



University Bids and Awards Committee  
Resolution No. 04-A, S. 2024

**RESOLUTION RECOMMENDING THE AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF REAL PROPERTY / VENUE) FOR THE LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE 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 |
|--------------|--------------------------|--------------|
| Php60,060.00 | South Drive Beach Resort | 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.

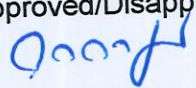
  
**NEMESIO H. DAVALOS, Ph.D.**  
BAC Chairperson

  
**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: \_\_\_\_\_





Southdrive  
Beach Resort

## Billing Statement

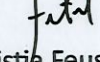
Date: February 17, 2024  
Customer Name: MINDORO STATE  
UNIVERSITY  
c/o Ms. Sharon Love M. Cruz  
Customer Address: Alcate, Victoria,  
Oriental Mindoro

### Particulars

|                         |               |           |
|-------------------------|---------------|-----------|
| 13 Participants         |               |           |
| Accommodation and Foods | P             | 60,060.00 |
| (Php 4,620 for 3 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](mailto: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"
6. 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.

*fat*

L - Beliran

*and*

*84*



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

*[Signature]*

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

Second Party

*[Signature]*

ALYSSA CHRISTIA J. FEUSTEL  
Proprietress

Witnesses:

*[Signature]*

SHARON LOVE M. CRUZ  
Science Research Specialist

*[Signature]*

LEIZEL BELIRAN  
Manager

ACKNOWLEDGEMENT

Republic of the Philippines)  
Province of \_\_\_\_\_) S.S.  
Municipality of CALAPAN CITY

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<br># 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.

MAR 13 2024

WITNESS MY HAND AND SEAL, this \_\_\_\_ day of \_\_\_\_\_, 2024 at CALAPAN CITY.

NOTARY PUBLIC

ATTY. 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

Doc No. 290  
Page No. 59  
Book No. 123  
Series of 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

**MSU-ACA-FR-09.05**





## **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, JLS HT Z            | INSTRUCTOR I   | JLS       |
| 2.  | MARION E. CAGUM              | IABE FACULTY   | MC        |
| 3.  | MUDAT, CARL B.               | FACULTY, IABE  | CM        |
| 4.  | DAVIS, DIDREY MONET KESIA I. | IABE FACULTY   | DS        |
| 5.  | SHIELA CAMILLE F. PERICO     | Admin Aide     | SP        |
| 6.  | ERWIN P. RAMIREZ             | SRA            | ER        |
| 7.  | Karen Kate T. Arteza         | SRA            | KA        |
| 8.  | Ralph Jhon M. Bajita         | SRA            | RJ        |
| 9.  | Mark Raymond S. Oad          | OC-Head        | MO        |
| 10. | Randy Joco                   | Instructor I   | RJ        |
| 11. | ARVIN TO CENTINO             | Asso Prof Z    | AT        |
| 12. | MACARIO B. MASAGCA, JR.      | Reg D Director | MB        |
| 13. | Sharon Cruz                  | SRA            | SC        |
| 14. | JERRY S. POSES               | Faculty, IABE  | JP        |
| 15. | NAPUITA, JENIFER A           |                | JA        |
| 16. | Antonette M. Fajianlang      |                | AF        |
| 17. | JOEY U. LIWANAG              |                | JU        |
| 18. | JOHN DAVID S. BATHAN         | Dean CU        | JB        |
| 19. | PAZ, MA. TERESITA A.         |                | PT        |
| 20. | Memoranda Jessica            |                | ME        |

21. Edwin Ramos





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. 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 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.**  
VIC- Office of the University President

**JOEY V. LIWANAG**  
Driver



February 14, 2024

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| Name                       | Position                           |
|----------------------------|------------------------------------|
| Mr. Macario B. Masagca Jr. | 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      | Science Research Assistant         |
| Mr. Erwin P. Ramirez       | Science Research Assistant         |
| Ms. Karen Kate Arteza      | Science Research Assistant         |
| Ms. Shiela Camille Perico  | Admin Aide                         |
| Engr. Didrey Dawis         | Instructor I                       |

- Vehicle to be used: HI-Ace GL Grandia White (SAA 2932)
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**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**  
VIC- Office of the University President

**FRANCISCO D. ATIENZA**  
Driver

We 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, BULALACAO  
ORIENTAL MINDORO

| NO. | NAME                         | DESIGNATION   | SIGNATURE |
|-----|------------------------------|---------------|-----------|
| 1.  | LACSINA, JULY M T            | INSTRUCTOR 1  | July      |
| 2.  | MARJON E. CAGUAY             | FACULTY, IABE | Marjon    |
| 3.  | MUDAT, CARL B.               | FACULTY, IABE | Carl      |
| 4.  | DANIS, DIDREY MONET KESIA I. | FACULTY, IABE | Didrey    |
| 5.  | SHIEVA CAMILLE F. PERICO     | Admin Aide    | Shieva    |
| 6.  | ERWIN P. RAMIREZ             | SRA           | Erwin     |
| 7.  | Karen Kate T. Arteza         | SRA           | Karen     |
| 8.  | Ralph Jhon M. Bajila         | SRA           | Ralph     |
| 9.  | Mark Kyronel S. Oaul         | OC Head       | Mark      |
| 10. | Randy Tolo                   | Instructor 1  | Randy     |
| 11. | ARVIN P. TOCENTINO           | Asso Prof 2   | Arvin     |
| 12. | MARCULO B. MASAGCA, JR       | RED Director  | Marculo   |
| 13. | Sharon Cruz                  | SRA           | Sharon    |
| 14. | JERREL S. REYES              | Faculty, IABE | Jerrel    |
| 15. | NAQUITA, JENIFER A.          |               | Naquita   |
| 16. | Antonette M. Fajicanlang     |               | Antonette |
| 17. | JOEY U. LIWANAG              |               | Joey      |
| 18. | JUAN EDUARDO S. PATA         | Dean, CU      | Juan      |
| 19. | PAZ, MARTESSA A.             |               | Paz       |
| 20. | Mentado Jessa M              |               | Mentado   |

21. Goldwin RAMOS





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. 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 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 proper implementation of this order.

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

**JOEY V. LIWANAG**  
Driver



February 14, 2024

### TRAVEL ORDER

In the interest of the service and with duly approved request for an authority to travel with Control No. 02-022, 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                           |
|----------------------------|------------------------------------|
| Mr. Macario B. Masagca Jr. | 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      | Science Research Assistant         |
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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.**  
VIC- Office of the University President

**FRANCISCO D. ATIENZA**  
Driver

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


PASSENGERS





February 6, 2024

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

|                                                                          |                                                                                     |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| MINDORO STATE UNIVERSITY<br>Victoria, Oriental Mindoro, 5205 Philippines |                                                                                     |
| <b>RECEIVED</b>                                                          |                                                                                     |
| <b>RECORDS OFFICE</b>                                                    |                                                                                     |
| BY:                                                                      |  |
| DATE:                                                                    | 2/10/24                                                                             |
| TIME:                                                                    | 1:33                                                                                |
| CONTROL #                                                                | 0                                                                                   |

Dear Dr. Agutaya,

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.

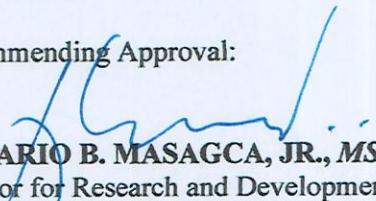
May this request merit your kind consideration/approval. Thank you for your continual support to all activities of the Institute of Agricultural and Biosystems Engineering.

Very truly yours,



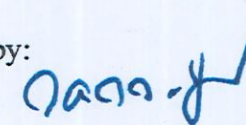
**ENGR. MARK KEYLORD S. ONAL, MSc**  
OIC-Head, IABE  
Project Leader

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





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 | -        | 299,302.86 |

| Realignment in Fuel and 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    |
| Project Revalidation and Terminal Report Writeshop |           |          |           |             | +60,060.00  | 60,060.00    |
| Grand Total                                        |           |          |           |             |             | 78,896.75    |

MDS -14- 7  
101-200 - 02-11  
2024

“Project Revalidation and Terminal Report Writeshop”

Breakdown of Expenses

| PARTICULARS                                                            | ALLOTMENT |
|------------------------------------------------------------------------|-----------|
| Accommodation and Food for three-days training<br>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 CALADANG between:

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**;

### 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

1. 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.
2. Through the Research Office, monitor the project activities and provide technical assistance relevant to the achievement of its objectives;
3. 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;
2. Submit reports and reimbursement documents not later than 5 days after any project-related travels and trainings;
3. Provide midterm reports, complete with documentation of the project's implementation, not later than 40 days of its implementation;



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;
5. 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
8. 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).

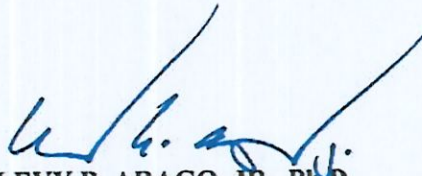
IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures on the date and at the place first above written.



**ENGR. MARK KEYLORD S. ONAL**  
Project Leader

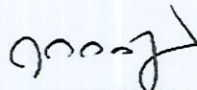


**ENGR. RANDY A. JOCO**  
Study Leader

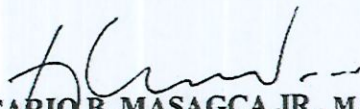


**LEVY B. ARAGO, JR., Ph.D.**  
University President

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

CITY OF CALAPAN CITY

BEFORE ME, a Notary Public for and in the City of CALAPAN CITY, this AUG 09 2023 day of \_\_\_\_\_, 2023, personally came and appeared:

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

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 2023

**ATTY. RAYMOND JOEL BALBUENA**  
Roll of Attorney's No. 61087  
IBP Lifetime No. 010769  
PTR No. 1029365  
MCLE Compliance No. VII-0005057  
Notarial Commission until December 31, 2024





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**IABE**

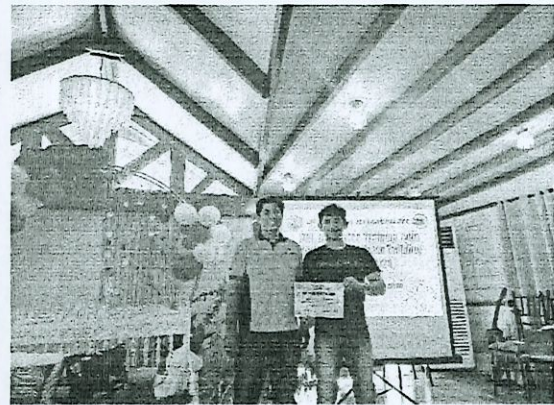
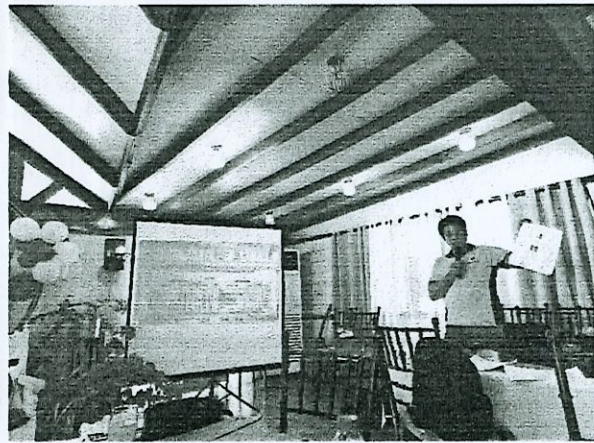
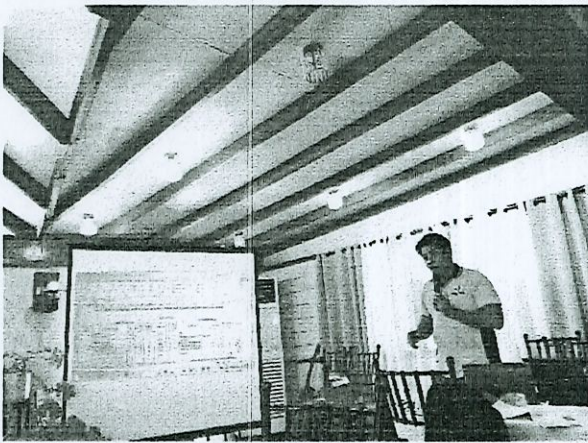
INSTITUTE OF AGRICULTURAL & BIOSYSTEMS ENGINEERING



BAGONG PILIPINAS

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

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



•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong


•Calapan City Campus, Masipit Calapan City


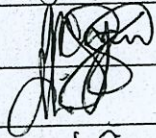
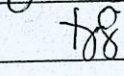

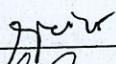
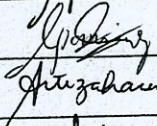
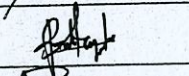

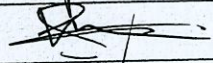

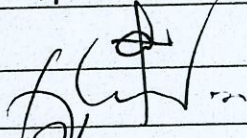

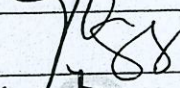
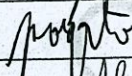
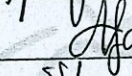


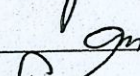
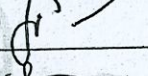






# IABE In-Service Training cum Workshop and Team Building Activities 2024

## FEBRUARY 15 - 17, 2024

 SOUTH DRIVE BEACH RESORT, BULALACAO  
ORIENTAL MINDORO

| NO. | NAME                         | DESIGNATION   | SIGNATURE                                                                             |
|-----|------------------------------|---------------|---------------------------------------------------------------------------------------|
| 1.  | LACSINA, JLS KIT T.          | INSTRUCTOR 1  |    |
| 2.  | MARJUN E. CAGUAY             | FACULTY, IABE |    |
| 3.  | MUDATI, CARL B.              | FACULTY, IABE |   |
| 4.  | DAVIS, DIDREY MONET KESIA I. | FACULTY, IABE |   |
| 5.  | SHIELA CAMILLE F. PERICO     | Admin Aide    |  |
| 6.  | ERWIN P. RAMIREZ             | SRA           |  |
| 7.  | Karen Kate T. Arteza         | SRA           |  |
| 8.  | Ralph Jhon Bajita            | SRA           |  |
| 9.  | Mark Kaybol S. Onal          | Off-Head      |  |
| 10. | Rundy Jow                    | Instructor 1  |  |
| 11. | ARVIN TOUENTNO               | Assoc Prof 2  |  |
| 12. | MACARIO B. MASTACA, JR.      | Asst Director |  |
| 13. | JERREN S. REYES              | Faculty, IABE |  |
| 14. | Sharon Cruz                  | SRA           |  |
| 15. | NAQUITA, JENIFER A           |               |  |
| 16. | Antonette M. Fagunlay        |               |  |
| 17. | JOEY V. LIWANAG              |               |  |
| 18. | JOHN EDWIN S. MATHY          | CCST Dean     |  |
| 19. | PAZ, MA. TERESSA A.          |               |  |
| 20. | Memoranda Jessa M.           |               |  |
| 21. | Goldwin RAMOS                |               |  |





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. 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 Mufat          | 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.  
VIC- Office of the University President

JOEY V. LIWANAG  
Driver



February 14, 2024

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| 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      | Science Research Assistant         |
| Mr. Erwin P. Ramirez       | Science Research Assistant         |
| Ms. Karen Kate Arteza      | Science Research Assistant         |
| Ms. Shiela Camille Perico  | Admin Aide                         |
| Engr. Didrey Dawis         | Instructor I                       |

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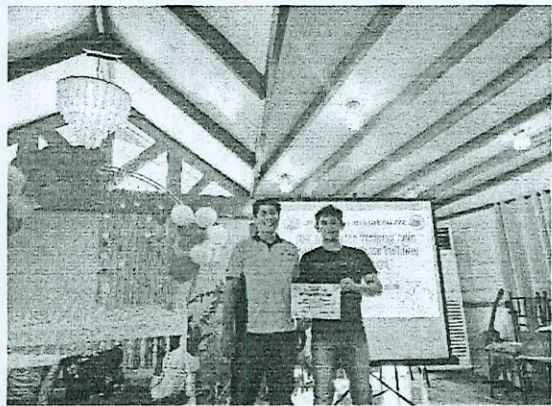
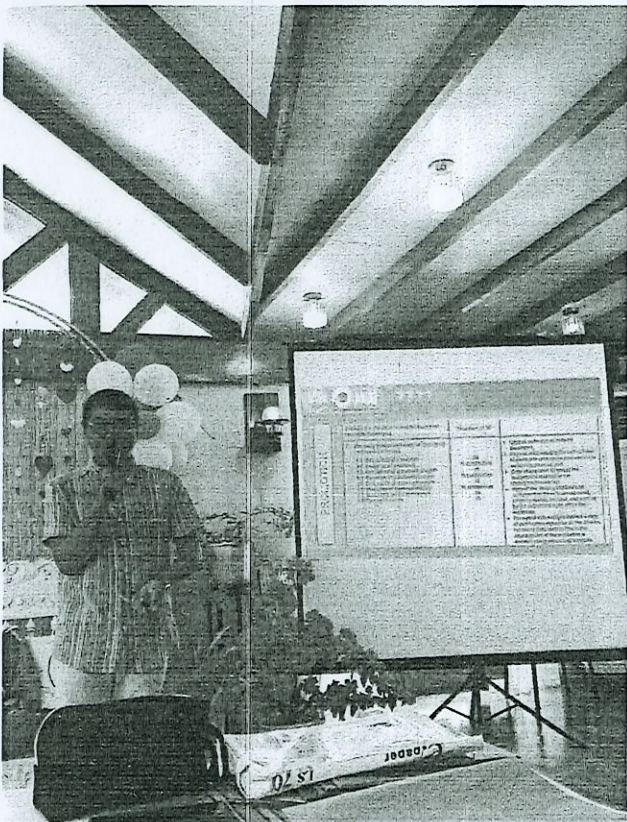
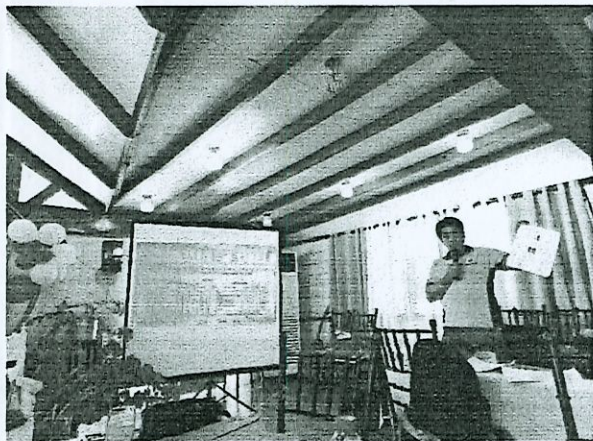
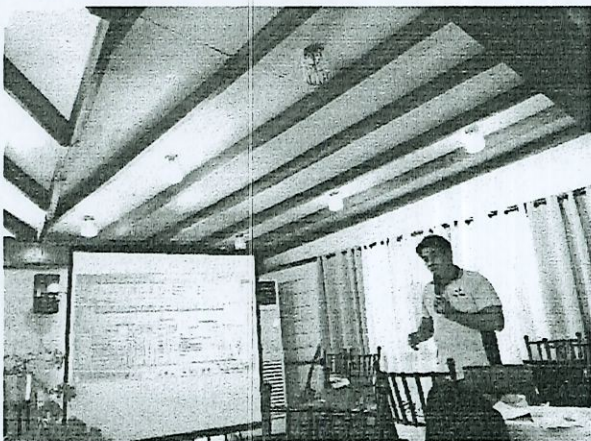
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**“IABE IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING  
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at South Drive Beach Resort, Bulalacao, Oriental Mindoro  
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
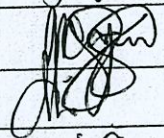
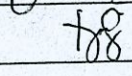

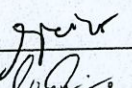
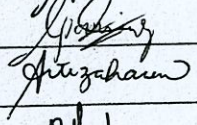
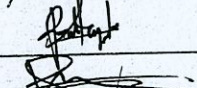

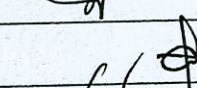
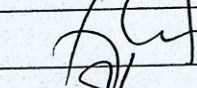

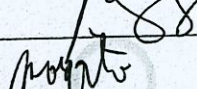
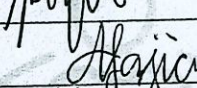
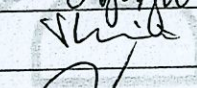
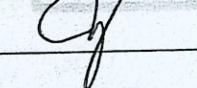
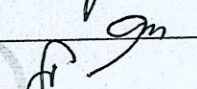
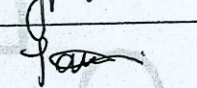


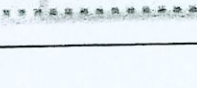






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| 20. | Memoranda Jessica M.         |               |  |

21. Goldwin RAMOS





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VIC- Office of the University President

JOEY V. LIWANAG

Driver



February 14, 2024

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- 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.  
VIC- Office of the University President

FRANCISCO D. ATIENZA

Driver

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

PASSENGERS





**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)**

1. The **Mindoro State University** through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of In-Service Training 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.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **Sixty Thousand and Sixty Pesos and (Php60,060.00)** in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than 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





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

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



9. The prospective bidder shall submit the following
- Quotation Form
  - Mayor's/ Business Permit
  - Proof of PhilGEPS Registration
  - Latest Income/ Business Tax Return
  - BIR Certificate of Registration (BIR form 2303)
  - 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 charges.

**B. Special Requirements**

**1) Venue of Activities**

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

**1.1 Outdoor**





- i. Holding area for participants upon arrival;
- ii. Outdoor area for the opening ceremony and team building activities;
- iii. Spacious outdoor area;
- iv. Spacious lawn and shaded area (covered with grass)
- v. Water stations at team building areas; and
- 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 twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 13 guests in total;
- ii. Clean toilet and bath in each room;
- iii. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries; and

### 1.3 Food and Meals

The Service Provider shall meet the following meal requirements for 13 pax:

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

#### Day 1-3

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 Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to bid.

**C. DOCUMENTARY REQUIREMENTS**

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

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





**D. PAYMENT SCHEME**

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

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

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





FINANCIAL OFFER:

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

|                                                                                                                                                         |                                                   |                        |                                                                                          |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------|------------------------------------------------------------------------------------------|------------------------|
| IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-, INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE) |                                                   |                        | APPROVED BUDGET FOR THE CONTRACT (ABC):<br>Sixty Thousand and Sixty Pesos (Php60,060.00) |                        |
| Name of Lessor/Supplier: South Drive Beach Resort                                                                                                       |                                                   |                        |                                                                                          |                        |
| Lease Of Venue with Meals                                                                                                                               | A Rate                                            | B Max. Number of Pax   | C Max. Number of Meals                                                                   | D Amount Offer (A*B*C) |
| Function Room (Venue Hall):<br>MAIN HALL<br><br>(name of Function room)                                                                                 | 3315<br>x3 days                                   |                        | 1                                                                                        | 9945 ✓                 |
| DAY 1:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| AM Snacks                                                                                                                                               | 100                                               | 13                     | 1                                                                                        | 1300 ✓                 |
| Lunch                                                                                                                                                   | 235                                               | 13                     | 1                                                                                        | 3055 ✓                 |
| PM Snacks                                                                                                                                               | 100                                               | 13                     | 1                                                                                        | 1300 ✓                 |
| Dinner                                                                                                                                                  | 235                                               | 13                     | 1                                                                                        | 3055 ✓                 |
| DAY 2:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| Breakfast                                                                                                                                               | 190                                               | 13                     | 1                                                                                        | 2470 ✓                 |
| AM Snacks                                                                                                                                               | 100                                               | 13                     | 1                                                                                        | 1300 ✓                 |
| Lunch                                                                                                                                                   | 235                                               | 13                     | 1                                                                                        | 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)        | 1 night                                                                                  | 11700 ✓                |
| Day 2                                                                                                                                                   | 900                                               | 4rooms (13 pax)        | 1 night                                                                                  | 11700 ✓                |
| Total Offered Quotation:                                                                                                                                |                                                   |                        |                                                                                          | 60,060.00 ✓            |

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





FINANCIAL OFFER:

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

|                                                                                                                                                         |                                                   |                        |                                                                                          |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------|------------------------------------------------------------------------------------------|------------------------|
| IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-, INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE) |                                                   |                        | APPROVED BUDGET FOR THE CONTRACT (ABC):<br>Sixty Thousand and Sixty Pesos (Php60,060.00) |                        |
| Name of Lessor/Supplier: <u>BY THE SEA HOTELS</u>                                                                                                       |                                                   |                        |                                                                                          |                        |
| 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):<br><u>MAIN HALL</u><br><br>(name of Function room)                                                                          | <u>5000 x 3 days</u>                              |                        |                                                                                          | <u>15 000</u>          |
| DAY 1:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| AM Snacks                                                                                                                                               | <u>130</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>1690</u>            |
| Lunch                                                                                                                                                   | <u>280</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>3640</u>            |
| PM Snacks                                                                                                                                               | <u>130</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>1690</u>            |
| Dinner                                                                                                                                                  | <u>280</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>3640</u>            |
| DAY 2:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| Breakfast                                                                                                                                               | <u>230</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>2990</u>            |
| AM Snacks                                                                                                                                               | <u>130</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>1690</u>            |
| Lunch                                                                                                                                                   | <u>280</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>3640</u>            |
| PM Snacks                                                                                                                                               | <u>130</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>1690</u>            |
| Dinner                                                                                                                                                  | <u>280</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>3640</u>            |
| DAY 3:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| Breakfast                                                                                                                                               | <u>230</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>2990</u>            |
| AM Snacks                                                                                                                                               | <u>130</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>1690</u>            |
| Lunch                                                                                                                                                   | <u>280</u>                                        | <u>13</u>              | <u>1</u>                                                                                 | <u>3640</u>            |
| 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                                                                                                                                                   | <u>1200</u>                                       | <u>13 pax</u>          |                                                                                          | <u>15600</u>           |
| Day 2                                                                                                                                                   | <u>1200</u>                                       | <u>13 pax</u>          |                                                                                          | <u>15600</u>           |
| Total Offered Quotation:                                                                                                                                |                                                   |                        |                                                                                          | <u>78,830</u>          |

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





FINANCIAL OFFER:

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

|                                                                                                                                                         |                                                   |                        |                                                                                          |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------|------------------------------------------------------------------------------------------|------------------------|
| IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-, INSTITUTE OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (IABE) |                                                   |                        | APPROVED BUDGET FOR THE CONTRACT (ABC):<br>Sixty Thousand and Sixty Pesos (Php60,060.00) |                        |
| Name of Lessor/Supplier: <u>San Rosa Boutique Hotel</u>                                                                                                 |                                                   |                        |                                                                                          |                        |
| 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):<br>MAIN HALL                                                                                                                | 7000                                              |                        |                                                                                          | 21000 ✓                |
| (name of Function room)                                                                                                                                 | X 3 days                                          |                        |                                                                                          |                        |
| DAY 1:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| AM Snacks                                                                                                                                               | 150                                               | 13                     | 1                                                                                        | 1950 ✓                 |
| Lunch                                                                                                                                                   | 310                                               | 13                     | 1                                                                                        | 4030 ✓                 |
| PM Snacks                                                                                                                                               | 150                                               | 13                     | 1                                                                                        | 1950 ✓                 |
| Dinner                                                                                                                                                  | 310                                               | 13                     | 1                                                                                        | 4030 ✓                 |
| DAY 2:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| Breakfast                                                                                                                                               | 250                                               | 13                     | 1                                                                                        | 3250 ✓                 |
| AM Snacks                                                                                                                                               | 150                                               | 13                     | 1                                                                                        | 1950 ✓                 |
| Lunch                                                                                                                                                   | 310                                               | 13                     | 1                                                                                        | 4030 ✓                 |
| PM Snacks                                                                                                                                               | 150                                               | 13                     | 1                                                                                        | 1950 ✓                 |
| Dinner                                                                                                                                                  | 310                                               | 13                     | 1                                                                                        | 4030 ✓                 |
| DAY 3:                                                                                                                                                  |                                                   |                        |                                                                                          |                        |
| Breakfast                                                                                                                                               | 250                                               | 13                     | 1                                                                                        | 3250 ✓                 |
| AM Snacks                                                                                                                                               | 150                                               | 13                     | 1                                                                                        | 1950 ✓                 |
| Lunch                                                                                                                                                   | 310                                               | 13                     | 1                                                                                        | 4030 ✓                 |
| 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                                                                                                                                                   | 1300                                              | 13 pax                 |                                                                                          | 16900 ✓                |
| Day 2                                                                                                                                                   | 1300                                              | 13 pax                 |                                                                                          | 16900 ✓                |
| Total Offered Quotation:                                                                                                                                |                                                   |                        |                                                                                          | 91,200 ✓               |

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





# View Red Registration

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

## My Contact Details

|                           |                               |                 |                 |
|---------------------------|-------------------------------|-----------------|-----------------|
| Salutation                | Ms                            | First Name      | Alyssa Christia |
| Middle Name               | Jano                          | Last Name       | Feustel         |
| Gender                    | Female                        | Position        | Owner           |
| Landline Area Code        | 0960                          | Landline Number | 6923189         |
| Landline Extension Number |                               |                 |                 |
| Fax Area Code             |                               | Fax Number      |                 |
| Fax Extension Number      |                               |                 |                 |
| Country Code              | 63                            | Mobile Number   | 09606923189     |
| Email Address             | afeustel.southdrive@gmail.com |                 |                 |

## Organization Details

|                                    |                                           |                      |                       |
|------------------------------------|-------------------------------------------|----------------------|-----------------------|
| Organization Id                    | 343262                                    | Registration Date    | 18-Apr-2023 02:02 PM  |
| Registration Status                | active                                    |                      |                       |
| 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

|                        |                           |                       |             |
|------------------------|---------------------------|-----------------------|-------------|
| DTI Certificate Number | 4749463                   | 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 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              |

Business Permit

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

|                        |                     |
|------------------------|---------------------|
| Business Plate No.:    |                     |
| No. of Employees:      | 6                   |
| Official Receipt No.:  | 3853344             |
| Official Receipt Date: | 2024-01-18          |
| Payment Mode:          | Annual              |
| DTI Registration No.   | 4749463             |
| Type of Business:      | Sole Proprietorship |

NOTES:

1. Keep this permit conspicuously posted at all times in the place of Business.
2. 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.

| LINE OF BUSINESS                                        | KINDS OF FEE/TAX           | AMOUNT   |
|---------------------------------------------------------|----------------------------|----------|
| RESORT HOTELS<br>CAFE OR COFFEE SHOPS<br>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     |

ERNILO CAVILLAS  
Local Chief Executive

REMARKS:





## Omnibus Sworn Statement

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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;
2. 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 COMMITTEE.
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;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. 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:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any;



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 CALAPAN CI, Philippines.

*Fantel*  
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. 438  
Page No. 89  
Book No. 124  
Series of 2024

*[Signature]*  
ATTY. 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



BIR FORM

2303

REVISED: APRIL 2019

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

OCN: 063RC20230000001381

Date OCN Generated: March 15, 2023

CERTIFICATE OF REGISTRATION

|                                                                                      |  |                                                   |                   |                                        |                                                                                                               |
|--------------------------------------------------------------------------------------|--|---------------------------------------------------|-------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------|
| TIN & BRANCH CODE<br>432-497-357-00000                                               |  | NAME OF TAXPAYER<br>FEUSTEL, ALYSSA CHRISTIA JANO |                   | TIN ISSUANCE DATE<br>February 18, 2013 |                                                                                                               |
| REGISTERING OFFICE                                                                   |  | X                                                 | Head Office       | Branch                                 |                                                                                                               |
| REGISTERED ADDRESS<br>MAUJAO 5214 BULALACAO (SAN PEDRO) ORIENTAL MINDORO PHILIPPINES |  |                                                   |                   |                                        |                                                                                                               |
| TAX TYPES                                                                            |  | FORM TYPES                                        | FILING START DATE | FILING FREQUENCY                       | FILING DUE DATE                                                                                               |
| INDIVIDUAL INCOME TAX                                                                |  | 1701/1701A                                        | 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<br>2nd Quarter-on or before AUGUST 15<br>3rd 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 January.                                                                         |
| TAXPAYER TYPE/S<br>SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)                     |  |                                                   |                   |                                        |                                                                                                               |
| BUSINESS INFORMATION DETAILS                                                         |  |                                                   |                   |                                        |                                                                                                               |
| TRADE NAME 1                                                                         |  | SOUTHDRIIVE BAY RESORT HOTEL                      |                   |                                        | REGISTRATION DATE<br>March 15, 2023                                                                           |
| (PSIC)                                                                               |  | 55102-RESORT HOTELS                               |                   |                                        | Primary                                                                                                       |
| Line of Business                                                                     |  | RESORT HOTELS                                     |                   |                                        |                                                                                                               |

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/A's) 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/A's 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.



For BIR BCS/ Use Only Item:

Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

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

Quarterly Income Tax Return  
for Individuals, Estates and Trusts

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.

1701Q 01/18ENCS P1

1 For the Year 2023

2 Quarter ☒ First ☐ Second ☐ Third

3 Amended Return? ☐ Yes ☒ No

4 Number of Sheets Attached 2

PART I - BACKGROUND INFORMATION ON TAXPAYER/FILER

6 Taxpayer Identification Number (TIN) 000-000-000

8 RDO Code 063

7 Taxpayer/Filer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust

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

9 Taxpayer/Filer's Name (Last Name, First Name, Middle Name for Individual; ESTATE of (First Name, Middle Name, Last Name) for Trust; FAO (First Name, Middle Name, Last Name) for Filer

10 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)

11 Date of Birth (MM/DD/YYYY) 05/05/1985

12 Email Address jaypaymens@gmail.com

10A Zip Code 0214

13 Citizenship FIPINO

14 Foreign Tax Number (if applicable)

15 Claiming Foreign Tax Credits? ☐ Yes ☒ No

16 Tax Rate\* (choose one, for income from business/ ☐ 8% on gross sales/receipts & other non-operating income in lieu of Graduated Rates under Sec. 24(A)(2)(a) & Percentage Tax under Sec. 116 of the NIRC, as amended (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))

16A Method of Deduction ☒ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

PART II - BACKGROUND INFORMATION ON SPOUSE (if applicable)

17 Spouse's TIN

18 RDO Code 1

19 Filer's Spouse Type ☐ Single Proprietor ☐ Professional ☐ Compensation Earner

20 ATC ☐ 1012 Business Income-Graduated IT Rates ☐ 1014 Income from Profession-Graduated IT Rates ☐ 1013 Mixed Income-Graduated IT Rates ☐ 1011 Compensation Income ☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 Mixed Income-8% IT Rate

21 Spouse's Name (Last Name, First Name, Middle Name)

22 Citizenship

23 Foreign Tax Number, if applicable

24 Claiming Foreign Tax Credits? ☐ Yes ☒ No

25 Tax Rate\* (choose one, for income from business/ ☐ 8% on gross sales/receipts & other non-operating income in lieu of Graduated Rates under Sec. 24(A)(2)(a) & Percentage Tax under Sec. 116 of the NIRC, as amended (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))

25A Method of Deduction ☐ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

PART III - TOTAL TAX PAYABLE (DO NOT enter Centavos, 49 Centavos or less drop down, 50 or more round up)

Particulars

A) Taxpayer/Filer

B) Spouse

26 Tax Due

26A 0.00

26B 0.00

27 Less: Tax Credits/Payments

27A 2,516.00

27B 0.00

28 Tax Payable (Overpayment) (Item 26 Less Item 27)

28A -2,516.00

28B 0.00

29 Add: Total Penalties

29A 0.00

29B 0.00

30 Total Amount Payable (Overpayment) (Sum of Items 26 and 29)

30A -2,516.00

30B 0.00

31 Aggregate Amount Payable (Overpayment) (Sum of Items 30A and 30B)

31 -2,516.00

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

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

PART IV - DETAILS OF PAYMENT

Particulars

Drawee Bank/Agency

Number

Date (MM/DD/YYYY)

Amount

32 Cash/Bank Debit Memo

33 Check

34 Tax Debit Memo

35 Others (specify)

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

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

I understand that the choice is irrevocable for this taxable year. However, the 8% Income Tax (IT) Rate option if initially selected shall automatically be changed to graduated IT rates when taxpayer's gross sales/receipts and other non-operating income exceed Three million pesos (P3M).





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



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

Stations: Mindoro State University

Length:

Contract Duration:

Stations: Mindoro State University

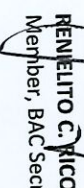
Length:

| ITEM NO.         | DESCRIPTION                                                    | QUANTITY | UNIT | CURRENT MARKET PRICE | TOTAL COST | VAT, OTHER TAXES AND/OR DUTIES APPLICABLE | FREIGHT & INSURANCE | OTHER INDIRECT COSTS | OTHER COST FACTORS  |       |            | TOTAL COST | UNIT COST |           |
|------------------|----------------------------------------------------------------|----------|------|----------------------|------------|-------------------------------------------|---------------------|----------------------|---------------------|-------|------------|------------|-----------|-----------|
|                  |                                                                |          |      |                      |            |                                           |                     |                      | INFLATION, CURRENCY |       | TOTAL COST |            |           | UNIT COST |
|                  |                                                                |          |      |                      |            |                                           |                     |                      | %                   | VALUE |            |            |           |           |
| (1)              | (2)                                                            | (3)      | (4)  | (5)                  | (6)        | (7)                                       | (8)                 | (9)                  | (10)                | (11)  | (12)       | (13)       |           |           |
| Meals for 3 days |                                                                |          |      |                      |            |                                           |                     |                      |                     |       |            |            |           |           |
| DAY 1            |                                                                |          |      |                      |            |                                           |                     |                      |                     |       |            |            |           |           |
| 1                | AM Snacks (Pancit Canton, Juice)                               | 13       | pax  | 100.00               | 1,300.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 2                | Lunch (Rice, Pork Kansi, fried Tilapia Sauteed sayote, Fruits) | 13       | pax  | 235.00               | 3,055.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 3                | PM Snacks (Empanada, juice/coffee)                             | 13       | pax  | 100.00               | 1,300.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 4                | Dinner (Rice, Cordon bleu, fried Fish, Bulalo, fruits, juice)  | 13       | pax  | 235.00               | 3,055.00   |                                           |                     |                      |                     |       |            |            |           |           |
| DAY 2            |                                                                |          |      |                      |            |                                           |                     |                      |                     |       |            |            |           |           |
|                  | Breakfast (fried Rice, Fried Egg, Fried Bangus, juice, coffee) | 13       | pax  | 190.00               | 2,470.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 5                |                                                                | 13       | pax  | 100.00               | 1,300.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 6                | AM Snacks (Pancit, Coke Mismo)                                 | 13       | pax  |                      |            |                                           |                     |                      |                     |       |            |            |           |           |
|                  | Lunch (Rice, Meatballs w/ oriental sauce                       | 13       | pax  | 235.00               | 3,055.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 7                | Sinigang na isda, fruits, juice)                               | 13       | pax  | 100.00               | 1,300.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 8                | PM Snacks (Burger, Juice)                                      | 13       | pax  | 235.00               | 3,055.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 9                | Dinner (Rice, Tinola, Fried Fish, ensaladang talong, juice)    |          |      |                      | -          |                                           |                     |                      |                     |       |            |            |           |           |
| DAY 3            |                                                                |          |      |                      |            |                                           |                     |                      |                     |       |            |            |           |           |
|                  | Breakfast (fried Rice, Fried Egg, Beef Tapa, Coffee/Juice)     | 13       | pax  | 190.00               | 2,470.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 10               |                                                                |          |      |                      | -          |                                           |                     |                      |                     |       |            |            |           |           |
|                  | AM Snacks (Banana Bread, Coke Mismo)                           | 13       | pax  | 100.00               | 1,300.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 11               |                                                                | 13       | pax  | 235.00               | 3,055.00   |                                           |                     |                      |                     |       |            |            |           |           |
| 12               | Lunch (Rice, Pork Sisig, Fruits Sweet and Sour Fish, Drinks)   |          |      |                      | -          |                                           |                     |                      |                     |       |            |            |           |           |
| 13               | Accommodation for 2 nights                                     | 13       | pax  | 900.00               | 23,400.00  |                                           |                     |                      |                     |       |            |            |           |           |



|    |                              |   |     |          |                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----|------------------------------|---|-----|----------|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 14 | Seminar Hall for 3 days      | 3 | pax | 3,315.00 | 9,945.00         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    | XXXXXXXXXXXXXXXXXXXXXXXXXXXX |   |     |          | -                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    | <b>GRAND TOTAL</b>           |   |     |          | <b>60,060.00</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

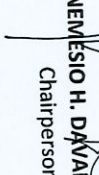
Prepared by

  
**RENELITO C. RICO**  
 Member, BAC Secretariat


Submitted by

  
 Engr. **MARK LESTER A. MAGPANTAY**  
 Head, BAC Secretariat

Recommending Approval

  
**NEMESIO H. DAVALOS, Ph.D.**  
 Chairperson, BAC

Approved

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





PURCHASE REQUEST

Fund Cluster:

| Office/Section :       |      | PR No.: PR24-0154                                                            |     | Date: February 1, 2024 |                       |
|------------------------|------|------------------------------------------------------------------------------|-----|------------------------|-----------------------|
|                        |      | Responsibility Center Code :                                                 |     |                        |                       |
| Stock/<br>Property No. | Unit | Item Description                                                             | Qty | Unit Cost              | Total Cost            |
|                        |      | Meals for 3 days                                                             |     |                        |                       |
|                        |      | Day 1                                                                        |     |                        |                       |
| 1                      | pax  | AM Snacks (Pancit Canton, juice)                                             | 13  | 100.00                 | 1,300.00              |
| 2                      | pax  | Lunch (Rice, Pork Kansi, Fried Tilapia<br>Sauted Sayote, Fruits )            | 13  | 235.00                 | 3,055.00              |
| 3                      | pax  | PM Snacks (Empanada, juice/coffee)                                           | 13  | 100.00                 | 1,300.00              |
| 4                      | pax  | Dinner (Rice, Cordon bleu, Fried Fish,<br>Bulalo, fruitS, juice)             | 13  | 235.00                 | 3,055.00              |
|                        |      | Day 2                                                                        |     |                        |                       |
| 5                      | pax  | Breakfast (Fried Rice, Fried Egg,<br>Fried Bangus, juice/coffee)             | 13  | 190.00                 | 2,470.00              |
| 6                      | pax  | AM Snacks (Pancit, Coke Mismo)                                               | 13  | 100.00                 | 1,300.00              |
| 7                      | pax  | Lunch (Rice, Meatballs w/ oriental sauce<br>Sinigang na isda, fruits, juice) | 13  | 235.00                 | 3,055.00              |
| 8                      | pax  | PM Snacks (Burger, Juice)                                                    | 13  | 100.00                 | 1,300.00              |
| 9                      | pax  | Dinner (Rice, Tinola, Fried Fish,<br>ensaladang talong, juice)               | 13  | 235.00                 | 3,055.00              |
|                        |      | Day 3                                                                        |     |                        |                       |
| 10                     | pax  | Breakfast (Fried Rice, Fried Egg,<br>Beef Tapa, Coffee/Juice)                | 13  | 190.00                 | 2,470.00              |
| 11                     | pax  | AM Snacks (Banana Bread, Coke Mismo)                                         | 13  | 100.00                 | 1,300.00              |
| 12                     | pax  | Lunch (Rice, Pork Sisig, Fruits<br>Sweet and Sour Fish, Drinks)              | 13  | 235.00                 | 3,055.00              |
| 13                     | pax  | Accommodation for 2 nights                                                   | 13  | 900.00                 | 11,700.00 - 23,400.00 |
| 14                     | pax  | Seminar Hall for 3 days                                                      | 3   | 3,315.00               | 9,945.00              |
| Grand Total            |      |                                                                              |     |                        | P 60,060.00           |

Purpose: Meals and accommodation for the conduct of the activity entitled "Project Revalidation and Terminal Writeshop"

- 46,360.00

|                |                            |                              |  |                                         |                              |
|----------------|----------------------------|------------------------------|--|-----------------------------------------|------------------------------|
| Requested by:  |                            | Recommending Approval:       |  | Approved as to<br>Availability of Funds | Approved by:                 |
| Signature :    |                            |                              |  |                                         |                              |
| Printed Name : | ENGR. MARK KEYLORD S. ONAL | CHRISTIAN ANTHONY C. AGUTAYA |  | ROVELYN P. ROXAS                        | CHRISTIAN ANTHONY C. AGUTAYA |
| Designation :  | Project Leader             | VP for RDE                   |  | Budget Officer III                      | OIC-University President     |

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PURCHASE REQUEST

Fund Cluster:

| Office/Section :       |      | PR No.: PR24-0154<br>Responsibility Center Code :                            |     | Date: February 1, 2024                  |             |
|------------------------|------|------------------------------------------------------------------------------|-----|-----------------------------------------|-------------|
| Stock/<br>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<br>Sauted Sayote, Fruits)             | 13  | 235.00                                  | 3,055.00    |
|                        | pax  | PM Snacks (Empanada, juice/coffee)                                           | 13  | 100.00                                  | 1,300.00    |
|                        | pax  | Dinner (Rice, Cordon bleu, Fried Fish,<br>Bulalo, fruitS, juice)             | 13  | 235.00                                  | 3,055.00    |
|                        |      | Day 2                                                                        |     |                                         |             |
|                        | pax  | Breakfast (Fried Rice, Fried Egg,<br>Fried Bangus, juice/coffee)             | 13  | 190.00                                  | 2,470.00    |
|                        | pax  | AM Snacks (Pancit, Coke Mismo)                                               | 13  | 100.00                                  | 1,300.00    |
|                        | pax  | Lunch (Rice, Meatballs w/ oriental sauce<br>Sinigang na isda, fruits, juice) | 13  | 235.00                                  | 3,055.00    |
|                        | pax  | PM Snacks (Burger, Juice)                                                    | 13  | 100.00                                  | 1,300.00    |
|                        | pax  | Dinner (Rice, Tinola, Fried Fish,<br>ensaladang talong, juice)               | 13  | 235.00                                  | 3,055.00    |
|                        |      | Day 3                                                                        |     |                                         |             |
|                        | pax  | Breakfast (Fried Rice, Fried Egg,<br>Beef Tapa, Coffee/Juice)                | 13  | 190.00                                  | 2,470.00    |
|                        | pax  | AM Snacks (Banana Bread, Coke Mismo)                                         | 13  | 100.00                                  | 1,300.00    |
|                        | pax  | Lunch (Rice, Pork Sisig, Fruits<br>Sweet and Sour Fish, Drinks)              | 13  | 235.00                                  | 3,055.00    |
|                        | 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<br>101-200-02-908<br>50207020W |             |
|                        |      | Grand Total                                                                  |     |                                         | P 60,060.00 |

Purpose: Meals and accommodation for the conduct of the activity entitled "Project Revalidation and Terminal Writeshop"

|                |                            |                              |                    |                                         |              |
|----------------|----------------------------|------------------------------|--------------------|-----------------------------------------|--------------|
| Requested by:  |                            | Recommending Approval:       |                    | Approved as to<br>Availability of Funds | Approved by: |
| Signature :    |                            |                              |                    |                                         |              |
| Printed Name : | ENGR. MARK KEYLORD S. ONAL | CHRISTIAN ANTHONY C. AGUTAYA | ROVELYN P. ROXAS   | CHRISTIAN ANTHONY C. AGUTAYA            |              |
| Designation :  | Project Leader             | VP for RDE                   | Budget Officer III | OIC-University President                |              |



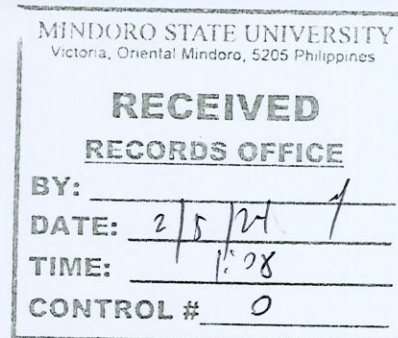


February 5, 2024

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

Dear Dr. Agutaya,

Warm greetings from IABE!



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.

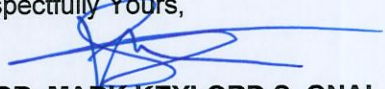
The project team headed by Engr. Mark Keylord S. Onal, together with Engr. Randy A. Joco as Study Leader, and Karen Kate T. Arteza, Ralph Jhon M. Bajita, Sharon Love M. Cruz and Erwin P. Ramirez as Science Research Assistants are requesting to conduct a three-day writeshop to fully comply with the requirements 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.

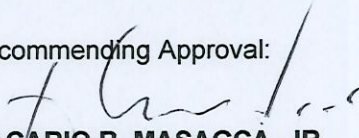
Attached herewith are the Writeshop proposal, Budget proposal, and the Proposed Program of Activities.

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

MSU-ACA-FR-09.05





## PROPOSAL

### I. BASIC INFORMATION:

|                           |                                                              |
|---------------------------|--------------------------------------------------------------|
| Title of the Project:     | <b>Project Revalidation and Terminal Report Writeshop</b>    |
| Proponent:                | <b>Engr. Mark Keylord S. Onal<br/>OIC-Head, IABE</b>         |
| Persons Involved:         | <b>Study Leader and Science Research Assistants</b>          |
| Implementation:           | <b>February 15 to 17, 2024<br/>8:00 AM to 8:00 PM</b>        |
| Venue:                    | <b>South Drive Beach Resort, Bulalacao, Oriental Mindoro</b> |
| Target Participants:      | <b>Anthropometry Project Team</b>                            |
| Target # of Participants: | <b>13</b>                                                    |
| Budget:                   | <b>Php 60,060.00</b>                                         |

### 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 musculoskeletal 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

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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. Icalla**

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*

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Budget Proposal / Expected Expenses:

| Particulars                                                       | Amount (Php) |
|-------------------------------------------------------------------|--------------|
| 13 Participants<br>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

DAY 1

9:00 AM – 12:00 NN

|                                                        |                                                                       |
|--------------------------------------------------------|-----------------------------------------------------------------------|
| Registration                                           |                                                                       |
| Invocation .....                                       | Video Presentation                                                    |
| National Anthem .....                                  | Video Presentation                                                    |
| MinSU Hymn .....                                       | Video Presentation                                                    |
| Opening Remarks .....                                  | <b>Dr. Nemesio H. Davalos</b><br>VP for Academic Affairs              |
| Inspirational Message .....                            | <b>Dr. Christian Anthony C. Agutaya</b><br>OIC – University President |
| Writeshop Overview .....                               | <b>Engr. Mark Keylord S. Onal</b><br>OIC-Head, IABE                   |
| Introduction to the Resource Person .....              | <b>Engr. Randy A. Joco</b><br>Instructor, IABE                        |
| <i>Topic 1: MinSU R&amp;D Agenda and Updates .....</i> | <b>Macario B. Masagca, Jr</b><br>Director for Research & Development  |
| Awarding of Certificates                               |                                                                       |

1:00 PM – 5:00 PM

|                                                                                                            |                                                                                 |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Introduction to the Resource Person .....                                                                  | <b>Engr. Marjun E. Caguay</b><br>Instructor, IABE                               |
| <i>Topic 2: MinSU Extension Activities and Possible Role<br/>of IABE Faculty Members .....</i>             | <b>Dr. Lourdes V. Icalla</b><br>Director for Extension & Technology<br>Transfer |
| Awarding of Certificates                                                                                   |                                                                                 |
| Introduction to the Resource Person .....                                                                  | <b>Engr. Didrey Monet Kesia I. Dawis</b><br>Instructor, IABE                    |
| <i>Topic 3: Instructional Materials Development .....</i>                                                  | <b>John Edgar S. Anthony</b><br>Dean, College of Computer Studies               |
| Awarding of Certificates                                                                                   |                                                                                 |
| Introduction to the Resource Person .....                                                                  | <b>Erwin P. Ramirez</b><br>Science Research Assistant                           |
| <i>Topic 4: Anthropometric Profile of Male and Female<br/>Farmers in Oriental Mindoro, Philippines ...</i> | <b>Engr. Mark Keylord S. Onal</b><br>Project Leader                             |

SHARON LOVE M. CRUZ  
Master of Ceremony

MSU-ACA-FR-09.05





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                                                                                                             |                                                           |
| Invocation .....                                                                                                         | Video Presentation                                        |
| National Anthem .....                                                                                                    | Video Presentation                                        |
| MinSU Hymn .....                                                                                                         | Video Presentation                                        |
| Recap of Day 1 .....                                                                                                     | <b>Karen Kate T. Arteza</b><br>Science Research Assistant |
| Introduction to the Resource Person .....                                                                                | <b>Karen Kate T. Arteza</b><br>Science Research Assistant |
| Topic 5: <i>Establishment of Static Reach Envelope of Male and Female Farmers in Oriental Mindoro, Philippines</i> ..... | <b>Engr. Randy A. Joco</b><br>Instructor, IABE            |
| Presentation of Comments and Suggestions from the Technical Consultants .....                                            | <b>Ralph Jhon M. Bajita</b><br>Science Research Assistant |

1:00 PM – 5:00 PM

|                                                     |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|
| Presentation of the Database Management System..... | <b>Erwin P. Ramirez</b><br>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             |                                                    |
| Invocation .....         | Video Presentation                                 |
| National Anthem .....    | Video Presentation                                 |
| MinSU Hymn .....         | Video Presentation                                 |
| Recap of Day 2 .....     | Ralph Jhon M. Bajita<br>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            |
|    |                                     |                                              |
|    | ANTHROPOMETRY 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                                  |





February 6, 2024

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

|                                                                          |         |
|--------------------------------------------------------------------------|---------|
| MINDORO STATE UNIVERSITY<br>Victoria, Oriental Mindoro, 5205 Philippines |         |
| <b>RECEIVED</b>                                                          |         |
| <b>RECORDS OFFICE</b>                                                    |         |
| BY:                                                                      | _____   |
| DATE:                                                                    | 2/14/24 |
| TIME:                                                                    | 1:33    |
| CONTROL #                                                                | 0       |

Dear Dr. Agutaya,

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.

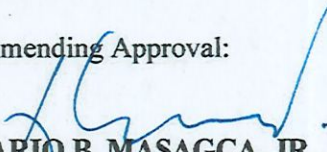
The remaining project allocated budget amounting Php 78,896.75 will be adjusted to align with the specific requirements essential for the project's successful completion. Relating to this, the project team would like to request for your approval to utilize the project fund amounting **Php 60,060.00**. 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.

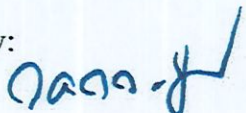
Very truly yours,

  
**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





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          |
| <b>GRAND TOTAL</b>         | <b>299,302.86</b> | -        | <b>299,302.86</b> |

| Realignment in Fuel and 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        |
| Project Revalidation and Terminal Report Writeshop |           |          |           |             | +60,060.00  | 60,060.00        |
| <b>Grand Total</b>                                 |           |          |           |             |             | <b>78,896.75</b> |


MDS-14-7  
101-200 - 02-11  
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**“Project Revalidation and Terminal Report Writeshop”**

**Breakdown of Expenses**

| PARTICULARS                                                            | ALLOTMENT        |
|------------------------------------------------------------------------|------------------|
| Accommodation and Food for three-days training<br>February 15-17, 2024 | 60,060.00        |
| <b>Total</b>                                                           | <b>60,060.00</b> |

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     |
|-------------|--------------------------------------------------|------------|------------|
| <b>I.</b>   | <b>Availability</b>                              | <b>100</b> | <b>100</b> |
| <b>II</b>   | <b>Location and Site Condition</b>               |            |            |
|             | 1. Accessibility                                 | (50)       | 49         |
|             | 2. Parking space                                 | (50)       | 45         |
|             |                                                  | <b>100</b> | <b>94</b>  |
| <b>III.</b> | <b>Neighborhood Data</b>                         |            |            |
|             | 1. Sanitation and health condition               | (25)       | 24         |
|             | 2. Police and fire station                       | (25)       | 24         |
|             | 3. Restaurant                                    | (25)       | 25         |
|             | 4. Banking and Postal                            | (25)       | 23         |
|             |                                                  | <b>100</b> | <b>96</b>  |
| <b>IV.</b>  | <b>Venue</b>                                     |            |            |
|             | a. Structural condition                          | (20)       | 19         |
|             | b. Functionality                                 |            |            |
|             | a. Conference Rooms                              | (10)       | 10         |
|             | b. Room arrangement (e.g., single, double, etc.) | (5)        | 5          |
|             | c. Light, ventilation, and air conditioning      | (5)        | 5          |
|             | d. Space requirements                            | (5)        | 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)        | 0          |
|             | g. Audio visual equipment                        | (5)        | 4          |
|             | d. Other requirements                            |            |            |
|             | a. Maintenance                                   | (5)        | 5          |
|             | b. Attractiveness                                | (5)        | 5          |
|             | c. Security                                      | (5)        | 4          |
|             | e. Catering Services                             | (5)        | 5          |
|             | f. Client's satisfactory rating                  | (5)        | 5          |
|             |                                                  | <b>100</b> | <b>94</b>  |

Southdrive Bay Resort Hotel



|              | RATING FACTORS              | WEIGHT (%) | RATING |
|--------------|-----------------------------|------------|--------|
| I.           | Availability                | X (.5) =   | 50     |
| II.          | Location and Site Condition | X (.1) =   | 9.4    |
| III.         | Neighborhood Data           | X (.05) =  | 4.8    |
| IV.          | Venue                       | X (.35) =  | 32.9   |
| 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    |
|-------------|--------------------------------------------------|------------|-----------|
| <b>I.</b>   | <b>Availability</b>                              | <b>100</b> | <b>97</b> |
| <b>II</b>   | <b>Location and Site Condition</b>               |            |           |
|             | 1. Accessibility                                 | (50)       | 43        |
|             | 2. Parking space                                 | (50)       | 42        |
|             |                                                  | <b>100</b> | <b>85</b> |
| <b>III.</b> | <b>Neighborhood Data</b>                         |            |           |
|             | 1. Sanitation and health condition               | (25)       | 22        |
|             | 2. Police and fire station                       | (25)       | 22        |
|             | 3. Restaurant                                    | (25)       | 24        |
|             | 4. Banking and Postal                            | (25)       | 20        |
|             |                                                  | <b>100</b> | <b>88</b> |
| <b>IV.</b>  | <b>Venue</b>                                     |            |           |
|             | 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         |
|             | d. Fire escapes                                  | (4)        | 3         |
|             | e. Fire fighting equipment                       | (4)        | 3         |
|             | f. Internet and Telecommunications               | (4)        | 3         |
|             | g. Audio visual equipment                        | (5)        | 3         |
|             | d. Other requirements                            |            |           |
|             | a. Maintenance                                   | (5)        | 4         |
|             | b. Attractiveness                                | (5)        | 3         |
|             | c. Security                                      | (5)        | 3         |
|             | e. Catering Services                             | (5)        | 3         |
|             | f. Client's satisfactory rating                  | (5)        | 3         |
|             |                                                  | <b>100</b> | <b>72</b> |

By the Sea Hotel



|              | RATING FACTORS              | WEIGHT (%) | RATING      |
|--------------|-----------------------------|------------|-------------|
| I.           | Availability                | X (.5) =   | 48.5        |
| II.          | Location and Site Condition | X (.1) =   | 8.5         |
| III.         | Neighborhood Data           | X (.05) =  | 4.9         |
| IV.          | Venue                       | X (.35) =  | 25.2        |
| FACTOR VALUE |                             |            | <u>86.6</u> |

**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     |
|      |                                                  | 100        | 84     |
| III. | Neighborhood Data                                |            |        |
|      | 1. Sanitation and health condition               | (25)       | 23     |
|      | 2. Police and fire station                       | (25)       | 23     |
|      | 3. Restaurant                                    | (25)       | 22     |
|      | 4. Banking and Postal                            | (25)       | 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)        | 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        | 64     |

Sankara 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 |                             |            | 84.35  |

**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.

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| PARTICULARS        | Number of Participants | Date           | SOUTHDRIIVE 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          |
|                    |                        |                | 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                 |

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**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines



**IABE**

INSTITUTE OF AGRICULTURAL & BIOSYSTEMS ENGINEERING



BAGONG PILIPINAS

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

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