Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS

**University Bids and Awards Committee**
**Resolution No. 87-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 CURRICULUM REVIEW AND ENHANCEMENT TRAINING FOR THE CCJE DEPARTMENT OF MinSU**

**WHEREAS**, the **Mindoro State University (MinSU)** through the College of Criminal Justice Education (CCJE) will host a **Curriculum Review and Enhancement Training** on May 15-17, 2024 and intends to lease a venue with food and accommodation, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty-Five Thousand Four Hundred Forty Pesos (Php125,440.00);**

**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 CCJE 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) **ADH (Arnulfo D. Helera) Development Group, Inc.** (2) **Francesca Resort and Hotels Incorporation** and (3); **Amor Beach Resort**;

**WHEREAS,** the detailed evaluation resulted in the following:

| ABC Amount | NAME OF LESSOR | AMOUNT OFFER |
|---|---|---|
| Php125,440.00 | **ADH (Arnulfo D. Helera) Development Group, Inc.** | Php125,440.00 |
| | **Francesca Resort and Hotels Incorporation** | Php137,980.00 |
| | **Amor Beach Resort** | Php141,800.00 |

**WHEREAS,** the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive; and declared **ADH (Arnulfo D. Helera) Development Group, Inc.**, as the winning lessor with the Lowest Calculated Responsive Bid (LCRB);

**WHEREAS,** the TWG of MinSU certified that the lessor complied with the evaluation and recommended the awarding of contract for the Lease of Venue including Meals and Accommodation for the conduct of **Curriculum Review and Enhancement Training** to **ADH (Arnulfo D. Helera) Development Group, Inc.** with an official address at Brgy. Quezon St., Zone III, Pinamalayan, Oriental Mindoro.

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

**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 **ADH (Arnulfo D. Helera) Development Group, Inc.** 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 **One Hundred Twenty-Five Thousand Four Hundred Forty Pesos (Php125,440.00);**

**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 3rd day of May, 2024.

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

**ANSELMO R. ULEP, JR.**
BAC Vice-Chairperson

**ELVI C. ESCAREZ, *Ph.D.***
BAC Member

**MELGAR G. FADRIQUELAN**
BAC Member

**CIEDELLE P. SALAZAR *Ph.D***
BAC Member

Approved/Disapproved

**CHRISTIAN ANTHONY C. AGUTAYA, *Ph.D.***
OIC- Office of theUniversity President
Date: _____

# SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

**THIS SERVICE AGREEMENT**, made and entered into this 10th day of May, 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-

**ADH Arnulfo D. Helera Development Group, Inc.**, with principal address at **Lower Bongol Pili, Pinamalayan, Oriental Mindoro** represented by **Arnulfo D Helera**, Authorized Representative, herein referred to as the **"Second Party"**

**W I T N E S S E T H**

1. That the First Party is in need of the services for the project **"Curriculum Review and Enhancement Cum Team Building with A theme Empowering through Collaborative and Adaptive Curriculum"**
2. That the Second Party signified intention of providing services needed by the First Party for the above stated activity;
3. That the Second Party is capacitated to provide the above cited services after it has been found complying and responsive to the services being required;
4. That the Second Party hereby attests of being not related within the third degree of consanguinity or affinity to the representative of the First Party;
5. That in view of hereof, the Second Party is contracted by the First Party to provide services for "Curriculum Review and Enhancement Cum Team Building with A theme Empowering through Collaborative and Adaptive Curriculum"
6. That the total contract price is **One Hundred twenty-five thousand four hundred forty pesos (125 440.00)**
7. That the First Party agreed to pay the Second Party in full, upon completion of the Services for "Lease of Venue with Meals and Accommodation for " Curriculum Review and Enhancement Cum Team Building with A theme Empowering through Collaborative and Adaptive Curriculum"
8. That the services shall be completed within three days.
9. That the amount of one-tenth (1/10) of one percent (1%) of the contract amount per day for liquidated damages is hereby declared and understood to include all losses and cost of whatever nature the Government will sustain because of the failure of the **SECOND PARTY** to complete the contract within the stipulated time.

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this 10th day of May 2024 at MinSU, Alcate, Victoria, Oriental Mindoro, Philippines.

First Party

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

Second Party

**ARNULFO D, HELERA**
Authorized Representative

Witnesses:

**DR. SALCEDO B. TANGUID JR**
Dean of CCJE

**RICA H. CABATAY**
Front Desk Associate

# ACKNOWLEDGEMENT

Republic of the Philippines)
Province of _____) S.S.
Municipality of _____)

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

| NAME | ID presented | Date / Place Issued |
|---|---|---|
| Dr. Christian Anthony C. Agutaya | PRC ID No. 0796092 | Dec. 12, 2002/ PRC Manila |
| **Arnulfo D Helera** | 010-007-213-00001 | May 18, 2018 |

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

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

WITNESS MY HAND AND SEAL, this ____ day of _____, 2024 at _____.

**NOTARY PUBLIC**

ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 83176
IBP OR No. 371343/ 12-21-2023/ Or. Mindoro
PTR No. 1222466A/ 01-02-2024/ Calapan City
MCLE Compliance: Until 04-14-25

Doc No. 385
Page No. 78
Book No. 7
Series of 2024

# CERTIFICATE OF COMPLETION

| | | |
|---|---|---|
| SCHOOL/ OFFICE | : | **COLLEGE OF CRIMINAL JUSTICE EDUCATION** |
| NAME OF PROJECT | : | **CURRICULUM REVIEW AND ENHANCEMENT CUM TEAM BUILDING** |
| LOCATION | : | **BULAKLAK RESORT, PINAMALAYAN, ORIENTAL MINDORO** |
| SUPPLIER/ CATERER | : | **ARNULFO D. HERRERA** |
| ADDRESS | : | **QUEZON ST. ZONE III, PINAMALAYAN, ORIENTAL MINDORO** |

This is to certify that the above-stated meals, venue and accommodation for Curriculum Review and Enhancement Cum Team Building, has been satisfactorily completed with the provisions contained in the contract.

Issued upon the completion of the delivery of goods dated May 15-17, 2024, for the purpose of payment.

Done this 9th day of July 2024.

Certified:

**RICHELLE V. TANGUID**
*Assistant Professor II*

Noted:

**SALCEDO B. TANGUID JR., *Ph. D.***
*Dean, College of Criminal Justice Education*

Approved:

**ELVI C. ESCAREZ, *Ph. D.***
*Campus Executive Director, MCC*

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

CCJE
College of Criminal Justice Education

BAGONG PILIPINAS

**Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***
May 15, 2024

| | Name | Agency | Designation | Signature |
|---|---|---|---|---|
| 1 | Theodore M. Timpan | TSU | Director, OGQM | |
| 2 | Myra Jean S. Osinsao | | Parents | |
| 3 | Polemer M. Cuarto | MINSU | Coordinator, R&D | |
| 4 | JOI AUBERT JOHN DELAPEÑA | BJMP | REPRESENTATIVE | |
| 5 | BATONG JESTER | | | |
| 6 | Comighod, Ramon Jr. | | | |
| 7 | Orangan, Raymark | | | |
| 8 | Velasquez Nona D. | MinSU | Faculty | |
| 9 | Krystle Joy B. Jandulong | Min SU | Faculty | |
| 10 | Taladtad, Raymond | Min SU | Faculty | |
| 11 | GARCIA, JONATHAN | PNP | Pat / Representative | |
| 12 | JOSEPH LARRACAS | PNP MARITIME | PSSg / PCR / admin | |
| 13 | REYNALDO D DAEP | PNP MARITIME | PEMS / OFSPO | |
| 14 | DARREN JOHN B CAYABO | PNP MARITIME | PCpl / Investigator | |
| 15 | PSSg Jose Paulo Enriquez | Calapan CPS | Plans & Programs PNCO | |
| 16 | PSSg Tezza D Ramat | Bongabong MPS | Asst. Operations PNCO | |
| 17 | PMaj RHONDEE SIBOL | HPG | TL, OPMIN | |
| 18 | PLT ROSELYN ELEGINO | HPG | Deputy Chief, OPMIN | |
| 19 | Pcpt Alanis Gerwin Gay P | HPG | PCP PNCO | |
| 20 | PSMS Adeva JS | HPG | MMOI PNCO | |
| 21 | MELDRIC LIM | HPG | " " | |
| 22 | Cabugabon, Kergin | " " | " " | |
| 23 | NICKO OSINSAO | MINSU | Student | |
| 24 | De Guzman, Glanys Wajima Rocella | MinSU | Faculty | |
| 25 | CHRISTINE JAE ACEDERA | | ALUMNI | |
| 26 | ESPIRITU, ROMELYN P. | MinSU | Faculty | |

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College of Criminal Justice Education

BAGONG PILIPINAS

**Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***
May 15, 2024

| | Name | Agency | Designation | Signature |
|---|---|---|---|---|
| 1 | Bernadeth P. de Guzman | MINSU - Calapan City | Assistant Prof III | |
| 2. | MENDOZA, GREG E. | Minsu - Calapan City | STUDENT | |
| 3 | Richelle V. Tangub | MINSU-CALAPAN CITY | Assistant Prof I | |
| 4 | Danilo L. Papa Jr. | MinSu-Calapan | Faculty | |
| 5 | Elanie M. Mendoza | MINSU - Calapan | Faculty | |
| 6 | Theodore Timpac | TSG | Director | |
| 7 | SALCEDO TANGUAD | MINSU | DEAN | |
| 8 | DENNESIO H. DANALOS | MINSU | VPAA | |
| 9 | CHRISTINE A. LUZON-GERMAN | MINSU | WGAD Director | |
| 10 | WILLIAM M. RAMIREZ | MINSU | FACULTY | |
| 11 | Paladan, Raymond F | MINSU | Faculty | |
| 12 | Krystle Joy R. Jandulong | MiSU | Faculty | |
| 13 | Nona D. Velasquez | MINSU | Faculty | |
| 14 | Kenneth Joy Pedernal | | Stake Holder | |
| 15 | Mary Rose Venturio | | Stake Holder | |
| 16 | Grace Untucio | | Stake Holder | |
| 17 | CHRISTINE JAYE ACUDERA | [illegible] | ALUMNI | |
| 18 | ROMELYN P. ESPIRITU | MINSU | Faculty | |
| 19 | JONATHAN FABRIGUERA | BFP - CCPJ | OPERATIONS | |
| 20 | JOAN HARWEY TOLENTINO | BFP CCPJ | EMN | |
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Mindoro State University
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CCJE
College of Criminal Justice Education

BAGONG PILIPINAS

**Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***
May 16, 2024

| | Name | Agency | Designation | Signature |
|---|---|---|---|---|
| 1 | ROMELYN P. ESPIRITU | MINSU | FACULTY | |
| 2 | Verna Fe V. Casabar | minSO | faculty/Instructor I | |
| 3 | WILLIAM M. RAMIREZ | MINSU | FACULTY | |
| 4 | Danilo L. Pupas Jr. | MinSU | Faculty | |
| 5 | De Guzman, Glanys Wajima Rocell A. | MinSU | Faculty | |
| 6 | Nona D. Velasquez | MinSU | Faculty | |
| 7 | SALCEDO B. TANGUID, JR. | MINSU | DEAN | |
| 8 | Theodore Tinjan | TSU | Director | |
| 9 | Polemer Cuarto | MINSU | R&D Coordinator | |
| 10 | Edario Mendoza | MINSU | Faculty | |
| 11 | Raymark F. Tabaldan | MinSU | Faculty | |
| 12 | ALICE RAMOS | MinSU | guest | |
| 13 | CHRISTINE A. LUZON-GERMAN | MINSU | WGAD Director | |
| 14 | Krystle Joy R. Jandulong | MinSU | Faculty | |
| 15 | BENEDICTO H. DAUAZOS | MinSU | VPAA | |
| 16 | Bernadette P. de Guzman | MinSU | Faculty | |
| 17 | MENDOZA, GREG C | MinSU | STUDENT | |
| 18 | NIKKO OSINSAO | MINSU | STUDENT | |
| 19 | Richelle Tangunan | MINSU | FACULTY | |
| 20 | Kevin Gipan | CCRS | PCR | |
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College of Criminal Justice Education

BAGONG PILIPINAS

**Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***
May 17, 2024

| | Name | Agency | Designation | Signature |
|---|---|---|---|---|
| 1 | ROMELYN P. ESPIRITU | MINSU | FACULTY | |
| 2 | Verna Fe V. Casabar | MinSU | faculty / Instructor I | |
| 3 | Ponilo C. Tupas Jr. | MinSU | Faculty Instructor | |
| 4 | WILLIAM M. RAMIREZ | MINSU | FACULTY | |
| 5 | DE GUZMAN, GLADYS WEDNA ROCEL | MinSU | Faculty | |
| 6 | Nona D. Velasquez | MinSU | Faculty | |
| 7 | SALCEDO TANGUIG, JR. | MINSU | DEAN | |
| 8 | Theodore Trujillo | TSU | Director | |
| 9 | Polemor M. Cuarto | MINSU | R&D Coordinator | |
| 10 | CHRISTINE A. LUZON-GERMAN | MINSU | WGAD Director | |
| 11 | Elanie Mendoza | MINSU | Faculty | |
| 12 | Raymond P. Tabalotal | MinSU | Faculty | |
| 13 | ALICE RAMOS | MinSU | guest | |
| 14 | Kaystle Jay R. Jandulong | MinSU | Faculty | |
| 15 | NENESIO H. DALIRES | MinSU | UPAA | |
| 16 | Bernadeth P. de Guzman | MinSU | faculty | |
| 17 | MENDOZA, GREG E | MinSU | STUDENT | |
| 18 | NIKKO OSINSAO | MINSU | STUDENT | |
| 19 | Richelle V. Tangay | MINSU | FACULTY | |
| 20 | CHRISTINE JOYCE AGUIRRE | | ALUMNI | |
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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

CCJE
College of Criminal Justice Education

BAGONG PILIPINAS

# ATTENDANCE SHEET

**Event: Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***

**Date:** MARCH 15, 2024

| | NAME | AM | | PM | |
|---|---|---|---|---|---|
| | | IN | OUT | IN | OUT |
| 1 | JOI ALBERT JOHN DELA PEÑA | | | | |
| 2 | Comighod Ramon M. Jr. | | | | |
| 3 | Orongan, Raymark B. | | | | |
| 4 | Baring Jester D. | | | | |
| 5 | POLEMER CUARTO | | | | |
| 6 | Verna Fe V. Casabar | | | | |
| 7 | [illegible] | | | | |
| 8 | Raymond F. Taladtod | | | | |
| 9 | WILLIAM M. RAMIREZ | | | | |
| 10 | Velasquez Nona D. | | | | |
| 11 | Jandulong, Krystle Joy A. | | | | |
| 12 | PSSg Tezza D Ramat | | | | |
| 13 | PAT GARCIA, JONATHAN V | | | | |
| 14 | PSSg Jose Paulo Enriquez | | | | |
| 15 | PSSG MARIEL JOSEPH M. LARRACAS | | | | |
| 16 | PCpl Darren John B Cayabo | | | | |
| 17 | PEING REYNALDO D DAEP | | | | |
| 18 | Myra Jean S. OSINSAO | | | | |
| 19 | OSINSAO, NIKKO S. | | | | |
| 20 | Bernadeth P. de Guzman | | | | |
| 21 | [illegible] C. [illegible] Jr. | | | | |
| 22 | MENDOZA, GREG E | | | | |
| 23 | Elanie Mendoza | | | | |
| 24 | Richelle V. Tanguid | | | | |
| 25 | Pergin Rosh Cabuyabam | | | | |
| 26 | PAT DEOVEN KING ALAMIS | | | | |
| 27 | PMAJ RHANDEE SIBAL | | | | |
| 28 | MELDRICK LIM | | | | |
| 29 | PSMS Jaynis S Adova | | | | |
| 30 | Pgl Jerick John M Sapallo | | | | |
| 31 | Theodore M. Tinpan | | | | |
| 32 | SALCEDO TANGUID | | | | |
| 33 | CHRISTINE JOYE ACEDERA | | | | |
| 34 | ROMELYN ESPIRITU | | | | |
| 35 | JONATHAN FABRIGUER | | | | |
| 36 | John Harvey Tokwiro | | | | |
| 37 | Keren Gipan | | | | |
| 38 | WIL TANGLAO | | | | |
| 39 | RENZ JOSEPH LEOCADIO | | | | |
| 40 | ARDEL C. JACOBA | | | | |

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

CCJE
College of Criminal Justice Education

BAGONG PILIPINAS

# ATTENDANCE SHEET

**Event: Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***

**Date:** May 16, 2024

| | NAME | AM | | PM | |
|---|---|---|---|---|---|
| | | IN | OUT | IN | OUT |
| 1 | ALICE R. RAMOS | | | | |
| 2 | LAWRENCE A. RAMOS | | | | |
| 3 | WILLIAM M. RAMIREZ | | | | |
| 4 | ROMELYN P. ESPIRITU | | | | |
| 5 | Verna Fe V. Casabar | | | | |
| 6 | Polemer M. Cuarto | | | | |
| 7 | Velasquez Nona | | | | |
| 8 | Krystle Joy R. Jandulong | | | | |
| 9 | Najima Rocell De Guzman | | | | |
| 10 | Raymond F. Taladtad | | | | |
| 11 | Bongdeth P. de Guzman | | | | |
| 12 | Theodore Tungao | | | | |
| 13 | Rochelle V. Tanguia | | | | |
| 14 | MENDOZA, GREG E. | | | | |
| 15 | Danilo C. Ruiz JR. | | | | |
| 16 | MENDOZA GIANNE | | | | |
| 17 | SALCEDO TAMBUNID JR. | | | | |
| 18 | CHRISTINE A. LUZON-GERMAN | | | | |
| 19 | Demesio H. Davalos | | | | |
| 20 | [illegible] | | | | |
| 21 | Theodore M. Tungao | | | | |
| 22 | CHRISTINE JOYE ALCEDERA | | | | |

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

CCJE
College of Criminal Justice Education

BAGONG PILIPINAS

# ATTENDANCE SHEET

**Event: Curriculum Review and Enhancement cum Team Building**
**Theme: *Empowering Learners through Collaborative and Adaptive Curriculum"***

**Date:** May 4, 2024

| | NAME | AM | | PM | |
|---|---|---|---|---|---|
| | | IN | OUT | IN | OUT |
| 1 | MENDOZA, GREG E | | | | |
| 2 | Bernadeth P. de Guzman | | | | |
| 3 | Richelle V. Tanguid | | | | |
| 4 | Polemer M. Cuarto | | | | |
| 5 | Raymond F. Taladtad | | | | |
| 6 | Velasquez Nona D. | | | | |
| 7 | De Guzman, Glaya Wajima Rocell A. | | | | |
| 8 | GALGEO, TANCIAN | | | | |
| 9 | Theodore M. Tinjero | | | | |
| 10 | Elanie Madoma | | | | |
| 11 | Verna Fe V. Caschar | | | | |
| 12 | ROMELYN P. ESPIRITU | | | | |
| 13 | OSINSAO, NIKKO S. | | | | |
| 14 | MENDOZA, GREG E. | | | | |
| 15 | Daniel E. TUPAZ JR | | | | |
| 16 | WILLIAM M. RAMIREZ | | | | |
| 17 | Krystle Joy R. Jandulong | | | | |
| 18 | CARISTINE JOYE ACUTERA | | | | |
| 19 | KEPPEN GIPAN | | | | |
| 20 | POBY ATIENZA | | | | |
| 21 | JIMSON G. MAPRIGA | | | | |
| 22 | JOMETZ PACIA | | | | |

**Bachelor of Science in Criminology**
**2024 Curriculum Revision**

## NARRATIVE REPORT

The College of Criminal Justice Education, under the leadership of Dean Dr. Salcedo B. Tanguid, Jr., conducted a three-day Curriculum Review and Enhancement workshop themed "Empowering Learners through Collaborative and Adaptive Curriculum (ELCAC)" from May 15 to 17, 2024. The event took place at Bulaklak Beach Resort in Pinamalayan, Oriental Mindoro. The workshop was attended by all faculty members of the College of Criminal Justice Education (CCJE) and various stakeholders, reflecting a collective effort to refine and advance the curriculum.

**MAY 15, 2024**

✓ **Departure, Arrival, and Preparation**

The CCJE faculty, staff, and selected student leaders departed from the MinSU-Calapan campus at exactly 6:00 AM, arriving at Bulaklak Beach Resort in Pinamalayan at 8:00 AM. Upon arrival, they began preparing the venue and arranging the necessary materials for the first activity of the event. From 10:00 to 11:00 AM, the guest speaker and stakeholders started to arrive, and the college welcomed them warmly. Each attendee was provided with a kit containing materials needed for the seminar.

✓ **First Activity- Seminar on Overview of the Criminology Curriculum**

At around 11:00 AM, the seminar commenced, hosted by Mrs. Bernadette P. De Guzman. The event began with a prayer led by Ms. Krystel Jandulong, followed by the playing of the AVP of the National Anthem and the MinSU Hymn. Dr. Salcedo B. Tanguid, Jr. delivered his opening remarks, which were followed by an inspirational message from the administration's representative, Dr. Polemer Cuarto. Dr. Tanguid then presented the existing and proposed curriculum. After the presentation, the audience was serenaded with a song performed by Ms. Romelyn Espiritu. Afterwards, the participants had their lunch.

After the lunch break, Mrs. Bernadette P. De Guzman reopened the event. Mrs. Elanie M. Mendoza then introduced the guest speaker, Atty. Theodore M. Timpac, PhD. Atty. Timpac gave a presentation on the overview of the Criminology curriculum and shared the best practices of Tarlac State University, highlighting its consistent performance as one of the top schools in the Criminologist Licensure Examination.

Following Atty. Timpac's presentation, an open forum began around 3:00 PM. Participants engaged with questions, comments, and suggestions about the presentations by Dr. Tanguid and Atty. Timpac. The presenters addressed these inquiries thoroughly. The forum concluded at exactly 4:08 PM.

Following the forum, the awarding of certificates to the guest speaker and participants commenced. This was followed by photo opportunities for all attendees. Mr. Danilo L. Tupaz, Jr. then delivered the closing remarks, bringing the seminar to a close at exactly 5:00 PM.

✓ **Second Activity- Team Building Activity**

At around 5:45 PM, the team-building activity began, involving the CCJE faculty, staff, and selected student leaders. Facilitated by Ms. Romelyn Espiritu, the participants were divided into two groups. The event featured a series of games, fostering camaraderie and teamwork among the participants. The team-building activity concluded at 10:00 PM.

**MAY 16, 2024**

✓ **First Activity- Seminar on Qualitative Research**

At around 9:00 AM on the second day, the first activity was a seminar on qualitative research, hosted by Ms. Krystel Jandulong. The event began with a prayer led by Ms. Nona Velasquez. Dr. Tanguid then delivered his opening remarks, followed by inspirational messages from Dr. Nemesio Davalos and Ms. Cristine L. German. The participants were once again serenaded by Ms. Romelyn Espiritu before Ms. Nona Velasquez introduced the speaker.

Dr. Alice Ramos commenced her presentation, focusing on Criminological Qualitative Research. She also addressed the application of research within the proposed curriculum, highlighting how research methodologies and findings can be integrated to enhance the academic program. Her insights provided the participants with valuable knowledge and perspectives. During the subsequent open forum, many questions

were posed, which Dr. Alice Ramos adeptly addressed, enriching the participants' understanding even further.

Following the open forum, the event proceeded with the awarding of tokens and a certificate to the guest speaker, Dr. Alice Ramos. Subsequently, Ms. Glanys Wajima Rocell De Guzman delivered the closing remarks, marking the end of the seminar at 11:30 AM.

✓ **Second Activity- Preparation and Critiquing of Syllabus**

At approximately one o'clock in the afternoon, Dr. Tanguid hosted a session for the preparation and critique of syllabi prepared by faculty members of the CCJE. Each faculty member presented their crafted syllabus, which was then critiqued by Dr. Tanguid, Atty. Timpac, Dr. Cuarto, and Dr. Davalos. These experts provided valuable insights, comments, suggestions, and recommendations aimed at enhancing the quality of the faculty's syllabi. The session concluded around five o'clock in the afternoon.

✓ **Third Activity- Socialization Night**

At around 7:00 PM, the socialization night commenced, with participation from all the faculty, staff, and selected student leaders of the college, along with the continued presence of Atty. Timpac. The event facilitated meaningful conversations on improving the college's operations and encouraged open communication among participants. Attendees shared their experiences and insights, fostering a collaborative atmosphere. Additionally, a series of mind games were conducted to further enhance the participants' capabilities. The session concluded around 10:00 PM.

**MAY 17, 2024**

✓ **Preparation of Course Description**

At approximately eight o'clock in the morning, under the direction of Dr. Salcedo Tanguid, Jr., the process of crafting the new course descriptions for the included courses in the proposed curriculum began. Dr. Tanguid organized the Criminology faculty members into specialized groups and assigned them the responsibility of proposing content for the course descriptions. Subsequently, these proposals were submitted to the dean for further consideration and review. The preparation of the course descriptions concluded at 11:30 AM.

✓ **Departure**

At approximately two o'clock in the afternoon, the participants departed from Bulaklak Beach Resort. Their journey concluded upon arrival in Calapan City at around four o'clock in the afternoon.

Therefore, the series of activities orchestrated under the leadership of Dr. Salcedo Tanguid, Jr. underscored a commitment to academic excellence and continuous improvement within the College of Criminal Justice Education (CCJE). From curriculum review and enhancement workshops to seminars on qualitative research and syllabi preparation, each event served as a platform for faculty members and stakeholders to collaborate, exchange insights, and refine educational practices. Through these endeavors, the CCJE not only demonstrated a proactive approach to curriculum development but also emphasized the importance of fostering a culture of innovation and scholarship. As a result, the College is poised to deliver a curriculum that is adaptive, collaborative, and aligned with the dynamic demands of the field, ultimately empowering learners and advancing the discipline of criminal justice education.

**Prepared by:**

**VERNA PE V. CASABAR**
*Instructor I*

**Attested by:**

**DANILO L. TUPAZ, JR.**
*Chairperson, BS Criminology*

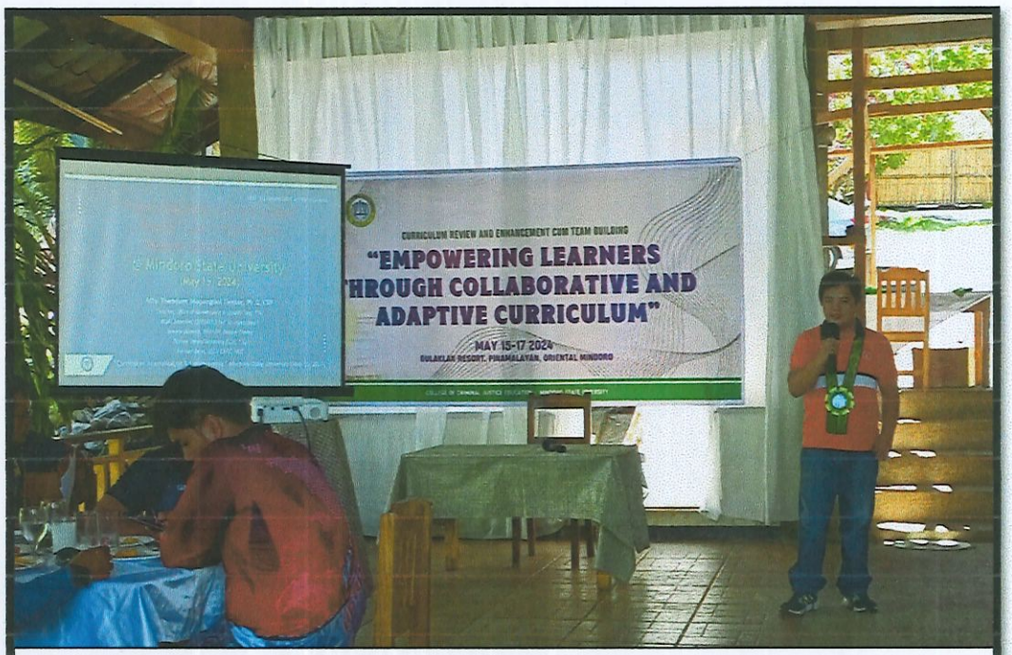
**Noted by:**

**SALCEDO B. TANGUID, JR., Ph.D.**
*Dean, College of Criminal Justice Education*

# DOCUMENTATION

Dr. Salcedo B. Tanguid, Jr. organizes a meeting with the faculty members of CCJE-Calapan to prepare for the BS Criminology Curriculum revision.

Dr. Salcedo B. Tanguid, Jr. presents both the existing and proposed curricula for the BS Criminology Program to stakeholders, highlighting key updates and improvements.




Atty. Theodore Timpac, PhD, presents an overview of the Criminology curriculum, sharing the best practices from Tarlac State University.

Atty. Timpac receives a plaque of recognition, certificate, and tokens from Dr. Cuarto, Dr. Tanguid, Mr. Tupaz, and Ms. De Guzman.

All the participants gather for a photo opportunity during the first activity.

The participants post for a photo opportunity with the guest speaker, Dr. Alice Ramos, during the Seminar on Qualitative Research.

Dr. Tanguid gives instructions to the CCJE faculty members for the presentation of their syllabi, which will be critiqued by Dr. Davalos, Ms. Luzon, and Dr. Cuarto.

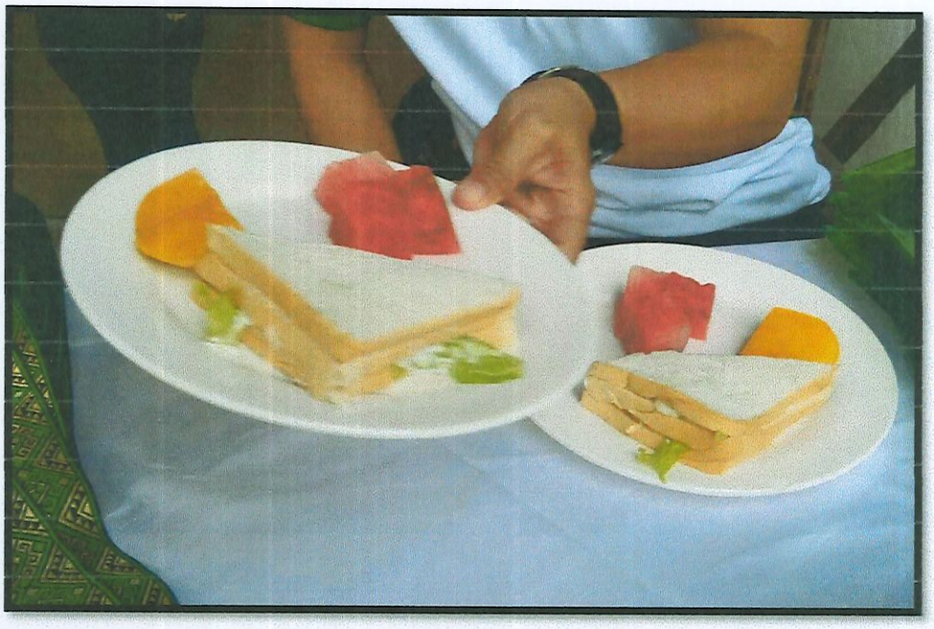
Mrs. Bernadette De Guzman and Mrs. Elanie Mendoza collaborate and assist each other during the preparation of the syllabi.

The faculty members, along with some stakeholders, collaborate in crafting the course descriptions for the proposed curriculum.

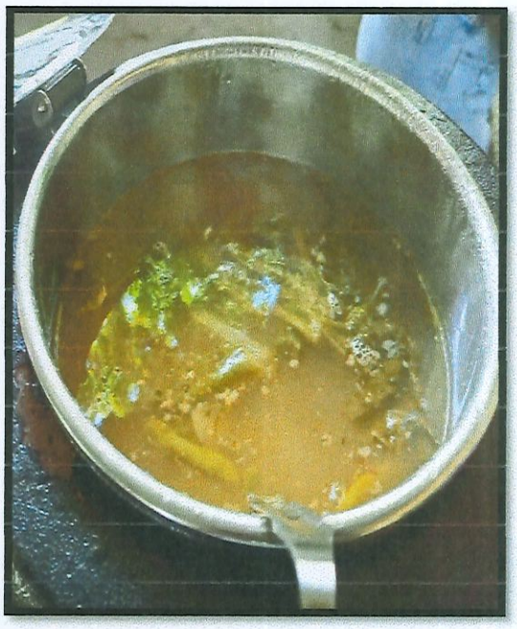
CCJE faculty, staff, and selected student leaders pose for a photo during the team-building activities.

# FOOD DOCUMENTATION

**May 15, 2024 - Morning Snack**



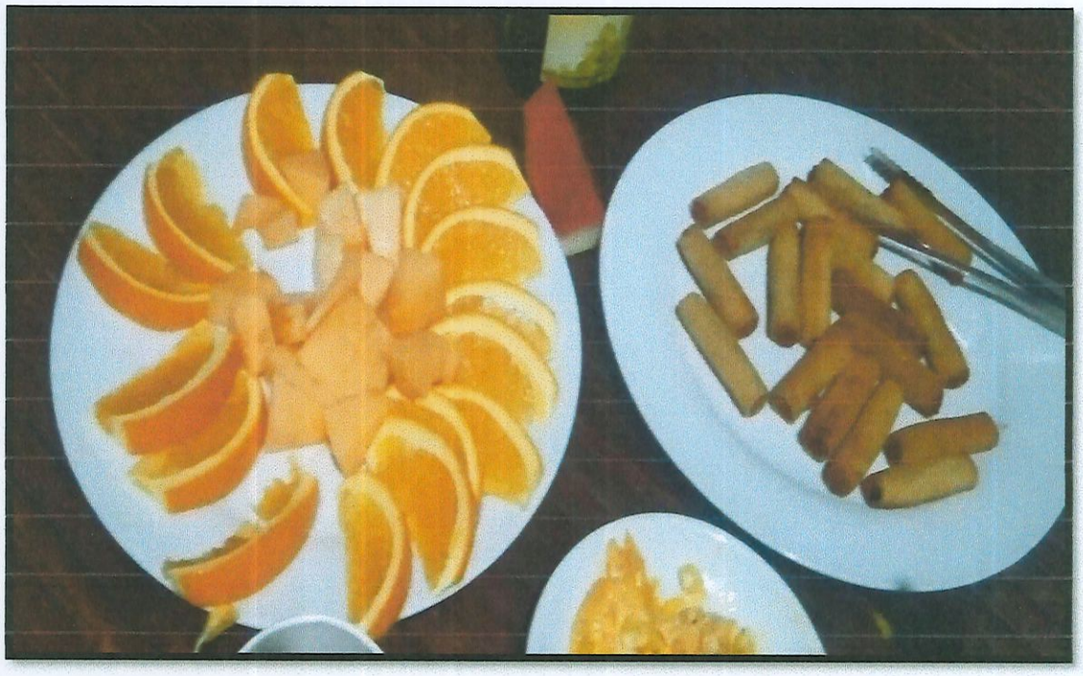
**May 15, 2024 - Lunch**



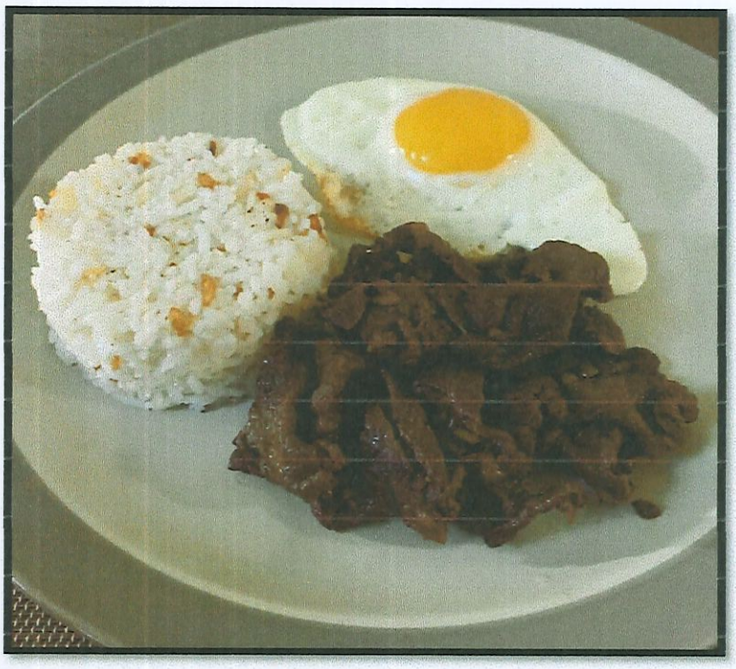
**May 15, 2024 - Afternoon Snack**

**May 15, 2024 - Dinner**

**May 15, 2024 – Evening Snack**

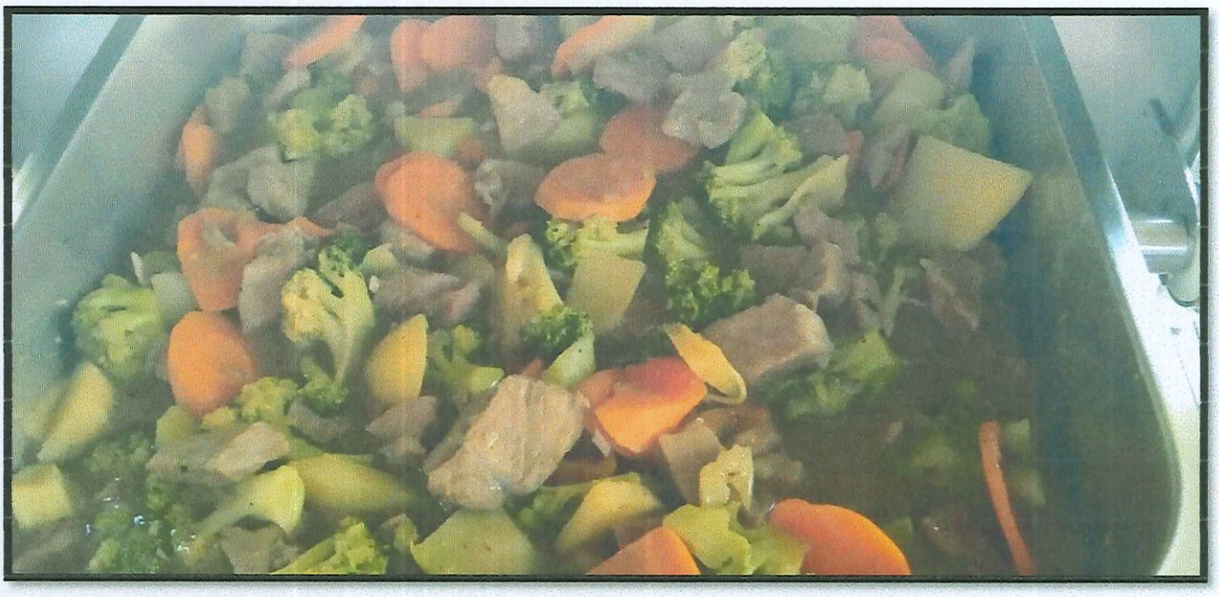


**May 16, 2024 - Breakfast**



**May 16, 2024 – Morning Snack**

**May 16, 2024 – Lunch**



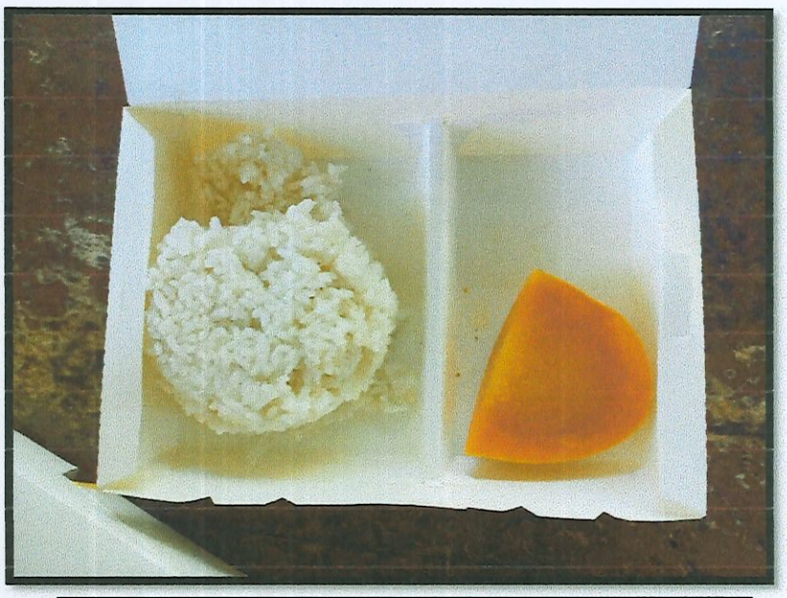
**May 16, 2024 – Afternoon Snack**

**May 16, 2024 – Dinner**

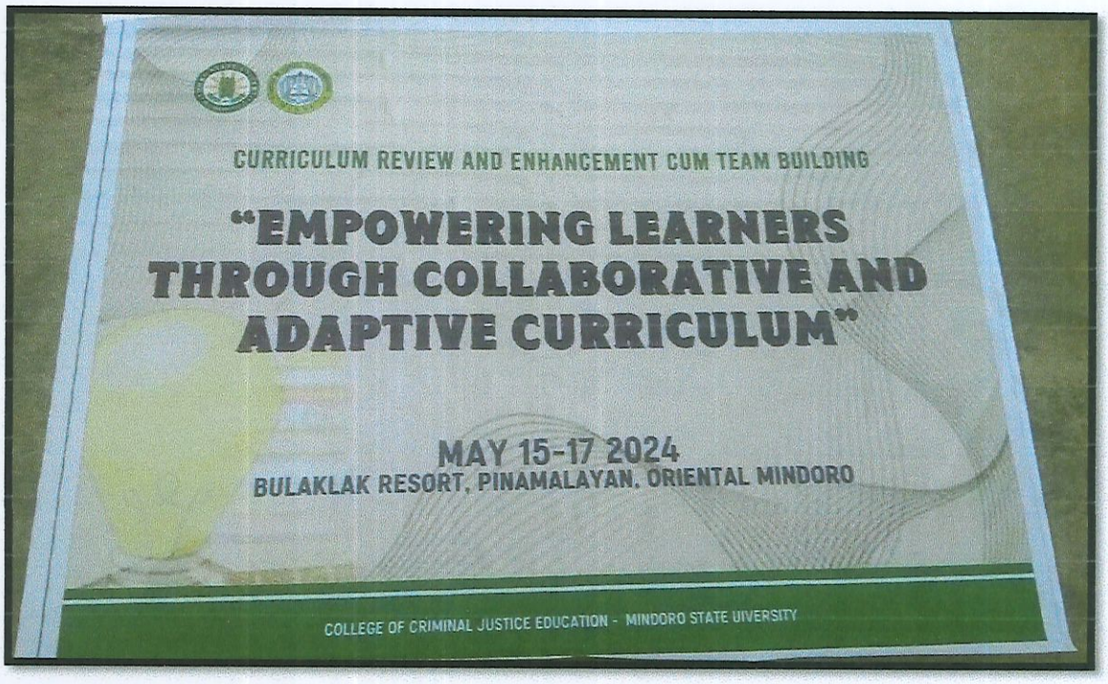
**May 17, 2024 – Breakfast**

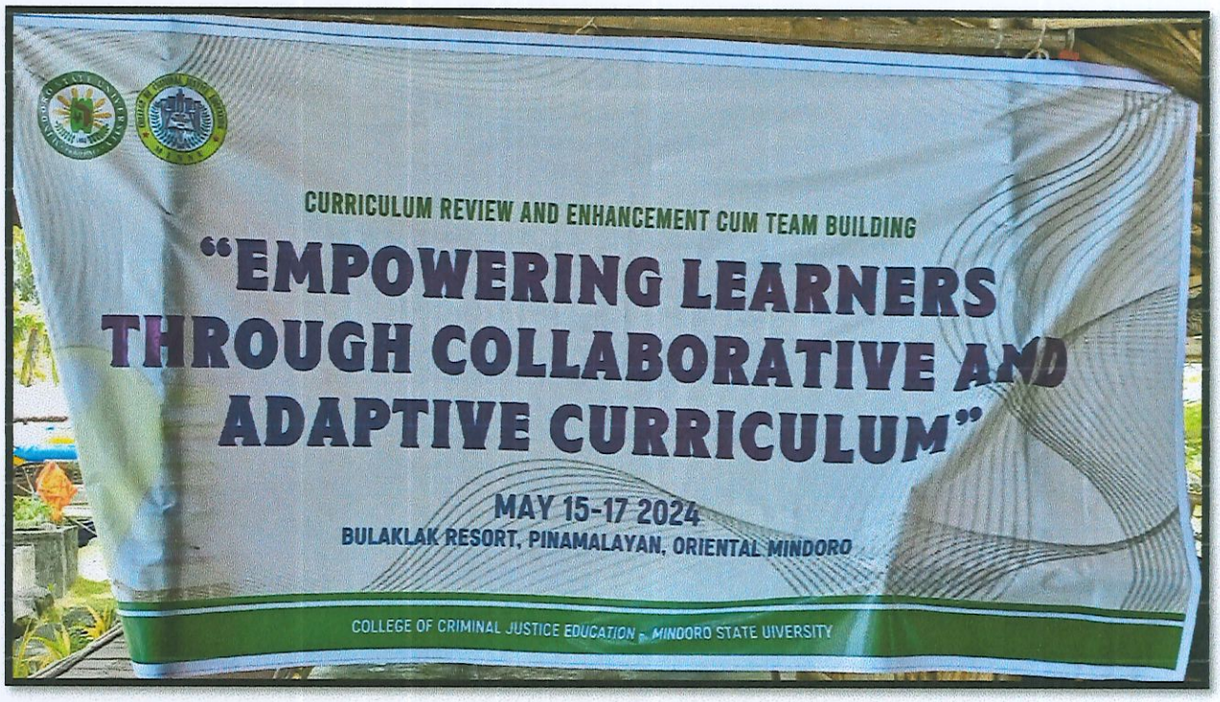
**May 17, 2024 – Morning Snack**

**May 17, 2024 – Lunch**



# TARPAULIN


CURRICULUM REVIEW AND ENHANCEMENT CUM TEAM BUILDING
"EMPOWERING LEARNERS THROUGH COLLABORATIVE AND ADAPTIVE CURRICULUM"
MAY 15-17 2024
BULAKLAK RESORT, PINAMALAYAN, ORIENTAL MINDORO
COLLEGE OF CRIMINAL JUSTICE EDUCATION - MINDORO STATE UIVERSITY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COLLEGE OF CRIMINAL JUSTICE EDUCATION - MINDORO STATE UIVERSITY

# SOUVENIR

# LEIS and KITS

**Bachelor of Science in Criminology**
**2024 Curriculum Revision**
**Open Forum**

**Minutes of the Meeting**

**Date:** May 15, 2024
**Time:** 3:00- 4:30 PM
**Location:** Bulaklak Beach Resort, Pinamalayan, Oriental Mindoro

At the opening event of the three-day BS Criminology Curriculum Review and Enhancement, Dr. Salcedo B. Tanguid, Jr. presented both the existing and proposed curricula. Additionally, Atty. Theodore Timpac, PhD, delivered an overview of the Criminology curriculum and shared the best practices from Tarlac State University. These presentations set the stage for the subsequent open forum.

The Open Forum officially began at three o'clock in the afternoon, immediately following the guest speaker Atty. Timpac's presentation. Dr. Tanguid then opened the floor for comments, suggestions, and recommendations from the audience.

A CCPS police officer proposed integrating the theoretical driving course from the LTO into the PATHFIT 05-Defense Driving with Road Safety Education curriculum. He also noted the absence of a clear program of instructions for On-The-Job Trainees. These concerns were addressed by both Atty. Timpac and Dr. Tanguid.

Atty. Timpac concurred with the second issue raised, stating that it is indeed a challenge for the CMO that needs to be addressed by CHED. He further elaborated on the varied implementation of OJT deployment across different educational institutions.

Dr. Tanguid first thanked the HPG Officers for their attendance. He explained that, in both the existing and proposed curriculums, Traffic Management and Accident Investigation are separate from Defensive Driving with Road Safety Education, which contrasts with the course structure stipulated in the CMO. He assured that the suggestion to integrate the theoretical driving course would be considered during the development of the course description and syllabus. Additionally, he mentioned that MinSu already facilitates the participation of students in LTO programs for licensing. He also proposed collaborating with the LTO to conduct lectures at MinSU.

Furthermore, a police officer from HPG commended the courses offered by the BS Criminology program of MinSU in both the existing and proposed curriculums. Similar to the first stakeholder, he commented on the absence of a clear program of instructions for On-The-Job Trainees. Additionally, he expressed concerns about the security of students deployed to their respective offices, emphasizing that the responsibility for their safety would fall on their department.

On the other hand, Dr. Cuarto, representing the administration during the seminar, commended Atty. Timpac for his comprehensive presentation. He recommended that the college should consider offering summer term to reduce the course load in the fourth year, allowing students to focus more on their OJT. Dr. Cuarto also noted that most programs at MinSU include Research course in the third year. He explained that the lack of time for research compliance among students is a significant issue, underscoring the need to maintain the Research subject in the third year to address this problem effectively. His concerns was answered by Dr. Tanguid.

Dr. Tanguid responded that the suggestion would be considered in the development of the new curriculum. However, he explained that the second and third years are already quite loaded with core courses. He also expressed concerns that no faculty might be available to teach during the summer term due to potential conflicts regarding the granting of service credits to those faculty members.

Additionally, a police officer from the PNP Maritime Group thanked the college for the invitation to attend the seminar and curriculum presentation. He also commended Atty. Timpac for his insightful presentation. The officer commented on the audio-visual presentation shown during breaks, which highlighted the college's accomplishments during the 2024 Criminology Days, particularly the Reception

Rites. He suggested that, given the rigorous physical activities students undergo, the college should implement medical examinations before the Reception Rites. He emphasized the critical importance of medical examinations, noting their necessity for applicants to the PNP. His concern was responded by Dr. Tanguid.

Dr. Tanguid explained that medical examinations are an integral part of the freshmen admission process, as well as a prerequisite before OJT deployment and a requirement for student retention. This protocol is in place to mitigate the liability of the agencies where OJT trainees will be deployed. He also mentioned the consideration of a new memorandum aimed at further reducing the potential liability of partner agencies.

An officer from the HPG raised a query regarding the height requirements for the PNP. He inquired about the steps the college has taken to address the issue of students who do not meet the height requirements. Atty. Timpac and Dr. Tanguid responded to this concern.

Atty. Timpac emphasized that the practice of criminology extends beyond just the tri-bureau, highlighting the diverse career opportunities available within the field.

Additionally, Dr. Tanguid explained that while the height requirement is part of the admission policy, it is not a mandatory criterion as discussed in a recent Board of Regents (BOR) meeting he attended. However, exemptions are made for members of minority groups. He emphasized that the College of Criminal Justice Education (CCJE) is the only college with this specific provision.

A BJMP officer raised a concern regarding the confusion surrounding the topics to be taught and covered in the new course, Therapeutic Modality. He suggested that the BJMP is open to conducting training and seminars for both students and faculty to address this issue. Furthermore, he proposed a collaboration between the two institutions, which Dr. Tanguid welcomed and expressed hope for this partnership to materialize soon.

Another HPG officer inquired whether first-aid techniques are included in any of the courses. Dr. Tanguid explained that these techniques are covered in the course PATHFIT 03 - First Aid and Water Survival.

Additionally, Ma'am Elanie Mendoza, a faculty member of CCJE, commended Atty. Timpac for his presentation. She inquired if the 181 units proposed in the new curriculum could be increased to accommodate an additional course as part of the integrated review in the fourth year. Atty. Timpac responded affirmatively, suggesting that three areas could be covered in the first semester and three more in the second semester.

An HPG officer asked Atty. Timpac if the curriculum could be adjusted by reducing some units and adding others. Dr. Tanguid affirmed this possibility. Atty. Timpac explained that the RQAT (Regional Quality Assurance Team) has been at fault for prioritizing the completeness of courses over practicality. He emphasized that the curriculum should focus more on meeting the students' needs.

Dr. Cuarto suggested offering the General Education courses during the summer term to alleviate issues faced by COS employees. Dr. Tanguid acknowledged the suggestion, stating that it would be noted and considered.

Sir Raymond Taladtad, a faculty member of CCJE, suggested in the proposed curriculum that the course CLJ 07- Evidence for fourth years could be moved to the third year to allocate more time for the integrated review. Dr. Tanguid responded that this suggestion would be taken into consideration and added as an option to be presented in the academic council.

Dr. Tanguid inquired with the partner agencies about their policies regarding interns wearing shirts with the logo of the PNP or uniforms closely resembling those of law enforcement personnel. An officer from the HPG clarified that while it has always been prohibited to copy the PNP uniform, however, there are exemptions for academic purposes. He suggested limiting the duration of uniform wearing and coordinating with the PNP for guidelines. Additionally, he proposed collaborating and coordinating with the Association of Criminologists in the Philippines to ensure uniformity.

Additionally, Dr. Tanguid highlighted the issue of MinSU's two campuses offering the BS Criminology Program having different uniforms. He raised the question of how to unify them. Ma'am Glanys De Guzman, the program chairperson of BS Criminology at the Bongabong campus, expressed her agreement with the idea of having a unified uniform. She suggested holding a design contest as a means to achieve this goal.

Moreover, Sir Danilo Tupaz, the program chairperson of BS Criminology at the Calapan campus, inquired about the possibility of offering ETEEAP (Expanded Tertiary Education Equivalency and Accreditation Program) at MinSU. Dr. Tanguid responded that it is planned to be offered as part of the Graduate Studies in the 12-Year Development Plan. He elaborated on the stringent requirements necessary for its implementation. Additionally, Atty. Timpac raised concerns about the potential impact on the school's licensure examination passing rate if ETEEAP will be offered. He suggested considering offering a master's course at MinSU instead. Dr. Tanguid stated that this suggestion would be taken into consideration, further explaining the requirements for such a program.

Dr. Tanguid invited the audience to share any remaining questions, comments, or recommendations. With no further matters raised for discussion, he officially declared the open forum closed precisely at 4:08 PM.

**Prepared by:**

**VERNA FE V. CASABAR**
*Instructor I*

**Attested by:**

**DANILO L. TUPAZ, JR.**
*Chairperson, BS Criminology*

**Noted by:**

**SALCEDO B. TANGUID, JR., Ph.D.**
*Dean, College of Criminal Justice Education*

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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**REQUEST FOR QUOTATION**
**(RFQ No. 2024-06)**

**LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR CURRICULUM REVISION OF CCJE**

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 College of Criminal Justice Education (CCJE) curriculum review and enhancement cum team building in accordance with Section 53.9 (Small Value Procurement of the IRR of RA 9184).

The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CCJE Department of MinSU, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.

All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.

The **Approved Budget for the Contract (ABC)** is One Hundred eighty-four thousand seven hundred fifty pesos (184, 750.00) in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
Quotations must be delivered at the address below not later than May 15,2024 (until 5:00PM)

**The BAC Chairperson**
MinSU Bids and Awards Committee
2nd Floor, Administration Building
Alcate, Victoria, Oriental Mindoro

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.

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

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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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

**ANNEX "A"**
Republic of the Philippines
**MINDORO STATE UNIVERSITY**
**TERMS OF REFERENCE**
**LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR CURRICULUM REVISION OF CCJE**

## I. RATIONALE

The curriculum of the Bachelor of Science in Criminology under the College of Criminal Justice Education has been designed five years ago which at present requires review and enhancement to align and enrich the curriculum with new CMOs, modern approaches, technologies, and resources that promote learner autonomy, skill development, and lifelong learning habits. Likewise, the new developments in the table of specifications for the Criminologists Licensure Examination necessitate updating of the description of the core courses.

Curriculum review and enhancement has been emphasized during the previous accreditations conducted for the BSCRIM program by the AACCUP evaluators. It is therefore important that regular and comprehensive review of the existing curriculum be conducted to identify areas requiring improvement by focusing on evidence-based practices and utilizing feedback from stakeholders such as instructors, students, parents, administrators, partner agencies and other experts in education policy and research. With this process, the College ensures that the BSCRIM program is responsive to evolving needs while maintaining academic excellence.

It is imperative for this University to keep abreast of emerging trends and best practices in curriculum design and delivery. A periodic review of the curriculum can help identify areas that require improvement, such as outdated content, ineffective teaching methods, or misaligned learning outcomes. By addressing these issues, the College can enhance the quality of instruction and better prepare the students in the actual work setting.

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

## II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

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

A. General Requirements

1) Price Package Quotation for three (3) days and two (2) nights
2) Curriculum Revision: Wednesday, Thursday and Friday May 15-17, 2024
3) Location is within Oriental Mindoro
4) Number of Participants: 40 pax
5) Designated parking space for vehicles.
6) Quoted price shall be inclusive of all applicable government taxes and service changes.

B. Special Requirements

1) Venue of Activities

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

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 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 six-sharing in a room with separate beds to accommodate at least 20 guests in total;
ii. Clean toilet and bath in each room;
iii. Furnished with, closet, clean toilet and bathroom, beddings, towel.

**1.3 Food and Meals**

The Service Provider meet the following meal requirements for 40 pax:

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

**Day 1**

**AM snack Choices**: Tuna Sandwich plus fruit slices & juice
**Lunch: 1** main course choice : Sinigang na Isda Plus: Fried tuyo Dessert: Fruits in season & juice
**PM Snack**: Choices: baked mac w/ bread Plus: milk tea
**Dinner: 1 main course choice of**: Pork Barbecue, Plus1 veggies: lumpiang ubod Plus 1 soup: cream of mushroom/ Dessert: fresh fruits

**Day 2**

**Breakfast**: Silog: tapasilog/ Fresh fruits & coffee
**AM snack**: Egg Sandwich plus fruit slices & juice
**Lunch:** Beef Broccoli/ Plus1 veggies: Chopsuey/ Plus 1 soup: corn soup Dessert: fresh fruits
**PM Snack:** Choices: pancit canton Plus: soda
**Dinner:** Nilagang Baka Plus: Fried fish Dessert: Fruits in season & juice

**Day 3**

**Breakfast:** Silog: porkchop/ Fresh fruits & coffee

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

**AM Snack**: Chicken Sandwich plus fruit slices & juice
**Lunch:** Menudo/ Plus1 veggies: stir fry vegetables/ Plus 1 soup: vegetable soup
Dessert: fresh fruits
**PM Snack**: Choices: bihon with pandesal/ Plus: milk tea

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

1.4 **Emergency Power/Back-up Power Generator**

The venue 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 One hundred twenty-five thousand four hundred forty pesos (Php125,440.00) inclusive of all government taxes and charges.

**B. MODE OF PROCUREMENT**

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

**C. DOCUMENTARY REQUIREMENTS**

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

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

**D. PAYMENT SCHEME**

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

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

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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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

**FINANCIAL OFFER:**

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

| **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR CURRICULUM REVISION OF CCJE** | | | | **APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Twenty Five Thousand Four Hundred Forty Pesos (Php125,440.00)** |
|---|---|---|---|---|
| **Business Name: ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC.** | | | | |
| **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): _____ (name of Function room) | 16,800.00 | | | 16,800.00 |
| **DAY 1:** | | | | |
| | | | | |
| AM Snacks | 160.00 | 40 | 1 | 6,400.00 |
| Buffet Lunch | 350.00 | 40 | 1 | 14,000.00 |
| PM Snacks | 160.00 | 40 | 1 | 6,400.00 |
| Buffet Dinner | 350.00 | 20 | 1 | 7,000.00 |
| **DAY 2:** | | | | |
| Breakfast | 160.00 | 20 | 1 | 3,200.00 |
| AM Snacks | 160.00 | 20 | 1 | 3,200.00 |
| Buffet Lunch | 350.00 | 20 | 1 | 7,000.00 |
| PM Snacks | 160.00 | 20 | 1 | 3,200.00 |
| Buffet Dinner | 350.00 | 20 | 1 | 7,000.00 |
| **DAY 3:** | | | | |
| Buffet Breakfast | 160.00 | 20 | 1 | 3,200.00 |
| AM Snacks | 160.00 | 20 | 1 | 3,200.00 |
| Buffet Lunch | 350.00 | 20 | 1 | 7,000.00 |
| PM Snacks | 160.00 | 20 | 1 | 3,200.00 |
| Pick-a for socialization | 164.00 | 20 | 1 | 3,280.00 |
| **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)** |
| | 7,840.00 | 4 | | 31,360.00 |
| | | | | |
| | | | | |
| **Total Offered Quotation:** | | | | 125,440.00 |

Arnulfo D. Helera
Supplier's Signature over Printed Name

010-007-213-00001
TIN No. of Establishment

09999982240
Contact Number

5-13-24
Date

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

**FINANCIAL OFFER:**

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

| **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR CURRICULUM REVISION OF CCJE** | | | | **APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Thirty Seven Thousand Nine Hundred Eighty Pesos (Php137,980.00)** |
|---|---|---|---|---|
| **Business Name:** FRANCESCA RESORT AND HOTELS INCORPORATION | | | | |
| **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): _____ (name of Function room) | 17,000.00 | | | 17,000.00 |
| **DAY 1:** | | | | |
| | | | | |
| AM Snacks | 165.00 | 40 | 1 | 6,600.00 |
| Buffet Lunch | 355.00 | 40 | 1 | 14,200.00 |
| PM Snacks | 165.00 | 40 | 1 | 6,600.00 |
| Buffet Dinner | 355.00 | 20 | 1 | 7,100.00 |
| **DAY 2:** | | | | |
| Breakfast | 165.00 | 20 | 1 | 3,300.00 |
| AM Snacks | 165.00 | 20 | 1 | 3,300.00 |
| Buffet Lunch | 355.00 | 20 | 1 | 7,100.00 |
| PM Snacks | 165.00 | 20 | 1 | 3,300.00 |
| Buffet Dinner | 355.00 | 20 | 1 | 7,100.00 |
| **DAY 3:** | | | | |
| Buffet Breakfast | 165.00 | 20 | 1 | 3,300.00 |
| AM Snacks | 165.00 | 20 | 1 | 3,300.00 |
| Buffet Lunch | 355.00 | 20 | 1 | 7,100.00 |
| PM Snacks | 165.00 | 20 | 1 | 3,300.00 |
| Pick-a for socialization | 169.00 | 20 | 1 | 3,380.00 |
| **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)** |
| | 10,500.00 | 4 | | 42,000.00 |
| | | | | |
| | | | | |
| **Total Offered Quotation:** | | | | 137,980.00 |

Rica Bajarata Cabotay
Supplier's Signature over Printed Name

182-864-694-00001
TIN No. of Establishment

0967 408 2762
Contact Number

May 7, 2024
Date

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

**FINANCIAL OFFER:**

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

| **LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR CURRICULUM REVISION OF CCJE** | | | **APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Forty One Thousand Eight Hundred Pesos (Php141,800.00)** | |
|---|---|---|---|---|
| **Business Name:** | AMOR 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): _____ (name of Function room) | 17,000.00 | | | 17,000.00 |
| **DAY 1:** | | | | |
| | | | | |
| AM Snacks | 180.00 | 40 | 1 | 7,200.00 |
| Buffet Lunch | 400.00 | 40 | 1 | 16,000.00 |
| PM Snacks | 170.00 | 40 | 1 | 6,800.00 |
| Buffet Dinner | 400.00 | 20 | 1 | 8,000.00 |
| **DAY 2:** | | | | |
| Breakfast | 170.00 | 20 | 1 | 3,400.00 |
| AM Snacks | 170.00 | 20 | 1 | 3,400.00 |
| Buffet Lunch | 400.00 | 20 | 1 | 8,000.00 |
| PM Snacks | 170.00 | 20 | 1 | 3,400.00 |
| Buffet Dinner | 400.00 | 20 | 1 | 8,000.00 |
| **DAY 3:** | | | | |
| Buffet Breakfast | 170.00 | 20 | 1 | 3,400.00 |
| AM Snacks | 170.00 | 20 | 1 | 3,400.00 |
| Buffet Lunch | 400.00 | 20 | 1 | 8,000.00 |
| PM Snacks | 170.00 | 20 | 1 | 3,400.00 |
| Pick-a for socialization | 180.00 | 20 | 1 | 3,600.00 |
| **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)** |
| | 9,700.00 | 4 | | 38,800.00 |
| | | | | |
| | | | | |
| **Total Offered Quotation:** | | | | 141,800.00 |

Gina M. Atellano
Supplier's Signature over Printed Name

183-725-095-00002
TIN No. of Establishment

09496491860
Contact Number

05-8-2024
Date

# View Red Registration

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

## My Contact Details

| | | | |
|---|---|---|---|
| **Salutation** | Mr | **First Name** | Arnulfo |
| **Middle Name** | Del Rosario | **Last Name** | Helera |
| **Gender** | Male | **Position** | CEO |
| **Landline Area Code** | 043 | **Landline Number** | 7486729 |
| **Landline Extension Number** | | | |
| **Fax Area Code** | | **Fax Number** | |
| **Fax Extension Number** | | | |
| **Country Code** | 63 | **Mobile Number** | 9999982240 |
| **Email Address** | seacliffsuites@gmail.com | | |

## Organization Details

| | | | |
|---|---|---|---|
| **Organization Id** | 212045 | **Registration Date** | 26-Feb-2020 05:21 PM |
| **Registration Status** | active | | |
| **Organization Name** | ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC. | **Form Of Organization** | Corporation |
| **Business Category** | Hotels and lodging and meeting facilities | | |
| **Location** | local | **Organization Type** | Services |
| **Business Tax Identification Number** | 010007213000 | **Capitalization** | ₱ 10,000,000.00 |

## Corporation Details

| | | | |
|---|---|---|---|
| **SEC Certificate Number** | CS201807556 | **SEC Registration Date** | 15-May-2018 |

## Local Organization Address

| | | | |
|---|---|---|---|
| **Country Name** | Philippines | **Region** | Region IV-B |
| **Province** | Oriental Mindoro | **City/Municipality** | Pinamalayan |
| **Street Address** | Quezon Street | **Zip Code** | 5208 |

## Bank Account Details

**Bank Name**

**Branch Code**

**Bank Branch**

**Account Name**

**Account Number**

## Uploaded Supporting Document

**Uploaded Supporting Document** 1629355351_1.jpg (https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_212045/dacuments/1629355351_1.jpg)

## Status

**Status** Red Approved

## List of Active Users of the Merchant Organization

| Last Name | First Name | Middle Name | Position | Status |
|---|---|---|---|---|
| No Records Found | | | | |

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

# Business Permit

**To all whom these presents may come,**

The applicant has successfully complied with all the requirements imposed for the issuance of Mayor's Permit to operate a business. By virtue of the provisions of Municipal Ordinance No. 03-2013, otherwise known as the NEW REVENUE CODE OF PINAMALAYAN, ORIENTAL MINDORO, 2013 and other laws, rules and regulations now existing and/or hereafter promulgated, PERMIT is hereby granted.

**Condition:**

Subject to submission of all mandatory requirements within 30 days upon issue not limited to the following:

O SSS O BIR O Pag - Ibig O PHILHEALTH O BFP O Other Government Agencies _____

| BUSINESS NAME | OWNER'S NAME | BUSINESS ID NO. | BUSINESS PLATE NO. | BUSINESS PERMIT NO. |
|---|---|---|---|---|
| ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC. | . ADH ARNULFO D HELERA DEVELOPMENT GROUP INC | A-175209-00147 | | 2024-1705209000-1664 |
| **DATE ISSUED** | **TYPE OF BUSINESS** | **PAYMENT MODE** | **OFFICIAL RECEIPT NO.** | **OR DATE** |
| 2024-01-19 | Corporation | Annual | 3706638 | 2024-01-19 |
| **BUSINESS ADDRESS** | **TYPE OF APPLICATION** | **LINE OF BUSINESS** | | |
| Quezon St. Zone III, Pinamalayan, Oriental Mindoro | Renewal | CS- HOTELS | | |
| **VALID UNTIL** | **BUSINESS TIN** | **SEC REGISTRATION NO.** | | **NO. OF EMPLOYEES** |
| 2024-12-31 | 010-007-213-00000 | CS201807556 | | 7 |

| KIND OF FEE/TAX | AMOUNT |
|---|---|
| Business Clearance Fee | 30.00 |
| Garbage Collection Fee | 921.54 |
| | 150.00 |
| | 20.00 |
| | 20.00 |
| | 682.50 |
| | 30.00 |
| | 50.00 |
| | 50.00 |
| | 17,930.70 |
| | 300.00 |
| Annual Bldg. Certificate Fee | 7,788.00 |
| Interest | 0.00 |
| Surcharge | 0.00 |
| **GRAND TOTAL** | 27,972.74 |

**NOTES:**

Exhibit this Permit in Your Establishment.

1. This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit.
2. 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.
3. Your Business Establishment is subject to final inspection or regulatory compliance.
4. Surrender this Permit upon retirement of your Establishment.

**Recommending Approval:**

EDWIN C. MIGIANO
BPLO - MGDH I

**Approved:**

HON. ARISTEO A. BALDOS, JR.
MUNICIPAL MAYOR

Remarks

# Omnibus Sworn Statement

**REPUBLIC OF THE PHILIPPINES)**
**CITY/MUNICIPALITY OF _____) S.S.**

## AFFIDAVIT

I, Arnulfo D. Helera, of legal age, Single, Filipino, and residing at Quezon Street Zone III Pinamalayan, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of ADH (Arnulfo D. Helera) Development Group Inc., with office address at Quezon St. Zone III, Pinamalayan Oriental Mindoro;

2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *Curriculum Review and Enhancement cum Team Building "Empowering Learners Through Collaborative and Adaptive Curriculum" on May 15 -17,2024,* as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. ADH ( Arnulfo D. Helera) Development Group Inc. 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. ADH (Arnulfo D. Helera) Development Group Inc. is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. None of the officers, directors, and controlling stockholders of *ADH (Arnulfo D. Helera) Development Group Inc.* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *ADH (Arnulfo D. Helera) Development Group Inc.* complies with existing labor laws and standards; and

8. *ADH (Arnulfo D. Helera) Development Group Inc.* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;

b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and d.

d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *Curriculum Review and Enhancement cum Team Building "Empowering Learners Through Collaborative and Adaptive Curriculum" on May 15 -17,2024.*

9. *ADH (Arnulfo D. Helera) Development Group Inc.* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

3 MAY 2024

**IN WITNESS WHEREOF**, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Doc. No. 226
Page No. 44
Book No. 34
Series of 2024

**Arnulfo D. Helera**
Affiant

ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 53176
IBP OR No. 371343/ 12-21-2023/ Or. Mindoro
PTR No. 1222466A/ 01-02-2024/ Calapan City
MCLE Compliance: Until 04-14-25

BIR FORM
**2303**
REVISED: APRIL 2019

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

OCN: 063RC20230000003604
Date OCN Generated: September 5, 2023
UPDATED ON SEP 05 2023

# CERTIFICATE OF REGISTRATION

| TIN & BRANCH CODE | NAME OF TAXPAYER | TIN ISSUANCE DATE |
|---|---|---|
| 010-007-213-00000 | ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC | May 18, 2018 |

| REGISTERING OFFICE | x | Head Office | | Branch |
|---|---|---|---|---|

**REGISTERED ADDRESS**
ZONE III (POB.) 5208 PINAMALAYAN ORIENTAL MINDORO PHILIPPINES

| TAX TYPES | FORM TYPES | FILING START DATE | FILING FREQUENCY | FILING DUE DATE |
|---|---|---|---|---|
| WITHHOLDING TAX - COMPENSATION | 1604CF | September 6, 2018 | ANNUALLY | On or before January 31 of the year following the calendar year in which compensation payment and other income payments subject to ginal withholding taxes were paid or accrued. |
| WITHHOLDING TAX - COMPENSATION | 1601C | September 6, 2018 | MONTHLY | On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year. |
| VALUE ADDED TAX | 2550Q | September 5, 2023 | QUARTERLY | Not later than the 25th day following the close of each taxable quarter. |
| CORPORATE INCOME TAX | 1702 | September 6, 2018 | ANNUALLY | On or before the 15th day of the 4th month following the close of the taxpayer's taxable year. |
| CORPORATE INCOME TAX | 1702Q | September 6, 2018 | QUARTERLY | Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year. |
| WITHHOLDING TAX - EXPANDED/OTHERS | 1601EQ | September 6, 2018 | QUARTERLY | Not later than the last day of the month following the close of the quarter during which withholding was made. |
| WITHHOLDING TAX - EXPANDED/OTHERS | 1604E | September 6, 2018 | ANNUALLY | On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued. |
| WITHHOLDING TAX - EXPANDED/OTHERS | 0619E | September 6, 2018 | MONTHLY | On or before the 10th day of the month following the month in which withholding was made. |
| REGISTRATION FEE | 0605 | December 31, 2018 | ANNUALLY | On or before the last day of January |



CHANGE IN TAX TYPE

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: 063RC20230000003604
Date OCN Generated: September 5, 2023
UPDATED ON SEP 0 5 2023

# CERTIFICATE OF REGISTRATION

| TIN & BRANCH CODE | NAME OF TAXPAYER | TIN ISSUANCE DATE |
|---|---|---|
| 010-007-213-00000 | ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC. | May 18, 2018 |

| REGISTERING OFFICE | x | Head Office | | Branch |
|---|---|---|---|---|

**REGISTERED ADDRESS**
ZONE III (POB.) 5208 PINAMALAYAN ORIENTAL MINDORO PHILIPPINES

| TAXPAYER TYPE/S | DOMESTIC CORPORATION |
|---|---|

**BUSINESS INFORMATION DETAILS**

| | | CATEGORY | REGISTRATION DATE |
|---|---|---|---|
| TRADE NAME 1 | ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC. | | July 22, 2022 |
| (PSIC) | 55101-HOTELS AND MOTELS | Primary | |
| Line of Business | HOTELS AND MOTELS | | |

REMINDERS:

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

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

DSK2022
03684802

REGINA P. REFORMA
OIC-Asst. Revenue District Officer

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

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



CHANGE IN TAX TYPE

For BIR Use Only: BCS Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

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

# Annual Income Tax Return

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

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

1702-RT 01/18ENCS P1

1 For: (●) Calendar ( ) Fiscal
2 Year Ended (MM/20YY): 12 - December 20 23
3 Amended Return? ( ) Yes (●) No
4 Short Period Return: ( ) Yes (●) No
5 Alphanumeric Tax Code (ATC): IC 055–Minimum Corporate Income Tax (MCIT) (●); IC010 - CORPORATION IN GENERAL - JAN 1, 2009 ( )

## Part I - Background Information

6 Tax Identification Number (TIN): 010 - 007 - 213 - 00000
7 RDO Code: 063
8 Registered Name *(Enter only 1 letter per box using CAPITAL LETTERS)*: ADH (ARNULFO D. HELERA)
9 Registered Address *(Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)*: POBLACION, PINAMALAYAN, ORIENTAL MINDORO
9A ZIP Code: 5208
10 Date of Incorporation/Organization *(MM/DD/YYYY)*: 05/15/2018
11 Contact Number: 0
12 Email Address: jacmpinamalayan@gmail.com
13 Method of Deductions: (●) Itemized Deductions [Section 34 (A-J), NIRC] ( ) Optional Standard Deduction (OSD) - 40% of Gross Income [Section 34(L), NIRC as amended]

## Part II - Total Tax Payable

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

| | | |
|---|---|---|
| 14 Tax Due | | 15,168 |
| 15 Less: Total Tax Credits/Payments | | 3,562 |
| 16 Net Tax Payable (Overpayment) *(Item 14 Less Item 15)* | | 11,606 |
| Add: Penalties | | |
| 17 Surcharge | | 2901.50 ~~0~~ |
| 18 Interest | | 57.24 ~~0~~ |
| 19 Compromise | | 800 ~~0~~ |
| 20 Total Penalties *(Sum of Items 17 to 19)* | | 3758.74 ~~0~~ |
| 21 TOTAL AMOUNT PAYABLE (Overpayment) *(Sum of Items 16 and 20)* | | 15364.74 ~~11,606~~ |

LATE FILING
INCREMENTS COMPUTED BY:
LOUISE ANNA A. CUSTODIO
Revenue Officer
APPROVED BY:
REGINA B. REFORMA
Asst. Revenue District Officer

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

We declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by us, and to the best of our knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. *(If signed by an Authorized Representative, indicate TIN and attach authorization letter)*

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

## Part III - Details of Payment

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

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

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

TELLER NO. 1
APR 30 2024

| BIR Form No. 1702-RT January 2018(ENCS) Page 2 | Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate | 1702-RT 01/18ENCS P2 |
|---|---|---|

| Taxpayer Identification Number(TIN) | | | | Registered Name |
|---|---|---|---|---|
| 010 | 007 | 213 | 00000 | ADH (ARNULFO D. HELERA) |

| Part IV - Computation of Tax | (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up) |
|---|---|
| 27 Sales/Revenues/Receipts/Fees | 3973725.63 |
| 28 Less:Sales Returns, Allowances and Discounts | 0 |
| 29 Net Sales/Revenues/Receipts/Fees *(Item 27 Less Item 28)* | 3,973,725 |
| 30 Less: Cost of Sales/Services | 2273478.96 |
| 31 Gross Income from Operation *(Item 29 less Item 30)* | 1,700,246 |
| 32 Add: Other Taxable Income Not Subjected to Final tax | 0 |
| 33 Total Taxable Income *(Sum of Items 31 and 32)* | 1,700,246 |
| Less: Deductions Allowable under Existing Law | |
| 34 Ordinary Allowable Itemized Deductions | 1,624,405 |
| 35 Special Allowable Itemized Deductions | 0 |
| 36 NOLCO *(Only for those taxable under Sec. 27(A to C), Sec. 28(A)(1)(A)(6)(b) of Tax code, as amended)* | 0 |
| 37 Total Deductions *(Sums of Items 34 to 36)* | 1,624,405 |
| **OR** *[in case taxable under Sec 27(A) & 28(A)(1)]* | |
| 38 Optional Standard Deduction (OSD) *(40% of Item 33)* | 0 |
| 39 Net Taxable Income/(Loss) *If itemized, Item 33 Less Item 37, If OSD, Item 33 Less Item 38)* | 75,841 |
| 40 Applicable Income Tax Rate | 20 % |
| 41 Income Tax Due other than Mininum Corporate Income Tax(MCIT) *(Item 39 x Item 40)* | 15,168 |
| 42 MCIT Due *(2% of Item 33)* | 0 |
| **43 Tax Due** *(Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher)* | 15,168 |
| Less: Tax Credits/Payments(attach proof) | |
| 44 Prior Year's Excess Credits Other Than MCIT | 0 |
| 45 Income Tax Payment under MCIT from Previous Quarter/s | 0 |
| 46 Income Tax Payment under Regular/Normal Rate from Previous Quarter/s | 0 |
| 47 Excess MCIT Applied this Current Taxable Year | 0 |
| 48 Creditable Tax Withheld from Previous Quarter/s per BIR Form No. 2307 | 0 |
| 49 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter | 3,562 |
| 50 Foreign Tax Credits, if applicable | 0 |
| 51 Tax Paid in Return Previously Filed, if this is an Amended Return | 0 |
| 52 Special Tax Credits | 0 |
| Other Credits/Payments *(Specify)* | |
| 53 | 0 |
| 54 | 0 |
| **55 Total Tax Credits/Payments** *(Sum of Items 44 to 54)* | 3,562 |
| **56 Net Tax Payable (Overpayment)** *(Item 43 Less Item 55)* | 11,606 |
| **Part V - Tax Relief Availment** | |
| 57 Special Allowable Itemized Deductions *(Item 35 of Part IV x Applicable Income Tax Rate)* | 0 |
| 58 Add.Special Tax Credits | 0 |
| **59 Total Tax Relief Availment** *(Sum of Items 57 & 58)* | 0 |

BIR Form No.
**1702-RT**
January 2018(ENCS)
Page 3

# Annual Income Tax Return

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

1702-RT 01/18ENCS P3

| Taxpayer Identification Number(TIN) | | | | Registered Name |
|---|---|---|---|---|
| 010 | 007 | 213 | 00000 | ADH (ARNULFO D. HELERA) |

## Part VI - Schedules

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

**Schedule I - Ordinary Allowable Itemized Deductions** *(Attach additional sheet/s if necessary)*

| | | |
|---|---|---|
| 1 | Amortization | 0 |
| 2 | Bad Debts | 0 |
| 3 | Charitable and Other Contributions | 0 |
| 4 | Depletion | 0 |
| 5 | Depreciation | 390,716 |
| 6 | Entertainment, Amusement and Recreation | 0 |
| 7 | Fringe Benefits | 0 |
| 8 | Interest | 0 |
| 9 | Losses | 0 |
| 10 | Pension Trusts | 0 |
| 11 | Rental | 0 |
| 12 | Research and Development | 0 |
| 13 | Salaries, Wages and Allowances | 895,477 |
| 14 | SSS, GSIS, Philhealth, HDMF and Other Contributions | 0 |
| 15 | Taxes and Licenses | 126,846 |
| 16 | Transportation and Travel | 5,140 |
| 17 | Others(Deductions Subject to Withholding Tax and Other Expenses) *(Specify below; Add additional sheet(s), if necessary)* | |
| a | Janitorial and Messengerial Services | 0 |
| b | Professional Fees | 0 |
| c | Security Services | 0 |
| d | OTHER EXPENSES | 206,226 |
| e | | 0 |
| f | | 0 |
| g | | 0 |
| h | | 0 |
| i | | 0 |
| 18 | **Total Ordinary Allowable Itemized Deductions** *(Sum of Items 1 to 17i)* | 1,624,405 |

**Schedule II - Special Allowable Itemized Deductions** *(Attach additional sheet/s, if necessary)*

| | Description | Legal Basis | Amount |
|---|---|---|---|
| 1 | | | 0 |
| 2 | | | 0 |
| 3 | | | 0 |
| 4 | | | 0 |
| 5 | **Total Special Allowable Itemized Deductions** *(Sum of Items 1 to 4)* | | 0 |

BIR Form No.
**1702-RT**
January 2018(ENCS)
Page 4

# Annual Income Tax Return

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

1702-RT 01/18ENCS P4

| Taxpayer Identification Number(TIN) | | | | Registered Name |
|---|---|---|---|---|
| 010 | 007 | 213 | 00000 | ADH (ARNULFO D. HELERA) |

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

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

**Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO)** *(DO NOT enter Centavos; 49 Centavos or Less drop down, 50 or more round up)*

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

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

| | C) NOLCO Expired | D) NOLCO Applied Current Year | E) Net Operating Loss (Unapplied) [ E = A Less (B + C + D)] |
|---|---|---|---|
| 4 | 0 | 0 | 1,624,405 |
| 5 | 0 | 0 | 0 |
| 6 | 0 | 0 | 0 |
| 7 | 0 | 0 | 0 |
| 8 | **Total NOLCO** *(Sum of Items 4D to 7D)* | 0 | |

**Schedule IV -Computation of Minimum corporate Income Tax(MCIT)**

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

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

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

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

| | | |
|---|---|---|
| 1 | Net Income/(Loss) per Books | 75,841 |
| | Add: Non-deductible Expenses/Taxable Other Income | |
| 2 | | 0 |
| 3 | | 0 |
| 4 | Total *(Sum of Items 1 to 3)* | 75,841 |
| | Less: A) Non-Taxable Income and Income Subjected to Final Tax | |
| 5 | | 0 |
| 6 | | 0 |
| | B) Special Deductions | |
| 7 | | 0 |
| 8 | | 0 |
| 9 | Total *(Sum of Items 5 to 8)* | 0 |
| 10 | **Net taxable Income (Loss)** *(Item 4 Less Item 9)* | 75,841 |

REPUBLIC OF THE PHILIPPINES
**SECURITIES AND EXCHANGE COMMISSION**
PICC Secretariat Bldg., PICC Complex
Pasay City, Metro Manila

**COMPANY REG NO. CS201807556**

## CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

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

## ADH (ARNULFO D. HELERA) DEVELOPMENT GROUP, INC.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation and By Laws in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg. 68), and copies of said Articles and By Laws are hereto attached.

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

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this Certificate. Failure to submit annual Financial Statements and General Information Sheets within two (2) years from date of incorporation shall be construed that the corporation has not been formally organized and has not commenced the transaction of its business, thus be subject of Suspension Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at PICC Secretariat Bldg., PICC Complex Pasay City, Metro Manila, Philippines, this day of 15, May, Twenty Eighteen.

FERDINAND B. SALES
Director
Company Registration and Monitoring Department

# Appendix C

## TABLE OF RATING FACTORS FOR LEASE OF VENUE

BULAKLAK RESORT

| | RATING FACTORS | WEIGHT (%) | RATING |
|---|---|---|---|
| I. | **Availability** | **100** | 97 |
| | | | |
| II | **Location and Site Condition** | | |
| | 1. Accessibility | (50) | 49 |
| | 2. Parking space | (50) | 50 |
| | | **100** | |
| | | | |
| III. | **Neighborhood Data** | | |
| | 1. Sanitation and health condition | (25) | 25 |
| | 2. Police and fire station | (25) | 24 |
| | 3. Restaurant | (25) | 25 |
| | 4. Banking and Postal | (25) | 24 |
| | | **100** | |
| IV. | **Venue** | | |
| | a. Structural condition | (20) | 19 |
| | b. Functionality | | |
| | a. Conference Rooms | (10) | 10 |
| | b. Room arrangement (e.g., single, double, etc.) | (5) | 4 |
| | c. Light, ventilation, and air conditioning | (5) | 4 |
| | d. Space requirements | (5) | 5 |
| | c. Facilities | | |
| | a. Water supply and toilet | (4) | 4 |
| | b. Lighting system | (5) | 5 |
| | c. Elevators | (4) | 4 |
| | d. Fire escapes | (4) | 4 |
| | e. Fire fighting equipment | (4) | 4 |
| | f. Internet and Telecommunications | (4) | 4 |
| | g. Audio visual equipment | (5) | 5 |
| | d. Other requirements | | |
| | a. Maintenance | (5) | 4 |
| | b. Attractiveness | (5) | 5 |
| | c. Security | (5) | 5 |
| | e. Catering Services | (5) | 5 |
| | f. Client's satisfactory rating | (5) | 5 |
| | | **100** | |
| | | | |

| | RATING FACTORS | WEIGHT (%) | RATING |
|---|---|---|---|
| | | | |
| I. | **Availability** | X (.5) = | 48.5 |
| II. | **Location and Site Condition** | X (.1) = | 9.9 |
| III. | **Neighborhood Data** | X (.05) = | 4.9 |
| IV. | **Venue** | X (.35) = | 33.6 |
| | **FACTOR VALUE** | | 96.9 |

**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

AMOR BEACH RESORT

| | RATING FACTORS | WEIGHT (%) | RATING |
|---|---|---|---|
| I. | **Availability** | **100** | 94 |
| | | | |
| II | **Location and Site Condition** | | |
| | 1. Accessibility | (50) | 45 |
| | 2. Parking space | (50) | 45 |
| | | **100** | |
| | | | |
| III. | **Neighborhood Data** | | |
| | 1. Sanitation and health condition | (25) | 22 |
| | 2. Police and fire station | (25) | 27 |
| | 3. Restaurant | (25) | 23 |
| | 4. Banking and Postal | (25) | 20 |
| | | **100** | |
| IV. | **Venue** | | |
| | a. Structural condition | (20) | 17 |
| | b. Functionality | | |
| | a. Conference Rooms | (10) | 8 |
| | b. Room arrangement (e.g., single, double, etc.) | (5) | 4 |
| | c. Light, ventilation, and air conditioning | (5) | 4 |
| | d. Space requirements | (5) | 3 |
| | c. Facilities | | |
| | a. Water supply and toilet | (4) | 3 |
| | b. Lighting system | (5) | 4 |
| | c. Elevators | (4) | 0 |
| | d. Fire escapes | (4) | 3 |
| | e. Fire fighting equipment | (4) | 3 |
| | f. Internet and Telecommunications | (4) | 2 |
| | g. Audio visual equipment | (5) | 4 |
| | d. Other requirements | | |
| | a. Maintenance | (5) | 4 |
| | b. Attractiveness | (5) | 3 |
| | c. Security | (5) | 3 |
| | e. Catering Services | (5) | 4 |
| | f. Client's satisfactory rating | (5) | 4 |
| | | **100** | |
| | | | |

| | RATING FACTORS | WEIGHT (%) | RATING |
|---|---|---|---|
| | | | |
| I. | **Availability** | X (.5) = | 47 |
| II. | **Location and Site Condition** | X (.1) = | 9 |
| III. | **Neighborhood Data** | X (.05) = | 4.3 |
| IV. | **Venue** | X (.35) = | 25.55 |
| | **FACTOR VALUE** | | 85.85 |

**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

FRANCESCA RESORTS AND HOTELS INC.

| | RATING FACTORS | WEIGHT (%) | RATING |
|---|---|---|---|
| I. | **Availability** | **100** | 90 |
| | | | |
| II | **Location and Site Condition** | | |
| | 1. Accessibility | (50) | 40 |
| | 2. Parking space | (50) | 30 |
| | | **100** | |
| | | | |
| III. | **Neighborhood Data** | | |
| | 1. Sanitation and health condition | (25) | 19 |
| | 2. Police and fire station | (25) | 20 |
| | 3. Restaurant | (25) | 21 |
| | 4. Banking and Postal | (25) | 19 |
| | | **100** | |
| IV. | **Venue** | | |
| | a. Structural condition | (20) | 19 |
| | b. Functionality | | |
| | a. Conference Rooms | (10) | 8 |
| | b. Room arrangement (e.g., single, double, etc.) | (5) | 3 |
| | c. Light, ventilation, and air conditioning | (5) | 5 |
| | d. Space requirements | (5) | 4 |
| | c. Facilities | | |
| | a. Water supply and toilet | (4) | 3 |
| | b. Lighting system | (5) | 5 |
| | c. Elevators | (4) | 1 |
| | d. Fire escapes | (4) | 3 |
| | e. Fire fighting equipment | (4) | 3 |
| | f. Internet and Telecommunications | (4) | 2 |
| | g. Audio visual equipment | (5) | 3 |
| | d. Other requirements | | |
| | a. Maintenance | (5) | 4 |
| | b. Attractiveness | (5) | 4 |
| | c. Security | (5) | 5 |
| | e. Catering Services | (5) | 3 |
| | f. Client's satisfactory rating | (5) | 4 |
| | | **100** | |
| | | | |

| | RATING FACTORS | WEIGHT (%) | RATING |
|---|---|---|---|
| | | | |
| I. | **Availability** | X (.5) = | 45 |
| II. | **Location and Site Condition** | X (.1) = | 7 |
| III. | **Neighborhood Data** | X (.05) = | 3.95 |
| IV. | **Venue** | X (.35) = | 27.65 |
| | **FACTOR VALUE** | | 83.6 |

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

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

## APPROVED BUDGET FOR THE CONTRACT (ABC)

**Lease of Venue with Meals and Accommodation for Curriculum Review and Enhancement Training for the CCJE Department of MinSU**
**Alcate, Victoria, Oriental Mindoro**
Project Name and Location

Stations: Mindoro State University
Length: Contract Duration:

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | CURRENT MARKET PRICE | TOTAL COST | VAT, OTHER TAXES AND/OR DUTIES APPLICABLE | FREIGHT & INSURANCE | OTHER INDIRECT COSTS | OTHER COST FACTORS INFLATION, CURRRENCY % | OTHER COST FACTORS INFLATION, CURRRENCY VALUE | TOTAL COST | UNIT COST |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) (5)X(9) | (12) (10%[(5)+(10)] | (13) (11) / (3) |
| | **Venue Hall Rental, Room Accomodation and Food Services for the BSCrim-CCJE Curriculum Review and Enhancement Training Seminar** | | | | - | | | | | | | |
| | **Meals and Snacks** | | | | - | | | | | | | |
| | **Day 1** | | | | - | | | | | | | |
| 1 | AM Snacks (Tuna Sandwich plus fruit slices & juice) | 40 | pax | 160.00 | 6,400.00 | | | | | | | |
| 2 | Lunch (Sinigang na isda plus; Fried Tuyo Dessert; Fruits in season & juice) | 40 | pax | 350.00 | 14,000.00 | | | | | | | |
| 3 | PM Snacks (baked mac w/ bread plus milk tea) | 40 | pax | 160.00 | 6,400.00 | | | | | | | |
| 4 | Dinner for 20 persons - pork barbecue, plus 1 veggies; limpiang ubod plus soup; cream of | 20 | pax | 350.00 | 7,000.00 | | | | | | | |
| | **Day 2** | | | | - | | | | | | | |
| 5 | Breakfast( Silog; tapasilog/ fresh fruits & coffee) | 20 | pax | 160.00 | 3,200.00 | | | | | | | |
| 6 | AM Snacks (egg sandwich plus fruit slices & juices) | 20 | pax | 160.00 | 3,200.00 | | | | | | | |
| 7 | Lunch (beef broccoli/ Plus 1 veggies: chopsuey/ plus 1 soup: corn soup dessert: fresh fruits | 20 | pax | 350.00 | 7,000.00 | | | | | | | |
| 8 | PM snacks (pancit canton plus; soda) | 20 | pax | 160.00 | 3,200.00 | | | | | | | |

98 6

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9 | Dinner (nilagang baka plus fried fish dessert fruits in season & juice) | 20 | pax | 350.00 | 7,000.00 | | | | | | | | |
| | **Day 3** | | | | - | | | | | | | | |
| 10 | **reakfast (silog; porkchop/ fresh fruits & coffee** | 20 | pax | 160.00 | 3,200.00 | | | | | | | | |
| 11 | *AM snacks (chicken sandwich plus fruit slices & juice)* | 20 | pax | 160.00 | 3,200.00 | | | | | | | | |
| 12 | *Lunch (Menudo/ plus 1 veggies: stir fry vegetable, plus 1 soup: vegetable soup dessert: fresh fruits* | 20 | pax | 350.00 | 7,000.00 | | | | | | | | |
| 13 | *PM Snacks 9choices, bihon with pandesal/ plus milk tea* | 20 | pax | 160.00 | 3,200.00 | | | | | | | | |
| 14 | *Pick-a-pick-a, wine and juice* | 20 | pax | 164.00 | 3,280.00 | | | | | | | | |
| 15 | *Function Hall* | 1 | lot | 16,800.00 | 16,800.00 | | | | | | | | |
| | *Classroom set-up with sound system and LCD projector* | | | | - | | | | | | | | |
| 16 | *Family rooms* | 4 | room | 3,920.00 | 31,360.00 | | | | | | | | |
| | *good for 6 persons each* | | | | - | | | | | | | | |
| | *for 3 days and 2 nights* | | | | - | | | | | | | | |
| | xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx | | | | - | | | | | | | | |
| | **GRAND TOTAL** | | | | **125,440.00** | | | | | | | | |

| Prepared by | Submitted by | Recommending Approval | Approved |
|---|---|---|---|
| **RENELITO C. RICO** | **Engr. MARK LESTER A. MAGPANTAY** | **NEMESIO H. DAVALOS, *Ph.D.*** | **CHRISTIAN ANTHONY C. AGUTAYA, *Ph.D.*** |
| Member, BAC Secretariat | Head, BAC Secretariat | Chairperson, BAC | University President |

986

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

BAGONG PILIPINAS

# PURCHASE REQUEST

**Fund Cluster:** STF

| Office/Section : CCJE | PR No.: 2024 - 104<br>Responsibility Center Code : | Date: MAY 9, 2024 |
|---|---|---|

| Stock/ Property No. | Unit | Item Description | Qty | Unit Cost | Total Cost |
|---|---|---|---|---|---|
| | | | | | |
| | | **Venue Hall Rental, Room Accomodation and** | | | |
| | | **Food Services for the BSCRIM - CCJE** | | | |
| | | **Curriculum review and enhancement Training** | | | |
| | | **Seminar.** | | | |
| | | **Meals and Snacks** | | | |
| 1 | Pax | Day 1- AM Snacks ( Tuna Sandwich plus fruit slices & juice) | 40 | 160.00 | 6,400.00 |
| 2 | Pax | Lunch (Sinigang na Isda Plus: Fried tuyo Dessert: Fruits in season & juice) | 40 | 350.00 | 14,000.00 |
| 3 | Pax | PM Snacks (baked mac w/ bread Plus milk tea) | 40 | 160.00 | 6,400.00 |
| 4 | Pax | Dinner for 20 persons-( Pork Barbecue, Plus1 veggies: lumpiang ubod Plus 1 soup: cream of ? | 20 | 350.00 | 7,000.00 |
| 5 | Pax | Day 2- Breakfast ( Silog: tapasilog/ Fresh fruits & coffee) | 20 | 160.00 | 3,200.00 |
| 6 | Pax | AM Snacks( Egg Sandwich plus fruit slices & juice) | 20 | 160.00 | 3,200.00 |
| 7 | Pax | Lunch (Beef Broccoli/ Plus1 veggies: Chopsuey/ Plus 1 soup: corn soup Dessert: fresh fruits ) | 20 | 350.00 | 7,000.00 |
| 8 | Pax | PM Snacks(pancit canton Plus: soda) | 20 | 160.00 | 3,200.00 |
| 9 | Pax | Dinner (Nilagang Baka Plus: Fried fish Dessert: Fruits in season & juice ) | 20 | 350.00 | 7,000.00 |
| 10 | Pax | Day 3- Breakfast( Silog: porkchop/ Fresh fruits & coffee) | 20 | 160.00 | 3,200.00 |
| 11 | Pax | AM Snacks (Chicken Sandwich plus fruit slices & juice) | 20 | 160.00 | 3,200.00 |
| 12 | Pax | Lunch( Menudo/ Plus1 veggies: stir fry vegetables/ Plus 1 soup: vegetable soup Dessert: fresh fruits) | 20 | 350.00 | 7,000.00 |
| 13 | Pax | PM Snacks (Choices: bihon with pandesal/ Plus: milk tea) | 20 | 160.00 | 3,200.00 |
| 14 | Pax | *Pick-a-Pick-a, wine and juice* | 20 | 164.00 | 3,280.00 |
| | | | | | **77,280.00** |
| | | | | | |
| 1 | Lot | **Function Hall** | 1 | **16,800.00** | **16,800.00** |
| | | -Classroom set up with sound system and LCD | | | |
| | | Projector | | | |
| 2 | Room | **Family Rooms** | 4 | **3,920.00** | **31,360.00** |
| | | -Good for 6 Persons Each | | | |
| | | -for 3 Days, & 2 Nights | | | |
| | | **GRAND TOTAL** | | | **125,440.00** |

Purpose:
Venue Hall Rental, Room Accomodation and Food Services for the BSCRIm- CCJE Curriculum review and enhancement Training/seminar.

| | Requested by: | Recommending Approval: | Certified Allotment Available: | Approved by: |
|---|---|---|---|---|
| Signature : | | | | |
| Printed Name : | SALCEDO B. TANGUID JR. Ph. D. | ELVI C. ESCAREZ , Ph.D. | ROVELYN P. ROXAS | CHRISTIAN ANTHONY C. AGUTAYA, PHD. |
| Designation | Dean, CCJE | VP for Academic Affairs | Acting Budget Officer III/SAO-Finance | OIC-Office of the University President |

ALLOTMENT AVAILABLE
CHARGEABLE AGAINST
CCJE - STF

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan

STF - 1071
164 -200
04-5391

932

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

CCJE
College of Criminal Justice Education

BAGONG PILIPINAS

April 2, 2024

MINDORO STATE UNIVERSITY
RECEIVED-MCC
RECORDS OFFICE
BY: cll
DATE: 04-02-2024
TIME: 12:10
CONTROL # 361

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

Sir:

Greetings of Peace from the College of Criminal Justice Education.

The College of Criminal Justice Education intends to conduct a Curriculum Review and Enhancement to adapt with new knowledge, skills, technologies, and teaching methodologies and ensure that students receive relevant educational competencies to prepare them for real-world challenges and future career opportunities. The proponent finds it timely to review and enhance to design a well-structured curriculum with proper alignment of learning objectives. Additionally, it is our practice to regularly review and update our curriculum to ensure it remains relevant and meets the changing needs of students and society. Ultimately, the objective of the College is to design an effective curriculum that is facilitative to meaningful learning experiences of the students to help them achieve their educational goals.

Toward these ends, the College of Criminal Justice Education would like to conduct a Curriculum Review and Enhancement cum Team Building with a theme ***"Empowering Learners through Colaborrative and Adaptive Curriculum"*** on May 15-17, 2024 at Bulaklak Resort, Pinamalayan, Oriental Mindoro which will be participated by all full-time faculty of the College of Criminal Justice Education. To ensure valid output of this activity, resource speakers who are experts in the field of criminology and curriculum design will be invited.

Attached herewith are the proposal, budgetary and event's program for your reference.

Rest assured that activities for the students will be provided to ensure continuity of learning process. Hoping for your favorable response and approval.

Thank you and God Bless.

Sincerely yours,

**SALCEDO B. TANGUID, JR. Ph. D.**
Dean, College of Criminal Justice Education

Noted by:

**ELVI C. ESCAREZ, Ph. D.**
Campus Executive Director
MinSU-Calapan City Campus

**CIEDELLE P. SALAZAR**
Campus Executive Director
MinSU- Bongabong Campus

Recommending Approval:

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

Approved:

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



CamScanner

**PROGRAM PROPOSAL**

I. **PROJECT TITLE:** College of Criminal Justice Education (CCJE) Curriculum Review and Enhancement Cum Team Building, Theme: ***"Empowering Learners through Collaborative and Adaptive Curriculum (ELCAC)"***

II. **BASIC INFORMATION**

| | |
|---|---|
| a. Proponent: | Dr. Salcedo B. Tanguid, Jr. |
| b. Target Date and Venue: | May 15-17, 2024, Bulaklak Resort, Pinamalayan, Oriental Mindoro |
| c. Participants: | All CCJE Full-time Faculty, Stakeholders' Representatives |
| d. Estimated Budget: | Php 184, 750.00 |

III. **RATIONALE**

The curriculum of the Bachelor of Science in Criminology under the College of Criminal Justice Education has been designed five years ago which at present requires review and enhancement to align and enrich the curriculum with new CMOs, modern approaches, technologies, and resources that promote learner autonomy, skill development, and lifelong learning habits. Likewise, the new developments in the table of specifications for the Criminologists Licensure Examination necessitate updating of the description of the core courses.

Curriculum review and enhancement has been emphasized during the previous accreditations conducted for the BSCRIM program by the AACCUP evaluators. It is therefore important that regular and comprehensive review of the existing curriculum be conducted to identify areas requiring improvement by focusing on evidence-based practices and utilizing feedback from stakeholders such as instructors, students, parents, administrators, partner agencies and other experts in education policy and research. With this process, the College ensures that the BSCRIM program is responsive to evolving needs while maintaining academic excellence.

It is imperative for this University to keep abreast of emerging trends and best practices in curriculum design and delivery. A periodic review of the curriculum can help identify areas that require improvement, such as outdated content, ineffective teaching methods, or misaligned learning outcomes. By addressing these issues, the College can enhance the quality of instruction and better prepare the students in the actual work setting.

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

IV. **OBJECTIVE**

The following are the key objectives of this activity:

1. Develop a logical framework that justifies the need for periodic assessment of current teaching methods, learning materials, pedagogical approaches, and overall system performance based on measurable outcomes like student

achievements over time compared against national or international standards alongside emerging trends within the field of criminology.

2. Identify strengths and weaknesses in the existing curriculum to inform decisions about maintaining, modifying, or replacing current practices.
3. Align the academic content with national standards and global competencies while considering local needs, cultural context, and emerging trends within the practice of criminology as a profession.
4. Improve instructional strategies that promote critical thinking skills, problem-solving abilities, creativity, collaboration, communication, self-reflection, resilience, adaptability, and lifelong learning among students.
5. Keeping the curriculum up-to-date with new knowledge, skills, technologies, and teaching methodologies to ensure that students receive relevant competencies that will prepare them for real-world challenges and future career opportunities.

## V. BUDGETARY REQUIREMENTS

Proposed expenses to be incurred in the activity.

### A. Projected Funds

| **Sources of Funds** *CCJE Fund* | **Items** | **Unit Cost** | **Total** | **CCJE Fund** |
|---|---|---|---|---|
| *Curriculum Development* | Speaker's Fee (2 speakers)<br>Tarpaulin<br>Training Materials (Ballpen, notebook, envelope/bag)<br>Certificates and Holder/Plaque<br>Lei for 15 Guest & Speaker<br>Contingency Fund | 15,000<br>1,500.00<br>2,560.00<br>4,000.00<br>300.00 | 30,000.00<br>1,500.00<br>2,560.00<br>4,000.00 3985<br>4,500.00 2995<br>6,000.00 | |
| **Sub-Total** | | | **Php 48, 560.00** | |
| | Hall Rentals<br>Accommodation (3 days 2 nights)<br>Foods (40 pax for 3 days)<br>Add Vat 12% | 7,000.00<br>14,000.00<br><br>13,440.00 | 15,000.00<br>28,000.00<br>69,000.00<br>13,440.00 | |
| **Sub-Total** | | Add VAT | Php 112,000.00<br>Php 13,440.00<br>**Php 125,440.00** | |
| Prizes for games and activity | Personalized Bamboo tumbler (25pcs)<br>Personalized Pen (25pcs) | 380.00<br>50.00 | Php 9,500.00<br>Php 1,250.00 | |
| **Sub-total** | | | **Php 10,750.00** | |
| **Grand Total** | | | **Php 184,750.00** | |

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### B. Projected Expenses

| **Items/Particulars Expenses** | **Quantity** | **Unit Cost** | **Total** |
|---|---|---|---|
| Notebook | 40 | 25 | 1,000.00 |
| Ballpen | 40 | 9 | 360.00 |
| Plastic Envelope /bag | 40 | 30 | 1,200.00 |
| Tarpaulin (4x5 ft)<br>(5x10 ft) | 1<br>1 | 250<br>1250 | 250.00<br>1250.00 |
| **Sub Total** | | | **Php 4,060.00** |

| | | | |
|---|---|---|---|
| Foods (First day)<br>2 Snacks<br>1 Lunch<br>1 Dinner<br><br>Foods (Second & Third day)<br>4 Snacks<br>2 Breakfast<br>2 Lunch<br>1 Dinner<br>Pick-a Pick-a for socialization<br>**Sub Total** | <br>40<br>40<br>20<br><br><br>20<br>20<br>20<br>20<br>20 | <br>150 x 2= 300<br>300 x 1= 300<br>300 x 1= 300<br><br><br>150x 4=600<br>150x 2=300<br>300x 2=600<br>300x1=300 | <br>12,000.00<br>12,000.00<br>6,000.00<br><br><br>12,000.00<br>6,000.00<br>12,000.00<br>6,000.00<br>3,000.00<br>**Php 69,000.00** |
| Accommodation<br>4 rooms (3,500.00 per room)<br>(6 person each room) | 3 days 2 nights | 14,000.00 | **Php 28,000.00** |
| Hall Rentals | 2 and ½ days | 7,000.00 | **Php 15,000.00** |
| | | Add VAT 12% | **Php 13,440.00** |
| Speakers Fee | 2 | 30,000.00 | **Php 30,000.00** |
| Speakers Certificate/ and Holder | 2 | 2,000.00 | **Php 4,000.00** |
| Lei for Guest & Speaker | 15 | 300.00 | **Php 4,500.00** |
| Contingency Fund | | | **Php 6,000.00** |
| Prizes for games and activity<br>Personalized Bamboo tumbler (25pcs)<br>Personalized Pen (25pcs) | <br>25<br><br>25 | <br>380<br><br>50 | <br>**Php 9,500.00**<br><br>**Php 1,250.00** |
| **Grand Total** | | | **Php 184,750.00** |

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## VI. GENERAL PROGRAM OF ACTIVITIES

| Time | Program | |
|---|---|---|
| Day1,<br>May 15, 2024<br>(Wednesday)<br>8:00 – 12:00nn | Travel time to the venue<br>Registration<br>Lunch | |
| 1:00-1:30 pm | Opening Prayer<br>National Anthem<br>MinSU Hymn<br>Martsa ng Silangang Mindoro | AVP |
| 1:30-2:00 pm | Welcome Remarks | |
| 2:00 -2:15 | Introduction of the Guest Speaker | |
| 2:15-3:30 | ***Topic 1 – GAD IN THE CURRICULUM***<br>***Speaker 1*** | |
| 3:30-4:00 pm | Open Forum/Question and Answer | |

| | | |
|---|---|---|
| 4:00-8:00 pm | GAD Activity-Socialization | |

| Time | Program | |
|---|---|---|
| Day 2,<br>May 16, 2024 (Thursday)<br>7:30-9:00 pm | Registration<br>Introduction and Orientation<br>Leveling – off of Expectation | |
| | Welcome Message | |
| | **TOPIC 2**<br>**INTERNATIONALIZATIO OF CURRICULUM TRENDS**<br>**TOPIC 3**<br>**CURRICULUM REVIEW AND ENHANCEMENT** | |
| | Workshop and Presentation of Output<br>Critiquing and Enhancement | Program Representation<br><br>Resource Speakers |
| Day 3<br>May 17,2024 (Friday)<br>8:00 – 12:00 | **Topic 4**<br>**APPLICATION OF QUALITATIVE RESEARCH IN CRIMINOLOGICAL RESEARCH** | |
| 1:00 – 3:00 | Team Building Activities | |
| 3:00 onwards | Traveling Going Home | |

**VII. Expected Output**

The CCJE faculty is expected to have designed a comprehensive curriculum for the BSCRIM program that is responsive to a holistic approach towards academic excellence. Strengthened work relationship and camaraderie between and among faculty members and stakeholders of the College.

Prepared by:

**DR. SALCEDO B. TANGUID, JR.**
Dean, CCJE

Allotment Available

**ROVELYN P. ROXAS**
Budget Officer III

Recommending Approval:

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

**PROF. JOELENE C. LEYNES**
Vice President for Administration & Finance

Approved:

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

| | | | |
|---|---|---|---|
| Foods (First day)<br>2 Snacks<br>1 Lunch<br>1 Dinner<br><br>Foods (Second & Third day)<br>4 Snacks<br>2 Breakfast<br>2 Lunch<br>1 Dinner<br>Pick-a Pick-a for socialization<br>**Sub Total** | <br>40<br>40<br>20<br><br><br>20<br>20<br>20<br>20<br>20 | <br>150 x 2= 300<br>300 x 1= 300<br>300 x 1= 300<br><br><br>150x 4=600<br>150x 2=300<br>300x 2=600<br>300x1=300 | <br>12,000.00<br>12,000.00<br>6,000.00<br><br><br>12,000.00<br>6,000.00<br>12,000.00<br>6,000.00<br>3,000.00<br>**Php 69,000.00** |
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| | | Add VAT 12% | **Php 13,440.00** |
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| Lei for Guest & Speaker | 15 | 300.00 | **Php 4,500.00** |
| Contingency Fund | | | **Php 6,000.00** |
| Prizes for games and activity<br>Personalized Bamboo tumbler (25pcs)<br>Personalized Pen (25pcs) | <br>25<br><br>25 | <br>380<br><br>50 | <br>**Php 9,500.00**<br><br>**Php 1,250.00** |
| **Grand Total** | | | **Php 184,750.00** |

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## VI. GENERAL PROGRAM OF ACTIVITIES

| Time | Program | |
|---|---|---|
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| 1:00-1:30 pm | Opening Prayer<br>National Anthem<br>MinSU Hymn<br>Martsa ng Silangang Mindoro | AVP |
| 1:30-2:00 pm | Welcome Remarks | |
| 2:00 -2:15 | Introduction of the Guest Speaker | |
| 2:15-3:30 | ***Topic 1 – GAD IN THE CURRICULUM***<br>***Speaker 1*** | |
| 3:30-4:00 pm | Open Forum/Question and Answer | |

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achievements over time compared against national or international standards alongside emerging trends within the field of criminology.

2. Identify strengths and weaknesses in the existing curriculum to inform decisions about maintaining, modifying, or replacing current practices.
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## V. BUDGETARY REQUIREMENTS

Proposed expenses to be incurred in the activity.

### A. Projected Funds

| Sources of Funds *CCJE Fund* | Items | Unit Cost | Total | CCJE Fund |
|---|---|---|---|---|
| *Curriculum Development* | Speaker's Fee (2 speakers) | 15,000 | 30,000.00 | |
| | Tarpaulin | 1,500.00 | 1,500.00 | |
| | Training Materials (Ballpen, notebook, envelope/bag) | 2,560.00 | 2,560.00 | |
| | Certificates and Holder/Plaque | 4,000.00 | 4,000.00 3055 | |
| | Lei for 15 Guest & Speaker | 300.00 | 4,500.00 2995 | |
| | Contingency Fund | | 6,000.00 | |
| **Sub-Total** | | | **Php 48, 560.00** | |
| | Hall Rentals | 7,000.00 | 15,000.00 | |
| | Accommodation (3 days 2 nights) | 14,000.00 | 28,000.00 | |
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| Prizes for games and activity | Personalized Bamboo tumbler (25pcs) | 380.00 | Php 9,500.00 | |
| | Personalized Pen (25pcs) | 50.00 | Php 1,250.00 | |
| **Sub-total** | | | **Php 10,750.00** | |
| **Grand Total** | | | **Php 184,750.00** | |

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### B. Projected Expenses

| Items/Particulars Expenses | Quantity | Unit Cost | Total |
|---|---|---|---|
| Notebook | 40 | 25 | 1,000.00 |
| Ballpen | 40 | 9 | 360.00 |
| Plastic Envelope /bag | 40 | 30 | 1,200.00 |
| Tarpaulin (4x5 ft) | 1 | 250 | 250.00 |
| (5x10 ft) | 1 | 1250 | 1250.00 |
| **Sub Total** | | | **Php 4,060.00** |

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Victoria, Oriental Mindoro 5205 Philippines

| | | |
|---|---|---|
| 4:00-8:00 pm | GAD Activity-Socialization | |

| Time | Program | |
|---|---|---|
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| | Welcome Message | |
| | **TOPIC 2**<br>**INTERNATIONALIZATIO OF CURRICULUM TRENDS**<br>**TOPIC 3**<br>**CURRICULUM REVIEW AND ENHANCEMENT** | |
| | Workshop and Presentation of Output<br>Critiquing and Enhancement | Program Representation<br>Resource Speakers |
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**VII. Expected Output**

The CCJE faculty is expected to have designed a comprehensive curriculum for the BSCRIM program that is responsive to a holistic approach towards academic excellence. Strengthened work relationship and camaraderie between and among faculty members and stakeholders of the College.

Prepared by:

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Allotment Available

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Recommending Approval:

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Vice President for Administration & Finance

Approved:

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

System dark mode is now on. Switch Facebook to always match system setting? Yes

Responsive Quotation (for goods or infrastructure projects), or consultant with the Single or Highest Rated and Responsive Proposal (for consulting services). In case of approval, the HOPE shall immediately enter into contract with the said supplier, contractor or consultant.

Classified as AMP – 53.9 lease of Venue w/ Meals + Accommodation

## 9. LEASE OF REAL PROPERTY AND VENUE[178]

**a) Definition.** Procurement covering lease of real property and venue for official use, where:

i. Real Property refers to land and buildings (office spaces or units) and constructions of all kinds adhered to the soil.

ii. Venue refers to training centers, convention halls, hotels, and similar establishments catering to trainings, seminars, conferences, conventions, symposia and similar gatherings requiring the official participation of government officials and employees. This may include meals and accommodation depending on the requirements of the Procuring Entity.

iii. Lessee refers to any government agency temporarily occupying a real property on the basis of a contract executed with the private individual, partnership, cooperative, association, or corporation having absolute ownership over such real property.

iv. Lessor refers to any government agency or private individual, partnership, cooperative, association, or corporation having absolute ownership over the real property or venue to be leased.

**b) Policy Considerations**

i. Publicly-owned vis-a-vis privately-owned real property and venue

It is preferred that government agencies lease publicly-owned real property or venue from other government agencies.

If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner.

In the event that the Procuring Entity would resort to privately-owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government.

ii. Location

The location of the real property or venue to be leased should have been meticulously selected by the Procuring Entity after

[178] Section 53.10, IRR of R.A. No. 9184.

taking into consideration, among others, the need for prudence and economy in government service and the suitability of the area in relation to the mandate of the office, and its accessibility to its clients. In the lease of venue, other factors such as the nature of the event or the level of security in the proposed location may also be taken into account.

iii. ABC and rental rates

The ABC shall be set using the midpoint of the range obtained from the results of the market analysis on the prevailing lease rates for real property or venue within the vicinity of the selected location complying with the criteria and technical specifications of the End- User Unit. In no case shall the rental rates, including additional expenses, such as association dues in the case of lease of real property, exceed the ABC.

As a general rule, rental rates are considered reasonable when they represent or approximate the value of what the Lessee gets in terms of accommodation, facility, amenities, and convenience from the leased real property or venue, and the Lessor gets an equitable return of capital or investment.

Rental rates should also be within the prevailing market rates for lease of real property or venue with the same or similar condition or classification and located within the vicinity. Rental rate refers to the amount paid by the Lessee for the use and/or occupancy of the privately-owned real property to the Lessor, where payment is usually made on a monthly basis.

iv. Technical Specifications

Technical Specification shall be prepared taking into consideration the rating factors under Appendix B of this Guidelines.

**c) Procedures for Lease of Privately-Owned Real Property and Venue**

i. Real Property

a) The BAC shall invite at least three (3) prospective Lessors to submit sealed price quotations or password-protected price quotations in compressed archive folders, in case of electronic submission of price quotations.[179]

On a specified date, submitted price quotations shall be opened to determine the Lowest Calculated Quotation. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

[179] As amended by GPPB Resolution No. 09-2020, dated 7 May 2020, published in the Philippine Daily Inquirer on 15 May 2020.

For electronic submission of price quotations, the passwords for accessing the same will be disclosed by the prospective Lessors on a specified date which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.[180]

b) The real property being offered by the Lessor with the Single or Lowest Calculated Quotation shall be rated in accordance with the technical specifications and the reasonableness of its price quotation shall be determined in accordance with the methodology prescribed in Appendix B.

c) Upon determination of the responsiveness and reasonableness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the Lessor with the Single or Lowest Calculated and Responsive Quotation. Award of contract shall be made in accordance with Section IV(L) of this Guidelines.

ii. Venue

a) The BAC shall send the RFQ to at least three (3) venues within the vicinity of the selected location. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

b) The venue being offered by the Lessor with the Lowest Calculated Quotation shall then be rated in accordance with the technical specifications prepared pursuant to Appendix B of this Guidelines. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

c) Upon determination of the responsiveness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the Lessor with the Single or Lowest Calculated and Responsive Quotation. Award of contract shall be made in accordance with Section IV(L) of this Guidelines.

**d) Renewal of Contract of Lease of Real Property**

i. Prior to the expiration of the lease contract, the end-user of the procuring entity must conduct a cost-benefit analysis to assess the quality of service under the lease contract. For instance, it must compare the rental rates charged by its lessor against other lessors in the area. It must also analyze whether entering into a new contract will be more expensive taking into consideration the cost of transfer and accessibility to the public. In assessing the existing lease, PEs are encouraged to consult relevant government agencies regarding any new policy or directive in the lease of real property.(n)

[180] Ibid.

ii. If the results of the CBA, conducted by the end-user, continue to favor the existing lessor, then the Head of the Procuring Entity (HoPE) may renew its lease contract subject to the Guidelines on Renewal of Regular and Recurring Services.[181] If it does not, then the PE should procure a new lease contract in accordance with Section 53.10 of the IRR of RA 9184 and these guidelines.

## 10. DIRECT RETAIL PURCHASE OF PETROLEUM FUEL, OIL AND LUBRICANT (POL) PRODUCTS, AIRLINE TICKETS, AND ONLINE SUBSCRIPTIONS[182](a)

a. **Policy Considerations**. All procurement of POL products, airline tickets, and online subscriptions shall be done through competitive bidding, except when the Procuring Entity has determined that Direct Retail Purchase is the best modality for the procurement of (i) non-bulk POL products or where fees for additional services or functionalities are charged on top of the payment for the required POL products, (ii) airline tickets, or online subscriptions.[183](n)

In case of competitive bidding, other factors such as value-added or related services may also be taken into account in determining the procurement project's ABC.[184](n)

b. **Definition**. Where Goods and Services are required by a Procuring Entity for the efficient discharge of its principal mandate, governmental functions, or day-to-day operations, direct retail purchase of (i) POL products, and airline tickets, and (iii) online subscriptions may be made by end-users delegated to procure the same from identified direct suppliers or service providers.[185](n)

Online subscription shall cover (i) electronic publications, reference materials, and journals; (ii) computer software and applications such as video conferencing applications, computer-aided design and drafting applications, office productivity tools, and system protection software; (iii) web-based services such as news and social media monitoring tools; and (iv) off-the-shelf information systems, except internet and cloud computing services.(n)

c. **Conditions**. The procurement of POL products, airline tickets, and online subscriptions can be contracted by the end-user to identified direct suppliers or service providers under the following conditions:[186]

[181] As amended by GPPB Resolution No. 06-2022, dated 12 September 2022, published in the Philippine Star on 13 April 2023.
[182] As amended by GPPB Resolution No. 05-2022, dated 23 June 2022, published in the Philippine Star on 06 October 2022.
[183] Ibid.
[184] Ibid.
[185] Ibid.
[186] Ibid.

# CERTIFICATE OF COMPLETION

| | | |
|---|---|---|
| SCHOOL/ OFFICE | : | **COLLEGE OF CRIMINAL JUSTICE EDUCATION** |
| NAME OF PROJECT | : | **CURRICULUM REVIEW AND ENHANCEMENT CUM TEAM BUILDING** |
| LOCATION | : | **BULAKLAK RESORT, PINAMALAYAN, ORIENTAL MINDORO** |
| SUPPLIER/ CATERER | : | **ARNULFO D. HERRERA** |
| ADDRESS | : | **QUEZON ST. ZONE III, PINAMALAYAN, ORIENTAL MINDORO** |

This is to certify that the above-stated meals, venue and accommodation for Curriculum Review and Enhancement Cum Team Building, has been satisfactorily completed with the provisions contained in the contract.

Issued upon the completion of the delivery of goods dated May 15-17, 2024, for the purpose of payment.

Done this 9th day of July 2024.

Certified:

**RICHELLE V. TANGUID**
*Assistant Professor II*

Noted:

**SALCEDO B. TANGUID JR., *Ph. D.***
*Dean, College of Criminal Justice Education*

Approved:

**ELVI C. ESCAREZ, *Ph. D.***
*Campus Executive Director, MCC*

# CERTIFICATE OF COMPLETION

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| SCHOOL/ OFFICE | : | **COLLEGE OF CRIMINAL JUSTICE EDUCATION** |
| NAME OF PROJECT | : | **CURRICULUM REVIEW AND ENHANCEMENT CUM TEAM BUILDING** |
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*Campus Executive Director, MCC*

# CURRICULUM REVIEW AND ENHANCEMENT CUM TEAM BUILDING WITH A THEME "EMPOWERING LEARNERS THROUGH COLABORRATIVE AND ADAPTIVE CURRICULUM

## MARKETING ANALYSIS

### RATIONALE

The curriculum of the Bachelor of Science in Criminology under the College of Criminal Justice Education has been designed five years ago which at present requires review and enhancement to align and enrich the curriculum with new CMOs, modern approaches, technologies, and resources that promote learner autonomy, skill development, and lifelong learning habits. Likewise, the new developments in the table of specifications for the Criminologists Licensure Examination necessitate updating of the description of the core courses.

Curriculum review and enhancement has been emphasized during the previous accreditations conducted for the BSCRIM program by the AACCUP evaluators. It is therefore important that regular and comprehensive review of the existing curriculum be conducted to identify areas requiring improvement by focusing on evidence-based practices and utilizing feedback from stakeholders such as instructors, students, parents, administrators, partner agencies and other experts in education policy and research. With this process, the College ensures that the BSCRIM program is responsive to evolving needs while maintaining academic excellence.

It is imperative for this University to keep abreast of emerging trends and best practices in curriculum design and delivery. A periodic review of the curriculum can help identify areas that require improvement, such as outdated content, ineffective teaching methods, or misaligned learning outcomes. By addressing these issues, the College can enhance the quality of instruction and better prepare the students in the actual work setting.

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

### OBJECTIVES

The program aims to:

1. Develop a logical framework that justifies the need for periodic assessment of current teaching methods, learning materials, pedagogical approaches, and overall system performance based on measurable outcomes like student achievements over time compared against national or international standards alongside emerging trends within the field of criminology.
2. Identify strengths and weaknesses in the existing curriculum to inform decisions about maintaining, modifying, or replacing current practices.
3. Align the academic content with national standards and global competencies while considering local needs, cultural context, and emerging trends within the practice of criminology as a profession.
4. Improve instructional strategies that promote critical thinking skills, problem-solving abilities, creativity, collaboration, communication, self-reflection, resilience, adaptability, and lifelong learning among students.
5. 5. Keeping the curriculum up-to-date with new knowledge, skills, technologies, and teaching methodologies to ensure that students receive relevant competencies that will prepare them for real-world challenges and future career opportunities.

| PARTICULARS | Number of Participants | Date | BULAKLAK RESORT | AMOR BEACH RESORT | FRANCESCA RESORT AND HOTELS INCORPORATION |
|---|---|---|---|---|---|
| AM Snacks | 40 | May 15 | 160 | 180 | 165 |
| Buffet Lunch | 40 | May 15 | 350 | 400 | 355 |
| PM Snacks | 40 | May 15 | 160 | 170 | 165 |
| Buffet Dinner | 20 | May 15 | 350 | 400 | 355 |
| | | | | | |
| Breakfast | 20 | May 16 | 160 | 170 | 165 |
| AM Snacks | 20 | May 16 | 160 | 170 | 165 |
| Buffet Lunch | 20 | May 16 | 350 | 400 | 355 |
| PM Snacks | 20 | May 16 | 160 | 170 | 165 |
| Buffet Dinner | 20 | May 16 | 350 | 400 | 355 |
| | | | | | |
| Buffet Breakfast | 20 | May 17 | 160 | 170 | 165 |
| AM Snacks | 20 | May 17 | 160 | 170 | 165 |
| Buffet Lunch | 20 | May 17 | 350 | 400 | 355 |
| PM Snacks | 20 | May 17 | 160 | 170 | 165 |
| Pick-a for socialization | 20 | May 17 | 164 | 180 | 169 |
| | | | 40*670=26,800<br>20*350=7,000 | 40*750=30,000<br>20*400=8,000 | 40*685= 27,400<br>20*355=7,100 |
| | | | 20*1,180=23,600 | 20*1,310=26,200 | 20*1,205= 24,100 |
| | | | 20*994=19,880 | 20*1090= 21,800 | 20*1,019= 20,380 |
| | | | =77,280 | = 86,000 | = 78,980 |
| | | May 15-17 | 40/pax/night | 40/pax/night | 40/pax/night |
| Room Accommodation<br>4 rooms<br>(3,500.00/room)<br>(6 persons / room) | | May 15-17 | 7840/room/night<br><br>= 31,360 | 9700/room/night<br><br>= 38,800 | 10,500/room/night<br><br>= 42,000 |
| Seminar Hall | | 1 day | 16,800*1=16,800 | 17, 000*1=17,000 | 17,000*1=17,000 |
| TOTAL | | | 112,000<br>Plus 12% Vat | 148,050<br>Plus 12% Vat | 150,000<br>Plus 12% Vat |

**Prepared by:**

**SALCEDO B TANGUID JR., Ph.D.**
Dean CCJE

**Recommending Approval:**

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

**Approved:**

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

# Omnibus Sworn Statement

**REPUBLIC OF THE PHILIPPINES)**
**CITY/MUNICIPALITY OF _____) S.S.**

## AFFIDAVIT

I, Arnulfo D. Helera, of legal age, Single, Filipino, and residing at Quezon Street Zone III Pinamalayan, Oriental Mindoro , after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of ADH (Arnulfo D. Helera) Development Group Inc., with office address at Quezon St. Zone III, Pinamalayan Oriental Mindoro;

2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *Curriculum Review and Enhancement cum Team Building "Empowering Learners Through Collaborative and Adaptive Curriculum" on May 15 -17,2024,* as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. ADH ( Arnulfo D. Helera) Development Group Inc. 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. ADH (Arnulfo D. Helera) Development Group Inc. is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. None of the officers, directors, and controlling stockholders of *ADH (Arnulfo D. Helera) Development Group Inc.* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *ADH (Arnulfo D. Helera) Development Group Inc.* complies with existing labor laws and standards; and

8. *ADH (Arnulfo D. Helera) Development Group Inc.* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;

b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and d.

d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *Curriculum Review and Enhancement cum Team Building "Empowering Learners Through Collaborative and Adaptive Curriculum" on May 15 -17,2024.*

9. *ADH (Arnulfo D. Helera) Development Group Inc.* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

13 MAY 2024

**IN WITNESS WHEREOF**, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

**Arnulfo D. Helera**
Affiant

Doc. No. 227;
Page No. 44;
Book No. 7;
Series of 2024.

ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 83176
IBP OR No. 371343/ 12-21-2023/ Or. Mindoro
PTR No. 1222466A/ 01-02-2024/ Calapan City
MCLE Compliance: Until 04-14-25

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**CITY/MUNICIPALITY OF _____) S.S.**

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**IN WITNESS WHEREOF**, I have hereunto set my hand this 13 MAY 2024 day of ___, 20__ at _____, Philippines.

**Arnulfo D. Helera**
Affiant

Doc. No. 227;
Page No. 46;
Book No. 7;
Series of 2024.

ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 63176
IBP OR No. 371343/ 12-21-2023/ Or. Mindoro
PTR No. 1222466A/ 01-02-2024/ Calapan City
MCLE Compliance: Until 04-14-25

# Omnibus Sworn Statement

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**CITY/MUNICIPALITY OF _____) S.S.**

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13 MAY 2024

**IN WITNESS WHEREOF**, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

**Arnulfo D. Helera**
Affiant

Doc. No. 227
Page No. 46
Book No. 5
Series of 2024

ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 63176
IBP OR No. 371343/12-21-2023/ Or. Mindoro
PTR No. 222466A/01-02-2024/ Calapan City
MCLE Compliance: Until 04-14-25

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

BAGONG PILIPINAS

# PURCHASE REQUEST

Fund Cluster: STF

| Office/Section : CCJE | | PR No.: 2024 - 104<br>Responsibility Center Code : | | Date: MAY 9, 2024 | |
|---|---|---|---|---|---|
| Stock/ Property No. | Unit | Item Description | Qty | Unit Cost | Total Cost |
| | | | | | |
| | | **Venue Hall Rental, Room Accomodation and** | | | |
| | | **Food Services for the BSCRIM - CCJE** | | | |
| | | **Curriculum review and enhancement Training** | | | |
| | | **Seminar.** | | | |
| | | **Meals and Snacks** | | | |
| 1 | Pax | Day 1- AM Snacks ( Tuna Sandwich plus fruit slices & juice) | 40 | 160.00 | 6,400.00 |
| 2 | Pax | Lunch (Sinigang na Isda Plus: Fried tuyo Dessert: Fruits in season & juice) | 40 | 350.00 | 14,000.00 |
| 3 | Pax | PM Snacks (baked mac w/ bread Plus milk tea) | 40 | 160.00 | 6,400.00 |
| 4 | Pax | Dinner for 20 persons-( Pork Barbecue, Plus1 veggies: lumpiang ubod Plus 1 soup: cream of ? | 20 | 350.00 | 7,000.00 |
| 5 | Pax | Day 2- Breakfast ( Silog: tapasilog/ Fresh fruits & coffee) | 20 | 160.00 | 3,200.00 |
| 6 | Pax | AM Snacks( Egg Sandwich plus fruit slices & juice) | 20 | 160.00 | 3,200.00 |
| 7 | Pax | Lunch (Beef Broccoli/ Plus1 veggies: Chopsuey/ Plus 1 soup: corn soup Dessert: fresh fruits ) | 20 | 350.00 | 7,000.00 |
| 8 | Pax | PM Snacks(pancit canton Plus: soda) | 20 | 160.00 | 3,200.00 |
| 9 | Pax | Dinner (Nilagang Baka Plus: Fried fish Dessert: Fruits in season & juice ) | 20 | 350.00 | 7,000.00 |
| 10 | Pax | Day 3- Breakfast( Silog: porkchop/ Fresh fruits & coffee) | 20 | 160.00 | 3,200.00 |
| 11 | Pax | AM Snacks (Chicken Sandwich plus fruit slices & juice) | 20 | 160.00 | 3,200.00 |
| 12 | Pax | Lunch( Menudo/ Plus1 veggies: stir fry vegetables/ Plus 1 soup: vegetable soup Dessert: fresh fruits) | 20 | 350.00 | 7,000.00 |
| 13 | Pax | PM Snacks (Choices: bihon with pandesal/ Plus: milk tea) | 20 | 160.00 | 3,200.00 |
| 14 | Pax | *Pick-a-Pick-a, wine and juice* | 20 | 164.00 | 3,280.00 |
| | | | | | **77,280.00** |
| 1 | Lot | **Function Hall** | 1 | **16,800.00** | **16,800.00** |
| | | -Classroom set up with sound system and LCD | | | |
| | | Projector | | | |
| 2 | Room | **Family Rooms** | 4 | **3,920.00** | **31,360.00** |
| | | -Good for 6 Persons Each | | | |
| | | -for 3 Days, & 2 Nights | | | |
| | | **GRAND TOTAL** | | | **125,440.00** |

Purpose:
Venue Hall Rental, Room Accomodation and Food Services for the BSCRIm- CCJE Curriculum review and enhancement Training/seminar.

| | Requested by: | Recommending Approval: | Certified Allotment Available: | Approved by: |
|---|---|---|---|---|
| Signature : | | | | |
| Printed Name : | SALCEDO B. TANGUID JR. Ph. D. | ELVI C. ESCAREZ , Ph.D | ROVELYN P. ROXAS | CHRISTIAN ANTHONY C. AGUTAYA, PHD |
| Designation | Dean, CCJE | VP for Academic Affairs | Acting Budget Officer III/SAO-Finance | OIC-Office of the University Presider |

ALLOTMENT AVAILABLE
CHARGEABLE AGAINST
CCJE - STF

MACHERMIE R. LANDICHO
Acting Budget Officer

STF - 1071
164 - 200
04-5891B