/25






Guidelines and Instructions | Help  
Reference No: 422500055806771  
Date Filed: May 07 2025 12:00 PM  
Batch Number: 0



For BIR Use Only  
BCS/Item

1701Q 01/18 ENCS P1

 Republika ng Pilipinas Kagawaran ng Pananalapi Kawanihan ng Rentas Internas	<b>Quarterly Income Tax Return</b> <b>For Individuals, Estates and Trusts</b> <small>Enter all required information in CAPITAL LETTERS using BLACK ink. Mark applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.</small>	BIR Form No. <b>1701Q</b> January 2018 (ENCS) Page 1	
1 For the Year (YYYY) 2025	2 Quarter 1st 2nd 3rd	3 Amended Return? Yes No	4 Number of Sheet/s Attached 0

**Part I – Background Information on Taxpayer/Filer**

5 Taxpayer Identification Number (TIN)	303 - 699 - 553 - 000	6 RDO Code	063
7 Taxpayer/Filer Type	Single Proprietor Professional Estate Trust		
8 Alphanumeric Tax Code (ATC)	II012 Business Income-Graduated IT Rates II014 Income from Profession-Graduated IT Rates II013 Mixed Income-Graduated IT Rates II015 Business Income-8% IT Rate II017 Income from Profession-8% IT Rate II016 Mixed Income-8% IT Rate		
9 Taxpayer/Filer's Name (Last Name, First Name, Middle Name for Individual) / ESTATE of (First Name, Middle Name, Last Name) / TRUST FBO: (First Name, Middle Name, Last Name) MACAPANAS, ERNIE BOY CADAYONG			
10 Registered Address (Indicate complete registered address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form 1905) STO. NINO ORIENTAL MINDORO			
		10A ZIP Code	5200
11 Date of Birth (MM/DD/YYYY)	12 Email Address		
10/11/1984	infinitprince10252006@gmail.com		
13 Citizenship	14 Foreign Tax Number (if applicable)	15 Claiming Foreign Tax Credits?	
FILIPINO		Yes No	
16 Tax Rate* (choose one, for income from business/profession) Graduated Rates per Tax Table – page 2 Choose Method of Deduction in Item 16A) 8% on gross sales/receipts & other non-operating income in lieu of Graduated Rates under Sec. 24(A)(2)(a) & Percentage Tax under Sec. 116 of the NIRC, as amended [available if gross sales/receipts and other non-operating income do not exceed Three Million Pesos (P 3M)]			
16A Method of Deduction Itemized Deduction [Sec. 34(A-J), NIRC] Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]			

**Part II – Background Information on Spouse (if applicable)**

17 Spouse's TIN	303 - 699 - 553 - 000	18 RDO Code	
19 Filer's Spouse Type	Single Proprietor Professional Compensation Earner		
20 ATC	II012 Business Income-Graduated IT Rates II014 Income from Profession-Graduated IT Rates II013 Mixed Income-Graduated IT Rates II011 Compensation Income II015 Business Income-8% IT Rate II017 Income from Profession-8% IT Rate II016 Mixed Income-8% IT Rate		
21 Spouse's Name (Last Name, First Name, Middle Name)			
22 Citizenship	23 Foreign Tax Number, if applicable	24 Claiming Foreign Tax Credits?	
		Yes No	
25 Tax Rate* (choose one, for income from business/profession) Graduated Rates per Tax Table – page 2 Choose Method of Deduction in Item 25A) 8% on gross sales/receipts & other non-operating income in lieu of Graduated Rates under Sec. 24(A)(2)(a) & Percentage Tax under Sec. 116 of the NIRC, as amended [available if gross sales/receipts and other non-operating income do not exceed Three Million Pesos (P 3M)]			
25A Method of Deduction Itemized Deduction [Sec. 34(A-J), NIRC] Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]			

**Part III – Total Tax Payable**

(DO NOT enter Centavos: 49 Centavos or Less drop down, 50 or more round up)

Particulars	A) Taxpayer/Filer	B) Spouse
26 Tax Due (From Part V, Schedule I-Item 46 OR Schedule II-Item 54)	0	0
27 Less: Tax Credits/Payments (From Part V, Schedule III-Item 62)	11,978	0
28 Tax Payable (Overpayment) (Item 26 Less Item 27) (From Part V, Item 63)	(11,978)	0
29 Add: Total Payments (From Part V, Schedule IV-Item 65)		

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ERNIE BOY CADAYONG  
8/3/25



I declare under the penalties of perjury, that this annual return has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. (If Authorized Representative, attach authorization letter and indicate TIN.)

Signature over Printed Name of Taxpayer/Authorized Representative/Tax Agent  
(Indicate Title/Designation and TIN)

Part IV – Details of Payment

Particulars	Drawee Bank/Agency	Number	Date(MM/DD/YYYY)	Amount
32 Cash/Bank Debit Memo				
33 Check				
34 Tax Debit Memo				
35 Others (specify below)				

Machine Validation/Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)

Stamp of receiving Office/AAB and Date of Receipt  
(RO's Signature/Bank Teller's Initial)

Attachments

Add Attachment

Remove Attachment

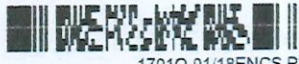
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EMILY ROY HERNANDEZ

8/3/25





BIR Form No. <b>1701Q</b> January 2018 (ENCS) Page 2	<b>Quarterly Income Tax Return</b> For Individuals, Estates and Trusts	 1701Q 01/18ENCS P2
TIN 303 - 699 - 553 - 000		Taxpayer/Filer's Last Name MACAPANAS, ERNIE BOY CADAYONG
<b>PART V – COMPUTATION OF TAX DUE</b> (DO NOT enter Centavos; 49 Centavos or Less drop down, 50 or more round up)		
Declaration this Quarter	A) Taxpayer/Filer	B) Spouse
If graduated rate, fill in items 36 to 46; if 8%, fill in items 47 to 54		
<b>Schedule I – For Graduated IT Rate</b>		
36 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	837,674	0
37 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	714,134	0
38 Gross Income/(Loss) from Operation (Item 36 Less Item 37)	123,540	0
Less: Allowable Deductions		
39 Total Allowable Itemized Deductions	22,000	0
OR		
40 Optional Standard Deduction (OSD) (40% of Item 36)	0	0
41 Net Income/(Loss) This Quarter (If Itemized: Item 38 Less Item 39; If OSD: Item 38 Less Item 40)	101,540	0
Add: 42 Taxable Income/(Loss) Previous Quarter/s	0	0
43 Non-Operating Income (specify)	0	0
Add Delete Upload Attachment		
44 Amount Received/Shared in Income by a Partner from General Professional Partnership (GPP)	0	0
45 Total Taxable Income/(Loss) To Date (Sum of Items 41 to 44)	101,540	0
46 TAX DUE (Item 45 x Applicable Tax Rate based on Tax Table below) (To Part III, Item 26)	0	0
<b>Schedule II – For 8% IT Rate</b>		
47 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0	0
48 Add: Non-Operating Income (specify)	0	0
Add Delete Upload Attachment		
49 Total Income for the quarter (Sum of Items 47 and 48)	0	0
50 Add: Total Taxable Income/(Loss) Previous Quarter (Item 51 of previous quarter)	0	0
51 Cumulative Taxable Income/(Loss) as of This Quarter (Sum of Items 49 and 50)	0	0
52 Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of ₱ 250,000	0	0
53 Taxable Income/(Loss) To Date (Item 51 Less Item 52)	0	0
54 TAX DUE (Item 53 x 8% Tax Rate) (To Part III, Item 26)	0	0
<b>Schedule III – Tax Credits/Payments</b>		
55 Prior Year's Excess Credits	0	0
56 Tax Payment/s for the Previous Quarter/s	0	0
57 Creditable Tax Withheld for the Previous Quarter/s	0	0
58 Creditable Tax Withheld per BIR Form No. 2307 for this Quarter	11,978	0
59 Tax Paid in Return Previously Filed, if this is an Amended Return	0	0
60 Foreign Tax Credits, if applicable	0	0
61 Other Tax Credits/Payments (specify)	0	0
Add Delete Upload Attachment		
62 Total Tax Credits/Payments (Sum of Items 55 to 61) (To Part III, Item 27)	11,978	0
63 Tax Payable/(Overpayment) (Item 46 or 54, Less Item 62) (To Part III, Item 28)	(11,978)	0
<b>Schedule IV – Penalties</b>		
64 Surcharge	0	0

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~~Empty room~~ 8/3/25



68 Total Amount Payable/(Overpayment) (Sum of Items 63 and 67) (To Part III, Item 30)

(11,978)0

TABLE 1 – Tax Rates (effective January 1, 2018 to December 31, 2022)

If Taxable Income is:	Tax Due is:
Not over ₱250,000	0%
Over ₱250,000 but not over ₱400,000	20% of the excess over ₱250,000
Over ₱400,000 but not over ₱800,000	₱30,000 + 25% of the excess over ₱400,000
Over ₱800,000 but not over ₱2,000,000	₱130,000 + 30% of the excess over ₱800,000
Over ₱2,000,000 but not over ₱8,000,000	₱490,000 + 32% of the excess over ₱2,000,000
Over ₱8,000,000	₱2,410,000 + 35% of the excess over ₱8,000,000

TABLE 2 – Tax Rates (effective January 1, 2023 and onwards)

If Taxable Income is:	Tax Due is:
Not over ₱250,000	0%
Over ₱250,000 but not over ₱400,000	15% of the excess over ₱250,000
Over ₱400,000 but not over ₱800,000	₱22,500 + 20% of the excess over ₱400,000
Over ₱800,000 but not over ₱2,000,000	₱102,500 + 25% of the excess over ₱800,000
Over ₱2,000,000 but not over ₱8,000,000	₱402,500 + 30% of the excess over ₱2,000,000
Over ₱8,000,000	₱2,202,500 + 35% of the excess over ₱8,000,000

Attachments

Add Attachment

Remove Attachment

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ENRIKE DELA CRUZ

8/3/25



CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 303-699-553-00001	NAME OF TAXPAYER MACAPANAS, ERNIE BOY CADAYONG	TIN ISSUANCE DATE June 9, 2022
REGISTERING OFFICE	Head Office	X Branch
REGISTERED ADDRESS ALCATE 5205 VICTORIA ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)			
BUSINESS INFORMATION DETAILS				
			CATEGORY	REGISTRATION DATE
TRADE NAME 1	INFINITE PRINCE FOOD KIOSK			June 9, 2022
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES		Secondary	
Line of Business	RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES			
(PSIC)	56109-OTHER RESTAURANTS AND MOBILE FOODS SERVICE ACTIVITIES, N.E.C.		Primary	
Line of Business	OTHER RESTAURANTS AND MOBILE FOODS SERVICE ACTIVITIES, N.E.C.			

- REMINDERS:
1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
  2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
  3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
  4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
  5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

CERTIFIED TRUE COPY  
Ernie Boy Macapas  
8/3/25



BIR FORM

2303

REVISED: APRIL 2019



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20240000004644  
Date OCN Generated: September 17, 2024  
UPDATED ON SEP 17

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 303-699-553-00001	NAME OF TAXPAYER MACAPANAS, ERNIE BOY CADAYONG	TIN ISSUANCE DATE June 9, 2022
REGISTERING OFFICE	Head Office	X Branch
REGISTERED ADDRESS ALCATE 5205 VICTORIA ORIENTAL MINDORO PHILIPPINES		



I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.

*Regina P. Reforma* CHRISTINE M. CARDONA  
REGINA P. REFORMA REVENUE DISTRICT OFFICER  
OIC-Assst. Revenue District Officer (Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

CERTIFIED TRUE COPY  
*Ernie Boy Macapenas*  
8/3/25





# View Red Registration

Back (<https://philgeps.gov.ph/SupDashboards/dashboard>)

## My Contact Details

Salutation	Mr	First Name	ERNIE BOY
Middle Name	CADAYONG	Last Name	MACAPANAS
Gender	Male	Position	OWNER
Landline Area Code	043	Landline Number	4419283
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09354953014
Email Address	infiniteprince10252006@gmail.com		

## Organization Details

Organization Id	383315	Registration Date	19-Mar-2024 02:29 PM
Registration Status	active /		
Organization Name	INFINITE PRINCE FOOD KIOSK	Form Of Organization	Single Proprietorship
Business Category	Industrial food and beverage equipment,Institutional food services equipment,Seafood,Prepared and preserved foods,Food and beverage industries,Food and nutrition services		
Location	local	Organization Type	Services
Business Tax Identification Number	303699553	Capitalization	₱ 300,000.00

## Single Proprietorship Details

DTI Certificate Number	1917846	DTI Registration Date	03-Jul-2020
Expiration Date	03-Jul-2025	DTI Business Scope	regional
Signatory	RAMON M LOPEZ		

CERTIFIED TRUE COPY

ERNIE BOY MACAPANAS  
8/3/25



Local Organization Address

Country Name	Philippines	Region	Region IV-B
Province	Oriental Mindoro	City/Municipality	Calapan City
Street Address	MASIPIT	Zip Code	5200

Bank Account Details

Bank Name	Branch Code
Bank Branch	Account Name
Account Number	

Uploaded Supporting Document

Uploaded	1710829786_MACAPANAS, ERNIE - 000 - DTI CERTIFICATION.pdf
Supporting	( <a href="https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_383315/documents/1710829786_MACAPANAS,">https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_383315/documents/1710829786_MACAPANAS,</a>
Document	ERNIE - 000 - DTI CERTIFICATION.pdf)

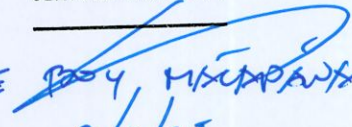
Status

Status	Red Approved
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List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

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ERNIE BAY, MACAPANAS  
8/3/25



## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF CALAPAN ) S.S.

### AFFIDAVIT

I, Ernie Boy Macapanas, of legal age, Married, Filipino and residing at Blk. 22 lot 4 Neo Calapan Realty Barangay Bulusan Calapan City Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of Infinite Prince Food Kiosk with office address at Masipit Calapan City Oriental Mindoro];
2. As the owner and sole proprietor, or authorized representative of Infinite Prince Food Kiosk, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD PROGRAM of the MINDORO STATE UNIVERSITY, as shown in the attached duly notarized Special Power of Attorney;
3. Infinite Prince Food Kiosk is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. Infinite Prince Food Kiosk is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. Infinite Prince Food Kiosk complies with existing labor laws and standards; and




8. Infinite Prince Food Kiosk is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Unang Anibersaryo At Ulat Sa Unibersidad Program

9. Infinite Prince Food Kiosk did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this 8<sup>th</sup> day of July, 2025 at \_\_\_\_\_, Philippines.

  
ERNIE BOY CADAYONG MACAPANAS  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_ 20\_\_ at  
Calapan City, Philippines. The affiant exhibiting to me his/her  
\_\_\_\_\_ issued by the  
\_\_\_\_\_

Doc. No. 524  
Page No. 106  
Book No. 144  
Series of 20 25

ATTY. RAYMOND JOEL L. BALBUENA  
Roll of Attorney's No. 61087  
IBP Lifetime No. 010769  
PTR No. 1427926 - Calapan City  
MCLE Compliance No. VIII - 0032630  
Notarial Commission until December 31, 2026





ABSTRACT OF QUOTATION/S

**I. Particulars**

Project Name: Supply and Delivery of Snacks for the 40th Anniversary at West 40 LOT NO.: \_\_\_\_\_

Project Location: Unibersidad Program at Minsu

Implementing Office: \_\_\_\_\_

Method of Procurement: \_\_\_\_\_

Approved Budget for the Contract (ABC): ₱ 66,000.00

Deadline of Submission of Quotation: \_\_\_\_\_

**II. Abstract of Quotations / for SVP**

Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ

TWG Report Date: \_\_\_\_\_

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
1	Infinite Prince Food Kiosk		✓		✓		✓		₱ 66,000.00		SCK Q
2	Rhea's Eatery			✓		✓		✓			No submitted quotation
3	Blessie's Eatery			✓		✓		✓			No submitted quotation

**III. Recommendation /Resolution**

☒ Recommend to Award Contract Date: July 28, 2023

Lowest / Single Calculated and Responsive Quotation:	Contract Price Award (in words & figures):
<u>Infinite Prince Food Kiosk</u>	<u>Sixty-six thousand pesos.</u>
	<u>₱ 66,000.00</u>

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

☐ All prospective bidders are declared ineligible [ Sec. 35.1(b)] ☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date: \_\_\_\_\_

LINA B. JAVIER  
TWG Member

FELIX A. WINESTERIO  
TWG Member

ENDR. MARK KEYLORD S. ONAL  
BAC-TWG Head

MERVIN L. ICALLA  
TWG Member





REQUEST FOR QUOTATION  
SUPPLY AND DELIVERY OF SNACKS FOR THE UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD PROGRAM AT MINSU

JOR No.: JOR25-  
RFQ No. 2025-165  
ABC Amount: Php66,000.00

Company Name : INFINITE PRINCE FOOD 1-10516  
Address : VICTORIA

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than in the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.  
BAC Chairperson

- Note:
- 1. All entries must be typewritten.
  - 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 30 calendar days.
  - 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
  - 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  - 7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	pax	Snacks for Faculty and Staff	200	300	60,000
		vegetable salad, bread kakanin, pansit, ginataang bilo-bilo, juice, water			
2	pax	Snacks for students	100	60	6,000
		siopao and juice			
TOTAL					66,000

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

Supplier's Signature over Printed Name  
303-699-53-0000  
TIN No. of Establishment  
09084906808  
Contact Number  
7/8/25  
Date

MSU-BAC-FR-05.01





**General Conditions**

1. 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.
  2. Supplier shall submit the following requirements:
    - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos. *not duly signed by BAC Chair*
    - b. PhilGEPS Registration ☒
    - c. Valid Mayor's/Business Permit ☒
    - d. Omnibus Sworn Statement ☒
    - e. BIR Certificate of Registration ☒
    - f. Latest Income/Business Tax Return ☒
    - g. TAX Clearance ☒
    - h. DTI Registration/SEC Certificate ☒
    - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
- Price validity shall be 30 calendar days from the deadline of submission of quotation.

**Ocular Inspection**

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

**Award**

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

**Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

**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 or 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, or 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. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

**Liquidation Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

**Warranty**

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

**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 or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

MSU-BAC-FR-05.01





Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



**SUPPLY AND DELIVERY OF SNACKS FOR THE UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD PROGRAM AT MINSU**

JOR No.: JOR25-

**RFQ No. 2025-165**

ABC Amount: Php66,000.00

Company Name : RHEA'S EATERY  
Address : VICTORIA ORIENTAL MINDORO

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.  
BAC Chairperson

**Note:**

1. All entries must be typewritten.
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 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [ ☐ Pick-up (Schedule) ] [ ☐ Door to Door Delivery ]

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	pax	Snacks for Faculty and Staff	200		
		vegetable salad, bread kakanin, pansit, ginataang bilo-bilo, juice, water			NOT INTEREST
2	pax	Snacks for students	100		
		siopao and juice			
XX					
			TOTAL:		

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

es noted above Repetitive  
RHEA C. PATULDI  
 Supplier's Signature over Printed Name  
754-501-055-000  
 TIN No. of Establishment  
0936 356 1316  
 Contact Number  
7-8-25  
 Date

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City





**General Conditions**

1. 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.
2. Supplier shall submit the following requirements:
  - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - b. PhilGEPS Registration
  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

**Ocular Inspection**

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

**Award**

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

**Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

**Instructions**

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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, or 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. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

**Liquidation Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

**Warranty**

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

**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 or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



## REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF SNACKS FOR THE UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD PROGRAM AT MINSU**

JOR No.: JOR25-\_\_\_\_

RFQ No. 2025-165

ABC Amount: Php66,000.00

Company Name : BLESSIE'S EATERY  
Address : VICTORIA ORIENTAL MINDORO

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.

BAC Chairperson

**Note:**

1. All entries must be typewritten.
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 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: ☐ Pick-up (Schedule) ☐ Door to Door Delivery

[illegible]

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

BLESSIE F. Bacay  
 Supplier's Signature over Printed Name  
 495-411-770 000  
 TIN No. of Establishment  
 09755431369  
 Contact Number  
 7-08-25  
 Date

Date \_\_\_\_\_

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria      •Bongabong Campus, Labasan, Bongabong      •Calapan City Campus, Masipit, Calapan City





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1. 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.
2. Supplier shall submit the following requirements:
  - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - b. PhilGEPS Registration
  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

**Ocular Inspection**

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**Award**

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

**Evaluation of Quotations**

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

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MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City





Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12195036  
Procuring Entity MINDORO STATE UNIVERSITY  
Title SUPPLY AND DELIVERY OF SNACKS FOR THE UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD PROGRAM AT MINSU  
Area of Delivery Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2025-165	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Food Stuff		
<b>Approved Budget for the Contract:</b>	PHP 66,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	05/07/2025
<b>Contact Person:</b>	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368  cbapostol21@gmail.com	<b>Last Updated / Time</b>	05/07/2025 00:00 AM
		<b>Closing Date / Time</b>	08/07/2025 17:00 PM

<b>Description</b>  Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page. CIEDELLE PIOL-SALAZAR, J.D., Ph.D. BAC Chairperson Note: 1. All entries must be typewritten. 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 30 calendar days. 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation. 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional). 7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT 1 pax Snacks for Faculty and Staff 200 vegetable salad, bread kakanin, pansit, ginataang bilo-bilo, juice, water 2 pax Snacks for students 100
--



siopao and juice

XVX

**Created by** Annabelle Quinto Madrigal

**Date Created** 04/07/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



APPROVED BUDGET FOR THE CONTRACT (ABC)  
SUPPLY AND DELIVERY OF SNACKS FOR THE "UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD" PROGRAM AT MINSU  
Alcate, Victoria, Oriental Mindoro  
Project Name and Location

Stations: Mindoro State University

Length:

Length:														
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST	
									%	INFLATION,	VALUE			
									%	INFLATION,	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)		
									(5)X(9)		(10%[(5)+(10)]	(11) / (3)		
	LOT 1- MEALS AND SNACKS				-									
1	Snacks for Faculty and Staff	200	pax	300.00	60,000.00									
	vegetable salad, bread kakanin, pansit, ginataang													
	biilo-bilo, juice, water				-									
2	Snacks for students	100	pax	60.00	6,000.00									
	siopao and juice				-									
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-									
	GRAND TOTAL				66,000.00									

Prepared by

MARYNEL A. HERMOSA  
Member, BAC Secretariat

Recommending Approval

CHRISTIAN B. APOSTOL, Ph.D.  
Head, BAC Secretariat

Approved

CIEDELLE PIOL-SALAZAR, Ph.D.  
Chairperson, BAC

ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III





Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Main Campus  
Alcate, Victoria, Oriental Mindoro  
**JOB ORDER REQUEST**



Job Order No.: JOR25-08  
Date: July 04, 2025

Unit	WORK REQUESTED DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)
pan	Pagguniat: Unang Anibersaryo at Ulat sa Unibersidad  June 11, 2025 Snacks for Faculty and Staff Vegetable Salad, bread, kakarin, pansit, ginataang bilo bilo lumpia, juice, water	200	300.00	60,000.00
pan	Snacks for Students Siopao and Juice	100	60.00	6,000.00
			<b>TOTAL</b>	<b>66,000.00</b>

MDS-14-7  
101-200-07-275  
5029996W

Requested by:  
  
**Leonel C. Mendoza, Jr.**  
OIC- Office of the VPRDE

Recommending Approval:  
  
**Prof. Dorene C. Uyenes**  
Vice President for Admin and Finance

Approved:  
  
**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III





Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Main Campus  
Alcate, Victoria, Oriental Mindoro  
**JOB ORDER REQUEST**



Job Order No.: JOR25- 081  
Date: July 04, 2025

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)
	<b>Paggunita: Unang Anibersaryo at Ulat sa Unibersidad</b>			
pax	<b>June 11, 2025</b> <b>Snacks for Faculty and Staff</b> Vegetable Salad,bread, kakanin, pansit, ginataang bilo bilo lumpia, juice, water	200	300.00	60,000.00
pax	<b>Snacks for Students</b> Siopao and Juice	100	60.00	6,000.00
				-
				-
				-
				-
				-
			<b>TOTAL</b>	<b>66,000.00</b>
Purpose:	<b>Meals and Snack for Students, Faculty and Staff for the Celebration of Paggunita: "Unang Anibersaryo at Ulat sa Unibersidad"</b>			

Requested by:  
  
**Leonel C. Mendoza, M.Sc.**  
OIC- Office of the VPRDE

Recommending Approval:  
  
**Prof. Joeline C. Leynes**  
Vice President for Admin and Finance

Approved:  
  
**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III





July 1, 2025

**DR. ENYA MARIE D. APOSTOL**  
SUC President III  
This University

Mindoro State University  
**RECEIVED**  
RECORDS OFFICE  
BY: \_\_\_\_\_  
DATE: 7/1/25  
TIME: 4:47  
CONTROL #: 1679

Dear Pres. Apostol,

Warmest greetings!

OFFICE OF THE PRESIDENT  
**RECEIVED**  
JUL 01 2025  
DATE: \_\_\_\_\_  
TIME: 4:40 207-2799  
BY: Maria Leiden V. Gaud MB

I am pleased to submit for your approval the attached proposal for the upcoming university event entitled “**Paggunita: Unang Anibersaryo at Ulat sa Unibersidad**,” scheduled for July 11, 2025, at the MinSU Main Campus Auditorium. This commemorative program is dedicated to marking the first anniversary of your assumption as SUC President III and to formally delivering your First University Address before the university community.

The event aims to highlight the accomplishments, milestones, and strategic directions of your inaugural year of leadership. In addition to the President’s First University Address, the program will feature the launching of the Official Facebook Page of the University President as a platform for transparent communication, and the launch of a Coffee Table Book documenting the transformative journey of your first year in office.

This occasion is envisioned as a simple yet meaningful academic convocation that brings together members of the governing board, university officials, faculty, staff, students, alumni, and institutional partners. By pausing to reflect on our shared achievements and reaffirming our collective vision, we hope to strengthen unity and inspire renewed commitment to MinSU’s mission and goals.

Attached herewith is the detailed proposal and indicative budget breakdown for your review and approval. Your kind endorsement will be instrumental in ensuring the success of this important institutional milestone.

Thank you very much for your continued leadership and support.

MDS-14-7  
101-200-07-215  
60299990N Junfer

Truly yours,

Leonel C. Mendoza  
**Asst. Prof. LEONEL C. MENDOZA, M.Sc.**  
Officer-in-Charge, Office of the Vice President for Research, Development, and Extension

Approved:

Enya Marie D. Apostol  
**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III







## ACTIVITY PROPOSAL

Activity Title:	<b>PAGGUNITA: UNANG ANIBERSARYO AT ULAT SA UNIBERSIDAD</b>
Proponent:	<b>ENYA MARIE D. APOSTOL, Ph.D.</b> SUC President III  <b>LEONEL C. MENDOZA</b> Officer-in-Charge, Office of the VP for Research, Development and Extension
Implementer:	Office of the University President  Office of the VP for Research, Development and Extension  Office of the Campus Executive Directors
Total Estimated Budget:	PhP 94, 600.00
Duration and Venue:	July 11, 2025 (1:00 PM) MinSU Auditorium
Source of Fund:	MDS (F.Y. 2025 GAA)

## ACTIVITY DESCRIPTION

### INTRODUCTION

As Mindoro State University marks the completion of the first year of leadership under Dr. Enya Marie D. Apostol, SUC President III, it becomes both timely and meaningful to formally share the administration's accomplishments, challenges, and vision for the years ahead. To commemorate this institutional milestone, the University proposes the conduct of a special program entitled "Paggunita: Unang Anibersaryo at Ulat sa Unibersidad."

The proposed activity is designed as a simple yet significant academic convocation that brings together the university community and external stakeholders to hear the President's First University Address, officially launch the Facebook Page of the University President for improved communication and engagement and unveil a Coffee Table Book documenting highlights of the administration's inaugural year.

This commemorative program aligns with the University's commitment to transparent governance, institutional accountability, and inclusive development. It provides a platform not only to report on what has been achieved but also to outline strategic directions that will guide MinSU in its continuing pursuit of excellence in instruction, research, extension, and innovation.

By gathering faculty, staff, students, alumni, governing board members, and partners, the event aims to strengthen unity, reaffirm shared institutional values, and celebrate the collective effort that has shaped the University's progress during the President's first year in office.

Through this proposal, the Office of the University President seeks the approval and support necessary to successfully hold "Paggunita: Unang Anibersaryo at Ulat sa Unibersidad" as an institutional platform for reflection, communication, and renewed commitment to MinSU's vision and mission.







## RATIONALE

The first anniversary of a university presidency is more than a marker of time; it is a moment of collective remembrance — a *paggunita* — of the vision, dedication, and quiet triumphs that shaped the institution's journey through its inaugural year of leadership. At Mindoro State University (MinSU), this commemoration centers on the stewardship of Dr. Enya Marie D. Apostol, SUC President III, whose first year has been defined by principled leadership, resilience amid change, and a steadfast commitment to inclusive, transformative education.

Anchored on the theme "Paggunita: Unang Anibersaryo at Ulat sa Unibersidad," the program serves as an occasion to reflect on what has been accomplished and what still lies ahead. It recognizes that the past year's progress — in instruction, research, extension, and innovation — is not the work of one, but the shared effort of a university community moving with a unified sense of purpose. Through this gathering, the university reaffirms its institutional values and honors the collective resilience that allowed it to navigate challenges and seize opportunities for growth.

Central to the commemoration is the President's First University Address — a formal report to stakeholders detailing the administration's milestones, challenges confronted, and strategic directions for the years to come. This address goes beyond numbers and projects; it tells the story of a university striving to fulfill its mandate of public service, regional development, and academic excellence under the guidance of its new leadership.

To deepen engagement and visibility, the program also marks the launch of the Official Facebook Page of the University President, envisioned as a dynamic platform for transparent communication and stakeholder connection. Alongside this, the Coffee Table Book will be unveiled — a curated narrative of the first year, capturing through images and words the trials, triumphs, and transformative spirit that shaped MinSU during this pivotal period.

More than ceremony, *Paggunita* embodies the university's commitment to remember with gratitude, to celebrate with humility, and to look forward with hope. It is a reminder that every achievement rests on shared sacrifice, every milestone on shared vision, and every success on shared responsibility. By pausing to commemorate, the MinSU community strengthens its resolve to move forward, guided by lessons of the past and the aspirations of the future.

This commemoration invites every stakeholder — from the governing board and faculty to staff, students, alumni, and partners — to reflect on what has been built together over the past year and to renew their pledge to the university's continuing journey. In doing so, *Paggunita: Unang Anibersaryo at Ulat sa Unibersidad* becomes not just a program, but a living testament to leadership anchored in purpose, resilience, and hope.

## OBJECTIVES

### *General Objective:*

To commemorate the first anniversary of the leadership of Dr. Enya Marie D. Apostol, SUC President III, through a formal academic program that highlights the accomplishments and milestones of her inaugural year, presents the President's First University Address, and reaffirms the university community's shared commitment to MinSU's mission, vision, and strategic directions.

### *Specific Objectives:*

1. To provide an official platform for the delivery of the President's First University Address, presenting key accomplishments, institutional challenges, and strategic directions for the years ahead.





2. To formally launch the Official Facebook Page of the University President as a channel for transparent communication, stakeholder engagement, and public accountability.
3. To unveil and distribute the Coffee Table Book, documenting the significant milestones, stories, and transformative initiatives achieved during the President's first year in office.
4. To gather the university's governing board, administrators, faculty, staff, students, alumni, and partners in a shared moment of reflection, gratitude, and recommitment to the university's mission and vision.
5. To celebrate and affirm the collective resilience, dedication, and unity of the MinSU community that enabled the realization of institutional goals during the first year of new leadership.
6. To inspire renewed commitment among all stakeholders toward the continued pursuit of academic excellence, inclusive growth, and innovation under the stewardship of the University President.
7. To foster a deeper sense of institutional pride, purpose, and resilience across all university constituents through a solemn and meaningful celebration guided by the theme, *"Trials and Triumphs: An Apostle's Journey (365 Days of Purpose, Resilience, and Hope)."*
8. To inspire renewed commitment among stakeholders toward the collective pursuit of excellence in instruction, research, extension, and innovation under the stewardship of the University President.

## METHODOLOGY

### A. Program Flow

Time / Sequence	Activity / Segment	Responsible / Lead
Prelude / Pre-program	Audio-Visual Presentation: <i>Highlights of the President's First Year</i>	Secretariat / AV Team
Opening	National Anthem Invocation	University Chorale / Audio Team Assigned Faculty
Welcome	Welcome Remarks	VP for Academic Affairs)
Introduction	Introduction of the University President	Dean Alice Ramos
Highlight	President's First University Address	Dr. Enya Marie D. Apostol, SUC President III
Intermission	Cultural or Musical Performance	
Special Segment	Launching of the Official Facebook Page of the University President Unveiling of the Coffee-Table Book	MIS/IO Office of the University President / Editorial Team
Reflection	Message of Support ( <i>Optional</i> )	Representative from Student Council / Alumni / Faculty
Closing	Photo Opportunity with President and Key Stakeholders	Secretariat / Documentation Team
Fellowship	Simple Fellowship & Snacks	Event Committee





## Expected Outputs and Outcomes

### *Expected Outputs*

1. A well-organized commemorative program formally marking the first anniversary of the University President's leadership.
2. Delivery of the President's First University Address, summarizing accomplishments, challenges, and strategic priorities.
3. Successful launch of the Official Facebook Page of the University President to enhance transparency and stakeholder communication.
4. Unveiling and distribution of the Coffee Table Book documenting the journey of the President's first year.
5. High-quality documentation materials (official photos, video recording, and AVP) for institutional archives and communications.

### *Expected Outcomes*

1. Strengthened institutional identity and collective pride through a formal academic convocation.
2. Increased engagement and awareness among internal and external stakeholders regarding the administration's vision and accomplishments.
3. Enhanced communication and transparency through the use of digital platforms (official FB page).
4. Creation of an institutional narrative that connects past milestones with future strategic directions.
5. Reinforced stakeholder trust and unity in support of the University President's leadership.

## Potential Outcomes

1. Broader public recognition of MinSU's achievements and strategic initiatives during the President's first year.
2. Improved stakeholder participation and dialogue facilitated by digital and print platforms.
3. Strengthened positioning of MinSU as an institution committed to reflective governance and inclusive leadership.
4. Support for long-term planning, benchmarking, and reporting through archived narratives and data.
5. Inspiration for other offices and units to institutionalize milestone documentation and stakeholder communication.

## Potential Impact

1. Institutionalization of a culture of transparency, accountability, and reflective leadership.
2. Establishment of the President's First University Address as an annual platform for strategic reporting.
3. Enhanced historical records and institutional memory to guide future administrations.
4. Improved reputation and visibility of MinSU as a forward-looking, story-driven university.
5. Broader adoption of commemorative documentation as a legacy-building tradition across the institution.





Target Beneficiaries

- 1. Office of the University President and executive team.
- 2. University governing board, administrators, faculty, and non-teaching personnel.
- 3. Students and alumni of Mindoro State University.
- 4. National government agencies, accrediting bodies, and regulatory partners.
- 5. Local government units, industry partners, donors, and academic collaborators.

Estimated Budgetary Expenses

Particulars	Estimated Budget
Snacks for guests	
For students ((P60 x 100pax)	P6,000.00
For Key Officials, Faculty and Employees (P300.00 x 100pax)	P30,000.00
For Guests (P300x 100 pax)	P 30,000.00
Venue set-up and Stage Decor	P 20,000.00
Contingency	P8,600.00
Total Estimated Budget	P94,600.00

Sustainability Plan

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- 1. Annual conduct of the University President’s Address as an institutional tradition.
- 2. Continuous management and updating of the official FB page as a communication channel.
- 3. Production of annual or special editions of the Coffee Table Book documenting key milestones.
- 4. Systematic archiving of digital and print materials in the MinSU Library and Digital Repository.
- 5. Alignment of future documentation initiatives with the university’s communication strategy and branding guidelines.

Gender and Development (GAD) Integration

- 1. Use of gender-fair language and inclusive narratives in the Coffee Table Book and digital platforms.
- 2. Balanced representation of men, women, and diverse groups among featured stories, photos, and testimonials.
- 3. Highlighting women in leadership roles and initiatives promoting gender equity and community empowerment.
- 4. Accessibility of both print and digital outputs to all university constituents, including marginalized sectors.
- 5. Integration of gender sensitivity in program design, messaging, and distribution.

Work Plan / Ways Forward

Timeline	Activity
May 1–15, 2025	Internal planning, content scoping, and creation of program committee
May 16–31, 2025	Procurement and engagement of external service providers (AVP, printing, documentation)
June 1–20, 2025	Production of AVP, preparation of Coffee Table Book content, drafting of President’s Address







Timeline	Activity
June 21–July 5, 2025	Printing, digital asset preparation, and final event rehearsals
July 8, 2025	Official program: delivery of President's First University Address, FB page launch, and Coffee Table Book unveiling
Post-event	Distribution of printed and digital materials, archiving, and media releases

## References

1. CHED Strategic Communication Framework
2. COA Circulars on Institutional Publications and Documentation
3. Philippine Civil Service Commission Guidelines on Official Reporting
4. UNESCO Guidelines on Institutional Memory and Storytelling
5. MinSU Strategic Development Plan (2024–2030)
6. Gender and Development Toolkit for State Universities and Colleges (CHED, PCW)
7. Presidential Communications Development and Strategic Planning Office (PCDSPO) references on official publications

Prepared by:

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Officer-in-Charge, Office of the Vice President for Research Development and Extension

Noted:

**JOHN EMMANUEL M. MERHAN**

Coordinator, WGAD – Victoria (Main) Campus

Comment:

Though the proposed activity will be participated by all employees and guest (regardless of their gender) but it doesn't generally address gender issues and concerns of men and women which is not attributed to GAD therefore, GAD checklist is not required.

**MARYANNE HERNANDEZ**

Director for Planning, Monitoring & Evaluation

Comment:

The project aligns with the university's goals of leadership excellence (Goal 1), inclusivity (Goal 2), and transparency, by showcasing the salient accomplishments of the University president and the development that the University undergone in the past 365 days.

Recommending Approval:

☒ Approved

☐ Not Approved due to: \_\_\_\_\_

**JOELENE C. LEYNES**

VP for Admin & Finance

Approved:

**ENYA MARIE D. APOSTOL, Ph.D.**

SUC President III