



University Bids and Awards Committee
Resolution No. 130, S. 2024

DECLARING FAILURE OF REQUEST FOR QUOTATION AND RECOMMENDING NEGOTIATED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF MEDALS, OFFICE SUPPLIES, TARPULIN, FOODS, YEARBOOK AND PHOTO PACKAGE FOR THE 2024 GRADUATION CEREMONY AT MINSU MAIN CAMPUS

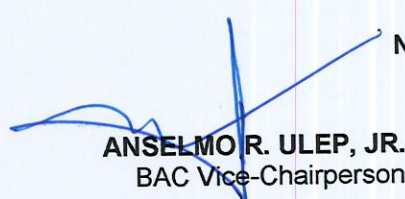
WHEREAS, the Mindoro State University (MinSU), through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project "Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU Main Campus" with an Approved Budget for the Contract (ABC) amounting to One Hundred Twenty-Seven Thousand Nine Hundred Thirty Pesos (Php127,930.00);

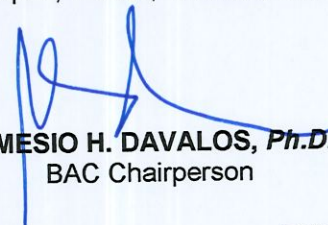
WHEREAS, in response to the first publication of the project on May 15, 2024; six (6) suppliers were found in the document request list however, no supplier submitted Request for Quotation (RFQ) thus, declared failure of RFQ;


WHEREAS, based on the declared failure, the BAC recommended for the second publication of the project on May 23, 2024; no supplier was found in the document request list however, no supplier submitted the RFQ for the second time;


NOW, THEREFORE, the of Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED** that the BAC recommend to the University President approval of resorting to Alternative Method of Procurement through Negotiated Procurement under Section 53 "Annex-H" of the R.A. 9184 for the "Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU Main Campus";

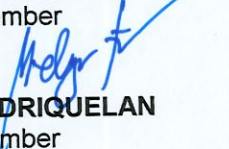
RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 29th day of May, 2024.


ANSELMO R. ULEP, JR.
BAC Vice-Chairperson

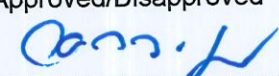

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

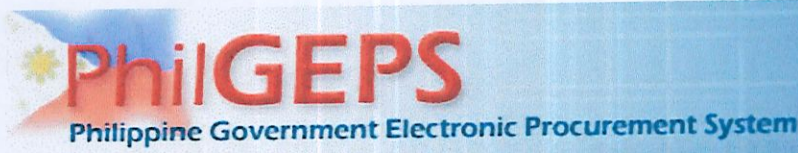

CIEDELLE P. SALAZAR Ph.D
BAC Member


ELVI C. ESCAREZ, Ph.D.
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10880747
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-104	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	23/05/2024
Approved Budget for the Contract:	PHP 127,930.00	Last Updated / Time	23/05/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	27/05/2024 01:00 AM
Client Agency:			
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph		

Description

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

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

Note: 1. All entries must be typewritten.
2. Delivery Period within ____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

LOT 1: Customized Medals
1 pc Gold Medals, personalized 40

LOT 2: Office Supplies
1 pack Specialty Paper, A4 ,100s 10

LOT 3: Tarpaulin
1 pc 8x10 tarpaulin poster 9

LOT 4: Foods
1 pax Snacks AM 154
Baked Macaroni, Garlic Bread,
Canned drinks, bottled water
2 pax Lunch 154



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10852477
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-104	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 499,130.00	Document Request List	6
Delivery Period:	30 Day/s		
Client Agency:		Date Published	15/05/2024
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph	Last Updated / Time	15/05/2024 00:00 AM
		Closing Date / Time	20/05/2024 17:00 PM

Description

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

LOT 1: Customized Medals

1 pc Gold Medals, personalized 40

LOT 2: Office Supplies

1 pack Specialty Paper, A4 ,100s 10

LOT 3: Tarpaulin

1 pc 8x10 tarpaulin poster 9

LOT 4: Foods

1 pax Snacks AM 154

Baked Macaroni, Garlic Bread,

Canned drinks, bottled water

2 pax Lunch 154

Rice, Sinigang na Tanigue, Beef

Caldereta, Pork Steak, Chicken

[illegible]

Created by Annabelle Quinto Madrigal

Date Created 14/05/2024

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



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR24-0251		Date: 05/09/2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1: Customized Medals			
	pc	Gold Medals, personalized	40	100.00	4,000.00
		LOT 2: Office Supplies			
	pack	Specialty Paper, A4, 100s	10	75.00	750.00
		LOT 3: Tarpaulin			
	pc	8x10 tarpaulin poster	9	1,600.00	14,400.00
		LOT 4: Foods			
	pax	Snacks AM	154	80.00	12,320.00
		Baked Macaroni, Garlic Bread, Canned drinks, bottled water			
	pax	Lunch	154	160.00	24,640.00
		Rice, Sinigang na Tanigue, Beef Caldereta, Pork Steak, Chicken Cordonbleu, Buttered Garlic Shrimp, Stirfried Vegetables, Fruit platter, Iced tea, Bottled Water			
	pax	Snacks PM	154	80.00	12,320.00
		Club House sandwich, chips, Canned Drinks, Bottled Water			
		LOT 5: Yearbook			
	copy	2024 Yearbook	483	500.00	241,500.00
		Cover: 250 gsm matte coated paper Full color, with embossed foil stamp Custom printed end sheets			
		Inner: Page count: 96 pages CYMK Inner paper: Matte Art Paper, 128 gsm Binding: Standard hardcover binding			
		LOT 6: Graduation Photo Package			
	package	Graduation Photo Package	473	400.00	189,200.00
		Inclusions: 1pc 8x10 colored toga 4pcs 2x3 Wallet Size Colored Toga 4pcs 2x3 Wallet Size Creative Shot Soft copy of edited picture Free shots for faculty and staff			
		TOTAL			499,130.00

Purpose: for the 47th Commencement Exercises, MinSU Main Campus

Requested by:	Recommending Approval:	Approved as to Availability of Funds	Approved by:
Signature :			
Printed Name : JOMBERT M. CAOLI	NEMESIO H. DAVALOS, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation : Director for SAS	VP for Academic Affairs	SAO/ Acting Budget Officer III	OIC, Office of the University president

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

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU Main Campus

Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

Length:																
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST	
									OTHER COST FACTORS			INFLATION, CURRENCY	VALUE			CURRENCY
									%	INFLATION	CURRENCY					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)				



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10852477
Procuring Entity MINDORO STATE UNIVERSITY
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Area of Delivery Oriental Mindoro

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Delivery Period:	30 Day/s	Closing Date / Time	20/05/2024 17:00 PM
Client Agency:			
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsueu.ph		

Description

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

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

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

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

LOT 1: Customized Medals
1 pc Gold Medals, personalized 40

LOT 2: Office Supplies
1 pack Specialty Paper, A4 ,100s 10

LOT 3: Tarpaulin
1 pc 8x10 tarpaulin poster 9

LOT 4: Foods
1 pax Snacks AM 154
Baked Macaroni, Garlic Bread,
Canned drinks, bottled water
2 pax Lunch 154
Rice, Sinigang na Tanigue, Beef
Caldereta, Pork Steak, Chicken

Cordonbleu, Buttered Garlic Shrimp,
Stirfried Vegetables, Fruit platter, Iced
tea, Bottled Water
3 pax Snacks PM 154
Club House sandwich, chips, Canned
Drinks, Bottled Water
LOT 5: Yearbook
1 copy Hardbound Book 483
2024 Yearbook
Cover:
250 gsm matte coated paper
Full color, with embossed foil stamp accents
Custom printed end sheets
Inner:
Page count: 96 pages CYMK
Inner paper: Matte Art Paper, 128 gsm
Binding: Standard hardcover binding
LOT 6: Photo Package
1 package Graduation Photo Package 473
Inclusions:
1pc 8x10 colored toga
4pcs 2x3 Wallet Size Colored Toga
4pcs 2x3 Wallet Size Creative Shot
Soft copy of edited picture
Free shots for faculty and staff

Created by Annabelle Quinto Madrigal

Date Created 14/05/2024

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REQUEST FOR QUOTATION

Supply and Delivery of Medals, Office Supplies, Tarpaulin, Foods, Yearbook and Photo Package for the 2024 Graduation Ceremony at MinSU Main Campus

PR No.: PR24-0251
RFQ No. 2024-104
ABC Amount: Php499,130.00

Company Name : NAPS CEA ENTERPRISES
Address : J.P. RIZAL ST NAIC CAVITE

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

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

- Note:
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 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1: Customized Medals			
1	pc	Gold Medals, personalized	40	180	7,200
		LOT 2: Office Supplies			
1	pack	Specialty Paper, A4, 100s	10		
		LOT 3: Tarpaulin			
1	pc	8x10 tarpaulin poster	9		
		LOT 4: Foods			
1	pax	Snacks AM	154		
		Baked Macaroni, Garlic Bread,			
		Canned drinks, bottled water			
2	pax	Lunch	154		
		Rice, Sinigang na Tanigue, Beef			
		Caldereta, Pork Steak, Chicken			
		Cordonbleu, Buttered Garlic Shrimp,			
		Stirfried Vegetables, Fruit platter, Iced			
		tea, Bottled Water			
3	pax	Snacks PM	154		
		Club House sandwich, chips, Canned			
		Drinks, Bottled Water			
		LOT 5: Yearbook			
		Hardbound Book			
1	copy	2024 Yearbook	483	500	241,500
		Cover:			
		250 gsm matte coated paper			
		Full color, with embossed foil stamp accents			
		Custom printed end sheets			
		Inner:			
		Page count: 96 pages CYMK			
		Inner paper: Matte Art Paper, 128 gsm			

MSU-BAC-FR-05.01



		Binding: Standard hardcover binding			
		LOT 6: Photo Package			
1	package	Graduation Photo Package	473	380	179,740
		Inclusions:			
		1pc 8x10 colored toga 4pcs 2x3			
		Wallet Size Colored Toga 4pcs 2x3			
		Wallet Size Creative Shot Soft copy			
		of edited picture Free shots for			
		faculty and staff			
XX					
			TOTAL		

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

TOTAL

DEN MARK P. CEA

Supplier's Signature over Printed Name

234-189-167-001

TIN No. of Establishment

09271741044

Contact Number

MAY 16, 2024

Date

MSU-BAC-FR-05.01

• Main Campus, Alcate, Victoria

• Bongabong Campus, Labasan, Bongabong

• Calapan City Campus, Masipit, Calapan City



My Contact Details

Organization Details

Single Proprietorship Details

Local Organization Address

Bank Account Details

[illegible]

Bank Branch

Account Name

Account Number

Uploaded Supporting Document

Uploaded1595292292_110319622_797177417483690_4833050339099309871_n.jpg

Supporting Document(https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_221272/documents/1595292292_110319622_797177417483690_4833050339099309871_n.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
Region IV-A
Cavite
MUNICIPALITY OF NAIC
Tel. No.: (046) 507-0541
Facebook: Municipality of Naic
E-mail Add.: mayord.27@gmail.com



2024

MAYOR'S PERMIT

Permit No.: 2024-0402115000-1312 Date of Application: 2024-01-19

BUSINESS ID NO.:	C-042115-00144	<i>Pursuant to the provision of the Revenue Code of this Municipality, after the payment of taxes, fees and charges, etc., and compliance with existing requirements, PERMIT is hereby granted to the herein taxpayer to operate/construct/install/manage the above-named business, provided that no existing municipal ordinances, laws, rules and regulations will be violated. Further, this permit is subject to revocation whenever public safety and interest so demand.</i>
OWNER'S NAME:	DEN MARK POPIOCO CEA	
BUSINESS NAME:	NAPSCEA ENTERPRISES	
BUSINESS ADDRESS:	Capt. C. Nazareno, Naic, Cavite	
TYPE OF APPLICATION:	Renewal	
TYPE OF BUSINESS:	Sole Proprietorship	
LINE OF BUSINESS:	GENERAL MERCHANDISE	

BUSINESS PLATE NO.	O.R. NO.	O.R. DATE	TOTAL AMOUNT PAID	PAYMENT MODE
1712	8233117	2024-01-22	14,148.80	Annual
	8233155	2024-01-22		
TAXES AND FEES PAID		TAXES AND FEES AMOUNT		
Business Tax		11,228.80		
Sanitary Inspection Fee		300.00		
Health Fee		120.00		
Signboard		100.00		
Documentary Stamp		30.00		
Mayor's Permit Fee		1,000.00		
Sticker Fee		100.00		
Environmental Protection Fee		800.00		
Helper Fee		200.00		
Inspection Fee		120.00		
Barangay Clearance		150.00		
DATE ISSUED	January 22, 2024		VALIDITY DATE	Dec. 31, 2024

This permit shall be temporary in character and will only be official after the grantee's employees shall have secured their working permit, within 20 days from the date of the Mayor's Permit, as required by the Municipal Ordinance No. 13-S-2006. The additional terms and conditions are as follows:

- Grantee shall provide garbage cans or garbage bags which shall be placed in front of their establishment before the time of garbage collection. And if in any event the said garbage are not collected, the same shall be placed at any place in their establishment where it cannot be offensive to environment, health and public safety, and then to be collected at the next collection day.
- Grantee shall inform the Municipal Government of any change of Management/Operation as well as change in business address and submit said information to the office for proper documentation.
- Upon official confirmation of any incident of abuse of privilege to do business to the injury of public morals, public safety and sanitation or peace or where such establishments in conducted in disorderly or unlawful manner, this will be a sufficient ground for the revocation of the Mayor's Permit and closure of the grantee's establishment without prior notice.
- Any garbage or wet refuse dumped or found to be oozing and verified to be coming from the grantee's establishment shall, upon recommendation of the sanitary inspector, be sufficient ground for revocation of the Mayor's Permit and closure of grantee's establishment without prior notice, without prejudice to the filing of appropriate case in court for violation of sanitation laws and anti-littering ordinances.
- This permit may be revoked and the corresponding business licenses cancelled at anytime, without prior notice from the Municipal Government for violations of any of the above conditions or in a case circumstances so warrant.


Hon. Ruperto C. Dualan
Municipal Mayor

This permit must be displayed in a conspicuous place within the establishment and must likewise be renewed every start of the year. It is not valid if the Official Receipt is not indicated hereon and without the official dry seal.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES) CITY/MUNICIPALITY OF NAIC, CAVITE) S.S.

AFFIDAVIT

I, Den mark P. Cea, of legal age, married, Filipino, and residing at 127 Villa Quintana Palangue 1, Naic Cavite, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[If a sole proprietorship:]* I am the sole proprietor or authorized representative of NAPS CEA ENTERPRISES with office address at JP RIZAL ST. NAIC CAVITE;
2. *[If a sole proprietorship:]*
As the owner and sole proprietor, or authorized representative of NAPS CEA ENTERPRISES, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
3. NAPS CEA ENTERPRISES 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. NAPS CEA ENTERPRISES is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. NAPS CEA ENTERPRISES complies with existing labor laws and standards; and
8. NAPS CEA ENTERPRISES is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) Project].
9. NAPS CEA ENTERPRISES did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of MAY, 2024 at Naic Cavite, Philippines.

NAPS CEA ENTERPRISES

DEN MARK P. CEA
Affiant

SUBSCRIBED AND SWORN
TO BEFORE ME, THIS MAY 14 2024

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

ATTY. JUSTINIANO G. QUIZA, JR., CPA

NOTARY PUBLIC - CITY OF DASMARIÑAS, CAVITE

Appointment No. DC-100-23 until 31 December 2024

ARC Bldg., Governor's Dr., Sampaloc 3, Dasmariñas, Cavite

Roll of Attorney's No. 88133

PTR No. 8301205; 02 January 2024, Province of Cavite

IBP O.R. No. 336606; 04 May 2023

MCLE Compliance until April 2025

Book No.: 156
Series of: 32
11
2024

BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CAVAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 54B - KAWIT, WEST CAVITE

OCN: 54BRC2022000005710

Date OCN Generated: June 30, 2022

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 234-189-167-00001		NAME OF TAXPAYER CEA, DEN MARK POPIOCO		TIN ISSUANCE DATE March 21, 2019	
REGISTERING OFFICE Head Office		Branch X			
REGISTERED ADDRESS CAPT. C. NAZARENO ST. NAIC 4110 NAIC CAVITE PHILIPPINES					
TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE	
REGISTRATION FEE	0605	March 21, 2019	ANNUALLY	On or before the last day of January.	
TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)					
BUSINESS INFORMATION DETAILS					
TRADE NAME 1	NAPSCEA ENTERPRISES	CATEGORY	REGISTRATION DATE		
(PSIC)	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.	Secondary	March 21, 2019		
Line of Business	RETAIL SALE OF SCHOOL, OFFICE SUPPLIES AND OTHER ASSORTED ITEMS				
(PSIC)	46900-NON-SPECIALIZED WHOLESALE TRADE	Primary			
Line of Business	SALE OF SCHOOL, OFFICE SUPPLIES AND OTHER ASSORTED ITEMS				

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.

HEAD OFFICE - RDO 54B (VAT)

Page 1 of 2

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. 54B - KAWIT, WEST CAVITE

OCN: 54BRC20220000005710

Date OCN Generated: June 30, 2022

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE

234-189-167-00001

NAME OF TAXPAYER

CEA, DEN MARK POPIOCO

TIN ISSUANCE DATE

March 21, 2019

REGISTERING OFFICE

Head Office

X Branch

REGISTERED ADDRESS

CAPT. C. NAZARENO ST. NAIC 4110 NAIC CAVITE PHILIPPINES



RDO

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

RAYMUND V. RANCHEZ
Asst. Revenue District Officer

KAY T. VELASCO

REVENUE DISTRICT OFFICER

(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

For BIR BCS Use Only Item.		Republic of the Philippines Department of Finance Bureau of Internal Revenue		
BIR Form No. 1701 January 2018 (ENCS) Page 1		Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts <small>Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.</small>		
		1701 01/18ENCS P1		
1 Month <input checked="" type="radio"/> 12 For the Year (YYYY) <input checked="" type="radio"/> 2023		2 Amended Return? <input type="radio"/> Yes <input checked="" type="radio"/> No		
3 Short Period Return? <input type="radio"/> Yes <input checked="" type="radio"/> No				
PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER				
4 Taxpayer Identification Number (TIN) <input checked="" type="radio"/> 234 - 189 - 167 - 000		5 RDO Code <input checked="" type="radio"/> 54B		
6 Taxpayer Type <input checked="" type="radio"/> Single Proprietor <input type="radio"/> Professional <input type="radio"/> Estate <input type="radio"/> Trust <input type="radio"/> Compensation Earner				
7 Alphabetic Tax Code (ATC) <input checked="" type="radio"/> B012 Business Income-Graduated IT Rates <input type="radio"/> B014 Income from Profession-Graduated IT Rates <input type="radio"/> B013 Mixed Income-Graduated IT Rates <input type="radio"/> B011 Compensation Income <input type="radio"/> B015 Business Income-8% IT Rate <input type="radio"/> B017 Income from Profession-8% IT Rate <input type="radio"/> B016 Mixed Income-8% IT Rate				
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST F/A/O. (First Name, Middle Name, Last Name) CEA, DEN MARK POPOCO				
9 Registered Address (Indicate complete address. If the registered address is different from the current address, got to the RDO to update registered address by using BIR Form No. 1905) CAPT. CAZARENO, NARC, CAVITE				
10 Date of Birth (MM/DD/YYYY) 06/17/1965		11 Email Address napsoajewelrymc@gmail.com		
12 Citizenship FILIPINO		13 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No		
14 Foreign Tax Number, if applicable				
15 Contact Number (Landline/Celphone No.) 09271741044		16 Civil Status (if applicable) <input type="radio"/> Single <input checked="" type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widow/er		
17 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No		18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing		
19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		
21 Tax Rate* (Choose Method of Deduction in Item 21A) <input checked="" type="radio"/> Graduated Rates <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]				
21A Method of Deduction (choose one) <input type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input checked="" type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]				
PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)				
Particular	A. Taxpayer/Filer	B. Spouse		
22 Tax Due (From Part VI Item 5)	0.00	0.00		
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	0.00	0.00		
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	0.00	0.00		
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00		
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	0.00	0.00		
Add: Penalties 27 Interest	0.00	0.00		
28 Surcharge	0.00	0.00		
29 Compromise	0.00	0.00		
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00		
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	0.00	0.00		
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	0.00	0.00		
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input checked="" type="radio"/> To be refunded <input type="radio"/> To be issued a Tax Credit Certificate (TCC) <input type="radio"/> To be carried over as a tax credit for next year/quarter				
I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)				
 Printed Name and Signature of Taxpayer/Authorized Representative		33 Number of Attachments <input type="text" value="00"/>		
PART III - DETAILS OF PAYMENT				
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				
Machine Validation/Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)			Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)	
NOTE: *The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)				



This certifies that

NAPSCEA ENTERPRISES
(CITY/MUNICIPALITY)

NAIC, CAVITE - REGION IV-A (CALABARZON)

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

This certificate issued to

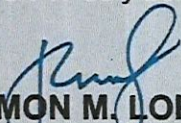
DEN MARK POPIOCO CEA

is valid from 17 July 2020 to 17 July 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 17 July 2020 in the Philippines.


RAMON M. LOPEZ
Secretary

Business Name No. 1975282

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



EHDW337011250108

Documentary Stamp Tax Paid Php 30.00



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR24-0251 Responsibility Center Code :		Date: 05/09/2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1: Customized Medals			
	pc	Gold Medals, personalized	40	100.00	4,000.00
		LOT 2: Office Supplies			
	pack	Specialty Paper, A4 ,100s	10	75.00	750.00
		LOT 3: Tarpaulin			
	pc	8x10 tarpaulin poster	9	1,600.00	14,400.00
		LOT 4: Foods			
	pax	Snacks AM	154	80.00	12,320.00
		Baked Macaroni, Garlic Bread, Canned drinks, bottled water			
	pax	Lunch	154	160.00	24,640.00
		Rice, Sinigang na Tanigue, Beef Caldereta, Pork Steak, Chicken Cordonbleu, Buttered Garlic Shrimp, Stirfried Vegetables, Fruit platter, Iced tea, Bottled Water			
	pax	Snacks PM	154	80.00	12,320.00
		Club House sandwich, chips, Canned Drinks, Bottled Water			
		LOT 5: Yearbook			
	copy	2024 Yearbook	483	500.00	241,500.00
		Cover: 250 gsm matte coated paper Full color, with embossed foil stamp Custom printed end sheets			
		Inner: Page count: 96 pages CYMK Inner paper: Matte Art Paper, 128 gsm Binding: Standard hardcover binding			
		LOT 6: Graduation Photo Package			
	package	Graduation Photo Package	473	400.00	189,200.00
		Inclusions: 1pc 8x10 colored toga 4pcs 2x3 Wallet Size Colored Toga 4pcs 2x3 Wallet Size Creative Shot Soft copy of edited picture Free shots for faculty and staff			
TOTAL					499,130.00
Purpose: for the 47th Commencement Exercises, MinSU Main Campus					
Requested by: Signature : Printed Name : JONBERT M. CAOLI Designation : Director for SAS		Recommending Approval: NEMESIO H. DAVALOS, Ph.D. VP for Academic Affairs		Approved as to Availability of Funds ROVELYN P. ROXAS SAO/ Acting Budget Officer III	
				Approved by: CHRISTIAN ANTHONY C. AGUTAYA, Ph.D OIC, Office of the University president	

STF - 1071
164-200
05-710



2 April 2024

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

Sir:

Greetings!

This is to respectfully submit a proposal for the upcoming 47th Commencement Exercises for MinSU Main Campus.

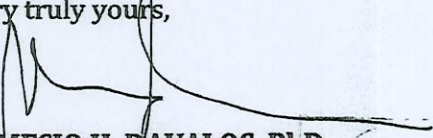
The committee has carefully considered various factors to ensure a memorable and well-organized ceremony that celebrates the achievements of our graduating students and reflects the prestige of Mindoro State University. Here are the key aspects of our proposal:

1. Proposed theme
2. Proposed keynote speakers
3. Timetable of activities based on approved academic calendar.
4. Groupings and graduation schedule
5. Budgetary estimates
6. Working committees

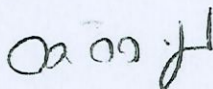
The Graduation Committee welcomes your feedback and look forward to discussing this proposal further.

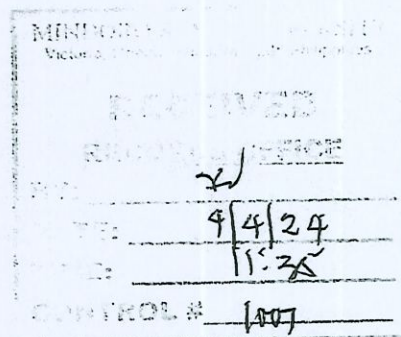
Thank you for your time and attention to this matter.

Very truly yours,


NEMESIO H. DAVALOS, PhD
Vice President for Academic Affairs/
Overall Chair, 47th Commencement Exercises, MMC

Approved


CHRISTIAN ANTHONY C. AGUTAYA, PhD
OIC-Office of the President
Mindoro State University



MINDORO STATE UNIVERSITY

MAIN CAMPUS (VICTORIA)

Oriental Mindoro, Philippines



47TH

Commencement
Exercises

PROPOSAL

PROPOSAL

TITLE	Investiture and Recognition Ceremony / 47 th Commencement Exercises
DATE	June 25, 2024
VENUE	University Auditorium
BUDGET	P 839,500.00
SOURCE OF FUND	Graduation Stipend / Graduation Fee (GS)

RATIONALE AND OBJECTIVES

Mindoro State University (MinSU) takes immense pride in celebrating academic excellence. This year, our annual commencement ceremony will honor an estimated 473 undergraduate and graduate students. It's a cherished tradition that transcends a simple graduation ceremony. It's a day where the entire MinSU community – students, faculty, staff, families, and the broader Mindoro community – comes together to celebrate the culmination of years of dedication and hard work.

But MinSU's recognition of achievement extends far beyond this single day. We hold a baccalaureate service that fosters reflection and gratitude, and an investiture ceremony that acknowledges outstanding performance in academics, leadership, social responsibility, and other areas that contribute to well-rounded student development. These events showcase MinSU's unwavering commitment to nurturing not just scholars, but well-equipped and responsible individuals prepared to thrive in an ever-evolving world.

The commencement ceremony itself is the pinnacle of this celebratory journey. It's a public celebration of students who have successfully navigated the academic landscape at MinSU. This momentous occasion marks the official transition from student to alumnus/alumna, signified by the awarding of diplomas. It's a recognition that not only honors the incredible achievements of our graduates, but also serves as a powerful motivator. We believe the knowledge and skills they've gained at MinSU will empower them to continue striving for excellence in their chosen endeavors. We have unwavering confidence that they will leave our halls prepared to make a positive impact on their communities and the world at large.

OBJECTIVES

1. To publicly acknowledge graduating students' academic accomplishments and officially mark their transition from student to alumnus/alumna.
2. To bring together the MinSU community and celebrate this milestone, while recognizing not just academic excellence but also leadership, social responsibility, and other areas of student growth.
3. To motivate graduates to keep striving for excellence in their chosen paths after leaving MinSU.

PROPOSED THEME

1. Envisioning Possibilities, Embracing Change: Leading the Way through Transformed Education (C/o Acad Council)

PROPOSED KEYNOTE SPEAKERS (q/b Acad Council)

- 1. DR. CARL E. BALITA - President/CEO, Carl Balita Review Center
- 2. MR. REYNALDO O. WONG - Regional Director, Commission on Population Development (CPD) MIMAROPA
- 3. Dr. EMMANUEL H. ASIS, CESE – MinSU Alumnus and Regional Director, Bureau of Fisheries and Aquatic Resources (BFAR) – MIMAROPA
- 4. Dr. JIMMY G. CATANES, Regional Director, Commission on Higher Education, MIMAROPA
- 5. Atty. CHRISTOPHER R. BAÑAS, Director IV, Regional Executive Director, Department of Agriculture, MIMAROPA

THE 2024 GRADUATING CLASS

1	Doctor of Education major in Educational Management	
2	Doctor of Philosophy in Crop Science	70
3	Master of Arts in Education	
4	Master of Science in Agriculture	
5	Master in Business Administration	
6	Master in Public Administration	
SUB TOTAL		70
1	Bachelor of Science in Agriculture	79
2	Bachelor of Science in Agroforestry	13
3	Bachelor of Science in Horticulture	26
4	Bachelor of Science in Agricultural and Biosystems Engineering	32
5	Bachelor of Secondary Education	68
6	Bachelor of Elementary Education	11
7	Bachelor of Science in Information Technology	47
8	Bachelor of Science in Entrepreneurship	39
9	Bachelor of Science in Tourism Management	36
10	Bachelor of Science in Environmental Science	15
11	Bachelor of Arts in English Language	7
SUB TOTAL		373

TOTAL 443

TIMETABLE OF ACTIVITIES (Based on Academic Calendar)

Deadline of Submission of Hardbound Manuscripts (Graduating)	May 23, 2024
Deadline of Submission of Final Grades (Graduating)	May 24, 2024
Application for Graduation	May 27-31, 2024
**Pictorial of Graduates	
**Career and Pre-Employment Activities for Graduating Students	
Deliberation of Honors and Non-Academic Awardees	June 3-5, 2024
**Graduation Rehearsals	
Investiture and Recognition Program	June 13, 2024
Commencement Exercises	June 25, 2024

GROUPINGS AND SCHEDULE

To accommodate graduates and parent (1:1) within the seating capacity of the auditorium (600):

SET A 9AM – 11AM		SET B 2PM – 4PM	
GS	103	CBM	75
CTE	79	CAAF	118
CCS	47	IABE	32
CAS	22		
TOTAL	218	TOTAL	225

BUDGETARY ESTIMATE

SOURCE OF FUNDS				
Graduation Fee (GS) @ Php 3,500.00	x	70	₱	245,000.00
Graduation Stipend (UG) @ Php 1500	x	373	₱	559,500.00

TOTAL FUNDS Php 804,500.00

EXPENSES		
Stage and Hall Decoration	₱	80,000.00
Program and Invitation		78,000.00
Diploma Holder		80,000.00
Plaque x 2		4,000.00
Lei		3,000.00
SUBTOTAL	₱	245,000.00

EXPENSES		
Foods and Refreshment	₱	55,000.00
Graduate Pictorial @ 400.00 per graduate		189,200.00
1pc 8x10 colored toga		
4pcs 2x3 colored toga		
4pcs 2x3 creative shot		
Yearbook @Php 500 x 500 copies		250,000.00
Certificates, Medals, Certificates Holders		5,000.00
Sound and Lights		25,000.00
Tarpaulin		15,000.00
Contingency		20,300.00
SUBTOTAL	₱	559,500.00

TOTAL EXPENSES Php 804,500.00

WORKING COMMITTEES

Overall Chairman
Vice Chairman

Dr. NEMESIO H. DAVALOS, *Vice President for Academic Affairs*
Mr. JONBERT M. CAOLI, *Director for Student Affairs and Services*

Secretariat/ Committee on Program and Invitation

-This committee is in-charge of designing and producing the ceremony program. They create a visually appealing layout, including the schedule, list of speakers, and other information. The committee also handles the printing and distribution of the programs. Additionally, they may assist in sending out invitations to dignitaries, special guests, and speakers.

Chairperson Mr. JONBERT M. CAOLI
Members Ms. Heidelita Bumohya
 Ms. Lerma U. Ulep
 Ms. Mariz Katrin Capon
 Ms. Meryll Jane Ramos
 Ms. Grace Ramos

Committee on Finance

-This committee handles the administrative and financial aspects of the program. They maintain records, handle correspondence, manage the budget, collect and tract payments for various expenses, and ensure that all financial transactions related to the vent are properly accounted for.

Chairperson Ms. ROVELYN P. ROXAS
Members Finance Unit
 Ms. Julie Ann A. Garibay
 Ms. Aira Nieva Hernandez

Event Logistics Committee

-This committee handles venue setup and installing signages, maintain cleanliness, focusing on the surroundings of the hall including restrooms. They also coordinate auxiliary and general services and provide manpower for unexpected tasks.

Chairperson Mr. MERVIN L. ICALLA
Members Auxiliary and General Services Unit

Committee on Stage Decoration

-This committee is responsible for setting up the stage, and incorporating appropriate decorations that align with the university's branding and the celebratory atmosphere of the event.

Chairperson Engr. RANDY JOCO
Members Institute of Agricultural and Biosystems Engineering Faculty and Staff

Committee on Sounds and Light / LED Presentation

-This committee handles the audio-visual aspects of the ceremonies. They are responsible for setting up and operating sound systems, microphones, speakers, and audio equipment. They also oversee the lighting arrangements, ensuring appropriate illumination on stage and throughout the venue.

Chairman Engr. JACKSON BELLEN
Members Mr. Joseph Ulep
 Mr. Rean T. Goloy
 Mr. Arjay Bonquin

Committee on Pictorials

-This committee manages the production of graduation portraits: scheduling, photographer support, payment requirements, and photo delivery to graduates, and other committees who will use it. They ensure a smooth process and positive experience for everyone.

Chairperson Dr. NORA C. CABARAL-LASACA

Members College of Agriculture and Allied Fields Faculty and Staff

Committee on Awards and Recognition

-This committee prepares and secures the availability of medals and certificates; and organizes the presentation of awards or certificates during the investiture and recognition ceremonies.

Chairperson Mr. JOHN EDGAR S. ANTHONY

Members College of Computer Studies Faculty and Staff

Yearbook Editorial Staff

- This committee aims to produce a quality publication, creating a historical record of the entire academic year as well as reflecting the students' experience in their stay at the university.

Editor-in-Chief Dr. KATHERINE P. SANCHEZ-ESCALONA

Staff members College of Arts and Sciences Faculty and Staff

Committee on Foods and Refreshments

- This committee plans and coordinates the menu and oversees the catering and refreshments for dignitaries, special guests and speakers during the ceremony.

Chairperson Ms. LIEZL M. MACALALAD

Members College of Business and Management Faculty and Staff

Committee on Rehearsals

- This committee organizes and conducts rehearsals for the ceremony. They coordinate the schedules, inform participants about the rehearsal times and location, and ensure that all participants, including the graduates, and faculty are well prepared and familiar with ceremony proceedings. They also review speeches and train student speakers.

Chairperson Mr. JOHN EDGAR S. ANTHONY

Members Deans, Institute Heads, Directors, Program Chairs

Emcee Engr. JERREL S. REYES, PhD

Committee on Ushers/Usherettes

-This committee is responsible for managing the crowd and assisting with seating arrangements. They greet and guide attendees, provide directions, distribute programs, and ensure a smooth flow of the ceremony. Ushers may also assist with directing graduates, dignitaries, and other participants during the celebration.

Chairperson Dr. APRIL M. BAGON-FAELDAN

College of Teacher Education and LHS Faculty and Staff

Committee on Diploma

-This committee is responsible for preparing and assisting in the distribution of diplomas and medals

Chairperson Ms. ESPERANZA A. MAMINTA

Members Registrar Office Staff

Committee on Security and Marshals

-This committee focuses on the safety and security of the event. They coordinate entry and exit procedures, manage crowd control, and handle emergency situations that may arise.

Chairpersons Mr. DARIUS M. ABOG

Mr. MELVIN S. AGUBA

Members University Security Personnel
NROTC Unit

Committee on Documentation

-This committee is responsible for capturing, documenting, and publishing updates on the ceremony through photography, videography, or other means.

Chairperson Ms. JEZEL T. DELA CRUZ

Members Engr. Jerrel S. Reyes, PhD

Atty. Sherlyn Layesa

Engr. Jennie Fernando

Mr. Kenneth Empleo

Mr. Felix Ministerio

Committee on Baccalaureate Mass

-This committee oversees the holding of Baccalaureate Mass

Chairperson Ms. MARILYN M. ESCORPESO

Members Ms. Zea Fiel Sigue

Ms. Rhealyn Bustamante

Mr. Lloyd Mark Bayeta

Medical Team

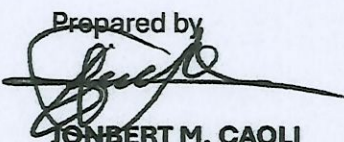
-This committee ensures the well-being of everyone attending the ceremonies by guaranteeing a prompt and effective medical response if needed.

Chairperson Ms. MARIANNE GARCIA

Members Dr. Neden Grace Hora

Ms. Mary Lou Recamara

Prepared by



JONBERT M. CAOLI

Director for Student Affairs and Services



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



Office for Student Affairs and Services



MINUTES OF MEETING

Date and Time: April 6, 2024 1PM
Attendance : 65.7% of Graduating Students (245 out of 373)
Venue : Virtual via MS Teams

AGENDA: : GRADUATION MATTERS

I. Introduction

The meeting commenced with opening remarks from Mr. Jonbert Caoli, Director for Student Affairs and Services. He outlined the purpose of the meeting: to discuss and finalize plans for the graduation ceremony of the Class of 2024.

II. Key Discussions

The following key discussions were **approved by general consent**:

Commencement Objectives: Mr. Caoli presented the overarching goals for the ceremony, highlighting the celebration of academic achievement and student growth.

Graduation Timeline: A comprehensive timeline outlining key deadlines and events leading up to the ceremony was presented. This included application periods, recognition programs, and rehearsal dates.

Graduation Ceremony Format: Due to space constraints, the ceremony will be conducted in two designated sessions. Further details regarding the schedule will be communicated in due course.

Financial Considerations: Funding sources for the graduation ceremony were addressed. The total projected expense is Php 804,500.00, covered by the following:

- Graduation Fee (Graduate Studies) @ Php 3,500.00 x 70 = Php 245,000.00
- Graduation Stipend (Undergraduate) @ Php 1500 x 373 = Php 559,500.00

Considering the proposed funding, student contributions for the graduation ceremony will not be required. The Php 1500 graduation stipend will be used for this purpose.

- Individual Fees: Students are responsible for the following individual fees:
 - Cap and Gown Rental: Php 500
 - Alumni Association Membership: Php 100

III. Action Items

Class Officer Elections: A separate session will be held for the graduating class to elect officers. Program representatives will be selected to participate in this election (details to be announced).

IV. Attendance

Attendance will be monitored for all graduating class activities, including but not limited to:

- Pre-employment Seminars

- Graduation Rehearsals
- Potentially other events (details to be announced)

V. Consequences of Absence

Each hour of absence from a mandatory graduating class activity will be equivalent to four hours of community service before clearance is signed by OSAS (Office of the Student Affairs and Services).

VI. Next Steps

Dates for remaining graduation activities, such as the pictorials and rehearsals, are still being finalized and will be communicated shortly.

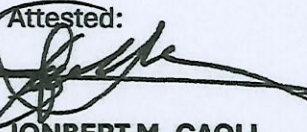
VII. Meeting Adjournment

The meeting adjourned at 2:47 PM.

Prepared by:


VENUS ALCANTARA
BSED IV

Attested:


JONBERT M. CAOLI
DSAS/ Presiding Officer



MINUTES OF MEETING

Date: April 15, 2024

Time: 9:30 AM

Location: via ZOOM

Chair: Dr. Nemesio H. Davalos, Vice President for Academic Affairs and Overall Chair of MMC Graduation

Attendees:

Deans

Program Chairs

Directors (SAS, Auxiliary and Production)

Agenda:

Graduation Plans

Discussion:

Mr. Caoli presented the proposal for MMC Graduation 2024. Key points included:

- Graduation Timeline
- Graduation Ceremonies Format
- Financial Considerations
- Working Committees

Ms. Pinky inquired about the role of the Committee for Awards and was answered by Mr. Caoli. Dean Cabaral inquired about the role of the Committee for Pictorials and was answered by Mr. Caoli.

Ms. Maminta raised a concern regarding conflicting rules on graduating with honors between the old and new handbooks. Mr. Caoli suggested following the 2016 Revised Student Handbook, which was agreed upon by Dr. Davalos.

Action Items:

Having no further discussions, the graduation proposal was approved by general consent.

Meeting Adjourned: 9:15 AM

Prepared by

JONBERT M. CAOLI

Director, Student Affairs and Services