



University Bids and Awards Committee
Resolution No. 131, S. 2024

RESOLUTION RECOMMENDING THE AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF REAL PROPERTY / VENUE) FOR THE LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING CUM WORKSHOP AND TEAM BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY-, RESEARCH, DEVELOPMENT, AND EXTENSION (RDE) DEPARTMENT

WHEREAS, the **Mindoro State University (MinSU)** through the Research, Development and Extension (RDE) Department will host an In-Service Training Cum Workshop and team Building Activities on April 11-13, 2024 and intends to lease a venue with food and accommodation, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Forty-Four Thousand Pesos (Php144,000.00)**;

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

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

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

WHEREAS, the IABE Department of MinSU coordinated with the BAC through its Secretariat, initiated the procurement activity by sending the Request for Quotation (RFQ) to three (3) prospective lessors; (1) **South Drive Beach Resort**, (2) **By the Sea Hotels** and (3); **San Rosa Boutique Hotel**;

WHEREAS, the detailed evaluation resulted in the following:

ABC Amount	NAME OF LESSOR	AMOUNT OFFER
Php144,000.00	South Drive Beach Resort	Php144,000.00
	By the Sea Hotels	Php227,000.00
	San Rosa Boutique Hotel	Php249,400.00





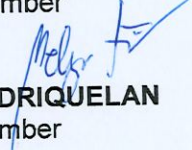
WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive; and declared **South Drive Beach Resort**, as the winning lessor with the Lowest Calculated Responsive Bid (LCRB);



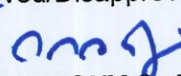
WHEREAS, the TWG of MinSU certified that the lessor complied with the evaluation and recommended the awarding of contract for the Lease of Venue including Meals and Accommodation for the conduct of **In-Service Training Cum Workshop and Team Building Activities of Mindoro State University-, Research, Development, and Extension (RDE)** to **South Drive Beach Resort** with an official address at Brgy. Maujao, Bulalacao, Oriental Mindoro.

NOW, THEREFORE, the Bids and Awards Committee (BAC), above premises considered, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend to his Honor, the Head of Procuring Entity, the Award of Contract to **South Drive Beach Resort** under Lease of Venue including Meals and Accommodation chargeable against Maintenance and Other Operating Expenses (MOOE) – Training and Other Maintenance and Operating Expenses amounting to **One Hundred Forty-Four Thousand Pesos (Php144,000.00)**;

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 20th day of June, 2024.

 ANSELMO R. ULEP, JR. BAC Vice-Chairperson	 NEMESIO H. DAVALOS, Ph.D. BAC Chairperson	 ELVI C. ESCAREZ, Ph.D. BAC Member
 CIEDELLE P. SALAZAR Ph.D BAC Member		 MELGAR G. FADRIQUELAN BAC Member

Approved/Disapproved


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

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
Lease of Venue with Meals and Accommodation for the RDE Performance Review Strategic Planning Workshop Cum Capacity Development and Team Building
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST					
									OTHER COST FACTORS			INFLATION,	VALUE			(11)	(5)X(9)	(12)	(10%[(5)+(10)])	(11) / (3)
									%	INFLATION,										
										%	VALUE									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)								
	Meals for 3 days																			
	Day 1				-															
1	Lunch (Rice, Chop suey, Fish Sinigang, Vegetable Salad, Juice)	40	pax	200.00	8,000.00															
2	PM Snacks (Carbonara, egg Sandwich, Juice/Coffee)	40	pax	100.00	4,000.00															
3	Dinner (Rice, Cordon Bleu, Fried Fish, Bulalo, Fruit Salad, Juice)	40	pax	200.00	8,000.00															
	Day 2				-															
4	Breakfast (Fried rice, Fried Egg, Fried Eggplant, Dried Fish, Chicken Sausage, coffee/juice)	40	pax	200.00	8,000.00															
5	Am Snacks (Beef Burger, Pancit, Juice)	40	pax	100.00	4,000.00															
6	Lunch (Rice, Chicken Afritada, Pakbet, Fried Fish, Fruit Salad, Juice)	40	pax	200.00	8,000.00															
7	PM Snacks (Pancit (chicken), sandwich, finger foods, juice/coffee)	40	pax	100.00	4,000.00															
8	Dinner (Rice, Tinola, Fried Fish, Ensaladang Talong Juice)	40	pax	200.00	8,000.00															
	Day 3				-															
9	Breakfast (Fried Rice, Fried Egg, Chicken Sausage, Chicken Embutido, Coffee/Juice)	40	pax	200.00	8,000.00															
10	AM Snacks (Chicken Burger, Turon, Bottled Soft Drinks)	40	pax	100.00	4,000.00															
11	Accommodation for 2 nights	40	pax	2,000.00	80,000.00															
	GRAND TOTAL				144,000.00															

Prepared by: **RENIELITO C. RICO**
Member, BAC Secretariat

Recommended Approval: **NEMESIO H. DAVALOS, Ph.D.**
Chairperson, BAC

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



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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BAGONG PILIPINAS

March 11, 2024

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

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines	
RECEIVED	
RECORDS OFFICE	
BY:	_____
DATE:	3/12/24
TIME:	2:05
CONTROL #	708

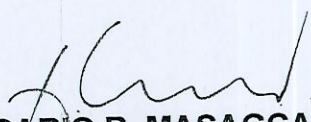
Dear Sir:

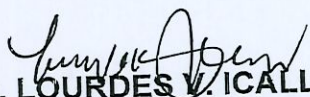
Respectfully forwarding this Activity Proposal for the conduct of the RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team Building for your approval.

We conceptualized this activity to inform the RDE Units of the three campuses of the updates and challenges we are facing as the new evaluation measures are introduced for adoption in the coming months. We also invited the College Deans to ensure that these concerns are addressed in their respective departments so they can devise actions to cope with them.

We are hoping for your approval.

Thank you very much.


MACARIO B. MASAGCA, JR.
Director for R&D


DR. LOURDES V. ICALLA
Director for Extension and KTTO

Approved:


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



ACTIVITY PROPOSAL

I. BASIC INFORMATION

Title:	RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building
Duration	3 Days
Date	April 11-13, 2024
Required Participants	<ul style="list-style-type: none">• VPRDE• Director for R&D• Director for Extension and KTTO• R&D Coordinators of MCC and MBC• Extension and KTTO Coordinators of MCC and MBC• College Deans (6)• Institute Heads (2)• Dean of Graduate School (1)• RDE Staff of MMC, MCC, and MBC• Project Leaders and Staff
Number of Participants	40
Total Estimated Cost	₱186,700.00

II. TECHNICAL INFORMATION

A. Rationale

The Mindoro State University (MinSU), through the Research, Development, and Extension (RDE) Department, has an annual physical target of accomplishment which was also aligned with roadmap of RDE which serves as its guide in its operation.

The RDE is an integral component of the University working with all academic services not only in generating knowledge and technologies for the communities, but also to enhance and support instruction in order to achieve the university's vision to be the center of excellence in higher education not only in the region, but also in the entire country.

The RDE essentially operates to realize the university's primordial task of providing advancement and development in education, higher technological and professional instructions, information-dissemination of RDE priorities and programs together with the university faculty heads and faculty and support personnel.

Currently, the University has eight (8) Colleges (Agriculture and Allied Fields (CAAF), Teachers Education (CTE), Computer Studies (CCS), Business Management (CBM), Fisheries, Agriculture and Biosystems Engineering, Criminal Justice Education, and Arts and Sciences) headed by its Deans and Institute Heads and the Graduate School Program with its Director. The abovementioned Colleges, Institutes, and post-graduate Programs serve as the backbone and prime movers of the RDE Department in achieving its goal and objectives.

Moreover, the budget of RDE has been finalized and should be properly disclosed to its members which will be their guide for their disbursement. Although the department have a limited budget for research and extension services, this will also encourage them to seek funds externally for institution's sake as well as their own.



Performance assessments give feedback on our strengths, flaws, and areas for improvement. This feedback will help us uncover growth opportunities and improve performance and productivity. Strategic planning workshops will help us examine existing situations, set goals, and create a plan to achieve them. By connecting individual and team goals with the company's strategic priorities, we can focus and work more efficiently. Capacity development will equip us with the needed skills, while training and development will improve our ability to adapt to changes and capture growth opportunities.

Team-building exercises create trust, friendship, and collaboration. Strong interpersonal relationships and excellent communication are necessary for teamwork and success. A good and inclusive team culture can create a supportive workplace where individuals feel valued and driven to perform well. This boosts happiness in performing our various tasks, loyalty, and retention. Strategic planning will help us foresee trends and difficulties and modify our plans to be competitive.

III. Objectives

This activity aims to improve the university's efficiency by conducting a comprehensive performance evaluation, engaging in strategic planning for future objectives, developing the skills and abilities of individuals and teams, and promoting a united team atmosphere through interactive team-building exercises.

Specifically, it aims to:

1. Review the RDE's 2023 accomplishments and discuss the 2024 physical targets, budget allocation, and changes in the measurements of RDE outputs.
2. Orient the participants about the RDE Agenda, which is a vital reference in developing proposals.
3. Improve the working relationships between the RDE and the Colleges, imposing the value of healthy communication and collaboration with trust and respect for each unit's functions.
4. Boost the mental and physical well-being of the participants.

IV. Expected Output

By integrating performance review, strategic planning, capacity development, and team-building activities, this proposed two-day activity will result in empowerment, enhanced individual performance, effective contribution to organizational goals, and a productive team culture. Through interactive sessions, group discussions, and experiential learning activities, participants will leave the workshop with renewed energy, clarity of purpose, and strengthened bonds with their colleagues, ready to drive the organization toward greater success.

V. Resource Person

Vice-President for RDE, Development and Extension, Director for Research and Development, Director for Extension, Knowledge and Technology Transfer.

VI. Participants

RDE Personnel	20
Deans/Program Coordinator/Project Leaders	20
Total	40



VII. Budgetary Requirements

Quantity	Item/Description	Unit Cost	Total Budget (Research)	Total Budget (Extension)
40	Meals for 3 days			
	Day 1			
	Lunch (Rice, Chapsuey, Fish Sinigang, Vegetable Salad, Juice)	200.00		
	PM Snacks (Carbonara, Egg sandwich, juice/coffee)	100.00		
	Dinner (Rice, Cordon bleu, Fried Fish, Bulalo, fruit salad, juice)	200.00		
	Day 2			
	Breakfast (Fried Rice, Fried Egg, Fried Eggplant, Dried Fish, Chicken Sausage, coffee/juice)	200.00		
	AM Snacks (Beef Burger, Pancit, juice)	100.00		
	Lunch (Rice, Chicken Afritada, Pakbet, Fried Fish, fruit salad, juice)	200.00		
	PM Snacks (Pancit (chicken), sandwich, finger foods, juice/coffee)	100.00		
	Dinner (Rice, Tinola, Fried Fish, ensadang talong, juice)	200.00		
	Day 3			
	Breakfast (Fried Rice, Fried Egg, Chicken Sausage, Chicken Embutido, Coffee/Juice)	200.00		
	AM Snacks (Chicken Burger, Turon, Bottled Soft drinks)	100.00		
	Subtotal	1,600.00	64,000.00	
	Accommodation for 2 nights	2,000.00	80,000.00	
40	Incidental Allowance for 2 days	440.00		35,200.00
100	Fuel	75		7,500.00
	subtotal		144,000.00	42,700.00
	Grand Total			P186,700.00

151,000.00

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Prepared by

Reynaldo S. Manalo
REYNALDO S. MANALO
SRS I

Noted

Macario B. Masagca, Jr.
MACARIO B. MASAGCA, JR.
Director for Research and Development

Lourdes V. Icalla, DVM
LOURDES V. ICALLA, DVM
Director for Extension, Knowledge
and Technology Transfer

Approved

Christian Anthony G. Agutaya
CHRISTIAN ANTHONY G. AGUTAYA, Ph.D.
OIC-Office of the University President



Prepared by

Reynaldo S. Manalo
REYNALDO S. MANALO
SRS I

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Director for Extension, Knowledge
and Technology Transfer

Approved

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



RDE Team Building and Capacity Development cum Program Review
April 11-13, 2024

PROGRAM

Day 1	April 11, 2024	
5:30-8:30am	Travel to Venue	
8:30-9:00am	Registration	
9:00-9:30a.m.	Opening Ceremonies	
	• Prayer	Audio Visual Presentation
	• National Anthem	Audio Visual Presentation
	• Welcoming Remarks	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D. OIC-University President
	• Introduction to Participants	REYNALDO S. MANALO SRS I
	• Messages & Expectations	CONSUELO M. UNTALAN Campus Coordinator for EKTT, MCC POLEMER CUARTO Campus Coordinator, R&D MARY JEANE S. LUBOS Campus Coordinator for Extension, MBC ZUSETTE C. APLAON Campus Coordinator, R&D ALGELINE S. HERRERA Campus Coordinator, KTTO
	Presentations	
10:30-11:00a.m.	Presentation of Research and Development Accomplishments 2023	MACARIO B. MASAGCA, JR. Director for R&D
11:00-11:30a.m.	Presentation of Extension and KTTO Accomplishments	LOURDES V. ICALLA Director for Extension & KTTO
11:30-12:00n.n.	Program Review and Open Forum	Facilitators
12:00-1:00p.m.	Lunch Break	
1:00-1:30p.m.	Presentation of RDE Physical Targets, Budget Allocation and Implementation for 2024	MACARIO B. MASAGCA, JR. Director for R&D
1:30-2:00p.m.	Open Forum	
2:00-5:00p.m.	Target Setting for 2025 (Formulation of Priority Projects/Programs for College-Based RDE Targets for 2025)	Facilitators
5:00-8:00p.m.	Team Building Activity (RDE Personnel)	Facilitators (MMC, MBC, MCC)



Day 2 (April 12, 2024)	RDE Capacity-Building (Writing Skills Development (Reports and ISO Forms)	Facilitators (MMC)
8:00a.m.-9:00a.m.	Registration	
9:00a.m.-12:00n.n.	Orientation on ISO 9001:2015 RDE Processes and Forms	Facilitators (MMC)
12:00n.n.-1:00p.m.	Lunch Break	
1:00p.m.-5:00p.m.	Open Forum/Q & A	Facilitators (MMC)
Day 3 (April 13, 2024)		
7:00-8:00am	Breakfast	
8:01-12:00nn	Travel back to residence	



List of Target Participants

RDE

1. Christian Anthony C. Agutaya
2. Macario B. Masagca, Jr.
3. Lourdes V. Icalla
4. Suzette Aplao
5. Mary Jeane S. Lubos
6. Algeline Herrera
7. Polemer Cuarto
8. Consuelo Untalan
9. Reynaldo S. Manalo
10. John Emmanuel Merhan
11. Stella Marie S. Apostol
12. Sheryl B. Regaspi
13. Edmon Antolin
14. Pia Montaña
15. Phil Genon
16. Santiago Untalan
17. Sharon Love M. Cruz
18. Jeffrey Pindel
19. Jorge C. Gawad
20. Roannie Olpindo

Dean/Program Coordinators/Project Leaders

1. Nora C. Cabaral-Lasaca
2. Christian B. Apostol
3. April M. Bagon-Faeldan
4. Salcedo Tanguid Jr.
5. Franie Afable
6. Mary Ann Royo
7. Katherine P. Sanchez-Escalona
8. John Edgar S. Anthony
9. Romeo Castillo
10. Paquito Fernando
11. Erwin L. Icalla
12. Mark Keylord S. Onal
13. Randy A. Joco
14. Marjun Caguay
15. Christian B. Hernandez
16. Danilo N. Reyes
17. Edgardo Agoncillo
18. Elisa M. Agoncillo
19. Jerrel S. Reyes
20. Arvin Tolentino



RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM CAPACITY DEVELOPMENT AND TEAM-BUILDING AT BULALACAO ORIENTAL MINDORO

MARKETING ANALYSIS

RATIONALE

The Research, Development, and Extension (RDE) Department is organizing a three-day event from April 29 to May 1, 2024, at South Drive Beach Resort, Bulalacao, Oriental Mindoro. The event will comprise **RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building**.

The Mindoro State University (MinSU), through its Research, Development, and Extension (RDE) Department, aligns its annual physical targets with its RDE roadmap, guiding its operations to support the university's vision of becoming a center of excellence in higher education regionally and nationally. The RDE collaborates with all academic services to generate knowledge and technologies for communities while enhancing instruction. It aims to advance education, provide higher technological and professional training, and disseminate information on RDE priorities and programs alongside faculty heads and support personnel. MinSU consists of eight Colleges—Agriculture and Allied Fields, Teachers Education, Computer Studies, Business Management, Fisheries, Agriculture and Biosystems Engineering, Criminal Justice Education, and Arts and Sciences—along with a Graduate School Program, all of which drive the RDE's objectives.

Despite having a limited budget for research and extension services, the RDE's finalized budget should be disclosed to guide disbursements, encouraging external funding efforts. Performance assessments provide feedback for growth, helping uncover opportunities to improve performance and productivity. Strategic planning workshops help examine current situations, set goals and create plans to achieve them, aligning individual and team goals with the university's strategic priorities. Capacity development and training equip staff with skills to adapt and seize growth opportunities. Team-building fosters trust, collaboration, and a supportive culture, enhancing job satisfaction, loyalty, and retention. Strategic planning also helps anticipate trends and challenges, allowing the university to remain competitive.

OBJECTIVES

The program aims to:

1. Review RDE Performance
2. Align with RDE Roadmap
3. Enhance Strategic Planning
4. Capacity Development
5. Foster Team Building
6. Promote Knowledge Sharing
7. Encourage Innovation
8. Identify Funding Opportunities
9. Set Measurable Goals
10. Improve Communication:
11. Support Instruction



- 12. Engage Community
- 13. Evaluate Resource Allocation
- 14. Plan for Future Trends
- 15. Enhance Job Satisfaction

PARTICULARS	Number of Participants	Date	SOUTHDRI VE RESORT	BY THE SEA HOTELS	SANROSA BOUTIQUE HOTEL
AM Snacks	40	April 29	87	180	200
Buffet Lunch	40	April 29	215	380	400
PM Snacks	40	April 29	87	180	200
Buffet Dinner	40	April 29	215	380	400
Breakfast	40	April 30	170	330	280
AM Snacks	40	April 30	87	180	200
Buffet Lunch	40	April 30	215	380	400
PM Snacks	40	April 30	87	180	200
Buffet Dinner	40	April 30	215	380	400
Breakfast	40	May 1	170	330	280
			40*604 =24,160	40*720 = 28,800	40*1200 = 48,000
			40*774 =30,960	40*1520 =60,800	40*1480 = 59200
			40*170 =6,800	40*660 =26,400	40*280 =11,200
			=61,920	=116,000	= 118,400
Room Accommodation		April 29- May 1	900/pax/night	1200/pax/night	1300/pax/night
			=72,000	=96,000	=104,000
Seminar Hall		April 29- May 1	3315	5000	7000
			=10,080	=15,000	=27,000
TOTAL			144,000	227,000	249,400



Mindoro State University

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Prepared by:

SHARON LOVE CRUZ

Science Research Specialist I

Recommending Approval:

MACARIO B. MASAGCA, JR., MSc

Director for Research and Development Office

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, Ph. D

OIC, Office of the University President



May 01, 2024

CERTIFICATE OF COMPLETION

This certification is to acknowledge that Southdrive Bay Resort Hotel has successfully provided a range of services during the three-day RDE Performance Review, Strategic Planning Workshop Cum Capacity Development And Team-Building Activities held on April 29 – May 01, 2024. The services provided by Southdrive Bay Resort Hotel during the event include Food and Accommodation Services and Hall Rentals.

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

This certification is issued on the 1st of May 2024 at Southdrive Bay Resort Hotel, located in Bulalacao, Oriental Mindoro."



MACARIO B. MASAGCA, JR., MSc

Director for Research and Development Office

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	88
II	Location and Site Condition		
	1. Accessibility	(50)	35
	2. Parking space	(50)	35
		100	70
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	22
	2. Police and fire station	(25)	24
	3. Restaurant	(25)	19
	4. Banking and Postal	(25)	20
		100	85
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	7
	b. Room arrangement (e.g., single, double, etc.)	(5)	3
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	3
	c. Facilities		
	a. Water supply and toilet	(4)	3
	b. Lighting system	(5)	3
	c. Elevators	(4)	2
	d. Fire escapes	(4)	3
	e. Fire fighting equipment	(4)	3
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	3
	d. Other requirements		
	a. Maintenance	(5)	3
	b. Attractiveness	(5)	2
	c. Security	(5)	3
	e. Catering Services	(5)	4
	f. Client's satisfactory rating	(5)	3
		100	72

San Rosa Boutique Hotel

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	44
II.	Location and Site Condition	X (.1) =	7
III.	Neighborhood Data	X (.05) =	4.25
IV.	Venue	X (.35) =	25.2
FACTOR VALUE			80.45

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

Appendix C

TABLE OF RATING FACTORS FOR
LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	90
II	Location and Site Condition		
	1. Accessibility	(50)	40
	2. Parking space	(50)	25
		100	75
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	23
	2. Police and fire station	(25)	22
	3. Restaurant	(25)	24
	4. Banking and Postal	(25)	20
		100	89
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	9
	b. Room arrangement (e.g., single, double, etc.)	(5)	5
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	4
	c. Facilities		
	a. Water supply and toilet	(4)	3
	b. Lighting system	(5)	4
	c. Elevators	(4)	3
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	3
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	4
	b. Attractiveness	(5)	4
	c. Security	(5)	4
	e. Catering Services	(5)	4
	f. Client's satisfactory rating	(5)	5
		100	88

South Drive Resort Hotel

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	45
II.	Location and Site Condition	X (.1) =	7.5
III.	Neighborhood Data	X (.05) =	4.45
IV.	Venue	X (.35) =	30.8
FACTOR VALUE			87.75

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

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	80
II	Location and Site Condition		
	1. Accessibility	(50)	25
	2. Parking space	(50)	30
		100	55
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	20
	2. Police and fire station	(25)	22
	3. Restaurant	(25)	20
	4. Banking and Postal	(25)	18
		100	80
IV.	Venue		
	a. Structural condition	(20)	10
	b. Functionality		
	a. Conference Rooms	(10)	5
	b. Room arrangement (e.g., single, double, etc.)	(5)	2
	c. Light, ventilation, and air conditioning	(5)	3
	d. Space requirements	(5)	2
	c. Facilities		
	a. Water supply and toilet	(4)	3
	b. Lighting system	(5)	2
	c. Elevators	(4)	2
	d. Fire escapes	(4)	2
	e. Fire fighting equipment	(4)	2
	f. Internet and Telecommunications	(4)	2
	g. Audio visual equipment	(5)	4
	d. Other requirements		
	a. Maintenance	(5)	3
	b. Attractiveness	(5)	3
	c. Security	(5)	2
	e. Catering Services	(5)	2
	f. Client's satisfactory rating	(5)	2
		100	57

By the Sea Hotel

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	40
II.	Location and Site Condition	X (.1) =	5.5
III.	Neighborhood Data	X (.05) =	4
IV.	Venue	X (.35) =	19.95
FACTOR VALUE			69.45

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.



FINANCIAL OFFER:

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

RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building			APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Thousand Forty Four Pesos (Php144,000.00)	
Offered Quotation:				
Lease Of Venue with Meals	A Rate	B Max. Number of Pax	C Max. Number of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL (name of Function room)	3360 X 3 days			10080
DAY 1:				
AM Snacks	87	40	1	3480
Lunch	215	40	1	8600
PM Snacks	87	40	1	3480
Dinner	215	40	1	8600
DAY 2:				
Breakfast	170	40	1	6800
AM Snacks	87	40	1	3480
Lunch	215	40	1	8600
PM Snacks	87	40	1	3480
Dinner	215	40	4	8600
DAY 3:				
Breakfast	170	40	1	6800
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	900	4 rooms (8 pax) 8 rooms (32 pax)	1 night	36 000
Day 2	900	4 rooms (8 pax) 8 rooms (32 pax)	1 night	36 000
Total Offered Quotation:				144,000 <i>Jatid</i>

Alyssa Christina J. Teastel
Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

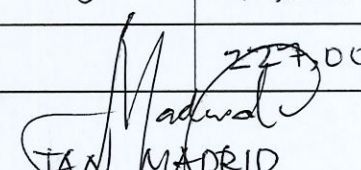
Date



FINANCIAL OFFER:

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

RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building			APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Thousand Forty Four Pesos (Php144,000.00)	
Offered Quotation:				
Lease Of Venue with Meals	A Rate	B Max. Number of Pax	C Max. Number of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL (name of Function room)	5000 x 3 days			15,000
DAY 1:				
AM Snacks	180	40	1	7200
Lunch	380	40	1	15200
PM Snacks	180	40	1	7200
Dinner	380	40	1	15200
DAY 2:				
Breakfast	330	40	1	13200
AM Snacks	180	40	1	7200
Lunch	380	40	1	15200
PM Snacks	180	40	1	7200
Dinner	380	40	1	15200
DAY 3:				
Breakfast	330	40	1	13200
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	1200	4 rooms (8 pax) 8 rooms (32 pax)	1 mght	48,000
Day 2	1200	4 rooms (8 pax) 8 rooms (32 pax)	1 mght	48,000
Total Offered Quotation:				277,000



Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date



FINANCIAL OFFER:

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

RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building			APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Thousand Forty Four Pesos (Php144,000.00)	
Offered Quotation:				
Lease Of Venue with Meals	A Rate	B Max. Number of Pax	C Max. Number of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL (name of Function room)	9,000 x 3 days			27,000
DAY 1:				
AM Snacks	200	40	1	8000
Lunch	400	40	1	16 000
PM Snacks	200	40	1	8 000
Dinner	400	40	1	16 000
DAY 2:				
Breakfast	280	40	1	11 200
AM Snacks	200	40	1	8 000
Lunch	400	40	1	16 000
PM Snacks	200	40	1	8 000
Dinner	400	40	1	16 000
DAY 3:				
Breakfast	280	40	1	11 200
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	1300	4rooms (8pax) 8rooms (32pax)	1 night	52000
Day 2	1300	4rooms (8pax) 8rooms (32pax)	1 night	52000
Total Offered Quotation:				249,400

Dita Sandico
Dita Sandico
Supplier's Signature over Printed Name
TIN No. of Establishment
Contact Number
Date



REQUEST FOR QUOTATION (RFQ No. 2024-____)

LEASE OF VENUE WITH MEALS AND ACCOMODATION FOR THE RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM CAPACITY DEVELOPMENT AND TEAM-BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY

1. The **Mindoro State University** through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of In-Service Training Cum Workshop and Team Building Activities of Mindoro State University-, Institute Of Agricultural And Biosystems Engineering (IABE) in accordance with Section 53.9 (Small Value Procurement of the IRR of RA 9184).
2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct In-Service Training Cum Workshop and Team Building Activities Of Mindoro State University-Institute Of Agricultural And Biosystems Engineering (IABE), as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **One Hundred Thousand Forty Four Pesos (Php144,000.00)** in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than April 15, 2024 (until 5:00PM)

The BAC Chairperson

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

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



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


NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson
MinSU Bids and Awards Committee



ANNEX "A"

Republic of the Philippines MINDORO STATE UNIVERSITY

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS AND ACCOMODATION FOR THE RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM CAPACITY DEVELOPMENT AND TEAM-BUILDING ACTIVITIES OF MINDORO STATE UNIVERSITY

I. RATIONALE

The Mindoro State University (MinSU), through its Research, Development, and Extension (RDE) Department, sets an annual physical target aligned with the RDE roadmap to guide its operations. As an integral component of the University, the RDE collaborates with all academic services to generate knowledge and technologies for communities and support instructional enhancement, aiming to achieve the University's vision of becoming a center of excellence in higher education regionally and nationally. The RDE's mission encompasses advancing education, providing higher technological and professional instruction, and disseminating RDE priorities and programs alongside university faculty heads, faculty, and support personnel. Currently, MinSU comprises eight colleges and a Graduate School Program, each led by deans and directors who drive the RDE Department's goals. Although the RDE operates with a limited budget, transparency in budget allocation encourages seeking external funds. Performance assessments, strategic planning workshops, and capacity development initiatives are essential for improving productivity, aligning individual and team goals with the University's strategic priorities, and equipping staff with necessary skills. Team-building exercises foster trust, collaboration, and an inclusive culture, enhancing job satisfaction, loyalty, and retention while enabling the University to anticipate trends and remain competitive.

II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

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

A. General Requirements

- 1) Price Package Quotation for three (3) days and two (2) nights
- 2) RDE Planning date: Monday, Tuesday and Wednesday April 29-May 1, 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



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

1.1 Outdoor

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

1.2 Accommodation

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

- i. Indicates prices for guaranteed clean air-conditioned rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 40 guests in total;
- ii. Clean toilet and bath in each room;
- iii. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries; and

1.3 Food and Meals

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

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

Day 1-3

AM Snacks
Carbonara, C2
Sandwich, Water
Lunch
Rice, Ginataang Tulingan
Chopsuey
Chocolate
Banana, Water
Softdrinks

Day 2-3

Breakfast
Fried Rice, Bottled Water
Hotdog,
Maling, Egg
Banana Coffee
AM Snacks
Chicken Macaroni, Sandwich,
Water, Softdrinks
Lunch



PM Snack
Spaghetti
Sandwich, Water
Dinner
Rice, Tulingan, Sweet and Sour Pork,
Softdrinks, Fruits, Soup

Day 3-3

Breakfast
Fried Rice, Bottled Water, Porkchop,
Egg
Banana, Coffee

Rice, Chopsuey, Fried Fish,
softdrinks, Banana

PM Snack
Sandwich Water

Coffee Jelly

Dinner

Rice, Pork Sisig, Sinigang na Isda,
Softdrinks, Fruits, Soup

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

1.4 Emergency Power/Back-up Power Generator

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

A. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Thousand Forty-Four Pesos (Php144,000.00)** inclusive of all government taxes and charges.

B. MODE OF PROCUREMENT

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

C. DOCUMENTARY REQUIREMENTS

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

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



D. PAYMENT SCHEME

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

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

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



FINANCIAL OFFER:

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

RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building			APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Thousand Forty Four Pesos (Php144,000.00)	
Offered Quotation:				
Lease Of Venue with Meals	A Rate	B Max. Number of Pax	C Max. Number of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall): MAIN HALL (name of Function room)	3,360	40		10,080
DAY 1:				
AM Snacks	87	40	1	3480
Lunch	215	40	1	8600
PM Snacks	87	40	1	3480
Dinner	215	40	1	8600
DAY 2:				
Breakfast	170	40	1	6800
AM Snacks	87	40	1	3480
Lunch	215	40	1	8600
PM Snacks	87	40	1	3480
Dinner	215	40	1	8600
DAY 3:				
Breakfast	170	40	1	6800
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Day 1	900	4 rooms(8pax) 8 rooms(32pax)	1 night	36,000
Day 2	900	4 rooms(8pax) 8 rooms(32pax)	1 night	36,000
Total Offered Quotation:				144,000

Alyssa Fatah
Alyssa Fatah
Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date



View Red Registration

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

My Contact Details

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

Organization Details

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

Single Proprietorship Details

DTI Certificate Number	4749463	DTI Registration Date	03-Mar-2023
Expiration Date	03-Mar-2028	DTI Business Scope	regional
Signatory	Alyssa Christia J Feustel		



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

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

Business Permit

To Whom It May Concern:

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

OWNER'S NAME

ALYSSA CHRISTIA JANO FEUSTEL

BUSINESS NAME

SOUTHDRIVE BAY RESORT HOTEL

BUSINESS ADDRESS

MAUJAO, BULALACAO, ORIENTAL MINDORO

Business Plate No.:

NOTES:

No. of Employees:

6

Official Receipt No.:

3853344

Official Receipt Date:

2024-01-18

Payment Mode:

Annual

DTI Registration No.

4749463

1. Keep this permit conspicuously posted at all times in the place of Business.
2. This Permit is only a privilege and not a right, subject to revocation and closure of the Business Establishment for any violation of existing Laws, Ordinances, and conditions set forth in the Permit.
3. This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees, or charges due, plus an interest of 2% per month of the unpaid taxes, fees, or charges including surcharges.
4. Your Business Establishment is subject to final inspection or regulatory compliance.
5. Surrender this Permit upon the retirement of your Establishment.

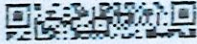
Type of Business:

Sole Proprietorship

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

ERNILLO C. VILLAS
Local Chief Executive

REMARKS:



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF BULALACAO) S.S.

AFFIDAVIT

I, Alyssa Christia J. Feustel, of legal age, married, Filipino, and residing at Bago Street, Barangay Poblacion, Bulalacao, Oriental Mindoro, Philippines 5214, after having been duly sworn in accordance with the law, do hereby depose and state that:

1. I am the sole proprietor of SOUTHDRIVE BAY RESORT HOTEL with office address at Barangay Maujao, Bulalacao, Oriental Mindoro, Philippines 5214;
2. As the owner and sole proprietor of SOUTHDRIVE BAY RESORT HOTEL, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract in the procurement of the PYDO thru its BIDS AND AWARDS COMMITTEE.
3. SOUTHDRIVE BAY RESORT HOTEL is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. SOUTHDRIVE BAY RESORT HOTEL is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. SOUTHDRIVE BAY RESORT HOTEL complies with existing labor laws and standards; and
8. SOUTHDRIVE BAY RESORT HOTEL is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any;

9. Southdrive Bay Resort Hotel did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at CALAPAN CITY, Philippines.

Feustel

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

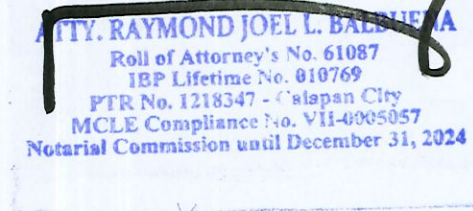
IBP No. _____ [date issued], [place issued]

Doc. No. 48

Page No. 11

Book No. 124

Series of 2024



CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 432-497-357-00000	NAME OF TAXPAYER FEUSTEL, ALYSSA CHRISTIA JANO	TIN ISSUANCE DATE February 8, 2013
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS MAUJAO 5214 BULALACAO (SAN PEDRO) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/1701A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	March 15, 2023	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY	2551Q	March 15, 2023	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.
REGISTRATION FEE	0605	January 1, 2024	ANNUALLY	On or before the last day of January.
TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)			

BUSINESS INFORMATION DETAILS


TRADE NAME 1	SOUTHDRIIVE BAY RESORT HOTEL	CATEGORY	REGISTRATION DATE
(PSIC)	55102-RESORT HOTELS	Primary	March 15, 2023
Line of Business	RESORT HOTELS		

REMINDERS:

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

For BIR Use Only

BCS Item




Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
1701Q
January 2018 (ENC5)
Page 1

Quarterly Income Tax Return
for Individuals, Estates and Trusts

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


1701Q 0118ENC5 P1

1 For the Year **2017**

2 Quarter ☐ First ☐ Second ☒ Third

3 Amended Return? ☐ Yes ☒ No

4 Number of Sheets Attached **1**

PART I - BACKGROUND INFORMATION ON TAXPAYER/FILER

5 Taxpayer Identification Number (TIN) **870-870-870**

6 RDO Code **1063**

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

8 Alphabetic Tax Code (ATC) ☒ 1012 Business Income-Graduated IT Rate ☐ 1014 Income from Profession-Graduated IT Rate ☐ 1013 Mixed Income-Graduated IT Rate ☐ 1015 Business Income-6% IT Rate ☐ 1017 Income from Profession-6% IT Rate ☐ 1016 Mixed Income-6% IT Rate

9 Taxpayer/Filer's Name (Last Name, First Name, Middle Name for Individuals/ESTATE of First Name, Middle Name, Last Name/TRUST F.A.O. First Name, Middle Name, Last Name)
ROSEL ALYSSA CHRISTA JANO

10 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1902)
MALIBU BULACAG ORIENTAL WOODS

11 Date of Birth (MM/DD/YYYY)
01/01/1980

12 Email Address
roseljan01@gmail.com

10A Zip Code **0904**

13 Citizenship **Philippine**

14 Foreign Tax Number (if applicable)

15 Claiming Foreign Tax Credits? ☐ Yes ☒ No

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

16A Method of Deduction ☒ Graduated Rates per Tax Table -page 2 (Choose Method of Deduction in Item 16A) ☐ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) (40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC])

PART II - BACKGROUND INFORMATION ON SPOUSE (if applicable)

17 Spouse's TIN

18 RDO Code **1**

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

20 ATC ☐ 1012 Business Income-Graduated IT Rate ☐ 1014 Income from Profession-Graduated IT Rate ☐ 1013 Mixed Income-Graduated IT Rate ☐ 1015 Business Income-6% IT Rate ☐ 1017 Income from Profession-6% IT Rate ☐ 1016 Mixed Income-6% IT Rate ☐ 1011 Compensation Income

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

22 Citizenship

23 Foreign Tax Number, if applicable

24 Claiming Foreign Tax Credits? ☐ Yes ☒ No

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

25A Method of Deduction ☐ Graduated Rates per Tax Table -page 2 (Choose Method of Deduction in Item 25A) ☐ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) (40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC])

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

Particulars

A) Taxpayer/Filer

B) Spouse

26 Tax Due

26A **0.00**

26B **0.00**

27 Less: Tax Credits/Payments

27A **0.00**

27B **0.00**

28 Tax Payable/Overpayment (Sum of 26 Less item 27)

28A **0.00**

28B **0.00**

29 Add: Total Penalties

29A **0.00**

29B **0.00**

30 Total Amount Payable/Overpayment (Sum of item 28 and 29)

30A **0.00**

30B **0.00**


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

0.00

0.00

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

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


ROSEL ALYSSA CHRISTA JANO

PART IV - DETAILS OF PAYMENT

Particulars

Drawee Bank/Agency

Number

Date (MM/DD/YYYY)

Amount

32 Cash/Bank Debit Memo

33 Check

34 Tax Debt Memo

35 Others (specify)

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

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

* Understood that the check is a receipt for the taxable year. However, the 8% income tax (IT) rate shall be applied if the total amount of gross sales/receipts and other non-operating income exceeds Three million pesos (P3M).



This certifies that

SOUTHDRIVE BAY RESORT HOTEL
(REGIONAL)

REGION IV-B (MIMAROPA)

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

This certificate issued to


ALYSSA CHRISTIA JANO FEUSTEL

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

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

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


ALFREDO E. PASCUAL
Secretary

Business Name No. 4749463

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



STQZ685014653922

Documentary Stamp Tax Paid Php 30.00

SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

THIS SERVICE AGREEMENT, made and entered into this ___ day of **April, 2024** by and between:

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

-and-

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

WITNESSETH

1. That the First Party needs the services for the "Meals and Accommodation for the RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building"
2. That the Second Party signified an intention of providing services needed by the **First Party** for the above-stated activity;
3. That the Second Party is capacitated to provide the above-cited services after it has been found complying and responsive to the services being required;
4. That the Second Party hereby attests of being not related within the third degree of consanguinity or affinity to the representative of the First Party;
5. That given hereof, the Second Party is contracted by the First Party to provide services for "Meals and Accommodation for the RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building"
6. That the total contract price is One Hundred Forty Four Thousand Pesos (**Php 144,000.00**).
7. That the First Party agreed to pay the **Second Party** in full, upon completion of the Services for "Meals and Accommodation for the RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building"
8. That the services shall be completed within three (3) working days.
9. That the amount of one-tenth (1/10) of one percent (1%) of the contract amount per day for liquidated damages is hereby declared and understood to include all losses and cost of whatever nature the Government will sustain because of the failure of the **SECOND PARTY** to complete the contract within the stipulated time.

C. Beliran

F. Feustel

g. H.

APR 25 2024

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

First Party

[Signature]

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

Second Party

[Signature]

ALYSSA CHRISTIA J. FEUSTEL
Proprietress

Witnesses:

[Signature]

SHARON LOVE M. CRUZ
Science Research Specialist

[Signature]

LEIZEL BELIRAN
Manager

ACKNOWLEDGEMENT

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

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

NAME	ID presented	Date / Place Issued
DR. CHRISTIAN ANTHONY C. AGUTAYA	PRC ID No. 0796092	Dec. 23, 2025
ALYSSA CHRISTIA J. FEUSTEL	Driver's License # D42-23-000575	Dec. 26, 2027

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

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

WITNESS MY HAND AND SEAL, this APR 25 2024 day of _____, 2024 at CALAPAN CITY.

NOTARY PUBLIC

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

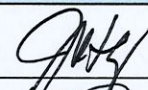
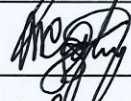



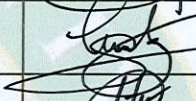
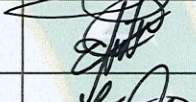
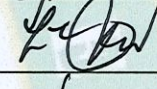
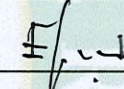
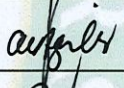
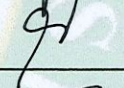
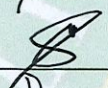
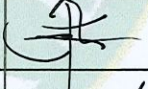
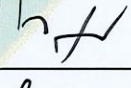
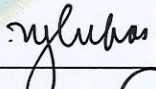


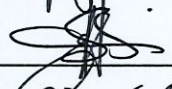
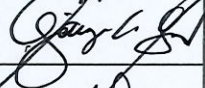
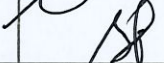
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Page No. 54
Book No. 125
Series of 2024

**"RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM
CAPACITY DEVELOPMENT AND TEAM-BUILDING"**

April 29,30 to May 1, 2024

South Drive Resort Hotel, Bulalacao, Oriental Mindoro

Day 1



No	Name	Position	Campus	Signature
1	JOHN EDGAR S. ANTHONY	Dean, CHS	MMC	
2	CAGUAY MARION E.	INSTRUCTOR, IABE	MMC	
3	LACSPA, JOHN RIZ	INSTRUCTOR, IABE	MMC	
4	CARL B. MUDAT	INSTRUCTOR, IABE	MMC	
5	NORA C. Cabared - Lasala	Dean, CAPF	MMC	
6	NIEVA AIRRA S. HERNANDEZ	ADMIN AIDE, GS	MMC	
7	EDMOND O. ANTONIN	E.A	MBC	
8	LOUKROS V. IORICA	Asso Prof IV / DEPT	MMC	
9	Erwin L. Icalla	Asso. Prof V	MMC	
10	Glenn M. Agoncillo	Asso. Prof. II	MMC	
11	Sheryl T. Regaspi	Extension Aide	MMC	
12	Alfred O. Jigno	Clerk III	MMC	
13	John Emmanuel Merhan	PO II	MMC	
14	CHRISTIAN ANTONIO C. AGONIA	Asso. Prof. V PRNE	MMC	
15	MARYJEANE S. LUNOS	Extension Coordinator	MMC	
16	ZUSSETTE C. APLAON	R&D Coordinator	MBC	
17	Montane, Pia Mae M.	A.A (IABE)	MBC	
18	Pendil, Jeffrey J.	A.A	MBC	
19	Lorge C. Gausod	P.A. II	MMC	
20	Stella Marie Apudal	Admin Aide	MMC	

RESEARCH, DEVELOPMENT AND EXTENSION UNIT

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No	Name	Position	Campus	Signature
21	Roannie R. Olpindo	SRS I	MMC	
22	Mario A. De Castro Jr.	Asst. Prof II	MCC	
23	Conrado M. Umbala	Assoc. Prof. V	MCC	
24	SANTIAGO P. UNTAUN JR.	SRA	MCC	
25	PAUL GENON	SRA	MCC	
26	POLEMER CUARTO	Assoc. Prof V	MCC	
27	Sheridan C. Bicaldo	Asst. Prof I	MCC	
28	Ma. Christine Mae C. Culis	SRA	MCC	
29	Sharon Cruz	SRS	MMC	
30	LISTER LOUIE L. DIAZA	Faculty	MCC	
31	Katherine F. Fandj- Escalon	Prof III	MMC	
32	RONALD B. APOJO	DRIVER	MAIN	
33	NOEL D. ROXAS	DRIVER	MAIN	
34	JUANAN V. DELA REYES	DRIVER	COLAPEN	
35	LILIANA JOEY V.	"	main	
36	ARYIN P TOLENTINO	Asst Prof 2	MMC	
37	EDUARDO S. AGONCILLO	ASST. PROF IV	MMC	
38	Paulo V. Icalla		MMC	
39	Reynaldo S. Manah	SRS I	MMC	
40	Marcos B. Masayari	R&D Director	MMC	

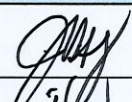


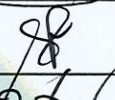
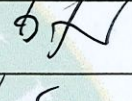
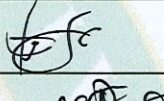
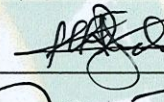
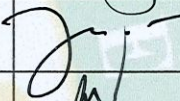
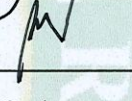
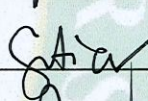

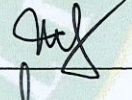

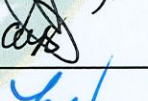

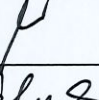

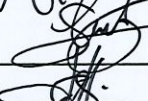
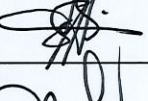
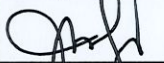
RESEARCH, DEVELOPMENT AND EXTENSION UNIT

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CAPACITY DEVELOPMENT AND TEAM-BUILDING"**

April 29,30 to May 1, 2024

South Drive Resort Hotel, Bulalacao, Oriental Mindoro

Day 2

No	Name	Position	Campus	Signature
1.	Josiah Edgar S. Anthony	Dean, CGS	MMC	
2.	Erwin L. Icalla	Asso. Prof. V	MMC	
3.	Nora C. Cabanal-Lasaca	AC Dean, CAAF	MMC	
4.	Petella Marie Apostol	Admin Asst	MMC	
5.	Christian Anthony Agutayn	OIC - Pres.	MMC	
6.	PHIL J. GENON	SRA	MCC	
7.	LISTER LOUIE L. DIATA	Faculty	MCC	
8.	Mario A. De Castro	Asst. Prof. II	MCC	
9.	Ma. Christi Ma C. Luis	SRA	MCC	
10.	Sheridan C. Bicaldo	Asst. Prof. I	MCC	
11.	Polemer M. Cuarto	Assoc. Prof. V	MCC	
12.	Compuls M. Untalan	Assoc. Prof. V	MCC	
13.	SANTIAGO P. UNTALAN, JR.	SRA	MCC	
14.	Elian M. Agonilla	Asso. Prof. II	MMC	
15.	Lambert C. Olan	Asso Prof. IV	MMC	
16.	Sheryl R. Lyang	Extension Asst	MMC	
17.	Roannie R. Olpindo	SRS I	MMC	
18.	Niwa Airra Hernandez	Admin Asst GS	MMC	
19.	Perdill, Jeffrey J.	SA.	MBC	
20.	Montana, Pia Mae M.	A.A.	MBC	

RESEARCH, DEVELOPMENT AND EXTENSION UNIT

**"RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM
CAPACITY DEVELOPMENT AND TEAM-BUILDING"**

April 29,30 to May 1, 2024

South Drive Resort Hotel, Bulalacao, Oriental Mindoro

No	Name	Position	Campus	Signature
21.	ZUSSETTE C. APLAKON	R&D Coord.	MBC	
22.	MARYJEANE S. LUBAC	Extension Coordinator	MBC	
23.	EDMOND O. ANTONIN	E.A	MBC	
24.	JOSE C. GARCIA	P.A. II	PARAC	
25.	CARL B. MUDAT	INSTRUCTOR	MMC	
26.	LACMBA, JUAN KIT T	INSTRUCTOR	MMC	
27.	RONALD B. APATOL	DRIVER	PARAC	
28.	XOEL A. ROVAS	DRIVER	main	
29.	JUNJUN V. DELOS REYES	DRIVER	CALABARAN	
30.	LWANAC JOEY V.	"	main	
31.	Alfred Ugno	clerk II	MMC	
32.	ARVIN P. TO UENTINO	ASSOProf 2	PARAC	
33.	CAGURY, MARJON E.	INSTRUCTOR	MMC	
34.	EDUARDO S. AGONCILLO	ASST. PROF. IV	MMC	
35.	Paulo V. Icalla		MMC	
36.	Reynaldo S. Manalo	SRS I	MMC	
37.	STAVEN ANZ	SRS I	MMC	
38.	MICHAEL B. MASAGAN	R&D Director	MMC	
39.	JOHN EMMANUEL MONTANO	DO II	MMC	
40.	KATHERINE SANDY-ESCALON	PAF III	MMC	

RESEARCH, DEVELOPMENT AND EXTENSION UNIT

**"RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM
CAPACITY DEVELOPMENT AND TEAM-BUILDING"**

April 29,30 to May 1, 2024

South Drive Resort Hotel, Bulalacao, Oriental Mindoro

Day 3

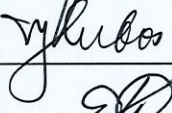
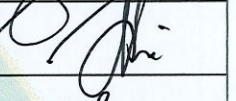
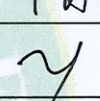
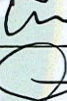
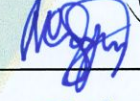
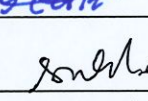






No	Name	Position	Campus	Signature
1	JOHN EDGAR F. ANTHONY	Dean, CCS	MMC	
2	Erwin L. Icalla	Asso. Prof. V.	MMC	
3	Nora C. Cabanul-Lesana	OLC Dean, GATF	MMC	
4	Stella Marie Apurto	Admin Aide	MMC	
5	Christian Anthony Agutaya	OLC-Pres.	MMC	
6	PAUL J. GENON	SR4	MCC	
7	LISTER LOUIE L. DIATA	Faculty	MCC	
8	Mario De Cusib.	Asst. Prof II	MCC	
9	Ma. Christie Mae C. Lito	GA	MCC	
10	Sheridan C. Dicaldo	Asst Prof I	MCC	
11	Polemer M. Cuarto	Assoc. Prof V	MCC	
12	Conrado M. Unzueta	Assoc. Prof. V	MCC	
13	SANTIAGO P. UNTAAN, JR.	SRA	MCC	
14	Elena M. Agnallo	Asso Prof. II	MMC	
15	Luz L. Green	Asso Prof IV	MMC	
16	Sheryl B. Lugo	Extension Aide	MMC	
17	Roannie K. Orpinda	SRs I	MMC	
18	Niwa Anna Hernandez	Admin Aide, GS	MMC	
19	Pencil, Jeffrey J.	A. A	MBC	
20	Montana, Pia Mae M.	A.A	MBC	

RESEARCH, DEVELOPMENT AND EXTENSION UNIT

**"RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM
CAPACITY DEVELOPMENT AND TEAM-BUILDING"**

April 29,30 to May 1, 2024

South Drive Resort Hotel, Bulalacao, Oriental Mindoro

No	Name	Position	Campus	Signature
21	ZMISSETTE C. APLADON	Asst. Prof. II	MBC	
22	MARY JEANE S. LUMOS	Asso. Prof II	MBC	
23	EDMOND D. ANTOIN	E.A	MBC	
24	Jorge C. Gaudel	P.A. II	MBC	
25	CARL B. MUDAT	INSTRUCTOR	MMC	
26	LACINA, JULY KIZ T.	INSTRUCTOR	MBC	
27	RODOLFO B. HODOL	CO-ORDINATOR	MAIN	
28	NOEL A. ROYAS	DRIVER	main	
29	JUN-JUN V. DELA REYES	DRIVER	CALABARAN	
30	LIWANAG JOEY V.	"	main	
31	Alfred Jugno	clerk III	MMC	
32	ARVIN P. TOCENTINO	Asso Prof 2	MMC	
33	MARINA G. CAGORA	INSTRUCTOR	MMC	
34	EDUARDO S. AGONCILLO	ASST. PROF. II	MMC	
35	Paulo V. Icalla		MMC	
36	Reynaldo S. Manglo	SRS I	MMC	
37	Sharon Cruz	SRS	MMC	
38	Macario B. Masagana	R&D Director	MMC	
39	JOHN EMMANUEL MENDOZA	PO II	MMC	
40	Katherine P. Panday-Escalona	Prof III	MMC	

RESEARCH, DEVELOPMENT AND EXTENSION UNIT

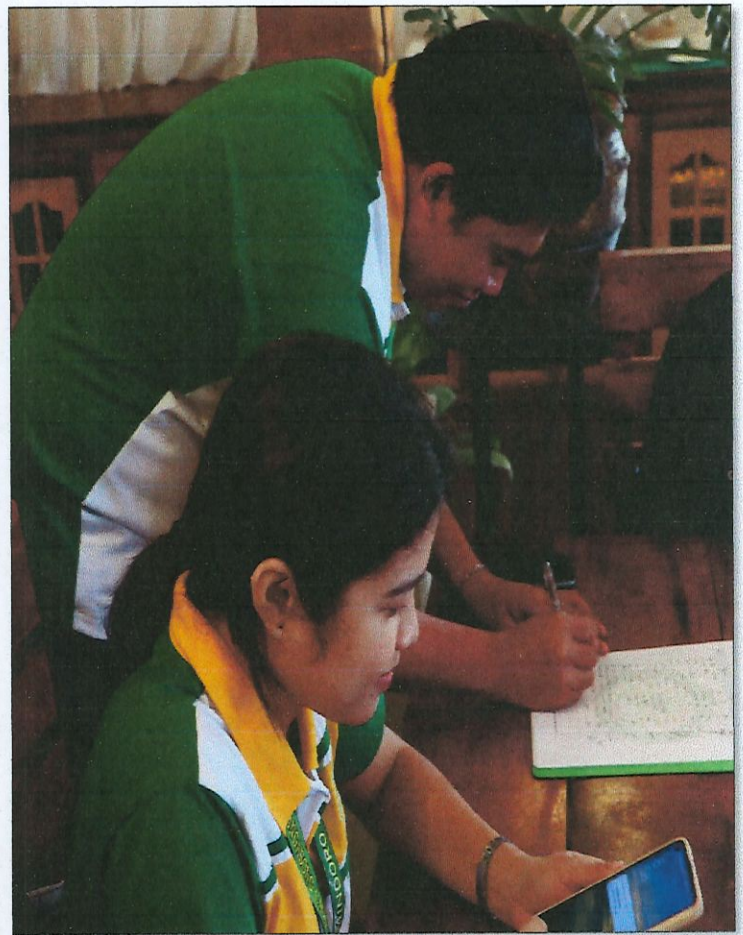


RDE PERFORMANCE REVIEW, STRATEGIC PLANNING WORKSHOP CUM CAPACITY DEVELOPMENT AND TEAM-BUILDING at South Drive Resort Hotel, Bulalacao Oriental Mindoro

April 29, 30 to May 1, 2024

April 29 to May 1, 2024, the Research, Development and Extension conducted a Dynamic and engaging workshop entitled "RDE Performance Review, Strategic Planning Workshop cum Capacity Development and Team-Building". This workshop aimed to improve the university's efficiency by conducting a comprehensive performance evaluation, engaging strategic planning for future objectives, developing the skills and abilities of individuals and teams, and promoting a united team atmosphere through interactive team-building exercises.

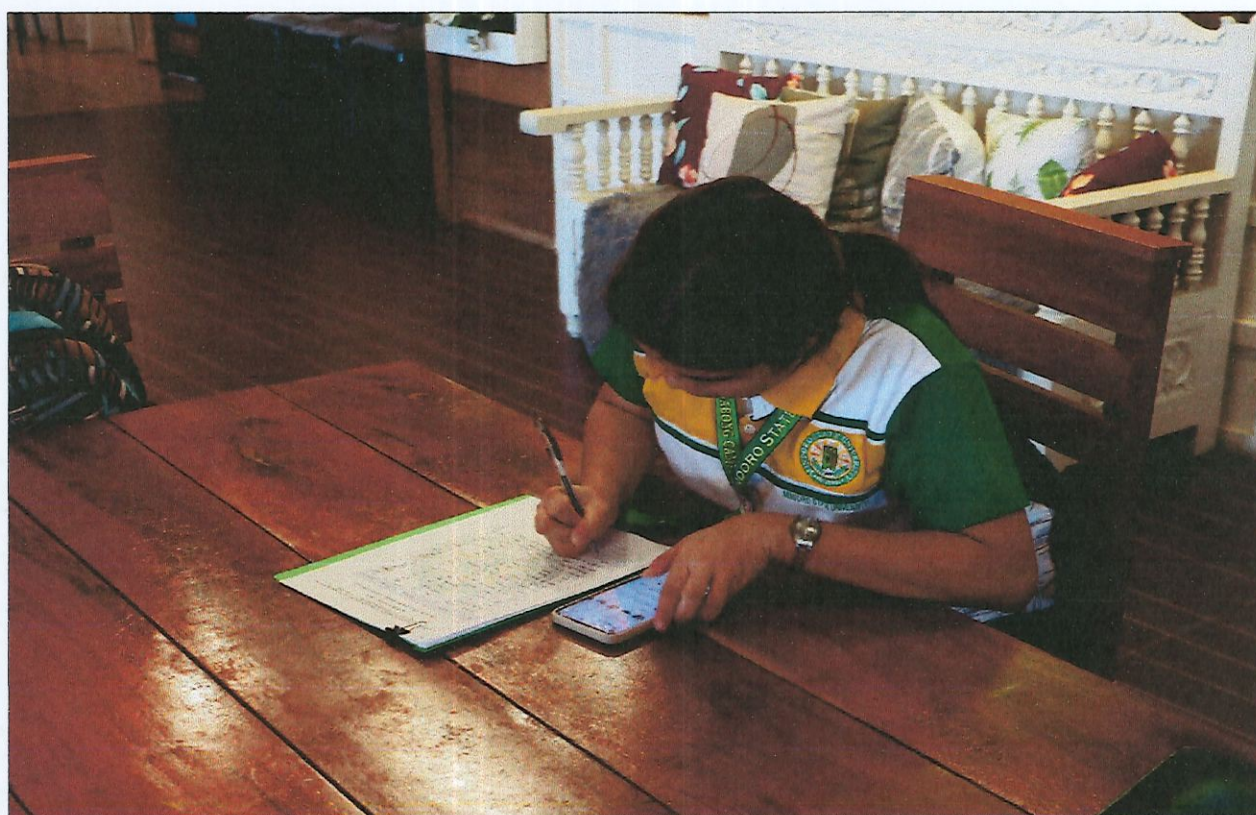
Registration was done in the first day of April 29, 2024 at 9:00 am to 10:00am.





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•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit Calapan City



On the first day of activity, start with the welcome remarks/message of Dr. Christian Anthony C. Agutaya the OIC-President of the University. Then the MMC facilitator introduced all the participants for the said activity. After that, the Campus Coordinators of Research, Development and Extension of two campus also gave messages and expectations for the activity.



Dr. Christian Anthony C. Agutaya, OIC- Office of the University standing in front of participant to delivered a messages.



Campus Coordinators of Bongabong and Calapan Campus giving a messages and expectations



Consuelo M. Untalan, Campus Coordinator for EKT, MCC



Polemer Cuarto, Campus Coordinator-R&D, MCC



Mary Jeane S. Lubos, Campus Coordinator for Extension, MBC



Zusette C. Aplao, Campus Coordinator-R&D, MBC



After giving messages and expectation of Coordinators in two campuses, the activity proceeds to the presentation of Research and Development Accomplishments 2023, in this presentation reviewed the RDE's 2023 accomplishments and discussed the 2024 physical targets, budget allocation, and changes in the measurements of RDE outputs.



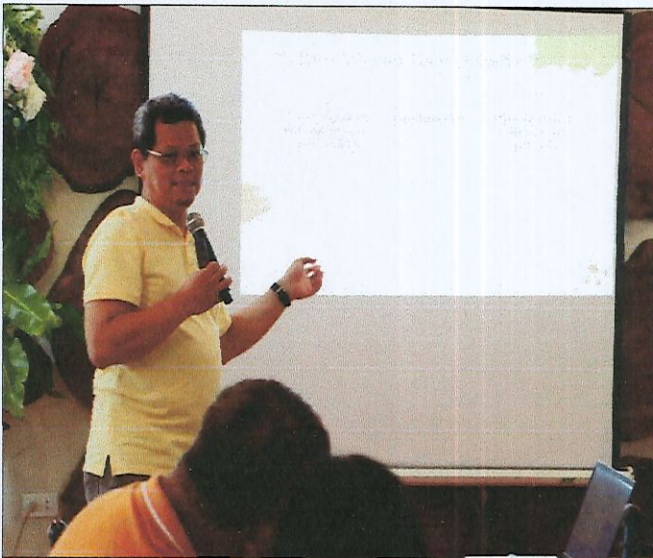
Mr. Macario B. Masagca, Jr., the Director for Research and Development reviewed and discussed the R&D Accomplishment 2023 and the changes measurement of R&D outputs



Dr. Lourdes V. Icalla, Director for Extension &KTTO, also reviewed and discussed to participants the Extension and KTTO Accomplishments 2023 and the new measurements for Extension outputs.



Following this activity presentation, there was a program review and an open forum, with the participants.



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For the continuous flow of activities, Mr. Macario B. Masagca, Jr., Director for Research and Development discussed the RDE Physical Targets and also the Budget Allocation and Implementation for 2024.



Mr. Reynaldo S. Manalo, orient the participants about the target setting for 2025 (Formulation of Priority Projects/Programs for College-Based RDE Targets for 2025)





Group picture of participants after reviewing and discussing the accomplishment 2023 and the changes measurements for RDE outputs.



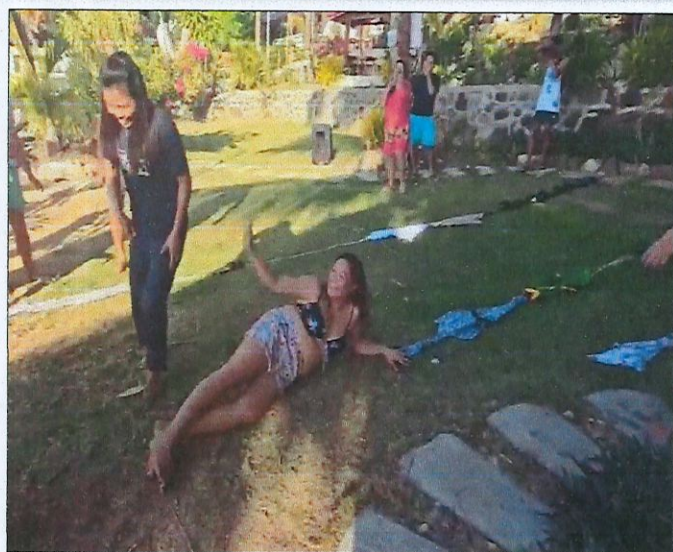
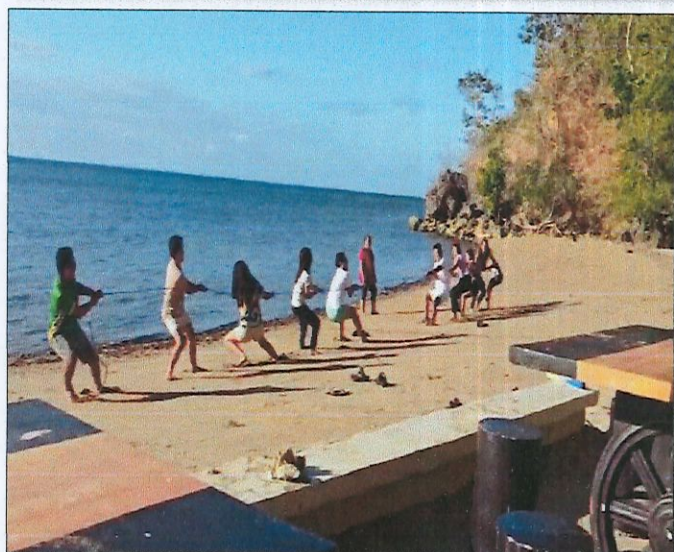
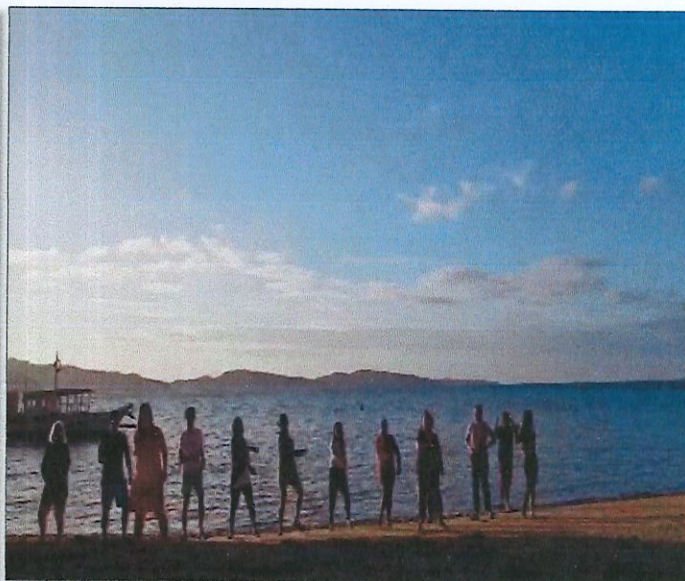
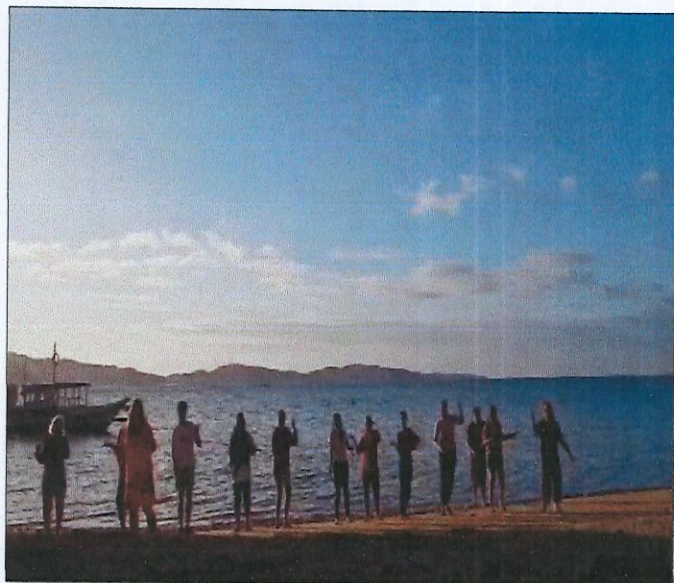
•Main Campus, Alcate, Victoria

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To Improve the working relationships between the RDE And Colleges,imposing the value of healthy communication and collaboration with trust and respect for each unit's functions,and to boost the mental and physical well-being of the participants, included in the activity is team-building.





On the second day, the activity started with the orientation on ISO 9001:2015 RDE Processes and forms, presented by Mr. John Emmanuel Merhan



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Following this activity, about orientation of ISO RDE Processes and Forms, the activity proceed to Open forum and Question and Answer.





For the last part of second day session, awarding of certificate of participation and the winners in the game in Team-building.



And on the Third day, at 8:30 am breakfast is ready. After having breakfast, at exactly 10:00 am, the participants of the activity got ready to head home.

Through interactive sessions ,group discussions, and experiential learning activities ,participants are leave the workshop with renewed energy , clarity of purpose and strengthened bonds with their colleagues,ready to drive the organization towards greater success.