

## University Bids and Awards Committee Resolution No. <u>04-A</u>, 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 CONDUCT OF IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-, INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE)

WHEREAS, the Mindoro State University (MinSU) through the Institute of Agricultural and Biosystems Engineering (IABE) will host an In-Service Training Cum Workshop and Team Building Activities on February 15-17, 2024 and intends to lease a venue with food and accommodation, with an Approved Budget for the Contract (ABC) amounting to Sixty Thousand and Sixty Pesos (Php60,060.00);

**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 IABE 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) **South Drive Beach Resort**, (2) **By the Sea Hotels** and (3); **San Rosa Boutique Hotel**;

WHEREAS, the detailed evaluation resulted in the following:

ABC Amount	NAME OF LESSOR	AMOUNT OFFER		
	South Drive Beach Resort	Php60,060.00		
Php60,060.00	By the Sea Hotels	Php78,830.00		
	San Rosa Boutique Hotel	Php91,200.00		

**WHEREAS**, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive; and declared **South Drive Beach 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 In-Service Training Cum Workshop and Team Building Activities of Mindoro State University-, Institute of Agricultural and Biosystems Engineering (IABE) to South Drive Beach Resort with an official address at Brgy. Maujao, Bulalacao, 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 South Drive Beach 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 Sixty Thousand and Sixty Pesos (Php60,060.00);

**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 11<sup>th</sup> day of February, 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

Approved/Disapproved

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

OIC- Office of the University President

Date:



## Billing Statement

Date: February 17, 2024 Customer Name: MINDORO STATE UNIVERSITY c/o Ms. Sharon Love M. Cruz Customer Address: Alcate, Victoria, Oriental Mindoro

Particulars		
13 Participants  Accommodation and Foods  (Php 4,620 for 3 days)	P	60,060.00
(FTIP 4,020 for 6 days)	Subtotal	60,060.00
	Balance Due P	60,060.00

Thank you for your prompt payment. If you have any questions or concerns about this billing statement, please do not hesitate to contact us at 0960-692-3189 or hello@southdrivebeachresort.com.

We appreciate your business!

Sincerely, Alyssa Christia Feustel

Manager

Southdrive Beach Resort







#### SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

THIS SERVICE AGREEMENT, made and entered into this \_\_ day of February, 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-

SOUTHDRIVE BAY RESORT HOTEL, with principal address at Sitio Tulali, Maujao, Bulalacao Oriental Mindoro represented by ALYSSA CHRISTIA J. FEUSTEL, Proprietress, herein referred to as the "Second Party"

#### WITNESSETH

- 1. That the First Party needs the services for the "Meals and Accommodation for the In-Service Training cum Workshop and Team Building Activities"
- 2. That the Second Party signified an 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 given hereof, the Second Party is contracted by the First Party to provide services for "Meals and Accommodation for the In-Service Training cum Workshop and Team Building Activities"
- That the total contract price is Sixty Thousand and Sixty Pesos (Php 60,060.00).
- 7. That the First Party agreed to pay the Second Party in full, upon completion of the Services for "Meals and Accommodation for the In-Service Training cum Workshop and Team Building Activities"
- 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.

Jens J.

MAR 13 2024

IN WITNESS WHEREOF, both parties have hereunto set their hands this \_\_ day of February, 2024 at MinSU, Alcate, Victoria, Oriental Mindoro, Philippines.

First Party

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

Second Farty

ALYSSA CHRISTIA J. FEUSTEL

Proprietress

Witnesses:

SHARON LOVE M. CRUZ Science Research Specialist L. Belivan LEIZEL BELIRAN Manager

#### **ACKNOWLEDGEMENT**

Republic of the Philippines)

Province of \_\_\_\_\_\_) S.S.

Municipality of <u>CALAPAN C)TY</u>

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. 23, 2025

ALYSSA CHRISTIA J. FEUSTEL

Driver's License # D42-23-000575

Dec. 26, 2027

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 \_\_\_\_ day of \_\_\_\_\_, 2024 at CALAPAN CITY

Doc No.
Page No.
Book No.
Series of 2024

NOTARY PUBLIC

Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1218347 - Calapan
MCLE Compliance No. VII-0005057
Notarial Commission until December 31, 2024



February 17, 2024

## CERTIFICATE OF COMPLETION

This certification is to acknowledge that Southdrive Bay Resort Hotel has successfully provided a range of services during the three-day Institute of Agricultural and Biosystems Engineering (IABE) In-Service Training cum Workshop and Team Building Activities held on February 15-17, 2024. The services provided by Southdrive Bay Resort Hotel during the event include Food and Accommodation Services and Hall Rentals.

The excellent customer service rendered by Southdrive have been instrumental in the successful execution of the three-day event. Their contribution has resulted in a productive and enjoyable experience for all participants. This certification is issued in recognition of Southdrive's engagement as the venue for the event.

This certification is issued on the 17th of February 2024 at Southdrive Bay Resort Hotel, located in Bulalacao, Oriental Mindoro."

ENGR. MARK KEYLORD S. ONAL

OIC-Head

Institute of Agricultural and Biosystems Engineering





#### **ANTHROPOMETRIC SURVEY OF FARMERS IN ORIENTAL MINDORO**

"Project Revalidation and Terminal Report Writeshop"

### **Narrative Report**



The University-funded research project entitled "Anthropometric Survey of Farmers in Oriental Mindoro," which aims to develop an anthropometric profile of farmers in Oriental Mindoro that is essential in machine and workstation design, was finished. One of the activities of the project was to conduct a terminal report workshop. The research project was headed by Engr. Mark Keylord S. Onal, together with Engr. Randy A. Joco as the study leader, and Karen Kate T. Arteza, Ralph Jhon M. Bajita, Sharon Love M. Cruz, and Erwin P. Ramirez as Science Research Assistants. The results of this project were already presented to the Project Consultants and comments and suggestions for the final report will be integrated.

The Project Revalidation and Terminal Report Writeshop was a three-day training from February 15–17, 2024, which was held at South Drive Beach Resort, Bulalacao, Oriental Mindoro, for the participants to focus on the training. On the first day, the Project Revalidation and Terminal Report Writeshop's overview was presented. The results of the anthropometric profile and static reach envelope were presented by the Project Leader and Study Leader, respectively. Comments and suggestions from the technical consultants were also discussed during the first day of the activity.

The second day was allotted for the conduct of the workshop for the terminal report. The presentation of the finished database management system of the anthropometric profile was also presented by the project team during the second day.

On the third day, outputs from the writeshop were presented by the participants. Certificates were given to the resource persons and participants in the activity. As a result, the Project Revalidation and Terminal Report workshop became successful, and the proponents achieved fruitful and meaningful outcomes.

Prepared by:

ENGR. MARK KEYLORD S. ONAL, MSc

OIC-HEAD, IABE Project Leader





## "PROJECT REVALIDATION AND TERMINAL REPORT WRITESHOP" Anthropometric Survey of Farmers in Oriental Mindoro

at South Drive Beach Resort, Bulalacao, Oriental Mindoro FEBRUARY 15-17, 2024

























# PROJECT REVALIDATION AND TERMINAL REPORT WRITESHOP "Anthropometric Survey of Farmers in Oriental Mindoro" FEBRUARY 15 - 17, 2024

# SOUTH DRIVE BEACH RESORT, BULALACAO ORIENTAL MINDORO

NO.	NAME	DESIGNATION	SIGNATURE
1.	LACSINA, DIS 47 7	itsuffered abl	July
2.	MARSUH E. CAGULY	TADE , FACULTY	Manyer
3.	MUDAT, CARL B.	PACILTY, HIST	W.
4.	DAWIS, DIDREY MONET KESIA I.	IABE FACULTY	18
5.	SHIELA CAMILLE F. PERICO	Admin Aide	Jerr
6.	ERWIN P. RAMIREZ	SRA	Posicy
7.	Karen Kate T. Arteza	SRA	Artizahano"
8.	Ralph Jhon M. Bajily	sea	2 days
9.	Marte Keybord S. Oad	OIC-Head	*
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	sharon Cut	SRA	
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# Mindoro State University

Email; university presidents Website: www.minsu.edu.ph Mobile: +63 977 846 727 28



February 14, 2024

#### TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No. 02-021, the following personnel, is hereby authorized to travel on February 15-17, 2024 to conduct In-service training cum workshop & team building activities with the theme: Sustainable Innovations in ABE: Greener Future for Food-Secured Project at South Drive Beach Resort, Bulalacao, Or

Name	Position				
Dr. Nemesio H. Davalos	Vice President for Academic Affairs				
Dr. John Edgar S. Anthony	Dean, CCS				
Dr. Lourdes V. Icalia	Director, EKKT				
Engr. Arvin P. Tolentino	Associate Professor II				
Engr. Marjun Caguay	Instructor I				
Engr. July Kit Lacsina	Instructor i				
Engr. Christian Hernandez	Instructor I				
Engr. Carl Mudat	Instructor I				
Ms. Sharon Love Cruz	Science Research Assistant				

Vehicle to be used:

Hi-Ace Commuter Deluxe (P5 M811)

Date & Time of Departure

February 15, 2024; 5:00 am

Expected Date & Time of Return

February 17, 2024; 1:00 pm

In this regard, you are authorized to claim traveling and other incidental expenses chargeable against appropriate funds subject to rules and regulations provided in Executive Order (EO) No. 77 and MinSU Office Memorandum No. 001 series of 2020

The Vice President for Research Development and Extension of this University shall supervise the proper implementation of this order.

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

VOIC- Office of the University President

JOEY V. LIWANAG

# andoro State University

Email: universitypresident@m Website: www.minsu.edu.ph Mobile: +63 977 846 727 28

February 14, 2024



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Name	Gottat Goddi Brive Beach Resort, Bulaiacao, Oriental Mindoro.
Mr. Macario B. Masagca Jr.	Position
	Director, Research and Development
Engr. Mark Keylord S. Onal	OIC-Head, IABE/ Project Leader
Engr. Randy A. Joco	Instructor I
Engr. Jerrel S. Reyes	Assistant Professor IV
Mr. Ralph John Bajita	
Mr. Erwin P. Ramirez	Science Research Assistant Science Research Assistant
Ms. Karen Kate Arteza	Science Research Assistant Science Research Assistant
Ms. Shiela Camille Perico	Admin Aide
Engr. Didrey Dawis	Instructor I
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Vehicle to be used:

Hi-Ace GL Grandia White (SAA 2932)

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901 CHRISTIAN ANTHONY C. AGUTAYA, Ph. Colic Office of the University President

FRANCISCO D. ATIENZA

IWe hereby certify that I used the vehicle on official business as stated above

PASSENGERS

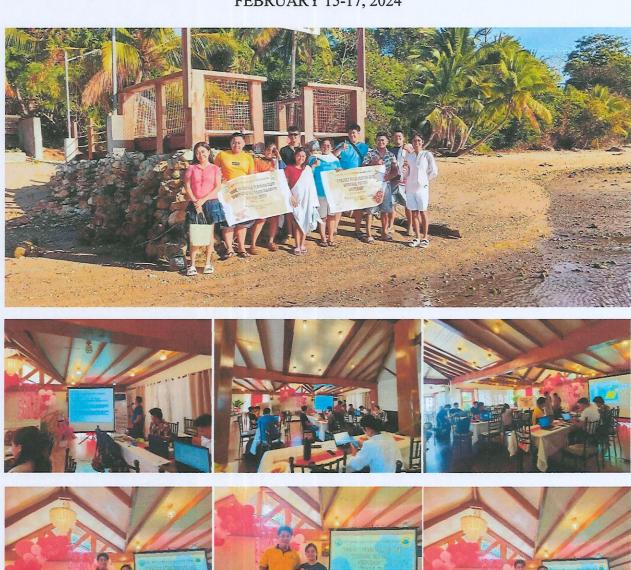




#### "PROJECT REVALIDATION AND TERMINAL REPORT WRITESHOP"

Anthropometric Survey of Farmers in Oriental Mindoro

at South Drive Beach Resort, Bulalacao, Oriental Mindoro FEBRUARY 15-17, 2024

















# PROJECT REVALIDATION AND TERMINAL REPORT WRITESHOP "Anthropometric Survey of Farmers in Oriental Mindoro" FEBRUARY 15 - 17, 2024

# SOUTH DRIVE BEACH RESORT, BULALAÇÃO ORIENTAL MINDORO

NO.	NAME	DESIGNATION	SIGNATURE
1.	LACSIAH, NOTA HIS I	142 TEUCTOR 1	July
2.	MAPJUH E. CAGUAY	FACULY LABF	Modio
3.	MUDAT, CARL B.	PACULTY, HAT	Me.
4.	DAWIS, DIDREY MONET KESIA I.	FACULTY, IABE	78
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7.	Karen Kate T. Arteza	SRA	Sprizoharen.
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# Mindoro State University

Email: universitypresider Website: www.minsu.edu.ph Mobile: +63 977 846 727 28



February 14, 2024

#### TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No. 02-021, the following personnel, is hereby authorized to travel on February 15-17, 2024 to conduct In-service training cum workshop & team building activities with the theme: Sustainable Innovations in ABE: Greener Future for Food-Secured Project at South Drive Beach Resort, Bulalacao, Oriental Mindoro.

Name	Position				
Dr. Nemesio H. Davalos	Vice President for Academic Affairs				
Dr. John Edgar S. Anthony	Dean, CCS				
Dr. Lourdes V. Icalia	Director, EKKT				
Engr. Arvin P. Tolentino	Associate Professor II				
Engr. Marjun Caguay	Instructor I				
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The Vice President for Research Development and Extension of this University shall supervise the pracer implementation of this order.

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

VOIC- Office of the University President

JOEY V. LIWANAG

# ndoro State University

Email: universitypresident@m Website: www.minsu.edu.ph Mobile: +63 977 846 727 28

February 14, 2024



#### TRAVEL ORDER

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Name	y death Silve Beach Resort, Bulalação, Oriental Mindoro.
	Position
Mr. Macario B. Masagca Jr.	Director, Research and Development
Engr. Mark Keylord S. Onal	
Engr. Randy A. Joco	OIC-Head, IABE/ Project Leader
	Instructor I
Engr. Jerrel S. Reyes	Assistant Professor IV
Mr. Ralph John Bajita	Science Research Assistant
Mr. Erwin P. Ramirez	Science Research Assistant
Ms. Karen Kate Arteza	Science Research Assistant
Ms. Shlela Camille Perico	Admin Aide
Engr. Didrey Dawis	Instructor

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Vehicle to be used:

Hi-Ace GL Grandia White (SAA 2932)

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The Vice President for Research Development and Extension of this University shall supervise the proper implementation of this order.

901 CHRISTIAN ANTHONY C. AGUTAYA, Ph. O. C. Office of the University President

I/We hereby certify that I used the vehicle on official business as stated above

**PASSENGERS** 

FRANCISCO D. ATIENZA



February 6, 2024

CHRISTIAN ANTHONY C. AGUTAYA, PhD

Officer-in-Charge Office of the University President

Dear Dr. Agutaya,

MINDORO STATE UNIVERSITY RECEIVED RECORDS OFFICE TIME: CONTROL #

Greetings from IABE!

The University-funded research project entitled "Anthropometric Survey of Farmers in Oriental Mindoro", which aims to develop an anthropometric profile of farmers in Oriental Mindoro that is essential in machine and workstation design is now on its final stage. One of the activities of the project is to write a terminal report and present it for the review.

In line with this, the project team proposes a "Project Revalidation and Terminal Report Writeshop". The result of this project were already presented to the project Consultants and comments and suggestions for the final report will be integrated. The said writeshop will be a three-day training from February 15 - 17, 2024 to be held outside the University (South Drive Beach Resort, Bulalacao, Oriental Mindoro) for the participants (anthropometric project team) on the training.

The remaining project allocated budget amounting Php 78,896.75 will be adjusted to align with the specific requirements essential for the project's successful completion. Relating to this, the project team would like to request for your approval to utilize the project fund amounting Php 60,060.00. This is a realigned budget from the remaining fund of the project which covers our expenses on the activities during the project revalidation and terminal report writeshop. Attached herewith is the details of the realignment and the previously approved realigned budget.

May this request merit your kind consideration/approval. Thank you for your continual support to all activities of the Institute of Agricultural and Biosystems Engineering.

Very truly your

ENGR. MARK KEYLORD'S. ONAL, MSc

OIC-Head, IABE Project Leader

Recommending Approval:

MACARIO B. MASAGCA, JR., MSc

Director for Research and Development Office

CHRISTIAN ANTHONY C. AGUTAYA, PhD

OIC - Office of the University President

BACONG PILIPINAS

# Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus

Alcate, Victoria, Oriental Mindoro

#### "Anthropometric Survey of Farmers in Oriental Mindoro"

	2024		
PARTICULARS	ALLOTMENT	EXPENSES	BALANCE
Science Research Assistant	165,412.11	-	165,412.11
Enumerator	-	-	-
Consultation Fee	45,252.00	-	45,252.00
Travelling Expenses	742.00	-	742.00
Communication Expenses	-	-	-
Office Supplies Expenses	-	-	-
Semi-Expendable Equipment			
Fuel and Oil Expenses	78,896.75	-	78,896.75
Representation Expenses	9,000.00	-	9,000.00
GRAND TOTAL	299,302.86	-	299,302.80

PARTICULARS	ALLOTMENT	EXPENSES	BALANCE	REALIGNMENT	REALIGNMENT	TOTAL BUDGET
Fuel and Oil Expenses	78,896.75	0	78,896.75	- 60,060.00		18,836.75
Project Revalidation and Terminal Report Writeshop +60,060.00						

MDS -14- 7 101-200 - 02-111 5027020W

#### "Project Revalidation and Terminal Report Writeshop"

#### **Breakdown of Expenses**

PARTICULARS	ALLOTMENT
Accommodation and Food for three-days training February 15-17, 2024	60,060.00
Total	60,060.00

Prepared by:

ENGR. MARK KEYLORD S. ONAL, MSc &
Project Leader/ OIC-Head, IABE

#### TERMS OF REFERENCE

	This	Memorandum	of	Agreement	is	made	and	entered	into	this	day
of		2023 at	CA	APAN Chen	weer	n:					

The Mindoro State University Main Campus, Victoria, Oriental Mindoro, represented by the University President, DR. LEVY B. ARAGO, JR., herein referred to as MinSU;

-and-

ENGR. MARK KEYLORD S. ONAL Instructor I, with MinSU ID No. MCC-0898 and ENGR. RANDY A. JOCO, Instructor I, with MinSU ID No. MMC-602 herein referred to as Researcher;

# Love

#### WITNESSETH THAT:

WHEREAS, MinSU is committed to develop its research capability in relation to the capability of its Faculty;

WHEREAS, the Researcher has submitted a proposal entitled "Anthropometric Survey of Farmers in Oriental Mindoro"

WHEREAS, the proposal is within the research agenda and set priorities of the College;

WHEREAS, the proposal was assessed to be relevant in so far as producing output of practical utilization to the College and its clientele is concerned;

WHEREAS, MinSU agrees to give support to the research;

NOW, THEREFORE, for and in consideration of the foregoing premises, among parties hereto mutually agree to the following terms and conditions:

#### I. OBLIGATIONS OF MINSU

- Allocate and release the amount of Php 1,479,366.00 to cover the operating expenses subject to existing government accounting and auditing laws, rules and regulations. This amount shall be expended as allocated in the approved Project Line-item Budget of the proposal.
- Through the Research Office, monitor the project activities and provide technical assistance relevant to the achievement of its objectives;
- Through the Extension Office, assist the Research in the dissemination and/or translation of research results to policies and/or actions.

#### II. OBLIGATIONS OF RESEARCHER/S

- 1. Implement the project according to the approved calendar of activities;
- Submit reports and reimbursement documents not later than 5 days after any project-related travels and trainings;
- Provide midterm reports, complete with documentation of the project's implementation, not later than 40 days of its implementation;

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- 4. Ensure the continuity of the project and notify MinSU of instances where the Researcher/s will be absent from his/her station for a period exceeding ten (10) consecutive working days and designate a responsible project official to oversee the operations of the project in his/her absence;
- Submit not later than 30 days after project's completion digital and three (3) hard copies of the project report in publishable form;
- 6. Identify proper forum for research results dissemination;
- 7. Identify, protect and manage all Intellectual Property (IP) generated and pursue commercialization of R&D results in accordance with the Policy Guidelines on Intellectual Property by the College. (BOT Resolution #28, series of 2008); and extend research results to communities, whatever is applicable or feasible; and
- Ensure conformity with the ethical standards and provision on research implementation and dissemination of results as articulated in the Policy Guidelines for Responsible Conduct of Research of the MinSU Faculty Researchers. (BOT Resolution #16, series of 2013).

IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures on the date and at the place first above written.

ENGR. MARK KEYLORD S. ONAL

Project Leader

ENGR. RANDY A. JOCO Study Leader

LEVY B. ARAGO, JR., Ph. University President

Signed in the presence of:

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D.

Vice President for Research, Development and Extension

MACARIO B. MASAGCA JR., M.Sc. Director for Research and Development

ENGR. MARK KEYLORD S. ONAL

Head, Institute of Agricultural and Biosystems Engineering

#### ACKNOWLEDGEMENT

REPUBLIC	OF THE	PHILIPPINES
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CITY OF CALAPAN CITY

BEFORE ME, a Notary Public for and in the City of ALAPAN CIT, this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_ 2023, personally came and appeared \_\_\_\_\_\_.

<u>Name</u>	I.D. Number	Date of Issued
ENGR. MARK KEYLORD S. ONAL	MCC- 0898	August 30, 2021
ENGR. RANDY A. JOCO	MCC-0602	July 18, 2022
LEVY B. ARAGO, JR., Ph.D	MMC- 039	June 16, 1980

Known to me be the same persons who executed the foregoing instruments and acknowledge that the same is their voluntary act and deed as the agencies they represent.

The instrument consisting of three (3) pages including the page of which this Acknowledgement is written, has been signed on each and every page thereafter by parties and their witnesses and sealed with my Notarial Seal.

#### NOTARY PUBLIC

DOC.NO. 408

PAGE NO. 83

BOOK NO. 111

SERIES OF 1048

Roll of Attorney's No. 61087

IBP Lifetime No. 010769

PTR No. 1029365

MCLE Compliance No. VII-0005057

Notarial Commission until December 31, 2024

Ano





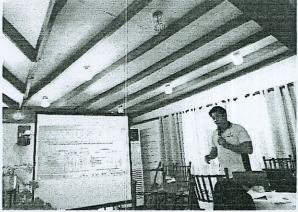


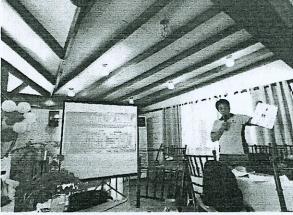


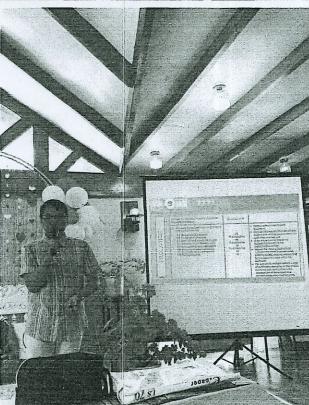
#### "IABE IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING **ACTIVITIES 2024"**

at South Drive Beach Resort, Bulalacao, Oriental Mindoro

















# IABE In-Service Training cum Workshop and Team Building Activities 2024 FEBRUARY 15 - 17, 2024

## SOUTH DRIVE BEACH RESORT, BULALACAO ORIENTAL MINDORO

NO.	NAME	DESIGNATION	SIGNATURE
1.	LACSIVA, JULY 1477.	1422mosob (	july
2.	MARIUH É- CAGUAY	FACULTY, LABE	
3.	MUDAT, CARL B.	PACULTY HABT	MU
4.	DAWIS, DIDREY MONET KESIA 1.	FACULTY, LABE	18
5.	SHEVA CAMILLE 4. PERICO	Admin Aide	grave
6.	ERWIN P. RAMIREZ	SRA	Gloses Vy
7.	Karen Kate T. Arteza	SRA	ghtizaharen"
8.	Ralph Jhon Bajila	SPA	flage
9.	Mark Keybord S. Onal	one-Hend	
10.	hunder Jow	Indugar 1	A
11.	ARVIN TOUENTNO	Accopy 2	10
12.	MACARIO B. MASKGCA, JK.	Rad Director	July "
13.	JERRIER J. REVEL	taulty, 1495	
14.	charon and	SRA'	188
15.	NAPULTA, SEMIFER A		points
16.	antonette M. Fayranday		Majiculay
17.	VOET V. LIWANAG		White 0
18.	JOHN EDIAN S. AVIDA	CCSTDen	Ch
19.	PAZ, in A. PETZESST A.		- Om
20.	Memano Jessa Mr		1 4,
21.60	oldiwin Rames	No description	Jan.

## Windoro State University Victoria, Oriental Mindoro 5205 Philippines

Email: university presidents: Website: www.mimn.mtu.ph Mobile: +63 977 846 727 28



February 14, 2024

Inno

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In the interest of the service and with duly approved request for an authority to travel with Control No. 02-021, the following personnel, is hereby authorized to travel on February 15-17, 2024 to conduct In-service training cum workshop & team building activities with the theme: Sustainable Innovations in ABE: Greener Future for Food-Secured Project at South Drive Beach Resort, Bulalacao, Oriental Mindoro.

TRAVEL ORDER

A STATE OF THE PARTY OF THE REAL PROPERTY OF THE PARTY OF	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
Name	Position		
Dr. Nemesio H. Davalos	Vice President for Academic Affairs		
Dr. John Edgar S. Anthony	Dean, CCS		
Dr. Lourdes V. Icalla	Director, EKKT		
Engr. Arvin P. Tolentino	Associate Professor II		
Engr. Marjun Caguay	Instructor I		
Engr. July Kit Lacsina	Instructor I		
Engr. Christian Hernandez	Instructor I		
Engr. Carl Mudat	Instructor I		
Ms. Sharon Leive Cruz	Science Research Assistant		

Vehicle to be used:

Hi-Ace Commuter Deluxe (P5 M811)

Date & Time of Departure

February 15, 2024; 5:00 am

Expected Date & Time of Return

February 17, 2024; 1:00 pm

In this regard, you are authorized to claim traveling and other incidental expenses chargeable against appropriate funds subject to rules and regulations provided in Executive Order (EO) No. 77 and MinSU Office Memorandum No. 001 series of 2020.

The Vice President for Research Development and Extension of this University shall supervise the proper imple

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

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re sently that I used the vehicle on official business as sta

etoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.pl Website: www.minsu.edu.ph Mobile: +63 977 846 727 28



February 14, 2024

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Name	Search Resort, Bulalacao, Oriental Mindoro.
Mr. Macario B. Masagca Jr.	Position
Engr. Mark Keylord S. Onal :	Director, Research and Development
Engr. Randy A. Joco	OIC-Head, IABE/ Project Leader
Engr. Jerrel S. Reyes	Instructor I
Mr. Ralph John Bajita	Assistant Professor IV
Mr. Erwin P. Ramirez	Science Research Assistant
Ms. Karen Kale Arteza	Science Research Assistant
Ms. Shiela Camille Perico	Science Research Assistant
The state of the s	Admin Aide
Engr. Didrey Dawis	Instructor I

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Vehicle to be used:

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Date & Time of Departure

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The Vice President for Research Development and Extension of this University shall supervise the proper implementation of this order.

90. CHRISTIAN ANTHONY C. AGUTAYA, Ph. B.

I/We hereby certify that I used the vehicle on official business as slated above.

FRANCISCO D. ATIENZA

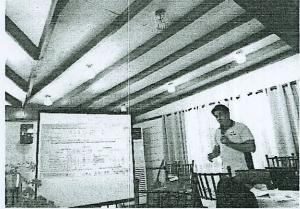


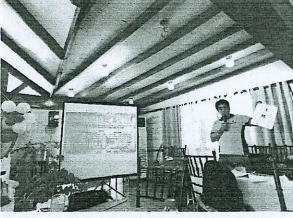


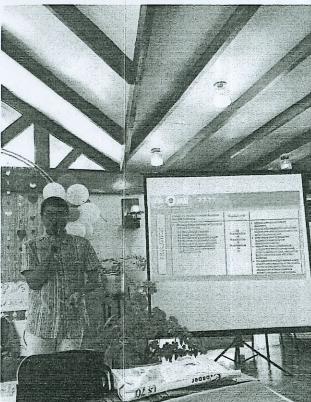
#### "IABE IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING **ACTIVITIES 2024"**

at South Drive Beach Resort, Bulalacao, Oriental Mindoro

















# IABE In-Service Training cum Workshop and Team Building **Activities 2024**

FEBRUARY 15 - 17, 2024

#### SOUTH DRIVE BEACH RESORT, BULALACAO ORIENTAL MINDORO

NAME	DESIGNATION	SIGNATURE
LACSIPA, JULY 1477.	ihellencigh (	July
	FACULTY, PABE	
MUDAT, CARL B.	PACULTY HABÉ	My
DAWIS, DIDREY MONET KESIA 1.	FACULTY, LABÉ	1/8
SHIEVA CAMILLE + PERICO	Admin Aide	grave
ERWIN P. RAMIREZ	SRA	Giorna
Karen Kate T. Arteza	SRA	ghtizahaun.
Ralph Jhon Bajila	SLA	for the second
Mark Keybord S. Onal	onc-Hend	
Jundy Jo W	monger!	A C
ARVIN TOUENTINO	Accoparf 2	
MACARIO B. MASKACA, JR	Rad Director	July "
JERRIEU J. REVEL	taulty, IXDE	
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VOET V. LIWANAG		Viria 0
JOHN EDIAN S. ANTHAY	CCSTDen	Ch
PAZ, MA. (EIZESSA A.		gn
Memano Jessa Ma		14,
	MARDUN E- CAGUAY MUDATI, CARL B.  DAWIS, DIDREY MONET KESIA I.  SHIEVA CAMINE + PERICO  ERWIN P. RAMIREZ  Karen Kate T. Arteza  Ralph Jhon Bajila  Mark Kaybord S. Onal  Thurdy Jaw  ARVIN TOVENTINO  MACALLO B. MAS AGCA, JR.  JERRIEU S. RENCES  Charen Conz.  NAPULTA, SEMIFER A  (Intometh M. Faylandoy  VOET V. LIWANAG  IND EMESSON A.	LACSIVA, MLD KIT ?  MARDUN E. CAGUAY  MUDAT, CARL B.  PROUTY, LABE  DAWIS, DIOREY MONET KESIA I.  SHIFTA CAMILLE F. PERICO  FRUIN P. RAMIREZ  Karen Kate T. Arteza  Ralph Jhon Bajha  Wark Kaylond S. Onal  MARDUN DENTHO  ARROPOF 2  MACALLO B. MACAGCA, JK.  JERREU T. REVET  CHAVON COLD  NADULTA, JENNIFER A  (Intoneth M. Faylouday  NOTO V. LIWANAG  DIN DAY, MA-GERESSA A.

## Indoro State University

ctoria, Oriental Mindoro 5205 Philippin

Email: universityprendent@ Website: www.minus.edu.pl Mobile: +63 977 846 727 28



#### February 14, 2024 TRAVEL ORDER

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Dr. Nemesio H. Davalos	Vice President for Academic Affairs
Dr. John Edgar S. Anthony	Dean, CCS
Dr. Lourdes V. Icalia	Director, EKKT
Engr. Arvin P. Tolentino	Associate Professor II
Engr. Marjun Caguay	Instructor I
Engr. July Kit Lacsina	Instructor f
Engr. Christian Hernandez	Instructor I
Engr. Carl Mudat	Instructor I
Ms. Sharon Love Cruz	Science Research Assistant

Vehicle to be used:

Hi-Ace Commuter Deluxe (P5 M811)

Date & Time of Departure

February 15, 2024; 5:00 am

 Expected Date & Time of Return
 February 17, 2024; 1:00 pm
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The Vice President for Research Development and Extension of this University shall supervise the precer lumbermentation of this order.

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

JOEY V. LIWANAG

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mdoro State University

Email: universitypresident@minsu.edu.pb Website: www.minsu.edu.ph Mobile: +63 977 846 727 28

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February 14, 2024 TRAVEL ORDER

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The second secon	Position		
Mr. Macario B. Masagca Jr.	Director, Research and Development		
Engr. Mark Keylord S. Onal			
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CHRISTIAN ANTHONY C. AGUTAYA. Ph. O

FRANCISCO D. ATIENZA

TWe hereby certify that I used the vehicle on official business as stated above





## REQUEST FOR QUOTATION (RFQ No. 2024-12 A)

LEASE OF VENUE WITH MEALS AND ACCOMODATION FOR THE IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE)

- 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 Cum Workshop and Team Building Activities of Mindoro State University-, Institute Of Agricultural And Biosystems Engineering (IABE) 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 In-Service Training Cum Workshop and Team Building Activities Of Mindoro State University-Institute Of Agricultural And Biosystems Engineering (IABE), as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
- 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.
- The Approved Budget for the Contract (ABC) is Sixty Thousand and Sixty Pesos and (Php60,060.00) in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
- The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
- Quotations must be delivered at the address below not later than February 5, 2024 (until 5:00PM)

The BAC Chairperson
MinSU Bids and Awards Committee
2<sup>nd</sup> 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
  - 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 ACCOMODATION FOR THE IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE)

#### I. RATIONALE

IABE is hosting a 3-day event from Feb 15-17, 2024 at South Drive Beach Resort, Bulalacao, Oriental Mindoro. The event includes In-Service Training, Workshop and Team Building Activities. The theme is "Sustainable Innovations in Agricultural and Biosystems Engineering: Greener Future for Food-Secured Province." Objectives include reviewing the curriculum, updating syllabi, discussing recent research, exploring the role of IABE-MinSU at AFMechRDEN, fostering camaraderie among faculty and staff, and addressing concerns such as anthropometric indicators among farmers. Adapting machinery to farmer dimensions is essential, but limited data, especially from Oriental Mindoro and the MIMAROPA Region, poses a challenge.

#### II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the 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: Thursday Friday and Saturday February 15-17, 2024
- 3) Location is within Oriental Mindoro
- 4) Number of Participants: 13 pax
- 5) Designated parking space for vehicles;
- 6) Quoted price shall be inclusive of all applicable government taxes and service changes.

#### 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
- 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 a 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 twinsharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 13 quests 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 13 pax:

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

Day 1-3 AM Snacks Canton Guisado

Juice Lunch Pork kansi Fried Tilapia Sauted sayote

Fruits
Rice, drinks
PM Snack
Empanada
Drinks
Dinner

Day 2-3 Breakfast

Bangus, Fried Egg

Sinaing na Isda, Plain soup,Rice Ensaladang talbos ng kamote Pansit palabok, Coke mismo

Lunch

Meat balls with oriental sauce,

Sinigang na isda Fruits, Rice, Drinks

PM Snack Burger Juice Dinner



Day 3-3

Breakfast
Daing na angus, Scrambled egg
Rice, Fruits
AM Snacks
Banana Bread, Mismo
Lunch
Pork Sisig
Sweet and sour fish
Rice, 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 **Sixty Thousand and Sixty Pesos and 00/100 (Php60,060.00)** 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 Anne "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





#### 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:

TEAM BUILDING A UNIVERSITY-, IN AND BIOSYSTEM	ISTITUTE OF AS ENGINEERING	GRICULTURAL (IABE)	(Php60,060.00)	and Sixty Pesos
Name of Lessor/S	upplier: Ubuth	Drive beach heso		
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	3315 <b>X3days</b>		ı	9945
(name of Function room)				
DAY 1:				
AM Snacks	100	13	1	1300
Lunch	235	13	i	3055
PM Snacks	100	13	1	1300
Dinner	235	13		3055
DAY 2:				/
Breakfast	190	13	1	2470
AM Snacks	100	13	I	1300
Lunch	235	13	11	3055
PM Snacks	100	13	1	1300
Dinner	235	13	1	3055
DAY 3:				
Breakfast	190	13	1	2470
AM Snacks	100	13	1	1300
Lunch	235	13	1	3055
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	900	4rooms (13 pax)	Inight	11700
Day 2	900	Grooms (13 pax)	Inight	11700
Total Offered Que	otation:			£ 160,060-00
Total Official add			Supplier's Signatur	Christia J. Tex e over Printed Name
			Contact	Number

Feb. 2024 Date

#### FINANCIAL OFFER:

Please Quote your b	est offer for the ite	ms. (see Terms ar	nd Conditions)		
IN-SERVICE TRA	INING CUM WO	APPROVED BUDGET FOR THE			
TEAM BUILDING	ACTIVITIES OF M	NDORO STATE	CONTRACT (ABC):		
UNIVERSITY-, IN	STITUTE OF A	Sixty Thousand	and Sixty Pesos		
AND BIOSYSTEM	AND BIOSYSTEMS ENGINEERING (IABE) (Php60,060.00)				
Name of Lessor/S		HE SEA HOTE	15		
05 )/2	A	В	C	D	
Lease Of Venue	A Rate	Max. Number	Max. Number	Amount Offer	
with Meals	Rate	of Pax	of Meals	(A*B*C)	
Function Room					
(Venue Hall):					
MAIN HALL	5000 x3			15000	
	days				
(name of				/	
Function room)					
DAY 1:					
AM Snacks	130	13		1690	
Lunch	280	13	1	3640	
PM Snacks	130	13		1690	
Dinner	280	13	1	3640	
DAY 2:				/	
Breakfast	230	13	l	2990	
AM Snacks	130	13	1	1690 /	
Lunch	280	13		3640 V	
PM Snacks	130	13	1	1690	
Dinner	280	13		3640	
DAY 3:					
Breakfast	230	13	l	2990	
AM Snacks	130	13	1	1690	
Lunch	280	13		3640	
	Α				
	Please fill in	В	С	D	
Room	your offered	Max. Number	Duration	Amount Offer	
Accommodation	Rate per Room	Of Rooms	Duration	(A*B*C)	
	(Php)				
Day 1	1200	13 pax	1,	15600	
Day 2	1200	13 pax		15600	
Total Offered Quotation:					

d Name

TIN No. of Establishment

Contact Number Feb. 2024 Date

#### FINANCIAL OFFER:

IN-SERVICE TRA TEAM BUILDING A UNIVERSITY-, IN AND BIOSYSTEM	INING CUM WO ACTIVITIES OF M ISTITUTE OF A SENGINEERING	INDORO STATE AGRICULTURAL (IABE)	APPROVED BUI CONTRACT (AB Sixty Thousand (Php60,060.00)	
Name of Lessor/S	upplier: In hox	a Bouleque &	bitel	
Lease Of Venue with Meals	A Rate	B Max. Number of Pax	Max. Number of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL	7000			21000/
(name of Function room)	2 symbe x		148 s	
DAY 1:			,	10=1
AM Snacks	150	13	1	1950 /
Lunch	310	13	1	4030 //
PM Snacks	150	13	* (	1950
Dinner	310	13	1	4030
DAY 2:				
Breakfast	250	13		3250
AM Snacks	150	13		1950
Lunch	310	13	1.	40 30
PM Snacks	150	13	1	1956
Dinner	310	13		4030
DAY 3:				
Breakfast	250	13	1	3250
AM Snacks	150	13		1950
Lunch	310	13		4030
Room Accommodation	A Please fill in your offered Rate per Room (Php)	Max. Number	C Duration	D Amount Offer (A*B*C)
Day 1	1300	i3 porx		16 900 /
Day 2	1300	13 pax		16 900
Total Offered Qu			Outr Son	91,200

Supplier's Signature over Printed Name TIN No. of Establishment Contact Number Feb. 2024 Date



### View Red Registration

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

#### My Contact Details

Salutation	Ms	First Name Alyssa Christia	senic Account
Middle Name	Iranch Code onsL	Last Name Feustel GB	
Gender Seustell	Female A emen inuoco	Position Diopolu Owner Owner	Bank Branch
Landline Area Code	0960	Landline Number 6923189	
Landline Extension Number		oparting Document	
Fax Area Code		8 797745_DTI & Certificate of Regi redmuN xe7	
Fax Extension Number			
Country Code	63	<b>Mobile Number</b> 09606923189	
Email Address	afeustel.southdrive@gmail.com	Red Approved	
Organization Dataile			

#### Organization Details

Organization Id	343262	Registration Date	18-Apr-2023 02:02 PM	
Registration Status	active illiang	Middle M	First Name	
Organization Name	SOUTHDRIVE BAY RESORT HOTEL	Form Of Organization	Single Proprietorship	
Business Category	Hotels and lodging and meeting facilities			
Location	local	Organization Type	Services	
Business Tax Identification Number	432497357	Capitalization	₱ 1,000,000.00	

#### Single Proprietorship Details

<b>DTI Certificate Number</b>		DTI Registration Date	03-Mar-2023
Expiration Date	03-Mar-2028	DTI Business Scope	regional
Signatory	Alyssa Christia J Feustel		



Republic of the Philippines Province of Oriental Mindoro Municipality of Bulalacao Office of the Municipal Mayor

#### **Business Permit**

Business ID No.	F-1705204-00041
Business TIN	
Business Permit No.	2024-1705204000-0265
Date Issued	2024-01-18
Valid Until	2024-12-31
Type of Application	Renewal

#### To Whom It May Concern:

Pursuant to Ordinance No. 039-A, s. 2004, otherwise known as the Revised Revenue Code of Bulalacao, Oriental Mindoro, subject however to the strict compliance to pertinent rules and regulations and is not valid unless all required fees have been paid and all obligations have been settled and may be revoked when public interest and welfare so demand.

#### OWNER'S NAME

#### ALYSSA CHRISTIA JANO FEUSTEL

#### **BUSINESS NAME**

#### SOUTHDRIVE BAY RESORT HOTEL

#### **BUSINESS ADDRESS**

#### MAUJAO, BULALACAO, ORIENTAL MINDORO

	MAOJAO, DO
Business Plate No.:	
No. of Employees:	
6	
Official Receipt No.:	
38533	44
Official Receipt Date:	
2024-01	-18
Payment Mode:	
Annu	al
DTI Registration No.	
47494	63
Type of Business:	

#### NOTES:

- Keep this permit conspicuously posted at all times in the place of Business.
- This Permit is only a privilege and not a right, subject to revocation and closure of the Business
  Establishment for any violation of existing Laws, 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 final inspection or regulatory compliance.
- 5. Surrender this Permit upon the retirement of your Establishment.

Sol	e	Pro	pri	et	ors	hip
			-			

LINE OF BUSINESS	KINDS OF FEE/TAX	AMOUNT
RESORT HOTELS CAFE OR COFFEE SHOPS EVENT CATERING	Garbage Fee	360.00
	Mayors Permit	880.00
	Business Tax	7,300.00
	Fire Safety Inspection Fee	30.00
	Annual Inspection Fee	100.00
	Sticker	30.00
	Sanitary Inspection Fee	50.00
	Service Fee	50.00
	Occupation or Calling Fee	600.00
	Application Fee	25.00
	Interest	0.00
	Surcharge	0.00

ERMLO CVILAS

REMARKS:



#### **Omnibus Sworn Statement**

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

#### **AFFIDAVIT**

- I, Alyssa Christia J. Feustel, of legal age, married, Filipino, and residing at Bago Street, Barangay Poblacion, Bulalacao, Oriental Mindoro, Philippines 5214, after having been duly sworn in accordance with the law, do hereby depose and state that:
- 1. I am the sole proprietor of SOUTHDRIVE BAY RESORT HOTEL with office address at Barangay Maujao, Bulalacao, Oriental Mindoro, Philippines 5214;
- As the owner and sole proprietor of SOUTHDRIVE BAY RESORT HOTEL, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract in the procurement of the PYDO thru its BIDS AND AWARDS COMMITEE.
- 3. SOUTHDRIVE BAY RESORT HOTEL 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;
- 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. SOUTHDRIVE BAY RESORT HOTEL is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- 7. SOUTHDRIVE BAY RESORT HOTEL complies with existing labor laws and standards; and
- 8. SOUTHDRIVE BAY RESORT HOTEL is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - 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;

9.	Southdrive Bay Resort Hotel 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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_\_, 20\_\_ at \_\_\_\_. Philippines.

ALYSSA CHRISTIA J. FEUSTEL
Bidder's Representative / Authorized Signatory
Affiant

NAME OF NOTARY PUBLIC
Serial No. of Commission

Notary Public for \_\_\_\_\_ until \_\_\_\_
Roll of Attorneys No. \_\_\_\_
PTR No. \_\_\_\_ [date issued], [place issued]
IBP No. \_\_\_\_ [date issued], [place issued]
Doc. No. \_\_\_\_
Page No. \_\_\_\_
Book No. \_\_\_\_
Series of \_\_\_\_\_
2019

ATT2 RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1218347 - Calapan City
MCLE Compliance No. VII-0005057
Notarial Commission until December 31, 2024

2303 REVISED: APRIL 2019

#### REPUBLIKA NG PILIPINAS KAGAWARAN NG PANANALAPI KAWANIHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000001381 \*Date OCN Generated: March 15, 2023

#### CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	NAME OF TAXPAYER	TIN ISSUANCE DATE
432-497-357-00000	FEUSTEL, ALYSSA CHRISTIA JANO	February 18, 2013
REGISTERING OFFICE	X Head Office Branch	region engress of external engrand directly of entral librar makin organia of external external bases, of external bases,
REGISTERED ADDRESS	RETERNAL REMONER, RUMENT OF SETTINAL REVENUE BUREAU OF REPUBLIK SECTION SURFACE OF SETTINAL RE- CESSING SECTION OF ALLEGAN OF SETTINAL REVENUE BUREAU OF SETTINAL REVENUE BUREAU OF SETTINAL RE-	MINIST MUREAU SE KTORIM, ATVORIG MURESU DE ENTENAL PROFI MUNISTE MUREAU, DE MUREAU, REMEMBE (MINISTE) DE ENTENAL REMA
MAULIAO 5214 BUILALACAG	O (SAN PEDRO) ORIENTAL MINDORO PHILIPPINES	THE RESERVE OF STREET STREET,

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/17 01A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	March 15, 2023	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3 d Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY	2551Q	March 15, 2023	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.
REGISTRATION FEE	0605	January 1, 2024	ANNUALLY	On or before the last day of Jar uary.
TAXPAYER TYPE/S	SINGLE P	ROPRIETORSHIP	ONLY (RESIDENT CIT	TZEN) E BARRAN OF BETTARRAL REPLACE BYREAU OF BYTERRAL REVE

#### **BUSINESS INFORMATION DETAILS**

DE PATERNAL REVENUE BUREAU OF ROTEINAL I DE HATTIMAL PREVIALOS BUREAU OF REFERRAL I	ESPENIE BUNGAD OF INTERNAL REVENUE SUSPEAL OF INTERNAL REVENUE BUILDING OF MYTERIAL STATE CATEGORY DATE.	REGISTRATION DATE
TRADE NAME 1	SOUTHDRIVE BAY RESORT HOTEL	March 15, 2023
(PSIC)	55102-RESORT HOTELS	de desemble of Attendat Herman Contract of Attendat February Herman Contract Contract Contract Contract of Attendat Reve Herman Contract Contract Contract
Line of Business	RESORT HOTELS Primary	THE RESIDENCE OF BETTERMAL PRIVATE STATEMENT OF BETTERMAL PRIVATE AS ASSESSMENT OF BETTERMAL PRIVATE BUSINESS OF BETTERMAL PARKET.

#### 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.

January 2018 (ENCS) Enter all re Page 1  For the Year \$005 2  Taxpayer/Filer Type	for indivious for indivious for indivious for indivious for individual for indivi	e-8% of Rate  Control of Individual) ESTATE of (First National State the branch address if the registress  ESSAgement com  16 Foreign Tex Number ()  (a) Itemize  errating income in lieu of Graither on-operating income  ACKGROUND INFO	s and Tru:  3 BLACK ink. Mark R and one held by rd 3 Am Reti RMATION OF  5 Sional  1 1014 Income from It 1017 Income from It 2 months from It 3 Am Reti RMATION OF  1 months from It 2 months from It 2 months from It 3 Am Reti 3 Am Reti 4 months from It 3 Am Reti 5 months from It 6 months from It 7 months from It	Sts  sh applicable boxes Inte Tax Filer  anded O Yes G IN TAXPAYER/FILE  O Estate O	6 RDO Code   663 ) Trust  O 1013 Mired Income-Oradusted IT Rates O 1016 Mired Income-Oradusted IT Rates O 1016 Mired Income-StN IT Rate me, Middle Name Last Name) to to the RDO to update registered address by using BiR  10A Zip Code   5214  Thing Foreign Tax Credits? Yes   No  Delional Standard Deduction (OSD) (40% of Sales/Receipts/Revenues/Fees [Soc. 34(L).] Tocantage Tax under Sec. 116 of the NIRC, as  bite)  18 RDO Code   1  er   O 1011 Compensation   10011 Compe
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O NOTS Susness Income-5% IT  Spouse's Name (Lest Name, First Name)  Citizenship  Citizenship  Graduated Rates per 1  Method of Deduction in Item some managed  8% on gross sales/reo plession) amended (available if gross	Rate C				Laborated in payment mome that were a second
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olession) amended (available if gross	eigts & other non-ope	erating income in lieu of Gri	aduated Reles und	ter Sec. 24(A)(2)(a) & Per	centage Tax under Sec. 116 of the NIRC, as
	sales/receipts and o	other non-operating income	do not exceed Tha	se million pesos (P3M)]	Section 10 to 12 to
PAR	TIII - TOTAL T	TAX PAYABLE (DO NO	IT enter Centavos, 49 C	Centawas or less drop down, 50	or more round up)
	ticulars			Taxpayer/Filer	B) Spouse
6 Tax Dus 7 Less: Tax Credits/Payments	Mariante Cont		26A 7	3316.00	26B 000 27B 000
7 Less: Tax Credits/Payments			28A	-2,516 00	28B / 000
9 Add Total Penalties			29A	0.00	29B 000
Total Amount Payable/(Overpaym		nd 29)	30A	-2.516.00	30B   000
1 Aggregate Amount Payable/(Over					2,516 00
I deciare under the penalties of perjur slief, are true and correct, pursuant to insent to the processing of my informa epresentative, attach authorization let	the provisions of the tion as contemplate:	National Internal Revenus d under the *Data Privacy A	Code, as amende	d, and the regulations iss	t by me, and to the best of my knowledge and used under authority thereof: Further, I give m and lawful purposes. (If Authorized
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CONTRACTOR CONTRACTOR DE LA CONTRACTOR DE CO		PART IV - DETA			
	rawee Bank/Agency	y Number	de la company	Date (MM/DD/YYYY)	Amount
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6 Others (specify)					
Aschine Validation/Revenue Official Re	ceipt Details (If not f	filed with an Authorized Age	int Bank) Str	amp of Receiving Office/A	VAB and Date of Receipt (RO's Signature/Ban
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understand that the choice is irrevocable for this other hon-operating income arceed Three mi			ACCOUNT TAXABLE DESCRIPTION OF TAXABLE PARTY.		



#### This certifies that

#### SOUTHDRIVE BAY RESORT HOTEL

(REGIONAL)

REGION IV-B (MIMAROPA)

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

#### ALYSSA CHRISTIA JANO FEUSTEL

is valid from 03 March 2023 to 03 March 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

## **Certificate of Business Name Registration**

and issue the same on 03 March 2023 in the Philippines.

ALFREDO E. PASCUAL

Secretary

#### Business Name No. 4749463

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



STQZ685014653922

Standard Form Number: SF-GOOD-01 Revised on: May 24, 2004

# APPROVED BUDGET FOR THE CONTRACT (ABC)

Lease of Venue with Meals and Accommodation for the conduct of In-Service Training Cum Workshop and Team Building Activities of Mindoro State University-, Institute Of Agricultural And Biosystems Engineering (IABE).

Alcate, Victoria, Oriental Mindoro

Project Name and Location

CURRENT MARKET   PRICE   PRICE	Stations: Mind	Stations: Mindoro State University								OTHER COST FACTORS	SAUTORS	
CURRENT MARKET	Length:								·	INFLATION, CURRRENCY	URRRENCY	
Comparison   Com					CURRENT MARKET		VAT, OTHER TAXES AND/OR	FREIGHT &		%	VALUE	TOTAL COST
Meals for 3 days    Meals for 3 days   (3)			CHANTITY	UNIT	PRICE	TOTAL COST	DUTIES APPLICABLE	INSUKANCE	0000	INEI ATION, CURRENCY	URRRENCY	
Meals for 3 days  Meals for 3 days  DAY 1  AM Snacks (Pancit Canton, juice) Lunch (Rice, Pork Kansi, fried Tilapia Sauted Lunch (Rice, Cordon bleu, fried Fish, Bulalo, Interest (Fried Rice, Fried Egg, Fried Bangus, Juice, coffee)  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus, Juice, coffee)  Breakfast (Fried Rice, Fried Fish, Juice, coffee)  Jay 3  Dinner (Rice, Tinola, Fried Fish, Juice)  Breakfast (Fried Rice, Fried Fish, Juice)  Breakfast (Fried Rice, Fried Figg, Juice)  Jay pax  Ja	ITEM NO.	DESCRIPTION								%	VALUE	
Meals for 3 days  DAY 1  AM Snacks (Pancit Canton, Juice)  Lunch (Rice, Pork Kansi, fried Tilapia Sauted  Lunch (Rice, Pork Kansi, fried Tilapia Sauted  Lunch (Rice, Cordon bleu, fried Fish, Bulalo,  Dinner (Rice, Cordon bleu, fried Egg, Fried Bangus,  fruits, Juice)  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus,  Juice, coffee)  AM Snacks (Pancit, Coke Mismo)  Sinigang na isda, fruits, Juice)  PM Snacks (Burger, Juice)  Bensaldading talong, Juice)  Day 3  Dinner (Rice, Tinola, Fried Fish,  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Sweet and Sour Fish, Drinks)  13 pax  Japax											(11)	(12)
Meals for 3 days    Meals for 3 days   (4)   (5)							ì	(8)	(9)	(10)	(5)X(9)	(10%[(5)+(10)]
Meals for 3 days       DAY 1       DAY 1       AM Snacks (Pancit Canton, Juice)     13     pax     1       Lunch (Rice, Pork Kansi, fried Tilapia Sauted     13     pax     2       Lunch (Rice, Fruits)     13     pax     1       Dinner (Rice, Cordon bleu, fried Fish, Bulalo, Dinner (Rice, Cordon bleu, fried Fish, Bulalo, Fried, Fried Egg, Fried Bangus, Juice, coffee)     13     pax       DAY 2       Breakfast (Fried Rice, Fried Egg, Fried Bangus, Juice, coffee)       DAY 2     13     pax       Breakfast (Fried Rice, Meatballs w/ oriental sauce     13     pax       Lunch (Rice, Meatballs w/ oriental sauce     13     pax       Sinigang na Isda, fruits, juice)     13     pax       PM Snacks (Burger, Juice)     13     pax       B PM Snacks (Burger, Juice)     13     pax       Dinner (Rice, Tinola, Fried Egg, Fried Egg, Fried Egg, Beef Tapa, Coffee/Juice)     13     pax       Breakfast (Fried Rice, Fried Egg, Fried Egg, Beef Tapa, Coffee/Juice)     13     pax       Breakfast (Burger, Juice)     13     pax       Breakfast (Bread, Coffee/Juice)     13     pax       Breakfast (Bread, Coffee/Juice)     13     pax       Breakfast (Bread, Coffee/Juice)     13     pax       Breakfast (Bread, Coffee		(2)	(3)	(4)	(5)	(6)	3	(0)	(3)			
Meals for 3 days       DAY 1       DAY 1     13     pax     1       AM Snacks (Pancit Canton, Juice)     13     pax     1       Lunch (Rice, Pork Kansi, fried Tilapia Sauted     13     pax     2       Lunch (Rice, Fried Kice, Fried Fish, Bulalo,     13     pax     1       Dinner (Rice, Cordon bleu, fried Fish, Bulalo,     13     pax     1       Dinner (Rice, Cordon bleu, fried Egg, Fried Bangus,     13     pax     1       DAY 2     Breakfast (Fried Rice, Fried Egg, Fried Bangus,     13     pax     1       DAY 3     Juice, Coffee)     13     pax     1       B AM Snacks (Burger, Juice)     13     pax     1       B PM Snacks (Burger, Juice)     13     pax       B PM Snacks (Fried Rice, Tinola, Fried Fish,     13     pax       B PM Snacks (Fried Rice, Fried Egg,     13     pax       B PM Snacks (Burger, Juice)     13     p	(1)											
DAY 1     DAY 1     AM Snacks (Pancit Canton, Juice)     13     pax     1       AM Snacks (Rice, Pork Kansi, fried Tilapia Sauted     13     pax     2       Lunch (Rice, Fruits)     13     pax     2       sayote, Fruits)     13     pax     2       pM Snacks (Empanada, Juice/coffee)     13     pax     1       Dinner (Rice, Cordon bleu, fried Fish, Bulalo, fruits, Juice)     13     pax     1       DAY 2     Breakfast (Fried Rice, Fried Egg, Fried Bangus, Juice, coffee)     13     pax     1       Lunch (Rice, Meatballs w/ oriental sauce Sinigang na isda, fruits, Juice)     13     pax     1       B PM Snacks (Burger, Juice)     13     pax     1       B PM Snacks (Burger, Juice)     13     pax       Dinner (Rice, Tinola, Fried Fish, ensaladang talong, Juice)     13     pax       B PM Snacks (Fried Rice, Fried Egg.     13     pax       Beef Tapa, Coffee/Juice)     13     pax       Beef Tapa, Coffee/Juice)     13     pax       B PM Snacks (Banana Bread, Coke Mismo)     13     pax       Sweet and Sour Fish, Drinks)     13     pax       Sweet and Sour Fish, Drinks)     13     pax		Meals for 3 days										
AM Snacks (Pancit Canton, Juice)  Lunch (Rice, Pork Kansi, fried Tilapia Sauted  Lunch (Rice, Pork Kansi, fried Tilapia Sauted  Sayote, Fruits)  PM Snacks (Empanada, Juice/coffee)  Dinner (Rice, Cordon bleu, fried Fish, Bulalo,  Dinner (Rice, Cordon bleu, fried Egg, Fried Bangus,  Juice, coffee)  Breakfast (Fried Rice, Fried Egg, Fried Bangus,  Juice, coffee)  Lunch (Rice, Meatballs w/ oriental sauce  Lunch (Rice, Meatballs w/ oriental sauce  Lunch (Rice, Tinola, Fried Fish,  PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish,  Breakfast (Fried Rice, Fried Egg,  Ensaladang talong, Juice)  Breakfast (Fried Rice, Fried Egg,  Breakfast (Fried Rice, Fried Egg,  Breakfast (Fried Rice, Fried Egg,  Lunch (Rice, Pork Sisig, Fruits)  Sweet and Sour Fish, Drinks)  13 pax  13 pax  14 AM Snacks (Banana Bread, Coke Mismo)  15 Sweet and Sour Fish, Drinks)  16 Sweet and Sour Fish, Drinks)		DAY 1			100.00	1,300.00						
Lunch (Rice, Pork Kansi, fried Tilapia Sauted Lunch (Rice, Pork Kansi, fried Tilapia Sauted sayote, Fruits)  PM Snacks (Empanada, juice/coffee)  Dinner (Rice, Cordon bleu, fried Fish, Bulalo, fruits, juice)  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus, juice, coffee)  Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Tinola, Fried Fish, Dinner (Rice, Tinola, Fried Fish, Dinner (Rice, Tinola, Fried Fish, Breakfast (Fried Rice, Fried Egg, Breakfast (Fried Rice, Fried Egg, Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice  Beef Tapa, Coffee/Juice Sweet and Sour Fish, Drinks)  13 pax  13 pax  14 AM Snacks (Banana Bread, Coke Mismo) 15 Junch (Rice, Pork Sisig, Fruits Sweet and Sour Fish, Drinks)  16 Jay 3  17 Supax  28 Junch (Rice, Pork Sisig, Fruits Junch (Rice, Pork Sisig, Fruits)	-	AM Snacks (Pancit Canton, Juice)	13	pax	100.00							
sayote, Fruits)  pM Snacks (Empanada, juice/coffee)  Dinner (Rice, Cordon bleu, fried Fish, Bulalo,  Dinner (Rice, Cordon bleu, fried Egg, Fried Bangus,  fruits, juice)  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus,  juice, coffee)  AM Snacks (Pancit, Coke Mismo)  Lunch (Rice, Meatballs w/ oriental sauce  Lunch (Rice, Meatballs w/ oriental sauce  Lunch (Rice, Meatballs w/ oriental sauce  Sinigang na isda, fruits, juice)  PM Snacks (Burger, Juice)  13  pax  Johnser (Rice, Tinola, Fried Fish,  Breakfast (Fried Rice, Fried Egg,  Breakfast (Fried Rice, Fried Egg,  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Sweet and Sour Fish, Drinks)  13  pax  13  pax  13  pax  13  pax  13  pax  13  pax  11  AM Snacks (Banana Bread, Coke Mismo)  13  pax  13  pax  13  pax  13  pax	1	Lunch (Rice, Pork Kansi, fried Tilapia Sauted			235 00	3.055.00						
pm Snacks (Empanada, Juice/coffee)  Dinner (Rice, Cordon bleu, fried Fish, Bulalo, fruits, Juice)  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus, Juice, coffee)  Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Meatballs w/ oriental sauce Sinigang na isda, fruits, Juice)  PM Snacks (Burger, Juice)  Binner (Rice, Tinola, Fried Fish, Breakfast (Fried Rice, Fried Egg, Breakfast (Fried Rice, Fried Fish, Breakfast (Fried Rice, Fried Egg, Breakfast (Fried Rice, Frie	2	sayote, Fruits)	13	pax	100.00							
Dinner (Rice, Cordon bleu, fried Fish, Bulalo, fruits, juice)  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus, juice, coffee)  Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Meatballs w/ oriental sauce Sinigang na isda, fruits, juice)  PM Snacks (Burger, Juice)  Binner (Rice, Tinola, Fried Fish, ensaladang talong, juice)  Day 3  Day 3  Day 3  Day 3  Day 3  Day 3  Lunch (Rice, Fried Rice, Fried Egg, Eried Egg, Er	w	PM Snacks (Empanada, juice/coffee)	13	pax								
fruits, juice)  DAY 2  DAY 2  Breakfast (Fried Rice, Fried Egg, Fried Bangus, juice, coffee)  Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Fried Isda, fruits, juice)  PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish, 13 pax  Dinner (Rice, Tinola, Fried Egg.  Day 3  Day 4  Day 3  Day 4  Day 4  Day 4  Day 5  Day 6  Day 6  Day 7  Da	(	Dinner (Rice, Cordon bleu, fried Fish, Bulalo,	ລໍ	nax	235.00	3,055.00						
Breakfast (Fried Rice, Fried Egg, Fried Bangus, Juice, coffee)  AM Snacks (Pancit, Coke Mismo)  Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Meatballs w/ oriental sauce Sinigang na isda, fruits, Juice)  PM Snacks (Burger, Juice)  PM Snacks (Burger, Juice)  PM Snacks (Burger, Juice)  Pasaladang talong, Juice)  Breakfast (Fried Rice, Fried Egg,  Breakfast (Fried Rice, Fried Egg,  Breakfast (Fried Rice, Fried Egg,  AM Snacks (Banana Bread, Coke Mismo)  1 AM Snacks (Banana Bread, Coke Mismo)  Sweet and Sour Fish, Drinks)  13 pax  13 pax  13 pax	4	fruits, juice)	17	Post								
Breakfast (Fried Rice, Fried Egg, Fried Bangus, juice, coffee)  AM Snacks (Pancit, Coke Mismo)  Lunch (Rice, Meatballs w/ oriental sauce Lunch (Rice, Meatballs w/ oriental sauce Sinigang na Isda, fruits, juice)  PM Snacks (Burger, Juice)  PM Snacks (Burger, Juice)  Pinner (Rice, Tinola, Fried Fish, Dinner (Rice, Tinola, Fried Fish, Dinner (Rice, Tinola, Fried Egg, Day 3  AM Snacks (Banana Bread, Coke Mismo)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Beef Tapa, Coffee/Juice)  Sweet and Sour Fish, Drinks)  13  pax  13  pax  13  pax  13  pax  13  pax  13  pax		DAY 2										
juice, coffee)  AM Snacks ( Pancit, Coke Mismo)  Lunch (Rice, Meatballs w/ oriental sauce  Lunch (Rice, Meatballs w/ oriental sauce  Sinigang na isda, fruits, juice)  PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish,  Dinner (Rice, Tinola, Fried Fish,  Bensaladang talong, Juice)  Day 3  Day 3  Day 3  Day 3  Day 3  Day 3  AM Snacks (Banana Bread, Coke Mismo)  AM Snacks (Banana Bread, Coke Mismo)  13 pax  Lunch (Rice, Pork Sisig, Fruits  Sweet and Sour Fish, Drinks)  13 pax  13 pax		Breakfast (Fried Rice, Fried Egg, Fried Barigus,	13	pax	190.00		0					
AM Snacks ( Pancit, Coke Mismo)  Lunch (Rice, Meatballs w/ oriental sauce  Sinigang na isda, fruits, juice)  PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish,  Dinner (Rice, Tinola, Fried Fish,  Breakfast (Fried Rice, Fried Egg,  Breakfast (Fried Rice, Fried Egg,  Beef Tapa, Coffee/Juice)  13 pax  1 AM Snacks (Banana Bread, Coke Mismo)  13 pax  Lunch (Rice, Pork Sisig, Fruits  Sweet and Sour Fish, Drinks)  13 pax	5	juice, coffee)	13	pax	100.00	1,300.00	0					
Lunch (Rice, Meatballs w/ oriental sauce Sinigang na isda, fruits, juice)  PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish, ensaladang talong, juice)  Day 3  Breakfast (Fried Rice, Fried Egg, Beef Tapa, Coffee/Juice)  AM Snacks (Banana Bread, Coke Mismo) Lunch (Rice, Pork Sisig, Fruits Sweet and Sour Fish, Drinks)  13 pax  13 pax  13 pax	6	AM Snacks ( Pancit, Coke Mismo)	1	Page 1								
Sinigang na isda, fruits, Juice)  PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish,  ensaladang talong, juice)  Day 3  Breakfast (Fried Rice, Fried Egg,  Beef Tapa, Coffee/Juice)  AM Snacks (Banana Bread, Coke Mismo)  Lunch (Rice, Pork Sisig, Fruits  Sweet and Sour Fish, Drinks)  13 pax  13 pax		Lunch (Rice, Meatballs w/ oriental sauce	13	pax	235.0		0					
PM Snacks (Burger, Juice)  Dinner (Rice, Tinola, Fried Fish,  ensaladang talong, Juice)  Day 3  Breakfast (Fried Rice, Fried Egg.  Beef Tapa, Coffee/Juice)  AM Snacks (Banana Bread, Coke Mismo)  Lunch (Rice, Pork Sisig, Fruits  Lunch (Rice, Pork Sisig, Fruits)  Sweet and Sour Fish, Drinks)  13  pax  13  pax	7	Sinigang na Isda, Iruits, Juice)	13	pax	100.0							
Dinner (Rice, Imola, Fried rish, ensaladang talong, Juice)  Day 3  Breakfast (Fried Rice, Fried Egg.  Beef Tapa, Coffee/Juice)  AMM Snacks (Banana Bread, Coke Mismo)  Lunch (Rice, Pork Sisig, Fruits  Lunch (Rice, Pork Sisig, Fruits)  Sweet and Sour Fish, Drinks)  13  pax	000	PWI Snacks (burger, suite)	13	pax	235.0	0 3,055.00						
ensaladang talong, Juice)  Day 3  Breakfast (Fried Rice, Fried Egg.  13 pax  Lunch (Rice, Pork Sisig, Fruits  Sweet and Sour Fish, Drinks)  13 pax	9	Dinner (Rice, Linola, Fried Fish,					1					
Day 3Breakfast (Fried Rice, Fried Egg.13paxBreakfast (Fried Rice, Fried Egg.13paxBeef Tapa, Coffee/Juice)13paxAM Snacks (Banana Bread, Coke Mismo)13paxLunch (Rice, Pork Sisig, Fruits13paxSweet and Sour Fish, Drinks)13pax		ensaladang talong, Juice)					1			1		
Breakfast (Fried Rice, Fried Egg. 13 pax Beef Tapa, Coffee/Juice) 13 pax AM Snacks (Banana Bread, Coke Mismo) 13 pax Lunch (Rice, Pork Sisig, Fruits Sweet and Sour Fish, Drinks) 13 pax		Day 3	10	nax	190.0	0 2,470.00	00					
Beef Tapa, Coffee/Juice)  AM Snacks (Banana Bread, Coke Mismo)  Lunch (Rice, Pork Sisig, Fruits  Sweet and Sour Fish, Drinks)  13 pax  13 pax	10	Breakfast (Fried Rice, Fried Egg,	15	Por			•			-	-	1
AM Snacks (Banana Bread, Coke Mismo)  Lunch (Rice, Pork Sisig, Fruits  Sweet and Sour Fish, Drinks)  13 pax  13 pax		Beef Tapa, Coffee/Juice)			100.0	1.300.00	00					
Lunch (Rice, Pork Sisig, Fruits 13 pax Sweet and Sour Fish, Drinks) 13 pax	1	AM Snacks (Banana Bread, Coke Mismo)	13	pax	735 C		00					
Sweet and Sour Fish, Drinks) 13 pax	12	Lunch (Rice, Pork Sisig, Fruits	13	pax			•					
LS Dax		Sweet and Sour Fish, Drinks)	3	2	9,000	23,400.00	8					
	12	Accommodation for 2 nights	13	pax	200.							

Accommodation for 2 nights

RENJELITO C. RICO Member, BAC Secretariat	1.4 Seminar Hall for 3 days  χυχυχυχυχυχυχυχυχυχυχυχυχυχυχυχυχυχυχ
Engr MARK ASTER A MAGPANTAY Head, BAC Scretariat	3 pax 3,315.00 9,945.00 - 60,060.00 Submitted by
NEMESIO H. DAVALOS, Ph.D. Chairperson, BAC	Recommending Approval
CHRISTIAN ANTHONY C. AGUTAYA, Ph.D. OIC- Office of the University President	Approved Op 29 &



## Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus

Alcate, Victoria, Oriental Mindoro



# **PURCHASE REQUEST**

**Fund Cluster:** 

office/Section:		PR No.: PR24-0154 Responsibility Center Code :		Date: February 1, 202	
Stock/ Property No.	Unit	ltem Description	Qty	Unit Cost	Total Cost
		Meals for 3 days			
		Day 1	-10	100.00	1,300.00
1	pax	AM Snacks (Pancit Canton, juice)	13	235.00	3,055.00
v	pax	Lunch (Rice, Pork Kansi, Fried Tilapia	13	235.00	
		Sauted Sayote, Fruits)	10	100.00	1,300.00
3	pax	PM Snacks (Empanada, juice/coffee)	13	235.00	3,055.00
Ŋ	pax	Dinner (Rice, Cordon bleu, Fried Fish,	13	235.00	0,000.0
		Bulalo, fruitS, juice)	_		
		Day 2	-	190.00	2,470.0
5	pax	Breakfast (Fried Rice, Fried Egg,	13	190.00	2, 11 0.0
		Fried Bangus, juice/coffee)	-	100.00	1,300.0
G	pax	AM Snacks (Pancit, Coke Mismo)	13		3,055.0
7	pax	Lunch (Rice, Meatballs w/ oriental sauce	13	235.00	0,000.0
		Sinigang na isda, fruits, juice)		100.00	1,300.0
8	pax	PM Snacks (Burger, Juice)	13	100.00	3,055.0
9	pax	Dinner (Rice, Tinola, Fried Fish,	13	235.00	0,000.0
		ensaladang talong, juice)			
		Day 3	-	400.00	2,470.0
M	pax	Breakfast (Fried Rice, Fried Egg,	13	190.00	2,470.0
		Beef Tapa, Coffee/Juice)		400.00	1,300.0
11	pax	AM Snacks (Banana Bread, Coke Mismo)	13		3,055.0
N	pax	Lunch (Rice, Pork Sisig, Fruits	13	235.00	5,000.0
		Sweet and Sour Fish, Drinks)		000.00	11, 700-10 - 23,400.0
77	pax	Accommodation for 2 nights	13		9,945.0
14	pax	Seminar Hall for 3 days	3	3,315.00	9,940.
,				MDS -14- 7	9 20 000
		Grand Total commodation for the conduct of the activity of		5020702010	P 60,000.

Purpose: Meals and accommo and Terminal Writeshop"

Requested by:

Recommending Approval:

Approved as to Availability of Funds Approved by:

Signature:

ENGR. MARK KEYLORD S. ONAL CHRISTIAN ANTHONY C. AGUTAYA

N P. ROXAS

CHRISTIAN ANTHONY C. AGUTAYA

Printed Name: Designation:

Project Leader

VP for RDE

Budget Officer III

OIC-University President



#### Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus



Alcate, Victoria, Oriental Mindoro

#### **PURCHASE REQUEST**

**Fund Cluster:** 

Office/Section :		PR No.: PR24-0154 Responsibility Center Code :		Date: February 1, 2024	4
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Meals for 3 days			
		Day 1			
	pax	AM Snacks (Pancit Canton, juice)	13	100.00	1,300.00
	pax	Lunch (Rice, Pork Kansi, Fried Tilapia	13	235.00	3,055.00
		Sauted Sayote, Fruits)			
	pax	PM Snacks (Empanada, juice/coffee)	13	100.00	1,300.00
	pax	Dinner (Rice, Cordon bleu, Fried Fish,	13	235.00	3,055.00
		Bulalo, fruitS, juice)			
		Day 2			
	pax	Breakfast (Fried Rice, Fried Egg,	13	190.00	2,470.00
		Fried Bangus, juice/coffee)			
	pax	AM Snacks (Pancit, Coke Mismo)	13	100.00	1,300.00
	pax	Lunch (Rice, Meatballs w/ oriental sauce	13	235.00	3,055.00
		Sinigang na isda, fruits, juice)			
	pax	PM Snacks (Burger, Juice)	13	100.00	1,300.00
	pax	Dinner (Rice, Tinola, Fried Fish,	13	235.00	3,055.00
		ensaladang talong, juice)			
		Day 3			
	pax	Breakfast (Fried Rice, Fried Egg,	13	190.00	2,470.00
		Beef Tapa, Coffee/Juice)			
	pax	AM Snacks (Banana Bread, Coke Mismo)	13	100.00	1,300.00
	pax	Lunch (Rice, Pork Sisig, Fruits	13	235.00	3,055.00
		Sweet and Sour Fish, Drinks)			
	pax	Accommodation for 2 nights	13	900.00	23,400.00
	pax	Seminar Hall for 3 days	3	3,315.00	9,945.00
				MDS -14- 7	
		Grand Total		101-200 - 02-901 50% 70210	₱ 60,060.0

and Terminal Writeshop"

Requested by:

Recommending Approval:

Approved as to Availability of Funds

Approved by:

Signature:

Printed Name:

Designation:

ENGR. MARK KEYLORD S. ONAL CHRISTIAN ANTHONY C. AGUTAYA Project Leader

VP for RDE

ROVELYN P. ROXAS

Budget Officer III

CHRISTIAN ANTHONY C. AGUTAYA **OIC-University President** 



## Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus

Alcate, Victoria, Oriental Mindoro



# **PURCHASE REQUEST**

Fund Cluster:

Office/Section :		PR No.: PR24-0154		Date: February 1, 2024	
Stock/ Property No.	Unit	Responsibility Center Code :  Item Description	Qty	Unit Cost	Total Cost
1 Topolty Ital		Meals for 3 days			
		Day 1		100.00	1,300.00
	pax	AM Snacks (Pancit Canton, juice)	13	100.00	3,055.00
	pax	Lunch (Rice, Pork Kansi, Fried Tilapia	13	235.00	0,000.00
		Sauted Sayote, Fruits)		100.00	1,300.00
	pax	PM Snacks (Empanada, juice/coffee)	13		3,055.00
	pax	Dinner (Rice, Cordon bleu, Fried Fish,	13	235.00	0,000.00
		Bulalo, fruitS, juice)			
		Day 2		100.00	2,470.00
	pax	Breakfast (Fried Rice, Fried Egg,	13	190.00	2, 11 0.00
		Fried Bangus, juice/coffee)		100.00	1,300.00
	pax	AM Snacks (Pancit, Coke Mismo)	13	100.00	3,055.00
	pax	Lunch (Rice, Meatballs w/ oriental sauce	13	235.00	0,000.00
		Sinigang na isda, fruits, juice)	_	400.00	1,300.00
	pax	PM Snacks (Burger, Juice)	13	100.00	3,055.00
	pax	Dinner (Rice, Tinola, Fried Fish,	13	235.00	0,000.00
		ensaladang talong, juice)	_		
		Day 3	1	100.00	2,470.00
	pax	Breakfast (Fried Rice, Fried Egg,	13	190.00	2,170.00
		Beef Tapa, Coffee/Juice)	-	100.00	1,300.00
	pax	AM Snacks (Banana Bread, Coke Mismo)	13	100.00	3,055.00
	pax	Lunch (Rice, Pork Sisig, Fruits	13	235.00	0,000.00
		Sweet and Sour Fish, Drinks)		900.00	23,400.00
	pax	Accommodation for 2 nights	13		9,945.00
	pax	- 1 11-11 for 2 days	3	3,315.00	0,0 .0.0
			-	MDS -14- 7	
			-	101-200-02-90A 50207020W	₱ 60,060.00
		Grand Total commodation for the conduct of the activity			F 00,000.00

Purpose: Meals and accommodation for the and Terminal Writeshop"

Requested by:

Recommending Approval:

Approved as to Availability of Funds Approved by:

Signature:

Printed Name:

Designation:

Project Leader

ENGR. MARK KEYLORD S. ONAL CHRISTIAN ANTHONY C. AGUTAYA VP for RDE

ROVEL

NP. ROXAS

Budget Officer III

CHRISTIAN ANTHONY C. AGUTAYA OIC-University President





February 5, 2024

**Dr. Christian Anthony C. Agutaya**Officer-in-Charge
Office of the University President

Dear Dr. Agutaya,

Warm greetings from IABE!

MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro, 5205 Philippines

RECEIVED
RECORDS OFFICE
BY:
DATE: 2 5 24
TIME: 2 8
CONTROL # 0

The University-funded research project entitled "Anthropometric Survey of Farmers in Oriental Mindoro" which aims to develop an anthropometric profile of farmers in Oriental Mindoro that is essential in machine and workstation design is almost finished. One of the remaining activities of the project is to conduct a terminal report writeshop.

The project team headed by Engr. Mark Keylord S. Onal, together with Engr. Randy A. Joco as Study Leader, and Karen Kate T. Arteza, Ralph Jhon M. Bajita, Sharon Love M. Cruz and Erwin P. Ramirez as Science Research Assistants are requesting to conduct a three-day writeshop to fully comply with the requirements of the project. The project had already presented to the Project Consultants and comments and suggestions will be integrated. The requested schedule of the "Project Revalidation and Terminal Report Writeshop" is on February 15-17, 2024 to be held at South Drive Beach Resort, Bulalacao, Oriental Mindoro.

In line with this, the undersigned would like to request financial assistance amounting to **Php 60,060.00.** In addition, the undersigned would like also to request the use of University vehicle to fetch and convey the participants to and from the venue.

Attached herewith are the Writeshop proposal, Budget proposal, and the Proposed Program of Activities.

Hoping for your approval on this matter. Thank you very much and more power.

Respectfully Yours,

ENGR. MARK KEYLORD S. ONAL

OIC-Head

Institute of Agricultural and Biosystems Engineering

Recommending Approval:

MACARIO B. MASAGCA, JR.

Director for Research and Development

Approved by;

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



#### **PROPOSAL**

#### I. BASIC INFORMATION:

Title of the Project: Project Revalidation and Terminal Report Writeshop

Proponent: Engr. Mark Keylord S. Onal

OIC-Head, IABE

Persons Involved: Study Leader and Science Research Assistants

Implementation: February 15 to 17, 2024

8:00 AM to 8:00 PM

Venue: South Drive Beach Resort, Bulalacao, Oriental Mindoro

Target Participants: Anthropometry Project Team

Target # of Participants: 13

Budget: Php 60,060.00

#### II. TECHNICAL DESCRIPTION

#### Rationale:

Anthropometric indicators in farmers, as important indices in designing agricultural tools and equipment, should be considered more than before (Mehrizi et al. 2021). These indices are very significant since farming is generally recognized as a hazardous occupation, as shown by the high number of occupational accidents and health problems. Agriculture predisposes people to health problems, especially muskoskeletal disorders (MSDs) because of extremely labor intensive works. (Osborne et al. 2010) and due to size mismatch between the dimensions of farm machinery equipment imported from abroad and local machine fabricator. Mismatches between human anthropometry and equipment dimensions are claimed to be contributing factors in decreased productivity, discomfort, accidents, biomechanical stresses, fatigue, injuries, and cumulative traumas (Mandahawi, 2008).

Designing and manufacturing agricultural machines fitted for Filipino farmers will take long time. What is necessary now is to evaluate the existing designs of the machines base on the dimensions of the users and then modify the machines to increase the man-machine system's efficiency. While existing farm machineries imported overseas are thought to be effective in various farm operations; agricultural machines and equipment intended for the Filipino farmers should be adapted to his or her stature. Unfortunately, there is a very nil anthropometric data, particularly on agricultural operators, available for reference. A total of only 828 farmers from CALABARZON have been measured for anthropometric data pioneered by Zubia in 2007. In particular, no anthropometric data from Oriental Mindoro nor in MIMAROPA Region are available.

Anthropometric data of farmers alone will not increase man-farm efficiency or level the agriculture machinery to user's stature. With enough anthropometric data, machine design analysis favorable to its user is being considered and there is enough basis of any fabricator to design the machine based on the majority of its users. With the proper design, farmer's health will not be compromised as well as farm productivity will increased for food sustainability.

The project is now on it's final stage, thus, the project team proposes a **Project Revalidation and Terminal Report Writeshop**. The result of this project were already presented to the Project Consultants and comments and suggestions for the final report will be integrated. The said writeshop will be a three-day training from February 15 to 17, 2024 to be held outside the University (South Drive Beach Resort, Bulalacao, Oriental Mindoro) for the participants to focus

on the training.

#### **Specific Objectives:**

Specifically, the Project Revalidation and Terminal Report Writeshop has the following objectives:

- 1. Revalidate the result of the conducted anthropometric survey of farmers in Oriental Mindoro, Philippines;
- 2. Establish the static reach envelope of the farmers in Oriental Mindoro, Philippines;
- 3. Present the database management system of the anthropometric profile of farmers in Oriental Mindoro, Philippines; and
- 4. Conduct a writeshop of the terminal report of the project;

#### Strategies/Expected Outputs:

The Project Revalidation and Terminal Report Writeshop's overview will be presented on the first day. Results of the anthropometric profile and static reach envelope will be presented by the project leader and study leader, respectively. Comments and suggestions from the technical consultants will also be discussed during the first day of the activity.

The second day will be allotted for the conduct of the writeshop for the terminal report. Presentation of the finished database management system of the anthropometric profile will also be presented by the project team during the second day.

On the third day, outputs during the writeshop will be presented by the participants. Certificates will also be given to the resource persons and participants of the activity. As a result, the proponent expects a fruitful and meaningful outcomes of the Project Revalidation and Terminal Report Writeshop.

#### **Local Speakers:**

#### 1. Macario B. Masagca, Jr.

Director for Research and Development, MinSU *Topic: MinSU R&D Agenda and Updates* 

#### 2. Dr. Lourdes V. Icalia

Director for Extension and Technology Transfer, MinSU

Topic: MinSU Extension Activities and Possible Role of IABE Faculty Members

#### 3. John Edgar S. Anthony

Dean, College of Computer Studies

Topic: Instructional Materials Development

#### 4. Engr. Mark Keylord S. Onal

OIC-Head, Institute of Agricultural and Biosystems Engineering Project Leader

Topic: Anthropometric Profile of Male and Female Farmers in Oriental Mindoro, Philippines

#### 5. Engr. Randy A. Joco

Instructor, Institute of Agricultural and Biosystems Engineering Study Leader

Topic: Establishment of Static Reach Envelope of Male and Female Farmers in Oriental Mindoro, Philippines





#### **Budget Proposal / Expected Expenses:**

Particulars	Amount (Php)
13 Participants	
Accommodation and Foods (Php 4,620 for 3 days)	60,060.00
TOTAL	60,060.00

Prepared by:

ENGR. MARK KEYLORD S. ONAL, MSc

OIC-Head, Institute of Agricultural and Biosystems Engineering

Noted by:

MACARIO B. MASAGCA, Jr.

Director for Research and Development





#### Project Revalidation and Terminal Report Writeshop February 15 – 17, 2024 South Drive Beach Resort, Bulalacao, Oriental Mindoro

#### **PROGRAM OF ACTIVITIES**

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	43		

9:00 AM - 12:00 NN

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	นเจน	auo	ш

Invocation Video Presentation

National Anthem Video Presentation

MinSU Hymn .......Video Presentation

OIC - University President

Writeshop Overview ...... Engr. Mark Keylord S. Onal

OIC-Head, IABE

Introduction to the Resource Person ...... Engr. Randy A. Joco

Instructor, IABE

Topic 1: MinSU R&D Agenda and Updates ...... Macario B. Masagca, Jr

Director for Research & Development

Awarding of Certificates

1:00 PM - 5:00 PM

Introduction to the Resource Person ...... Engr. Marjun E. Caguay Instructor, IABE

Topic 2: MinSU Extension Activities and Possible Role of IABE Faculty Members .....

Dr. Lourdes V. Icalia

Director for Extension & Technology
Transfer

Awarding of Certificates

Introduction to the Resource Person ...... Engr. Didrey Monet Kesia I. Dawis

Instructor, IABE

Topic 3: Instructional Materials Development ...... John Edgar S. Anthony

Dean, College of Computer Studies

Awarding of Certificates

Introduction to the Resource Person ...... Erwin P. Ramirez

Science Research Assistant

Topic 4: Anthropometric Profile of Male and Female

Farmers in Oriental Mindoro, Philippines ... Engr. Mark Keylord S. Onal

Project Leader

SHARON LOVE M. CRUZ Master of Ceremony





#### Project Revalidation and Terminal Report Writeshop February 15 – 17, 2024 South Drive Beach Resort, Bulalacao, Oriental Mindoro

#### **PROGRAM OF ACTIVITIES**

DAY 2

8:00 AM - 12:00 NN

Registration

National Anthem ....... Video Presentation

Recap of Day 1 ...... Karen Kate T. Arteza

Science Research Assistant

Science Research Assistant

Topic 5: Establishment of Static Reach Envelope of

Male and Female Farmers in Oriental Mindoro, Philippines .....

Engr. Randy A. Joco Instructor, IABE

Presentation of Comments and Suggestions from the

Technical Consultants .....

Ralph Jhon M. Bajita Science Research Assistant

1:00 PM - 5:00 PM

Presentation of the Database Management System...... Erwin

Erwin P. Ramirez
Science Research Assistant

Writeshop

1:00 PM - 5:00 PM

Writeshop

SHARON LOVE M. CRUZ Master of Ceremony





#### Project Revalidation and Terminal Report Writeshop February 15 – 17, 2024 South Drive Beach Resort, Bulalacao, Oriental Mindoro

#### **PROGRAM OF ACTIVITIES**

DAY 3

8:00 AM - 12:00 NN

Registration

National Anthem ....... Video Presentation

Recap of Day 2 ...... Ralph Jhon M. Bajita

Science Research Assistant

Presentation of Output

**Awarding of Certificates** 

SHARON LOVE M. CRUZ

Master of Ceremony

1:00 PM

Homebound



# LIST OF ATTENDEES AND PARTICIPANTS FOR THE PROJECT REVALIDATION AND TERMINAL REPORT WRITESHOP FEBRUARY 15 – 17, 2024

	INVITED KEY OFFICIALS	DESIGNATION
1	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.	OIC-University President
2	NEMESIO H. DAVALOS, Ph.D.	Vice President for Academic Affairs
3	MACARIO B. MASAGCA, JR.	Director for Research and Development
4	LOURDES V. ICALLA	Director for Extension & Technology Transfer
5	JOHN EDGAR S. ANTHONY	Dean, College of Computer Studies
6	ENGR. MARK KEYLORD S. ONAL	OIC-HEAD, IABE and Project Leader
	ANTHROPOMETR	Y PROJECT TEAM
7	ENGR. RANDY A. JOCO	Study Leader
8	KAREN KATE T. ARTEZA	Science Research Assistant
9	SHARON LOVE M. CRUZ	Science Research Assistant
10	RALPH JHON M. BAJITA	Science Research Assistant
11	ERWIN P. RAMIREZ	Science Research Assistant
12	SHIELA MARIE PERICO	Secretariat
13	ENGR. DIDREY MONET KESIA I. DAWIS	Secretariat

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



February 6, 2024

CHRISTIAN ANTHONY C. AGUTAYA, PhD
Officer-in-Charge
Office of the University President

Dear Dr. Agutaya,

1	INDORO STATE UNIVERSI Victoria, Otiental Mindoro, 5205 Philippine	[Y
	RECEIVED	
	RECORDS OFFICE	
B	Y:	
D.	ATE: 2 19 24 7	
-	ME: 133	
C	ONTROL# 0	

Greetings from IABE!

The University-funded research project entitled "Anthropometric Survey of Farmers in Oriental Mindoro", which aims to develop an anthropometric profile of farmers in Oriental Mindoro that is essential in machine and workstation design is now on its final stage. One of the activities of the project is to write a terminal report and present it for the review.

In line with this, the project team proposes a "Project Revalidation and Terminal Report Writeshop". The result of this project were already presented to the project Consultants and comments and suggestions for the final report will be integrated. The said writeshop will be a three-day training from February 15 - 17, 2024 to be held outside the University (South Drive Beach Resort, Bulalacao, Oriental Mindoro) for the participants (anthropometric project team) on the training.

The remaining project allocated budget amounting Php 78,896.75 will be adjusted to align with the specific requirements essential for the project's successful completion. Relating to this, the project team would like to request for your approval to utilize the project fund amounting **Php 60,060.00**. This is a realigned budget from the remaining fund of the project which covers our expenses on the activities during the project revalidation and terminal report writeshop. Attached herewith is the details of the realignment and the previously approved realigned budget.

May this request merit your kind consideration/approval. Thank you for your continual support to all activities of the Institute of Agricultural and Biosystems Engineering.

Very truly yours

ENGR. MARK KEYLORD S. ONAL, MSc

OIC-Head, IABE Project Leader

Recommending Approval:

MACARIO B. MASAGCA, JR., MSc

Director for Research and Development Office

Approved by:

CHRISTIAN ANTHONY C. AGUTAYA, PhD

OIC - Office of the University President

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



# Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus

Alcate, Victoria, Oriental Mindoro

### "Anthropometric Survey of Farmers in Oriental Mindoro"

2024				
PARTICULARS	ALLOTMENT	EXPENSES	BALANCE	
Science Research Assistant	165,412.11	-	165,412.11	
Enumerator	-	-	-	
Consultation Fee	45,252.00	-	45,252.00	
Travelling Expenses	742.00	-	742.00	
Communication Expenses	-	-		
Office Supplies Expenses	-	-	-	
Semi-Expendable Equipment				
Fuel and Oil Expenses	78,896.75	-	78,896.75	
Representation Expenses	9,000.00	-	9,000.00	
GRAND TOTAL	299,302.86	-	299,302.80	

				nd Oil Budget		
PARTICULARS	ALLOTMENT	EXPENSES	BALANCE	REALIGNMENT	REALIGNMENT	TOTAL BUDGET
Fuel and Oil Expenses	78,896.75	0	78,896.75	- 60,060.00		18,836.75
Pı	roject Revalidation	and Terminal	Report Writesh	юр	+60,060.00	60,060.00

MDS -14- 7

50207020W

# "Project Revalidation and Terminal Report Writeshop"

#### **Breakdown of Expenses**

PARTICULARS	ALLOTMENT
Accommodation and Food for three-days training February 15-17, 2024	60,060.00
Total	60,060.00

Prepared by:

ENGR. MARK KEYLORD S. ONAL, MSc Project Leader/ OIC-Head, IABE

## Appendix C

# TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	140
II	Location and Site Condition		
	1. Accessibility	(50)	49
	2. Parking space	(50)	45
	Z. Taking space	100	94
III.	Neighborhood Data		
	Sanitation and health condition	(25)	24
	2. Police and fire station	(25)	24 25
	3. Restaurant	(25)	25
	4. Banking and Postal	(25)	23
		100	96
IV.	Venue		
	a. Structural condition	(20)	19
	b. Functionality		
	a. Conference Rooms	(10)	10
	b. Room arrangement (e.g., single, double, etc.)	(5)	J
	c. Light, ventilation, and air conditioning	(5)	2
	d. Space requirements	(5)	4
	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)	3
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	4
	d. Other requirements		
	a. Maintenance	(5)	7
	b. Attractiveness	(5)	5
	c. Security	(5)	4
	e. Catering Services	(5)	7
	f. Client's satisfactory rating	(5)	7
		100	94

Southdrive Bay Resort Hotel

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	50
II.	Location and Site Condition	X (.1) =	9.4
Ш.	Neighborhood Data	X (.05) =	4.8
IV.	Venue	X (.35) =	329
	FACTOR VALUE		97.1

**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	97
II	Location and Site Condition		
	Accessibility	(50)	43
	2. Parking space	(50)	42
	Z. Taking space	100	젌
III.	Neighborhood Data		
	Sanitation and health condition	(25)	22
	2. Police and fire station	(25)	22
	3. Restaurant	(25)	24
	4. Banking and Postal	(25)	20
		100	88
IV.	Venue		
	a. Structural condition	(20)	17
	b. Functionality		
	a. Conference Rooms	(10)	7
	b. Room arrangement (e.g., single, double, etc.)	(5)	3
	c. Light, ventilation, and air conditioning	(5)	3
	d. Space requirements	(5)	2
	c. Facilities		
	a. Water supply and toilet	(4)	3
	b. Lighting system	(5)	4
	c. Elevators	(4)	2 3
	d. Fire escapes	(4)	
	e. Fire fighting equipment	(4)	3
	f. Internet and Telecommunications	(4)	3
	g. Audio visual equipment	(5)	<b>9</b>
	d. Other requirements		
	a. Maintenance	(5)	4
	b. Attractiveness	(5)	3
	c. Security	(5)	3
0.000	e. Catering Services	(5)	3
	f. Client's satisfactory rating	(5)	3
		100	72

By the rea Hotel

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	48.5
II.	Location and Site Condition	X (.1) =	8.5
Ш.	Neighborhood Data	X (.05) =	44
IV.	Venue	X (.35) =	25.2
	FACTOR VALUE		86.6

**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)	42
	2. Parking space	(50)	42 42_
		100	84
III.	Neighborhood Data		
	Sanitation and health condition	(25)	23
	2. Police and fire station	(25)	23
	3. Restaurant	(25)	22
	4. Banking and Postal	(25)	23 22 23
		100	91
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	8
	b. Room arrangement (e.g., single, double, etc.)	(5)	4
	c. Light, ventilation, and air conditioning	(5)	2
	d. Space requirements	(5)	3
	c. Facilities		
	a. Water supply and toilet	(4)	2
	b. Lighting system	(5)	3
	c. Elevators	(4)	2
	d. Fire escapes	(4)	2
	e. Fire fighting equipment	(4)	2 2 3
	f. Internet and Telecommunications	(4)	2
	g. Audio visual equipment	(5)	2
	d. Other requirements		
	a. Maintenance	(5)	3
	b. Attractiveness	(5)	3
	c. Security	(5)	2
	e. Catering Services	(5)	3
	f. Client's satisfactory rating	(5)	2
	, ,	100	Tol

Sankora Boutique Hotel

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	49
II.	Location and Site Condition	X (.1) =	8.4
III.	Neighborhood Data	X (.05) =	4.55
IV.	Venue	X (.35) =	22.4
	FACTOR VALUE	·	89.35

**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 CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-, INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE) AT BULALACAO ORIENTAL MINDORO

#### **MARKETING ANALYSIS**

#### **RATIONALE**

The Institute of Agricultural and Biosystems Engineering (IABE) is organizing a three-day event from February 15 to 17, 2024, at South Drive Beach Resort, Bulalacao, Oriental Mindoro. The event will comprise In-Service Training cum Workshop and Team Building Activities, with the theme "Sustainable Innovations in Agricultural and Biosystems Engineering: Greener Future for Food-Secured Province."

The event aims to achieve various objectives, including the review of the BSABE curriculum, update of course syllabi, discussion of recent trends in research, development, and extension activities, exploration of the role of IABE-MinSU at the Agricultural and Fisheries Mechanization Research, Development, and Extension Network (AFMechRDEN), fostering camaraderie among faculty members and staff, and addressing critical concerns such as anthropometric indicators among farmers.

The integration of sufficient anthropometric data into machine design plays a crucial role in enhancing efficiency and aligning machinery with user needs, ultimately bolstering both farmer health and agricultural productivity for sustainable food production. Although adapting existing machinery to Filipino farmers' dimensions is essential, limited anthropometric data, especially from Oriental Mindoro and the wider MIMAROPA Region, poses a significant challenge.

This event will culminate in a Project Revalidation and Terminal Report Writeshop, aiming to refine project outcomes based on consultant feedback, ensuring a comprehensive and effective conclusion.

#### **OBJECTIVES**

The program aims to:

- 1. Verify anthropometric survey results of Oriental Mindoro farmers;
- 2. Determine farmers' range of motion in Oriental Mindoro;
- 3. Present database management system for anthropometric data;
- 4. Organize writeshop for project's terminal report;
- 5. Review BSABE curriculum;
- 6. Introduce IABE's mission, vision, goals, and objectives;
- 7. Develop outcomes-based education course syllabus for BSABE;
- 8. Collaborate in creating instructional materials and lab manuals;
- 9. Deliver lectures on agricultural and biosystems engineering;
- 10. Discuss IABE-MinSU's role in AFMechRDEN for HEIs/SUCs;
- 11. Encourage faculty to love their careers;
- 12. Evaluate curriculum effectiveness and identify areas for improvement;
- 13. Align curriculum with current industry trends and best practices;
- 14. Identify opportunities for interdisciplinary collaboration;
- 15. Foster teamwork, collaboration, and mutual respect among faculty;
- 16. Promote effective communication, decision-making, and problem-solving skills.



PARTICULARS	Number of Participants	Date	SOUTHDRIVE RESORT	BY THE SEA HOTELS	SANROSA BOUTIQUE HOTEL
AM Snacks	13	February 15	100	130	150
Buffet Lunch	13	February 15	235	280	310
PM Snacks	13	February 15	100	130	150
Buffet Dinner	13	February 15	235	280	310
Breakfast	13	February 16	190	230	250
AM Snacks	13	February 16	100	130	150
Buffet Lunch	13	February 16	235	280	310
PM Snacks	13	February 16	100	130	150
Buffet Dinner	13	February 16	235	280	310
Breakfast	13	February 17	190	230	250
AM Snacks	13	February 17	100	130	150
Buffet Lunch	13	February 17	235	280	310
			13*670=8710	13*820=10660	13*920=11960
			13*860=11180	13*1050 =13650	13*1170=15210
7.7			13*525=6825	13*640=8320	13*710=9230
			=26,715	=32,630	= 36,400
Room Accommodation		February 15-17	900/pax/night	1200/pax/night	1300/pax/night
			=23,400	=31,200	=33,800
Seminar Hall		February 15-17	3315	5000	7000
			=9,945	=15,000	=21,000
TOTAL			60,060	78,830	91,200



Prepared by:

ENGR. MARK KEYLORD S. ONAL

OIC-Head

Institute of Agricultural and Biosystems Engineering

Recommending Approval:

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D Vice President for Research Development and Extension

Approved:

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