



**University Bids and Awards Committee
Resolution No. 01-A, S. 2024**

RESOLUTION RECOMMENDING THE AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF REAL PROPERTY / VENUE) FOR THE LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

WHEREAS, the **Mindoro State University (MinSU)** through the College of Arts and Sciences (CAS) will host a Curriculum Review and Team Building Activity on May 16-18, 2023 and intends to lease a venue with food and accommodation, with an Approved Budget for the Contract (ABC) amounting to **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)**;

WHEREAS, the subject item was included in the Project Procurement Management Plan (PPMP) of the requisitioning office and in the approved Annual Procurement Plan (APP) of MinSU;

WHEREAS, Sec. 53.10 of the 2016 revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act of 2003", allows Negotiated Procurement as a mode of procurement for the lease of privately owned real property and venue for official use, subject to the Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Revised IRR of RA 9184;

WHEREAS, Annex H (IV)(J) of the 2016 revised IRR allows the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement, Lease of Real Property and Venue to be delegated to the End-User unit or any other appropriate bureau, committee or support unit duly authorized by the BAC;

WHEREAS, the CAS Department of MinSU coordinated with the BAC through its Secretariat, initiated the procurement activity by sending the Request for Quotation (RFQ) to three (3) prospective lessors; (1) **Melzar's Mountain Resort**, (2) **Footprint in the Sand Beach Resort** and (3); **Mahalta Glamping Resort**;

WHEREAS, the detailed evaluation resulted in the following:

ABC Amount	NAME OF LESSOR	AMOUNT OFFER
Php 175,250.00	Melzar's Mountain Resort	Php208,860.00
	Footprint in the Sand Beach Resort	Php285,640.00
	Mahalta Glamping Resort	Php312,300.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive; and declared **Melzar's Mountain Resort**, as the winning lessor with the Lowest Calculated Responsive Bid (LCRB);



WHEREAS, the TWG of MinSU certified that the lessor complied with the evaluation and recommended the awarding of contract for the Lease of Venue including Meals and Accommodation for the conduct of **Curriculum Review and Team Building Activity of the CAS Department of MinSU to Melzar's Mountain Resort** with an official address at Sitio Palaypay B. Del Mundo, Mansalay, Oriental Mindoro.

NOW, THEREFORE, the Bids and Awards Committee (BAC), above premises considered, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend to his Honor, the Head of Procuring Entity, the Award of Contract to **Melzar's Mountain Resort** under Lease of Venue including Meals and Accommodation chargeable against Maintenance and Other Operating Expenses (MOOE) – Training and Other Maintenance and Operating Expenses amounting to **Two Hundred Eight Thousand Eight Hundred Sixty Pesos (Php 208,860.00)** ;

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 11th day of January, 2024.


NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson


ANSELMO R. ULEP, JR.
BAC Vice Chairperson


ELVI C. ESCAREZ, Ph.D.
BAC Member


CIEDELLE P. SALAZAR Ph.D
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

OIC- Office of the University President

Date: _____

SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

THIS SERVICE AGREEMENT, made and entered into this 19th day of **January, 2024** by and between:

The **Mindoro State University (MinSU)**, a government educational institution of higher learning, with principal address at Alcate, Victoria, Oriental Mindoro, represented by **CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**, OIC-Office of the University President, hereinafter referred to as the **"First Party"**

-and-


MELZAR RESORT, with principal address at B. Del Mundo, Mansalay Oriental Mindoro represented by **MA. MELIZA C. SUCGANG**, Proprietress, herein referred to as the **"Second Party"**

WITNESSETH

1. That the First Party is in need of the services for the **"Lease of Venue with Meals and Accommodation for the In- Service Training and Team Building Activity of CAS department of MinSU"**;
2. That the Second Party signified intention of providing services needed by the **First Party** for the above stated activity;
3. That the Second Party is capacitated to provide the above cited services after it has been found complying and responsive to the services being required;
4. That the Second Party hereby attests of being not related within the third degree of consanguinity or affinity to the representative of the First Party;
5. That in view of hereof, the Second Party is contracted by the First Party to provide services for **"Lease of Venue with Meals and Accommodation for the In- Service Training and Team Building Activity of CAS department of MinSU"**;
6. That the total contract price is **Two Hundred Eight Thousand Eight Hundred Sixty Pesos (Php 208,860.00)**.
7. That the First Party agreed to pay the **Second Party** in full, upon completion of the Services for **"Lease of Venue with Meals and Accommodation for the In- Service Training and Team Building Activity of CAS department of MinSU"**;
8. That the services shall be completed within **three (3) working days**.
9. That the amount of one-tenth (1/10) of one percent (1%) of the contract amount per day for liquidated damages is hereby declared and understood to include all losses and cost of whatever nature the Government will sustain because of the failure of the **SECOND PARTY** to complete the contract within the stipulated time.

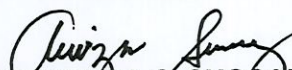
IN WITNESS WHEREOF, both parties have hereunto set their hands this 19th day of January, 2024 at MinSU, Alcate, Victoria, Oriental Mindoro, Philippines.

First Party



CHRISTIAN ANTHONY C. AGUTAYA, Ph.D
OIC-Office of the University President

Second Party



MA. MELIZA C. SUGGANG
Proprietress

Witnesses:



KATHERINE P. SANCHEZ-ESCALONA, Ph.D.
Dean, College of Arts and Sciences



ALGENYVE T. CASAS
Operation Manager, Melzar's Resort

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Victoria Oriental Mindoro) S.S.
Municipality of _____)

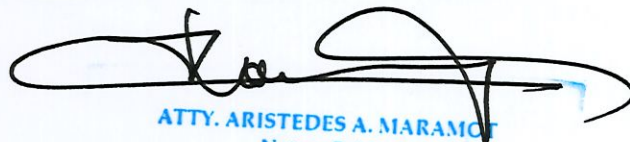
BEFORE ME, notary public for and in the above jurisdiction, personally appeared the following:

NAME	ID presented	Date / Place Issued
Dr. Christian Anthony C. Agutaya	PRC ID No. 0796092	Dec. 12, 2002/ PRC Manila
Ma. Meliza C. Suggang	Passport ID No. P0085178C	May 14, 2022/DFA Manila

Known to me to be the persons who executed the foregoing instrument and acknowledged that the same is their free and voluntary act and deed.

This instrument consisting of two (2) pages including the page wherein this acknowledgement is written had been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this JAN 19 2024 day of _____, 2024 at
Victoria Oriental Mindoro.



ATTY. ARISTEDES A. MARAMBA
Notary Public

NOTARY PUBLIC

MinSU-P-22-234
PTR No. 3565882
Victoria Or. Mindoro/01-02-2024
Roll No. 41130/April 15, 1996
IBP No. 415498/01-16-2024/Or. Mindoro
MCLE Compliance No. VII -0013433
Valid until 04-14-2025

Doc No. 282
Page No. 53
Book No. LXIII
Series of 2024




Client: Mindoro State University (MinSU)

Date: JANUARY 24-26,2024

Contact Person: Dr. Katherine Escalona

Contact No.: 09166094464

Item Description	No. of Pax	Unit Cost	Total
Day 1:			
Am snack	14 Pax	120.00	1,680.00
Lunch		250.00	3,500.00
Pm snack		120.00	1,680.00
Dinner		280.00	3,920.00
Accommodation	14 Pax	750.00	10,500.00
Day 2:			
Breakfast	14 pax	220.00	3,080.00
Am snack	75 pax	120.00	9,000.00
Lunch	75 pax	251.00	18,750.00
Pm snack	75 pax	120.00	9,000.00
Dinner	75 pax	300.00	22,500.00
Accommodation	75 pax	600.00	45,000.00
Day 3:			
Breakfast	75 pax	220.00	16,500.00
Am snack	75 pax	120.00	9,000.00
Lunch	75 pax	250.00	18,750.00
Pm snack	75 pax	120.00	9,000.00
venue	3 DAYS	9,000.00	Php 27,000.00
GRAND TOTAL			Php 208,860.00


 MELZAR'S MOUNTAIN RESORT CORPORATION



January 26, 2024

CERTIFICATE OF COMPLETION

This is to certify that MELZAR'S MOUNTAIN RESORT successfully provided a range of services during the 3-day College of Arts and Sciences (CAS) In-Service Training and Team Building Activity held on January 24-26, 2024. During the event, Melzar's Mountain Resort rendered the following services: Food and Accommodation Services and Hall Rentals.

Their services significantly contributed to the unified execution of the event, nurturing a productive and enjoyable experience for all participants.

This certification is issued in line with the engagement of MELZAR as the venue of the 3-day College of Arts and Sciences (CAS) In-Service Training and Team Building Activity

Issued this 26th day of January 2024 at Melzar's mountain Resort, Mansalay, Oriental Mindoro.

KATHERINE P. SANCHEZ-ESCALONA, PhD., EnP.
Dean College of Arts and Sciences



IN-SERVICE TRAINING AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-College of Arts and Sciences (CAS) at Melzar's Resort, Mansalay Oriental Mindoro

JANUARY 24-26, 2024

The college of Arts and Sciences is the largest College of the University owing to the nature of the programs it handles. Aside from being the base of science and liberal arts programs, the General Education program under CAS serves all students of the university across all campuses. The logistics of integrating and unifying syllabi of the GE courses is imperative when trademark of the university students is considered. This is the reason why the 3-day "In-service training and team building activities" were developed.

Registration was done in the first day of January 24, 2024 at 10:00am to 11:00am.

The first day was a separate program for the PATHFIT Activities, it is started with an opening program. The opening prayer was led by Dr. Gerolyn B. Javier. This was followed by singing of national anthem conducted as well by Dr. Gerolyn B. Javier. The owner of Melzar's resort, Mrs. Ma. Meliza Sucgang welcomed everyone in the said training and activities through her opening remarks. Professor Roselie T. Gonzales, the MinSU Calapan campus sports coordinator gave a short orientation about the program. She encouraged full participation of every participant to make this PATHFIT Training during the In-service training a successful one. Professor Paula S. Mercene, the MinSU bongabong campus sports coordinator presented the Guest speakers of the activities.



Figure 1.1: Introduction of PATHFIT 1



Figure 1.2: Introduction of PATHFIT 1



The first topic was “The Introduction of PATHFIT 1” delivered by Prof. Federico A. Ceribo, Head of Institute of Kinetics. As shown in figure 1 and figure 1.1 he explains that Pathfit introduces the concept of Physical Education and of fitness in relation to daily routine activities and closes with fitness testing.



Figure 2.1: Physical Fitness and Activity

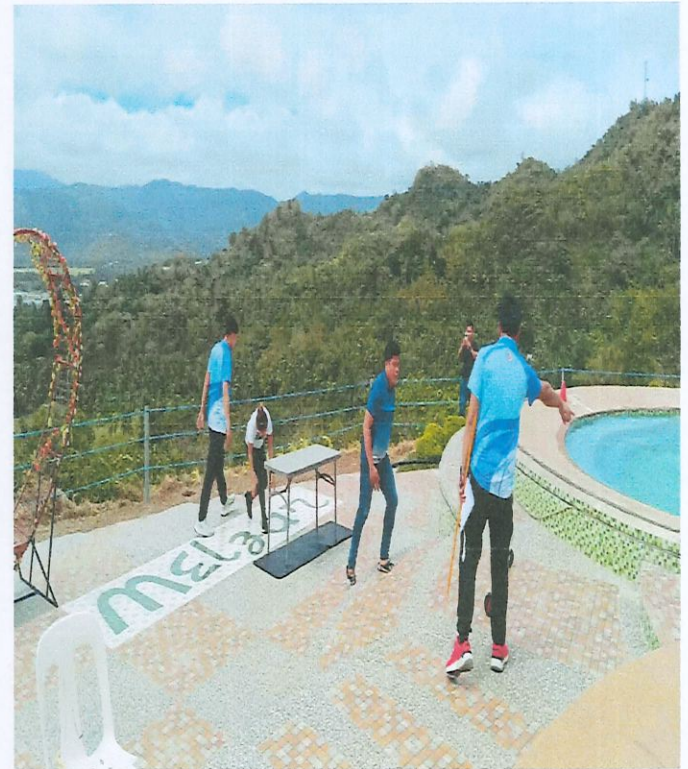


Figure 2.2: Physical Fitness and Activity

The second topic was tackled by Mr. Milpert John B. Maroto, a faculty of institute of human kinetics. Above representation shown that the topic was about “Physical Fitness and Activity”, which uses energy where physical fitness is measurable state such as strength or endurance.



Figure 3.1: Mobility and Stability



Figure 3.2: Mobility and Stability



Figure 3.3: Mobility and Stability



Figure 3.4: Mobility and Stability

The third topic was shown in the above picture about “Mobility and Stability” tackled by Ms. Charlene V. Eusebio also a faculty of institute of human kinetics. She thoroughly discussed these two most important factors in recovering from and preventing injury. Too much movement and a lack of stability in the muscles and joints can lead to stiffness and worsening changes. These factors can increase our risk of injury. It was a very informative day that ended at 5:00pm.



The first day was a successful one as the speakers delivered each topic very well. In the second day, the training was started with a prayer of Dr. Reynalda Vilma Manansala.

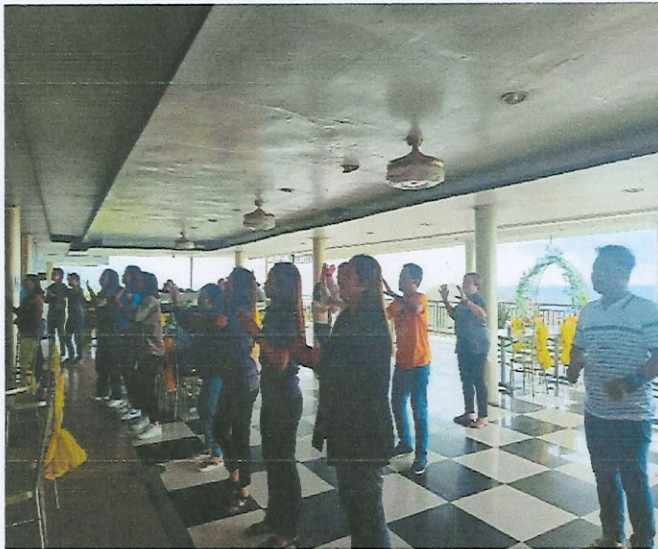


Figure 4.1: Refresher Dance



Figure 4.2: Refresher Dance

To boost participant's energy, Dr. Gerolyn Javier, a PE instructor gave an energizer were all participant's having fun doing the dance steps following the video showed.



Figure 5.1: Expectation Check



Figure 5.2: Expectation Check



Above picture (Figure 5.1 and 5.2) showed presentation of program and activities during the In-service Training and Team building Activities. Also sharing of expectations on the training.



Figure 6.1: Visioning



Figure 6.2: Visioning



Figure 6.3: Self- Introduction

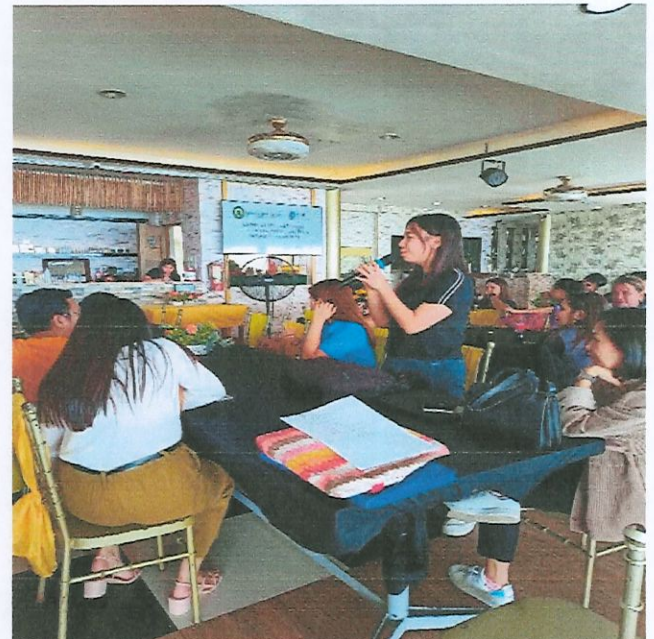


Figure 6.4: Self-Introduction



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CAS

COLLEGE OF ARTS AND SCIENCES



BAGONG PILIPINAS

The preliminary programs are shown on the above picture (Figure 6.1, 6.2, 6.3, 6.4), starts with the group dynamics, self-introduction and visioning. Then after these preliminaries we have a small group workshop.



Figure 7.1: Integration of GE syllabi



Figure 7.2: Integration of GE syllabi



Figure 7.3: Integration of GE Syllabi



Figure 7.4: Integration of GE Syllabi



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CAS

COLLEGE OF ARTS AND SCIENCES



BAGONG PILIPINAS

The above picture (Figure 7.1,7.2,7.3,7.4) shown the faculty of CAS doing the grouping of GE syllabi. With these small group workshop the faculty can share their opinion.

The second day was very informative. In the third day, it was started with a breakfast and then a continuation of the workshop.



Figure 8.1: Syllabi Integration



Figure 8.2: Syllabi Integration

The figure shown the continuous workshop about the integration of the syllabus for General Education. After sharing opinions, at 11:30am the faculty and staff submitted their outputs. It was indeed a productive and meaningful three day In- Service Training and Team Building Activities for all the faculty of Mindoro State University-College of Arts and Sciences.

At 12:00 o'clock in the afternoon the lunch is ready. After lunch the participants is relaxed and at exactly 2:00pm the faculty and staff of the said college is going home with a lot of experience and knowledge.



IN-SERVICE TRAINING AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-College of Arts and Sciences (CAS) at Melzar's Resort, Mansalay Oriental Mindoro

PHOTO DOCUMENTATION

Day 1-3 (January 24, 2024)



Figure 1.1: Discussion about the PATHFIT



Figure 1.2: Overview to PATHFIT Activity



Figure 2.1: Undertaking Physical Capability Activity

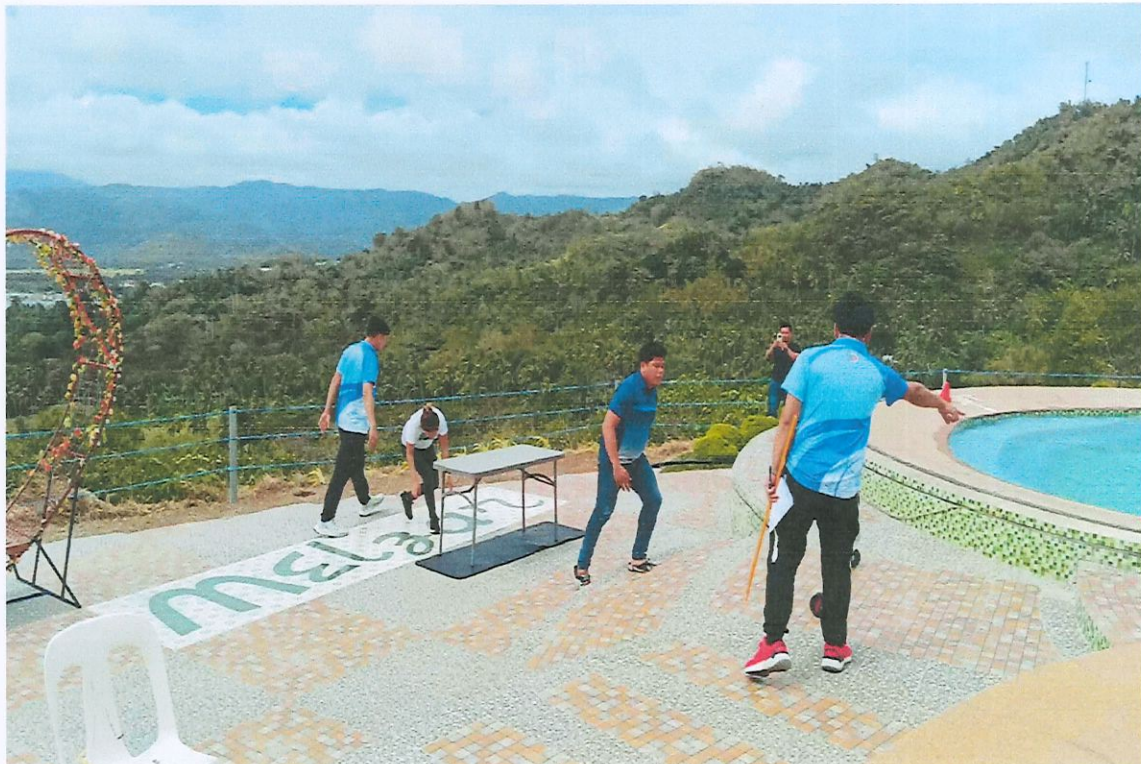


Figure 2.2: Doing Physical Fitness Activity



Figure 3.1: Doing Mobility and Stability Activities



Figure 3.2: Doing Motion and Firmness Activities



Figure 3.3: Doing Firmness Activity



Figure 3.4: Doing Elasticity



DAY 2-3 (January 25, 2024)



Figure 4.1: Dance energizer for the participants



Figure 4.2: Dancing while looking at the video on the screen



Figure 5.1: Presentation of the program



Figure 6.1: Expectation Check



Figure 6.2: Expectation Check

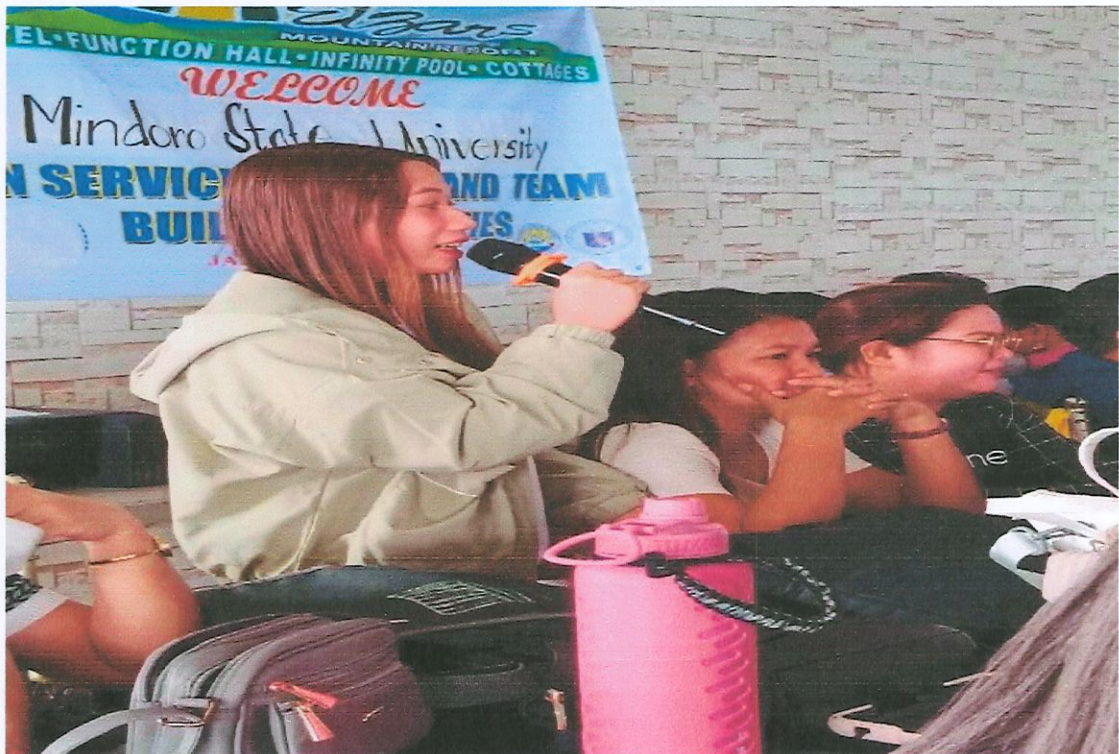


Figure 7.1: Self-Introduction of the Participants



Figure 7.2: Self-Introduction of the Participants



Figure 8.1: Integration of the GE Syllabi



Figure 8.2: Integration of the GE curriculum



Figure 8.3: Integration of the GE syllabi

DAY 3-3 (January 26,2024)



Figure 9.1: Continuation of the workshop about GE curriculum



Figure 9.2: Continuation of the workshop about GE curriculum



ATTENDANCE SHEET

Purpose: Conduct of In-Service Training and Team Building
Activities at the Melzar's Resort, Mansalay, Oriental Mindoro

January 24,2024

NAME	DESIGNATION	CONTACT NO.	SIGNATURE
1. Roselie Gonzales	Director / P.E Prof	09778017571	
2. Paula Morconzo	P.E. Prof		
3. Genilyn B. Javier	P.E Prof	09053184597	
4. MASSA LUCAS	Instructor I	09461258802	
5. Ina Alyssa Jane Luna	Instructor I	09171203666	
6. Nephtali P. Fajardo	Instructor III	09121803510	
7. Efren B. Lopez Jr.	Instructor I	06 * 16	
8. Doree Marangang	Instructor I	N/A	
9. Federico A. Genbo	Guest Speaker		
10. Charlene Eusebio	Guest Speaker		
11. Milpert John Moroto	Guest Speaker		
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ATTENDANCE SHEET

Purpose: Conduct of In-Service Training and Team Building Activities at the Melzar's Resort, Mansalay, Oriental Mindoro

January 25, 2024

NAME	DESIGNATION	CONTACT NO.	SIGNATURE
1. Jaziel M. Fabro	I-I	09518702125	
2. KRISTIAN C. DE GALA	I-I	09284816709	
3. Pamela A. Labista	I-I	09777020340	
4. De Geronimo, M.	I-I	09452697657	
5. Myka V. Ison	Assoc. Prof. III	09178182161	
6. Christel Joye P. Villanueva	I-I	09054068024	
7. Jessamae V. Recto	I-I	09567281163	
8. EUGENE V. DE GUZMAN	I-I	09369085308	
9. HILBERT S. PEREZ	I-I	09485567353	
10. Darin G. Comnates Jr.	I-I	09368503833	
11. R. Vilma V. Manansala	MCC Assoc II	09175620484	
12. Renierse Mary R. Hernandez	Asst. P	09275061150	
13. Mary Ann A. Gambo	I-I	09923760659	
14. Judy Anne Evora	I-III	09190062219	
15. Ma. Cristina D. Reyes	Asst. Prof. I	0955-378-7122	
16. Elisa F. Gombra	Asst. Prof. I	09956200293	
17. Izzy Kay F. Castillo	I-I	69276619138	
18. Maria Clarissa S. Maglae	I-I	0945-332-9524	
19. GERALD CULLA	I-I	09564683318	
20. Vileza, Elynn M.	Instructor I	09953464602	

21. P



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



21.	JAESMA A. ASINAS	Instructor I	09275172597	
22.	Sarah Yahel A. Carpi	Instructor I	0916 385 4304	
23.	LIANN CAMILLE D. PEREZ	Instructor III	09274582458	
24.	Marinel V. Burgos	Asst Prof III	09364218374	
25.	ADELIO D. CUETO	INSTRUCTOR I	09472777917	
26.	Yvonne Nikde S. Redublo	Instructor III	09759585018	
27.	MA. ARLYN M. REYNURO	Asst Prof. I	0917 890 5301	
28.	BERNARDO G. MAGBANUA	Asst. Prof. III	09564574059	
29.	Jessica Gai-nigde	Instructor I	09358369856	
30.	FRED MADRE P. ABES	INSTRUCTOR I	09483235411	
31.	Wilson A. Salazar	Instructor I	09976708603	
32.	Angel A. Castillo	Instructor I	09309460104	
33.	VIRGILIO MIGUEL N. UNTALAN	Instructor I	09086783864	
34.	BENITA ESTHER B. M.	INSTRUCTOR I	0916128563	
35.	Suzana C. Castillo	Instructor I	09566895223	
36.	Rolper Walter S. Moloboros	Instructor I	09121405098	
37.	Riza Ciolette C. Nagel	Instructor I	09854638639	
38.	Sydney G. Maramot	Instructor I	09957395401	
39.	ARMORY C. MORALES	Instr. I	09518696166	
40.	Cedelle Paul Salazar	Asst. Prof. II	09778390410	
41.	VINCE SUBERO	Instructor I	09661756206	
42.	MA. Alyssa Jane Luna	Instructor I	09171203666	
43.	Nephtali P. Fajardo	Instructor III	09121803510	
44.	Efrhen B. Lopez Jr.	Instructor I	13-15	
45.	Dane Masongong	Instructor I	N/A	
46.	Roselie Gonzales	Director / P.E. Prog		
47.	Paula Marcone	Coordinator / P.E. Prog		
48.	Genilyn Balaue	P.E. Prog / QA Control		
49.	WILLIAM C. DELA SANTO	Asst. Prof. IV		



50.	<i>franky Gurn</i>	<i>Asst 1</i>		<i>[Signature]</i>
51.	Judy Ann Umali	Staff		<i>[Signature]</i>
52.	Federico Ceribo	Guest Speaker		<i>[Signature]</i>
53.	Charlene Eusebro	Guest Speaker		<i>[Signature]</i>
54.	Milpert John Manoto	Guest Speaker		<i>[Signature]</i>
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ATTENDANCE SHEET

Purpose: Conduct of In-Service Training and Team Building Activities at the Melzar's Resort, Mansalay, Oriental Mindoro

January 26, 2024

NAME	DESIGNATION	CONTACT NO.	SIGNATURE
1. Christel Joyce P. Villanueva	1-1	091654068024	
2. Cidella P. Salazar	CEO	0917839044	
3. EUGENE V. DE GUZMAN	1-1	09369085338	
4. Tanziel Fabro	1-1	09518702128	
5. Darin Comanches Jr.	1-1	09368803933	
6. Pamela A. Labadie	1-1	09777020340	
7. Hilbert S. Perez	1-1	09485567353	
8. KRIS ANN C. DEGUZA	1-1	09284816709	
9. Jessamie V. Recto	1-1	09567281163	
10. De Guzman, Hank	1-1	09452697857	
11. JAESMA A. ACINAS	Instructor I	07275772597	
12. R. Velina V. Manansala	Assoc Prof III	09175620484	
13. Marinel V. Bugas	Asst Prof II	09364218334	
14. LIANN CAMILLE D. PEREZ	INSTRUCTOR III	09274582458	
15. Sarah Yahel A. Caohi	Instructor I	09163854004	
16. VIKES GLEBO	Instructor I	09661756686	
17. EFREN B. LOPEZ JR.	INSTRUCTOR I	—	
18. DANE MARONGSONG	INSTRUCTOR I	NA	
19. Alyssa Luna	1-1	—	
20. Nephtali Fajardo	1-3	—	



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



21.	Jared Magdoel	I-I	NA	gu
22.	ADELIO D. CUETO	INSTRUCTOR I	0947277797	
23.	Angela V. Iwan	Assoc. Prof. III	09178182161	
24.	Ma. Cristina P. Reyes	Asst. Prof. I	0955 378-7122	
25.	Judy Anne Borci	Instructor III	09190062209	
26.	Renierose Mary R. Hernandez	Assi Prof	09275061150	
27.	ESHER M. BANTISA	INSTRUCTOR I	0961-612-8863	
28.	BERNARDO G. MAGBANUA	Asst. Prof. III	09564574059	
29.	Sydney Maramot	Instructor I	09937395401	
30.	Mary Ann A. Gano	Instructor I	09923760659	
31.	Vanne Nikole Redoble	Instructor III	09769585018	
32.	MA. ANNE M. REDOBLE	Asst. Prof. I	0917 890 5301	
33.	RAO ANNE C. MACAO	Instructor I	09954638637	
34.	Susana C. Castillo	Instructor I	09566895223	
35.	ABES. FRED MORE P.	INSTRUCTOR I	09483235411	
36.	Tugade, Jerrica Gao	Instructor I	09358367856	
37.	Pamela A. Cabala	Instructor -I	09177020340	
38.	Wilson A. Salazar	Instructor I	09976706023	
39.	Maria Clarissa S. Maglar	Instructor I	0945-332-9524	
40.	Izzay Kay Castillo	Instructor I	0927-661-9138	
41.	Elisa F. Coambos	Asst. Prof. I	09956200293	
42.	Angel A. Cachillo	Instructor I	09309460104	
43.	GERARD CULLA	INSTRUCTOR I	09564683318	
44.	VIGILIO NICOLE M. UNTALEN	Instructor I	09088763864	
45.	RAVEN M. LABARAN	Instructor I	096140800932	
46.	Villeza Eljohn M.	Instructor I	09957864603	
47.	WILMA C. DELA SANTI	Asst. Prof. 4	05171176807	
48.	PRINCE D. V.	NOI		
49.	Judy Ann Urali	Admin Aide	09570044294	



REQUEST FOR QUOTATION (RFQ No. 2024-06)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

1. The **Mindoro State University** through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CAS Department of MinSU in accordance with Section 53.9 (Small Value Procurement of the IRR of RA 9184).
2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CAS Department of MinSU, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)** in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than January 15, 2024 (until 5:00PM)

The BAC Chairperson

MinSU Bids and Awards Committee
2nd Floor, Administration Building
Alcate, Victoria, Oriental Mindoro

7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/s. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract
9. The prospective bidder shall submit the following
 - a. Quotation Form
 - b. Mayor's/ Business Permit



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Website: www.minsu.edu.ph

Mobile: +63 977 816 72 28

- c. Proof of PhilGEPS Registration
- d. Latest Income/ Business Tax Return
- e. BIR Certificate of Registration (BIR form 2303)
- f. Duly signed and notarized Omnibus Sworn Statement

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

MinSU Bids and Awards Committee



ANNEX "A"

Republic of the Philippines

MINDORO STATE UNIVERSITY

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

LEASE OF VENUE WITH MEALS AND ACCOMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING ACTIVITIES

I. RATIONALE

The college of Arts and Sciences is the largest College of the University owing to the nature of the programs it handles. Aside from being the base of science and liberal arts programs, the General Education program under CAS serves all students of the University across all campuses. The logistics of integrating and unifying syllabi of the GE courses is imperative when the trademark of the university students is considered.

Considering the Program offerings of the College, regular review of its curriculum should be done to update its compliance with existing standards and relevance to current situations.

II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function room, accommodation, meals, and team-building grounds for the facilitator's activities, with the following specifications:

A. General Requirements

- 1) Price Package Quotation for three (3) days and two (2) nights
- 2) INSET date: Wednesday, Thursday and Friday January 24-26, 2024
- 3) Location is within Oriental Mindoro
- 4) Number of Participants: 70 pax
- 5) Designated parking space for vehicles;
- 6) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the event. In case of bad weather conditions that conducting outdoor activities become useless, outdoor activities shall be conducted in a covered area. Below are the minimum requirements.

1.1 Outdoor



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- i. Holding area for participants upon arrival;
- ii. Outdoor area for the opening ceremony and team building activities;
- iii. Spacious outdoor area;
- iv. Spacious lawn and shaded area (covered with grass)
- v. Water stations at team building areas; and
- vi. Nearby comfort rooms within the outdoor activity area
- vii. Table and chairs for the secretariat;
- viii. Audio and visual equipment with 2 microphones; and
- ix. Adequate to strong wi-fi internet connection.

1.2 Accommodation

The Service Provider shall provide three (3) days and two (2) nights' accommodation with the following minimum requirements:

- i. Indicates prices for guaranteed clean air-conditioned rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 70 guests in total;
- ii. Clean toilet and bath in each room;
- iii. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries; and

1.3 Food and Meals

The Service Provider shall meet the following meal requirements for 70 pax:

- i. Free-flowing coffee and purified drinking water during indoor activities and water/water stations in strategic locations during outdoor activities;

Day 1-3 For PE Faculty and Guest Speakers

AM Snacks
Canton Guisado
Japanese Siomai
Lunch
Pork kansi
Fried Tilapia
Sautéed sayote
Fruit Platter
Rice, drinks
PM Snack
Empanada, Banana chips
Drinks
Dinner

Day 2-3 For CAS Faculty and staff

Breakfast
Longanisa, Fried Egg
Sinaing na Isda, Plain soup, Rice
Ensaladang talbos ng kamote
Pansit palabok, Coke mismo
Lunch
Meat balls with oriental sauce, vegetable tempura, mussel, ginger
Dessert, Rice, Drinks
PM Snack
Cheese Burger, Cucumber Juice
Dinner



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Day 3-3 CAS Faculty and staff

Breakfast

Daing na Bangus, Scrambled egg

Asian Cucumber Salad

Rice, Fruits

AM Snacks

Assorted kakanin, Mismo

Lunch

Chicken BBQ, Beans w/ salted egg

Sweet and sour fish

Rice, drinks

PM Snack

Carbonara, Garlic bread, Drinks

- ii. Designated banquet area/ hall for MinSU participants during meal time

1.4 Emergency Power/Back-up Power Generator

The venue must have a standby/back-up electrical system in case of power outage during the training

A. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)** inclusive of all government taxes and charges.

B. MODE OF PROCUREMENT

Proposals shall be in accordance with the Scope of Work and Technical Specifications (making use of the following criteria: a. availability and quality of venue; b. location and site condition; c. neighborhood data; d. quality of food and facilities and; e. cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to bid.

C. DOCUMENTARY REQUIREMENTS

As prescribed under Annex "H", Appendix "A"- Documentary requirement for Alternative Method of Procurement, the WINNING service provider shall submit the following conditions:

- 1) Mayor's/ Business Permit
- 2) Proof of PhilGEPS Registration
- 3) Latest Income/ Business Tax Return
- 4) BIR Certificate of Registration (BIR form 2303)
- 5) Duly signed and notarized Omnibus Sworn Statement



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FINANCIAL OFFER:

Please Quote your best offer for the items. (see Terms and Conditions)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU			APPROVED BUDGET FOR THE CONTRACT (ABC): Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)	
Offered Quotation:				
Lease Of Venue With Meals	A Rate	B Max. Number Of Pax	C Max. Number Of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): Main Hall (name of Function room)	27,000.00			27,000.00
DAY 1:				
AM Snacks.	120.00	14		1,680.00
Lunch	250.00	14		3,500.00
PM Snacks	120.00	14		1,680.00
Dinner	280.00	14		3,920.00
DAY 2:				
Breakfast	220.00	14		3,080.00
AM Snacks	120.00	75		9,000.00
Lunch	250.00	75		18,750.00
PM Snacks	120.00	75		9,000.00
Dinner	300.00	75		22,500.00
DAY 3:				
Breakfast	220.00	75		16,500.00
AM Snacks	120.00	75		9,000.00
Lunch	250.00	75		18,750.00
PM Snacks	120.00	75		9,000.00
Room Accommodation	A Please fill in your offered Rate per head (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	750	4 rooms (14 pax)	1 night	10,500.00
Day 2	600	13 rooms (75 pax)	1 night	45,000.00
Total Offered Quotation:				PHP 208,860.00

ALGENY EVE CARAS
 Supplier's Signature over Printed Name
 604-074-793-0000
 TIN No. of Establishment
 0966440604



REQUEST FOR QUOTATION (RFQ No. 2024-06)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

1. The **Mindoro State University** through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CAS Department of MinSU in accordance with Section 53.9 (Small Value Procurement of the IRR of RA 9184).
2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CAS Department of MinSU, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)** in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than January 15, 2024 (until 5:00PM)

The BAC Chairperson

MinSU Bids and Awards Committee
2nd Floor, Administration Building
Alcate, Victoria, Oriental Mindoro

7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/s. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract
9. The prospective bidder shall submit the following
 - a. Quotation Form
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- c. Proof of PhilGEPS Registration
- d. Latest Income/ Business Tax Return
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- f. Duly signed and notarized Omnibus Sworn Statement

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

MinSU Bids and Awards Committee



ANNEX "A"

Republic of the Philippines

MINDORO STATE UNIVERSITY

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

LEASE OF VENUE WITH MEALS AND ACCOMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING ACTIVITIES

I. RATIONALE

The college of Arts and Sciences is the largest College of the University owing to the nature of the programs it handles. Aside from being the base of science and liberal arts programs, the General Education program under CAS serves all students of the University across all campuses. The logistics of integrating and unifying syllabi of the GE courses is imperative when the trademark of the university students is considered.

Considering the Program offerings of the College, regular review of its curriculum should be done to update its compliance with existing standards and relevance to current situations.

II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function room, accommodation, meals, and team-building grounds for the facilitator's activities, with the following specifications:

A. General Requirements

- 1) Price Package Quotation for three (3) days and two (2) nights
- 2) INSET date: Wednesday, Thursday and Friday January 24-26, 2024
- 3) Location is within Oriental Mindoro
- 4) Number of Participants: 70 pax
- 5) Designated parking space for vehicles;
- 6) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the event. In case of bad weather conditions that conducting outdoor activities become useless, outdoor activities shall be conducted in a covered area. Below are the minimum requirements.

1.1 Outdoor



- i. Holding area for participants upon arrival;
- ii. Outdoor area for the opening ceremony and team building activities;
- iii. Spacious outdoor area;
- iv. Spacious lawn and shaded area (covered with grass)
- v. Water stations at team building areas; and
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- vii. Table and chairs for the secretariat;
- viii. Audio and visual equipment with 2 microphones; and
- ix. Adequate to strong wi-fi internet connection.

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- i. Indicates prices for guaranteed clean air-conditioned rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 70 guests in total;
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Day 1-3 For PE Faculty and Guest Speakers

AM Snacks
Canton Guisado
Japanese Siomai
Lunch
Pork kansi
Fried Tilapia
Sautéed sayote
Fruit Platter
Rice, drinks
PM Snack
Empanada, Banana chips
Drinks
Dinner

Day 2-3 For CAS Faculty and staff

Breakfast
Longanisa, Fried Egg
Sinaing na Isda, Plain soup, Rice
Ensaladang talbos ng kamote
Pansit palabok, Coke mismo
Lunch
Meat balls with oriental sauce, vegetable tempura, mussel, ginger
Dessert, Rice, Drinks
PM Snack
Cheese Burger, Cucumber
Juice
Dinner



Day 3-3 CAS Faculty and staff

Breakfast

Daing na angus, Scrambled egg

Asian Cucumber Salad

Rice, Fruits

AM Snacks

Assorted kakanin, Mismo

Lunch

Chicken BBQ, Beans w/ salted egg

Sweet and sour fish

Rice, drinks

PM Snack

Carbonara, Garlic bread, Drinks

- ii. Designated banquet area/ hall for MinSU participants during meal time

1.4 Emergency Power/Back-up Power Generator

The venue must have a standby/back-up electrical system in case of power outage during the training

A. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)** inclusive of all government taxes and charges.

B. MODE OF PROCUREMENT

Proposals shall be in accordance with the Scope of Work and Technical Specifications (making use of the following criteria: a. availability and quality of venue; b. location and site condition; c. neighborhood data; d. quality of food and facilities and; e. cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to bid.

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D. PAYMENT SCHEME

The payment for the services rendered by the Service Provider shall be made upon its issuance of the Billing Statement and corresponding Certificate of the Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/ liquidated damages in the amount equivalent to Ten (10%) percent of the Contract Price by the winning service provider.

MinSU reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.



FINANCIAL OFFER:

Please Quote your best offer for the items. (see Terms and Conditions)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU			APPROVED BUDGET FOR THE CONTRACT (ABC): Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)	
Offered Quotation: <i>Footprint in the sand beach Resort</i>				
Lease Of Venue With Meals	A Rate	B Max. Number Of Pax	C Max. Number Of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL (name of Function room)	9,500	75	75	28,500
DAY 1:				
AM Snacks	180	14	14	2,520
Lunch	400	14	14	5,600
PM Snacks	180	14	14	2,520
Dinner	400	14	14	5,600
DAY 2:				
Breakfast	350	14	14	4,900
AM Snacks	180	75	75	13,500
Lunch	400	75	75	30,000
PM Snacks	180	75	75	13,500
Dinner	400	75	75	30,000
DAY 3:				
Breakfast	350	75	75	26,250
AM Snacks	180	75	75	13,500
Lunch	400	61	61	24,400
PM Snacks	180	61	61	10,980
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	830	4 rooms (14 pax)	1 night	11,620
Day 2	830	13 rooms (75 pax)	1 night	62,250
Total Offered Quotation:				285,640.00

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date



REQUEST FOR QUOTATION (RFQ No. 2024-06)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

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NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

MinSU Bids and Awards Committee

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Japanese Siomai
Lunch
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Fried Tilapia
Sauted sayote
Fruit Platter
Rice, drinks
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Drinks
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Sinaing na Isda, Plain soup, Rice
Ensaladang talbos ng kamote
Pansit palabok, Coke mismo
Lunch
Meat balls with oriental sauce, vegetable tempura, mussel, ginger
Dessert, Rice, Drinks
PM Snack
Cheese Burger, Cucumber
Juice
Dinner



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Breakfast

Daing na angus, Scrambled egg

Asian Cucumber Salad

Rice, Fruits

AM Snacks

Assorted kakanin, Mismo

Lunch

Chicken BBQ, Beans w/ salted egg

Sweet and sour fish

Rice, drinks

PM Snack

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- ii. Designated banquet area/ hall for MinSU participants during meal time

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LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU			APPROVED BUDGET FOR THE CONTRACT (ABC): Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)	
Offered Quotation: Mahatta Glamping Resort				
Lease Of Venue With Meals	A Rate	B Max. Number Of Pax	C Max. Number Of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL (name of Function room)	10000	75	75	30,000
DAY 1:				
AM Snacks	150	14	14	2100
Lunch	500	14	14	7000
PM Snacks	150	14	14	2100
Dinner	500	14	14	7000
DAY 2:				
Breakfast	450	14	14	6300
AM Snacks	150	75	75	11,250
Lunch	500	75	75	37,500
PM Snacks	150	75	75	11,250
Dinner	500	75	75	37,500
DAY 3:				
Breakfast	450	75	75	33,750
AM Snacks	150	75	75	11,250
Lunch	500	61	61	30,500
PM Snacks	150	61	61	9,150
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	850	4 rooms (14 pax)	1 night	11,900
Day 2	850	13 rooms (75 pax)	1 night	63,750
Total Offered Quotation:				312,300.00

SHARON MAUNBA
Supplier's Signature over Printed Name
709154220
TIN No. of Establishment
09287169887
Contact Number

Date



CONTACT DETAILS:

0966 460 0604 / 0917 862 8899

B. Del Mundo Mansalay Oriental Mindoro

Mindoro State University (MinSU)
BAC Chairperson

Good day,

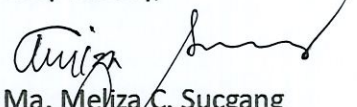
This is with regards to our collection for the event held at Melzars Mountain Resort last January 24-26, 2024 for the **"Lease of Venue with Meals and Accommodation for the In- Service Training and Team Building Activity of CAS Department of MinSU"** for and the amount of **Two Hundred Eight Thousand Eight Hundred Sixty Pesos (Php 208,860.00)**.

However, not knowing that Melzars Mountain Resort Corporation Philgeps registration has expired last January 31, 2024 and now under process for the renewal.

The corporation is asking for your kind consideration if it is possible to begin the process of our account and we promise to deliver the document as soon as possible.

Thank you for considering our request. God bless and more power.

Respectfully,


Ma. Meliza C. Sucgang
Owner

Melzars Mountain Resort Corporation
0917 862 8899
sucgangmeliza2@gmail.com

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

MELZAR'S MOUNTAIN RESORTS CORP.

B DEL MUNDO ,
Mansalay , Oriental Mindoro , Region IV-B , Philippines

is registered in the *Philippine Government Electronic Procurement System (PhilGEPS)* on 13-May-2022 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **MELZAR'S MOUNTAIN RESORTS CORP.** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 31-Jan-2024

Issued this 31st day of January 2023.
This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No. 202205296311260910552



REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

List of Eligibility Documents

of
MELZAR'S MOUNTAIN RESORTS CORP.
B DEL MUNDO ,
Mansalay , Oriental Mindoro , Region IV-B , Philippines

SEC Certificate	Registration Date : 28-May-2019 SEC Certificate Number : 202105001513300
Mayors Permit	Expiration Date : 31-Dec-2023 Permit Number : 2023301 Place of Issue : MUNICIPALITY OF MANSALAY Issued By / Signatory : MAYOR. FERDINAND M. MALIWANAG Issuance Date : 30-Jan-2023
Tax Clearance	Expiration Date : 23-Dec-2023 TCC Number : 063-12-23-2334-2022 Issued By / Signatory : LEVINE F. ILAGAN Issuance date : 23-Dec-2022
Audited Financial Statement	Date of Filing : 14-Apr-2022 Current Asset : 302,132.00 Total Asset : 1,548,732.00 Current Liabilities : 66,908.00 Total Liabilities : 1,548,732.00 Name of Auditor : DANILO T. QUIMSON BIR RDO Code : 063
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :



Republic of the Philippines
Municipality of Mansalay
Office of the Municipal Mayor

Business Permit

To whom it may concern,
Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.

BUSINESS NAME	OWNER'S NAME	BUSINESS ID NO.	BUSINESS PLATE NO.	BUSINESS PERMIT NO.
MELZAR'S MOUNTAIN RESORT CORPORATION	MA MELIZA CASAS SUCGANG	S-1705207-00020		2024-1705207000-0279
DATE ISSUED	TYPE OF BUSINESS	PAYMENT MODE	OFFICIAL RECEIPT NO.	OR DATE
2024-02-01	Corporation	Annual	3882454	2024-02-01
BUSINESS ADDRESS	TYPE OF APPLICATION	LINE OF BUSINESS		
B. Del Mundo, Mansalay, Oriental Mindoro	Renewal	RESORT HOTELS RESTAURANTS (FULL-SERVICE)		
VALID UNTIL	BUSINESS TIN	SEC REGISTRATION NO.	NO. OF EMPLOYEES	
2024-12-31			10	
KIND OF FEE/TAX	AMOUNT		NOTE/S	
Business Tax	15,614.92		NOTES: 1. Exhibit this Permit in Your Establishment. 2. This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit. 3. This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges. 4. Your Business Establishment is subject to	
Occupational Fee	1,500.00			
Business Plate/Sticker	50.00			
Mayor's Permit	2,535.00			
Sanitary Inspection Fee	200.00			
Mayor's Clearance + DST	130.00			
Zoning Clearance	100.00			
Medical Clearance + DST	1,300.00			
Interest	0.00			
Surcharge	0.00			
GRAND TOTAL		21,429.92		

Approved:

FERDINAND M. MALIWANAG



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, Ma Meliza c. Sugang, of legal age, Married, Filipino, and residing at B. del Mundo, Mansalay, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **MELZAR'S MOUNTAIN RESORT CORPORATION** with office address at B del Mundo, Mansalay, Oriental Mindoro;
2. I am granted 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 **In Service Training And Team Building Activities of the Mindoro State University**, as shown in the attached documents showing proof of authorization Special Power of Attorney.
3. **MELZAR'S MOUNTAIN RESORT CORPORATION** 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. **MELZAR'S MOUNTAIN RESORT CORPORATION** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of **MELZAR'S MOUNTAIN RESORT CORPORATION** is 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. **MELZAR'S MOUNTAIN RESORT CORPORATION** complies with existing labor laws and standards; and

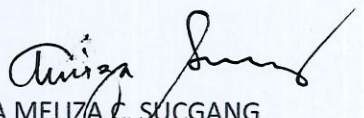
8. MELZAR'S MOUNTAIN RESORT CORPORATION is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- 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 for **In Service Training And Team Building Activities**

9. MELZAR'S MOUNTAIN RESORT CORPORATION 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 __th day of ____2024 at Mansalay, Oriental Mindoro, Philippines.


MA MELIZA C. SUCGANG

Affiant

Doc. No. 299
Page No. 66
Book No. 124
Series of 2024


Atty. ARNEL T. CALDERON
Notary Public; Until December 31, 2024
PTR No. 3642928A; 01-05-2024
IBP OR No. 407606; 01-08-2024
Roll No. 58510/MCLE COC No. VII-0018870/04-14-25
Mansalay, Oriental Mindoro

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: 063RC20220000001095
Date OCN Generated: March 4, 2022

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 606-074-293-00000	NAME OF TAXPAYER MELZAR'S MOUNTAIN RESORT CORPORATION	REGISTRATION DATE <u>MAR 04 2022</u>
REGISTERING OFFICE	<input checked="" type="checkbox"/> Head Office	TIN ISSUANCE DATE March 4, 2022
REGISTERED ADDRESS SITIO PALAYPAY B. DEL MUNDO 5213 MANSALAY ORIENTAL MINDORO PHILIPPINES	Branch	
Line of Business	OTHER AMUSEMENT AND RECREATION 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.



Regina P. Reforma
REGINA P. REFORMA
DIC - Asst. Revenue District Officer

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

EMELITA R. ABO
REVENUE DISTRICT OFFICER
(Signature over Printed Name)

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

For BIR BCS:
Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
1702-RT
January 2018(ENCS)
Page 1

Annual Income Tax Return

Corporation, Partnership and Other Non-Individual
Taxpayer Subject Only to REGULAR Income Tax Rate

Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X".
Two copies MUST be filled with the BIR and one held by the taxpayers.



1702-RT 01/18ENCS P1

1 For ☒ Calendar ☐ Fiscal 3 Amended Return? ☐ Yes ☒ No 4 Short Period Return ☐ Yes ☒ No 5 Alphanumeric Tax Code (ATC)
2 Year Ended (MM/20YY) 12 - December 20 23 IC 055-Minimum Corporate Income Tax (MCIT)
JCO10 - CORPORATION IN GENERAL - JAN 1, 2009

Part I - Background Information

6 Tax Identification Number (TIN) 606 - 074 - 293 - 00000 7 RDO Code 063
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS)
MELZAR'S MOUNTAIN RESORT CORPORATION
9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)
MANSALAY, ORIENTAL MINDORO
9A ZIP Code 5213
10 Date of Incorporation/Organization (MM/DD/YYYY) 05/28/2021 11 Contact Number 0000
12 Email Address mylene_evora2017@yahoo.com
13 Method of Deductions ☒ Itemized Deductions [Section 34 (A-J), NIRC] ☐ Optional Standard Deduction (OSD) - 40% of Gross Income [Section 34(L), NIRC as amended]

Part II - Total Tax Payable

(Do NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

14 Tax Due 3,200
15 Less: Total Tax Credits/Payments 0
16 Net Tax Payable (Overpayment) (Item 14 Less Item 15) 3,200
Add: Penalties
17 Surcharge 0
18 Interest 0
19 Compromise 0
20 Total Penalties (Sum of Items 17 to 19) 0
21 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Items 16 and 20) 3,200
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

We declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by us, and to the best of our 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. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

Signature over Printed Name of President/Principal Officer/Authorized Representative Signature over Printed Name of Treasurer/Assistant Treasurer
Title of Signatory TIN Title of Signatory TIN
22 Number of Attachments 000

Part III - Details of Payment

Particulars	Drawee Bank/ Agency	Number	Date(MM/DD/YYYY)	Amount
23 Cash/Bank Debit Memo				0
24 Check				0
25 Tax Debit Memo				0
26 Others(Specify Below)				0

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

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

15 FEB 2024

JOJO M. BARRIENTOS
Chief Collection Section

Annual Income Tax Return
Corporation, Partnership and Other Non-Individual
Taxpayer Subject Only to REGULAR Income Tax Rate



1702-RT 01/18ENC5 P2

Taxpayer Identification Number(TIN)	Registered Name
074 293 00000	MELZAR'S MOUNTAIN RESORT CORPORATION

Part IV - Computation of Tax

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

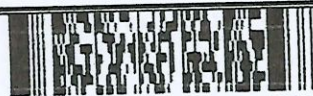
27 Sales/Revenues/Receipts/Fees	2,096,987
28 Less: Sales Returns, Allowances and Discounts	0
29 Net Sales/Revenues/Receipts/Fees (Item 27 Less Item 28)	2,096,987
30 Less: Cost of Sales/Services	733,945
31 Gross Income from Operation (Item 29 less Item 30)	1,363,042
32 Add: Other Taxable Income Not Subjected to Final tax	0
33 Total Taxable Income (Sum of Items 31 and 32)	1,363,042
Less: Deductions Allowable under Existing Law	
34 Ordinary Allowable Itemized Deductions	1,347,042
35 Special Allowable Itemized Deductions	0
36 NOLCO (Only for those taxable under Sec. 27(A to C); Sec. 28(A)(1)(A)(6)(b) of Tax code, as amended)	0
37 Total Deductions (Sums of Items 34 to 36)	1,347,042
OR [in case taxable under Sec 27(A) & 28(A)(1)]	
38 Optional Standard Deduction (OSD) (40% of Item 33)	0
39 Net Taxable Income/(Loss) <u>If Itemized:</u> Item 33 Less Item 37; <u>If OSD:</u> Item 33 Less Item 38)	16,000
40 Applicable Income Tax Rate	20 %
41 Income Tax Due other than Minimum Corporate Income Tax(MCIT) (Item 39 x Item 40)	3,200
42 MCIT Due (2% of Item 33)	0
43 Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher)	3,200
Less: Tax Credits/Payments(attach proof)	
44 Prior Year's Excess Credits Other Than MCIT	0
45 Income Tax Payment under MCIT from Previous Quarter/s	0
46 Income Tax Payment under Regular/Normal Rate from Previous Quarter/s	0
47 Excess MCIT Applied this Current Taxable Year	0
48 Creditable Tax Withheld from Previous Quarter/s per BIR Form No. 2307	0
49 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0
50 Foreign Tax Credits, if applicable	0
51 Tax Paid in Return Previously Filed, if this is an Amended Return	0
52 Special Tax Credits	0
Other Credits/Payments (Specify)	
53	0
54	0
55 Total Tax Credits/Payments (Sum of Items 44 to 54)	0
56 Net Tax Payable (Overpayment) (Item 43 Less Item 55)	3,200

Part V - Tax Relief Availment

57 Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)	0
58 Add: Special Tax Credits	0
59 Total Tax Relief Availment (Sum of Items 57 & 58)	0

1702-RT Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate				1702-RT 01/18ENCs P3	
Taxpayer Identification Number(TIN)				Registered Name	
606	074	293	00000	MELZAR'S MOUNTAIN RESORT CORPORATION	
Part VI - Schedules				(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)	
Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheet/s if necessary)					
1	Amortization				0
2	Bad Debts				0
3	Charitable and Other Contributions				0
4	Depletion				0
5	Depreciation				0
6	Entertainment, Amusement and Recreation				0
7	Fringe Benefits				0
8	Interest				0
9	Losses				0
10	Pension Trusts				0
11	Rental				0
12	Research and Development				0
13	Salaries, Wages and Allowances				0
14	SSS, GSIS, Philhealth, HDMF and Other Contributions				0
15	Taxes and Licenses				0
16	Transportation and Travel				0
17	Others(Deductions Subject to Withholding Tax and Other Expenses) (Specify below; Add additional sheet(s), if necessary)				0
a	Janitorial and Messengerial Services				0
b	Professional Fees				0
c	Security Services				0
d	EXPENSES				1,347,042
e					0
f					0
g					0
h					0
i					0
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17)					1,347,042
Schedule II - Special Allowable Itemized Deductions (Attach additional sheet/s, if necessary)					
	Description	Legal Basis		Amount	
1					0
2					0
3					0
4					0
5	Total Special Allowable Itemized Deductions (Sum of Items 1 to 4)				0

Annual Income Tax Return
Corporation, Partnership and Other Non-Individual
Taxpayer Subject Only to REGULAR Income Tax Rate



1702-RT 01/18ENCS P4

Taxpayer Identification Number(TIN) Registered Name
606 074 293 00000 MELZAR'S MOUNTAIN RESORT CORPORATION

Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)

1 Gross Income	0
2 Less: Ordinary Allowable Itemized Deductions	0
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule IIIA, Item 7A)	0

Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO)

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

Year Incurred	Net Operating Loss A) Amount	B) NOLCO Applied Previous Year/s
4	0	0
5	0	0
6	0	0
7	0	0

Continuation of Schedule IIIA (Item numbers continue from table above)

	C) NOLCO Expired	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied) [E = A Less (B + C + D)]
4	0	0	1,347,042
5	0	0	0
6	0	0	0
7	0	0	0
8 Total NOLCO (Sum of Items 4D to 7D)		0	

Schedule IV - Computation of Minimum corporate income Tax(MCIT)

Year	A) Normal Income Tax as Adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax
1	0	0	0
2	0	0	0
3	0	0	0

Continuation of Schedule IV (Item numbers continue from table above)

	D) Excess MCIT Applied/Used in Previous Years	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Succeeding Year/s [G = C Less (D + E + F)]
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4 Total Excess MCIT Applied (Sum of Items 1F to 3F)			0	

Schedule V - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)

1 Net Income/(Loss) per Books	16,000
Add: Non-deductible Expenses/Taxable Other Income	0
2	0
3	16,000
4 Total (Sum of Items 1 to 3)	
Less: A) Non-Taxable Income and Income Subjected to Final Tax	0
5	0
6	0
B) Special Deductions	0
7	0
8	0
9 Total (Sum of Items 5 to 8)	16,000
10 Net taxable Income (Loss) (Item 4 Less Item 9)	



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, Secretariat Building, PICC Complex,
Pasay City, Metro Manila



COMPANY REG. NO.: 2021050015133-00

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

MELZAR'S MOUNTAIN RESORT CORPORATION

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate **DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.**

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at Ground Floor, Secretariat Building, PICC Complex, Pasay City, Metro Manila, Philippines, this day of 28 May Two Thousand Twenty One.

GERARDO F. DEL ROSARIO

Director

Company Registration and Monitoring Department

For SEC use only
1559 (PSIC as reserved)
Stock Corporation
Regular

DOCUMENTARY STAMP TAX PAID

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	99
II	Location and Site Condition		
	1. Accessibility	(50)	50
	2. Parking space	(50)	45
		100	95
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	24
	3. Restaurant	(25)	25
	4. Banking and Postal	(25)	24
		100	98
IV.	Venue		
	a. Structural condition	(20)	20
	b. Functionality		
	a. Conference Rooms	(10)	10
	b. Room arrangement (e.g., single, double, etc.)	(5)	5
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	5
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	5
	c. Elevators	(4)	3
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	5
		100	99

Melzar's Resort, Mansalay Oriental Mindoro

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	49.5
II.	Location and Site Condition	X (.1) =	9.5
III.	Neighborhood Data	X (.05) =	4.9
IV.	Venue	X (.35) =	34.65
FACTOR VALUE			98.55

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	98
II	Location and Site Condition		
	1. Accessibility	(50)	46
	2. Parking space	(50)	45
		100	91
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	23
	2. Police and fire station	(25)	23
	3. Restaurant	(25)	24
	4. Banking and Postal	(25)	20
		100	90
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	9
	b. Room arrangement (e.g., single, double, etc.)	(5)	4
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	4
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	4
	c. Elevators	(4)	3
	d. Fire escapes	(4)	3
	e. Fire fighting equipment	(4)	3
	f. Internet and Telecommunications	(4)	3
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	4
	b. Attractiveness	(5)	4
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	4
		100	87

Footprints in the Sand Beach Resort ,

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	49
II.	Location and Site Condition	X (.1) =	9.1
III.	Neighborhood Data	X (.05) =	4.5
IV.	Venue	X (.35) =	30.45
FACTOR VALUE			93.05

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

Appendix C

TABLE OF RATING FACTORS FOR
LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	95
II	Location and Site Condition		
	1. Accessibility	(50)	45
	2. Parking space	(50)	40
		100	85
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	23
	2. Police and fire station	(25)	20
	3. Restaurant	(25)	23
	4. Banking and Postal	(25)	20
		100	86
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	8
	b. Room arrangement (e.g., single, double, etc.)	(5)	3
	c. Light, ventilation, and air conditioning	(5)	4
	d. Space requirements	(5)	4
	c. Facilities		
	a. Water supply and toilet	(4)	3
	b. Lighting system	(5)	4
	c. Elevators	(4)	3
	d. Fire escapes	(4)	3
	e. Fire fighting equipment	(4)	3
	f. Internet and Telecommunications	(4)	3
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	4
	b. Attractiveness	(5)	4
	c. Security	(5)	5
	e. Catering Services	(5)	4
	f. Client's satisfactory rating	(5)	4
		100	82

Mahalta Glamping Resort, Manalay Oriental Mindoro

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	47.5
II.	Location and Site Condition	X (.1) =	8.5
III.	Neighborhood Data	X (.05) =	4.3
IV.	Venue	X (.35) =	28.7
FACTOR VALUE			89

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.



**IN-SERVICE TRAINING AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-
College of Arts and Sciences (CAS) at Melzar's Resort, Mansalay Oriental Mindoro**

MARKETING ANALYSIS

RECEIVED	
OFFICE	
BY: <i>[Signature]</i>	
DATE: <i>2/8/24</i>	
TIME: <i>3:02</i>	
CONTROL # <i>396</i>	

RATIONALE

The education landscape is constantly evolving, and it is imperative for institutions to keep up with emerging trends and best practices in curriculum design and delivery. A periodic review of the curriculum can help identify areas that require improvement, such as outdated content, ineffective teaching methods, or misaligned learning outcomes. By addressing these issues, institutions can enhance the quality of education and better prepare students for the workforce and society.

The College of Arts and Sciences is the largest College of the University owing to the nature of the program it handles. Aside from being the base of science and liberal arts programs, the General Education program under CAS serves all students of the University across all campuses. The logistics of integrating and unifying syllabi of the GE courses is imperative when the trademark of the university students is considered.

Considering the Program offerings of the College, regular review of its curriculum should be done to update its compliance with existing standards and relevance to current situations.

Moreover, effective collaboration and communication among faculty members to achieving educational goals. By engaging in team-building activities, participants can develop a sense of camaraderie, trust, and mutual respect that can translate into improved collaboration and communication. This can lead to better decision-making, more efficient processes, and a more positive work environment.

Curriculum Review and Enhancement cum Team Building program can help promote a culture of continuous improvement and innovation. By providing opportunities for faculty members to share their ideas, experiences, and best practices, institutions can foster a culture of learning and innovation that can lead to better outcomes for students and the institution as a whole. This is also a valuable investment for institutions that are committed to delivering high-quality education and fostering a culture of collaboration, communication, and continuous improvement.

Therefore, this proposal is crucial in ensuring that the curriculum review and enhancement process is inclusive, equitable, and promotes the growth of educational standards and strategies for all students.

OBJECTIVES

The program aims to:

1. To review and evaluate the effectiveness of the existing curriculum and identify areas that require enhancement or improvement;
2. To align the curriculum based on the latest industry trends, best practices, and learning outcomes;
3. To identify opportunities for interdisciplinary collaboration and integration of subjects within the curriculum which will leads to competitiveness among students;
4. To build a sense of teamwork, collaboration, and mutual respect among faculty members; and
5. To promote effective communication, decision-making, and problem-solving skills among the faculty members.



PARTICULARS	Number of Participants	Date	MAHALTA GLAMPING RESORT	MELZAR'S MOUNTAIN RESORT	FOOTPRINTS IN THE SAND BEACH RESORT
AM Snacks	14	January 24	150	120	180
Buffet Lunch	14	January 24	500	251	400
PM Snacks	14	January 24	150	120	180
Buffet Dinner	14	January 24	500	300	400
Breakfast	14	January 25	450	220	350
AM Snacks	75	January 25	150	120	180
Buffet Lunch	75	January 25	500	250	400
PM Snacks	75	January 25	150	120	180
Buffet Dinner	75	January 25	500	280	400
Buffet Breakfast	75	January 26	450	220	350
AM Snacks	75	January 26	150	120	180
Buffet Lunch	61	January 26	500	251.50	400
PM Snacks	61	January 26	150	120	180
			14*1750=24,500	14*1011=14,154	14*1510=21,140
			75*1900=142,500	75*1110=83,250	75*1690=126,750
			61*650=39,650	61*371.50=22,661.50	61*580=35,380
			=206,650	=120,065.50	=183,270
Room Accom.		January 24-25	850/pax/night	750/pax/night	830/pax/night
			=127,500	=66,750	=124,500
Seminar Hall		January 24-26	10000/day	9000/day	9500/day
TOTAL			334,150.00	213,815.50	317,270.00

Prepared by:

KATHERINE P. SANCHEZ-ESCALONA, *Ph. D*
Dean, College of Arts and Sciences

Recommending Approval:

NEMESIO H. DAVALOS, *Ph.D.*
Vice President for Academic Affairs

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, *Ph. D*
OIC, Office of the University President

APPROVED BUDGET FOR THE CONTRACT (ABC)
Lease of Venue with Meals and Accommodation for the In-Service Training and Team Building of CAS Department of MinSU
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

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, %	CURRENCY VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	MEALS- DAY 1				-					(5)X(9)	(10%[(5)+(10)])	(11) / (3)
	AM Snack				-							
1	Canton Gulisado	14	pax	60.00	840.00							
2	Japanese Shomai	14	pax	35.00	490.00							
3	Drinks	14	pax	25.00	350.00							
	Lunch				-							
4	Pork kansil	14	pax	70.00	980.00							
5	Fried Tilapia	14	pax	60.00	840.00							
6	Sauteed sayote	14	pax	40.00	560.00							
7	Fruit Platter	14	pax	31.00	434.00							
8	Rice	14	pax	25.00	350.00							
9	Drinks	14	pax	25.00	350.00							
	PM Snack				-							
10	Empanada	14	pax	60.00	840.00							
11	Banana Chips	14	pax	35.00	490.00							
12	Drinks	14	pax	25.00	350.00							
	Dinner				-							
13	Beef Oyster	14	pax	100.00	1,400.00							
14	Steamed Pechay	14	pax	50.00	700.00							
15	Calamari	14	pax	70.00	980.00							
16	Leche Flan	14	pax	30.00	420.00							
17	Rice	14	pax	25.00	350.00							
18	Drinks	14	pax	25.00	350.00							
	MEALS- DAY 2				-							
	Breakfast				-							

19	Longanisa	14	pax	50.00	700.00														
20	Fried Egg	14	pax	30.00	420.00														
21	Ensaladang Talbos ng camote	14	pax	25.00	350.00														
22	Shinang na isda	14	pax	60.00	840.00														
23	Plain soup	14	pax	30.00	420.00														
24	Rice	14	pax	25.00	350.00														
	AM Snacks				-														
25	Pancit Palabok	75	pax	90.00	6,750.00														
26	Softdrinks	75	pax	30.00	2,250.00														
	Lunch				-														
27	Meat balls with oriental sauce	75	pax	40.00	3,000.00														
28	Vegetable Tempura	75	pax	60.00	4,500.00														
29	Mussel Ginger and Garlic	75	pax	60.00	4,500.00														
30	Dessert	75	pax	35.00	2,625.00														
31	Rice	75	pax	25.00	1,875.00														
32	Drinks	75	pax	30.00	2,250.00														
	PM Snacks				-														
33	Cheese Burger	75	pax	100.00	7,500.00														
34	Cucumber Juice	75	pax	20.00	1,500.00														
	Dinner				-														
35	Deep fried chicken	75	pax	80.00	6,000.00														
36	Buttered Vegetables	75	pax	60.00	4,500.00														
37	Mushroom soup	75	pax	50.00	3,750.00														
38	Dessert	75	pax	40.00	3,000.00														
39	Rice	75	pax	25.00	1,875.00														
40	Drinks	75	pax	25.00	1,875.00														
	MEALS- DAY 3				-														
	Breakfast				-														
41	Daing na Bangus	75	pax	70.00	5,250.00														
42	Scrambled egg	75	pax	30.00	2,250.00														
43	Asian cucumber salad	75	pax	55.00	4,125.00														
44	Rice	75	pax	25.00	1,875.00														
45	Fruits	75	pax	40.00	3,000.00														
	AM Snacks				-														
46	Assorted Kakanin	75	pax	90.00	6,750.00														
47	Softdrinks	75	pax	30.00	2,250.00														
	Lunch				-														
48	Chicken BBQ	61	pax	70.00	4,270.00														
49	Beans with salted eggs	61	pax	40.00	2,440.00														
50	Sweet and Sour fish	61	pax	60.00	3,660.00														
51	Rice	61	pax	25.00	1,525.00														
52	Drinks	61	pax	25.00	1,525.00														
53	Dessert	61	pax	31.50	1,921.50														



Republic of the Philippines
MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR24 - 0029		Date:	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		MEALS and ACCOMMODATION			-
		Day 1:AM Snack			-
1	pax	Canton guisado	14	60.00	840.00
2	pax	Japanese siomai	14	35.00	490.00
3	pax	Drinks	14	25.00	350.00
		Day 1: Lunch			-
4	pax	Pork kansi	14	70.00	980.00
5	pax	Fried Tilapia	14	60.00	840.00
6	pax	Sauted sayote	14	40.00	560.00
7	pax	Fruit Platter	14	31.00	434.00
8	pax	Rice	14	25.00	350.00
9	pax	Drinks	14	25.00	350.00
		Day 1:PM Snack			-
10	pax	Empanada	14	60.00	840.00
11	pax	Banana Chips	14	35.00	490.00
12	pax	Drinks	14	25.00	350.00
		Day 1:Dinner			-
13	pax	Beef Oyster	14	100.00	1,400.00
14	pax	Steamed Pechay	14	50.00	700.00
15	pax	Calamari	14	70.00	980.00
16	pax	Leche Flan	14	30.00	420.00
17	pax	Rice	14	25.00	350.00
18	pax	Drinks	14	25.00	350.00
		Day 1:ACCOMMODATION			-
	pax	Accommodation Package Price	14	750.00	10,500.00
		Day 1:VENUE			-
	day	seminar hall	1	9,000.00	9,000.00
				STF - 1071	-
				164 -200	-
				02 -064	-
		Sub-Total			P 30,574.00
Purpose: Meals and accommodation for the conduct of "In-Service Training and Team Building Activities 2024" of Mindoro State University-College of Arts and Sciences (CAS)					
Requested by:		Recommending Approval:		Approved as to Availability of Funds	
Signature :					
Printed Name :	KATHERINE P. SANCHEZ-ESCALONA, PhD	NEMESIO H. DAVALOS, PhD		ROVELYN P. ROXAS	
Designation :	Dean, CAS	VPAA		Budget Officer III	
				Approved by:	
				CHRISTIAN ANTHONY C. AGUTAYA Ph.D.	
				OIC, Office of the President	

079



Date Received: 1/22/2024 Date Released: _____
Subject: request conduct of a two-day in Service Training & Team Building Activities / request financial assistance
Date: Jan 24-26, 2024
Venue: Melzars Resort, Mansalay, Oriental Mindoro
Target Participant/s: _____
Registration fee: _____
Organizer: _____
Deadline of Submission/Confirmation/Registration: _____
Originator: Dean Escalona
Others: _____

Remarks: _____

To: Dean Mr. RPSF

- | | |
|---|---|
| <input checked="" type="checkbox"/> For your information and appropriate action | |
| <input type="checkbox"/> For your guidance | <input type="checkbox"/> For recommendation |
| <input type="checkbox"/> For comments | <input type="checkbox"/> For review, comments and suggestion |
| <input type="checkbox"/> For review | <input type="checkbox"/> Please coordinate this with the other 2 Campuses |
| <input type="checkbox"/> For your reference | <input type="checkbox"/> For review, please discuss this to me! |
| <input type="checkbox"/> For file | <input type="checkbox"/> Please come to OP, Bring this for discussion |
| <input checked="" type="checkbox"/> For Dissemination | <input type="checkbox"/> Please act on this thank you |
| <input type="checkbox"/> Approved | |

000-A

CHRISTIAN ANTHONY C. AGUTAYA Ph.D.
OIC, Office of the University President



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



CAS
COLLEGE of
ARTS and SCIENCES

19 January 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC, Office of the President
This University

Sir:

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines			
RECEIVED			
RECORDS OFFICE			
BY:	1/22/24		
DATE:	1/22	W	1/24
TIME:	1:19		
CONTROL #	201		

Greetings of love and peace!

The College of Arts and Sciences would like to request the conduct of a two-day In-Service Training and Team Building Activities on January 24-26, 2024 at the Melzars Resort, Mansalay, Oriental Mindoro. The activity has the following objectives:

- Finalize the unified syllabi of the GE courses;
- Revise the PE syllabi to conform with the PATHFIT program as required by CMO 39-2021;
- Draft the preliminary changes of the curriculum of Programs under CAS;
- Draft the preliminary RDE proposals of the College;
- Discuss other matters related to the operation of the College of Arts and Sciences

In this connection, we would like to request financial assistance amounting to Php 257,206.39. Furthermore, may we also request the use of the university bus for the participants from the Calapan Campus to defray the cost of transportation.

Attached herewith are the Proposal for the activity.


I am hoping and praying for your approval and generous support.

Thank you very much.

Very truly yours,


KATHERINE P. SANCHEZ-ESCALONA, PhD
Dean

Recommending Approval:


NEMESIO H. DAVALOS, Ph.D.
Vice President for Academic Affairs



**LIST OF ATTENDEES AND PARTICIPANTS FOR
COLLEGE OF ARTS AND SCIENCES (CAS) IN-SERVICE TRAINING
AND TEAM BUILDING ACTIVITIES 2023
January 24-26, 2023**

PE Faculty (January 24-26)

1. Masongsong Dane Chester D
2. Luna Ma. Alyssa Jane A.
3. Fajardo, Nephtali P.
4. Gonzales, Roselie T.
5. Madrigal Tyl Madrigal Q.
6. Alcedo, Vince Angelo
7. Malabanan, Loida
8. Lopez, Efren
9. Alcuran, Joseph
10. Gerolyn Javier, PhD
11. Paula Mercene

Speakers:

1. Federico A. Ceribo
2. Milpert John Maroto
3. Charlene Eusebio

Program and GE Faculty (January 25-26)

Victoria Campus

1. Marinel Burgos, PhD
2. Liann Camille D. Perez
3. Sarah Yahel Apostol
4. Cesar Aguilar
5. Rofelia Antioquia
6. Eljohn Villeza
7. Jonbert Caoli
8. Herbert Chavez
9. Wilma delos Santos
10. Jaesma Asinas
11. Katherine P. Sanchez-Escalona, PhD
12. Judy Umali, staff

Bongabong Campus

1. Ciedelle Piol-Salazar, PhD
2. Randy Quitain, PhD
3. Mark Reinier de Guzman
4. Jaziel Fabro
5. Fleur de Liz Zriqat
6. Eugene de Guzman
7. Hilbert Perez
8. Jessamae Recto
9. Pamela Labisto
10. Kris Ann Degala
11. Myla Izon
12. staff

Calapan Campus

1. Vaune Nikole Redublo



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CAS
COLLEGE of
ARTS and SCIENCES

2. Ma.Arlyn M. Redublo
3. Izzy Kay Castillo
4. Joyce Maranan
5. Syndey Maramot
6. Mary Ann Gamo
7. John Jared S. Magdael
8. Elisa F. Gamboa
9. Renierose Mary R. Hernandez
10. Judy Anne A. Evora
11. Adelio D. Cueto
12. Estheben M. Bautista
13. Reynalda Vilma V. Manansala
14. Dianne H. Dudas
15. Bernardo Magbanua
16. Consuelo M. Untalan
17. Joel Dela Cruz
18. Ma.Cristina Reyes
19. Clarissa Magdael
20. Jovileo Landicho
21. Anthony C. Maliwanag
22. Virgilio Miguel Untalan
23. Ralph Malabanan
24. Susana Castillo
25. Riza Clovelle Nagal
26. Angel Castillo
27. Jessica Tugade
28. Fred Mhore Abes
29. Melojie Madrigal
30. Dane Masongsong
31. Allyssa Jane Luna
32. Wilson Salazar
33. staff

Others:
3 drivers



Proposed Seminar/Workshop for Path Fit 1

PART	UNIT	TOPICS	ACTIVITIES
Day 1	Introduction of Path Fit 1	Discussion of the concepts behind Path Fit 1, its elements, intended competencies and outcomes	Lecture, demonstration, audience participation
Day 1	Physical Fitness and Physical Activity	The concepts of Health, Physical Fitness, and Importance of Physical Activity; Risk Stratification	Lecture and demonstration; Case Studies
Day 2	Path Fit 1: Mobility and Stability	Methods of Assessment, Training Principles, Needs Analysis, Basics of Exercise Prescription; The Training Session	Lecture and demonstration; Participation
Day 2	Nutrition Toward Health and Fitness	Nutrition Principles toward Health and Fitness: Basics of Bioenergetics; Nutrition for the Layman; Ergogenics and PEDs; Hydration	Lecture; Q and A



PROPOSAL

I. BASIC INFORMATION

Title of the Project:	College of Arts and Sciences In-Service Training and Team Building Activities 2024
Proponent:	College of Arts and Sciences
Project Leader:	KATHERINE P. SANCHEZ-ESCALONA Dean
Persons Involved:	College of Arts and Sciences Faculty
Implementation:	January 24 – 26, 2024
Location:	Melzar's Place, Mansalay, Oriental Mindoro
Target Participants:	All faculty members of CAS
Target Number of Participants:	75
Budget:	Php 257,206.39

II. TECHNICAL DESCRIPTION

Rationale:

The College of Arts and Sciences is the largest College of the University owing to the nature of the programs it handles. Aside from being the base of science and liberal arts programs, the General Education program under CAS serves all students of the university across all campuses. The logistics of integrating and unifying syllabi of the GE courses is imperative when the trademark of the university students is considered.

Considering the Program offerings of the College, regular review of its curriculum should be done to update its compliance with existing standards and relevance to current situations. An exclusive

Strategies/Expected Outputs:

Day 1 Programme

See separate programme for PATHFIT

Day 2 Programme

Preliminaries

Expectations check
Group dynamic activities
Visioning

Small group workshop

Integration of GE syllabi
Curriculum Review of respective program
PATHFIT

Day 3 Programme

Continuation of the workshop
Research grouping



Awarding Ceremony

Best Faculty of the CAS (Teaching)
Best Faculty of the CAS (Research)
Best Faculty of the CAS (Extension)

Budget Proposal/Expected Expenses:

Resource Speaker	TOTAL
Honorarium	
FA Ceribo (SG 18, PhP 46725, 6 hours)	6,448.05
MJ Maroto (SG 12 - PhP 29165, 6 hours)	4,024.77
C Eusebio (SG 12 - 29165, 6 hours)	4,024.77
transporation (4000 per person)	12,000.00
Accommodation for day 0 (2200 per person)	6,600.00
Transportation rentals	15,000.00
Food	
January 24 (14 pax)	
am snack (PhP 129.6)	1,814.40
lunch (PhP 270)	3,780.00
pm snack (PhP 129.6)	1,814.40
dinner (PhP 302.4)	4,233.60
January 25 (75 pax)	
breakfast (14 pax only; PhP 237.6)	3,326.40
am snack (PhP 129.6)	9,720.00
lunch (PhP 270)	20,250.00
pm snack (PhP 129.6)	9,720.00
dinner (PhP 302.4)	22,680.00
January 26 (75 pax)	
breakfast (PhP 237.6)	17,820.00
am snack (PhP 129.6)	9,720.00
lunch (PhP 270)	20,250.00
pm snack (PhP 129.6)	9,720.00
Accommodation (540 per person)	
January 24 (14 pax)	7,560.00
January 25 (75 pax)	40,500.00
Venue (5400 per day x 3 days)	16,200.00
Contingency fund	10,000.00
TOTAL	257,206.39

Prepared by:


KATHERINE P. SANCHEZ-ESCALONA
Dean

Noted:


NEMESIO H. DAVALOS, Ph.D.
Vice President for Academic Affairs