



University Bids and Awards Committee
Resolution No. 235, S. 2024

A RESOLUTION RECOMMENDING THE APPROVAL OF THE SECOND PUBLICATION OF THE PROJECT “LEASE OF VENUE WITH MEALS & ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU – LOT 2” IN THE MinSU, PhilGEPS WEBSITES AND OTHER CONSPICUOUS PLACE IN THE UNIVERSITY WITH AN APPROVED BUDGET FOR THE CONTRACT (ABC) OF ONE HUNDRED FIFTY THOUSAND PESOS (PHP150,000.00)

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 “Lease Of Venue With Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU – Lot 2” with an Approved Budget for the Contract (ABC) amounting to One Hundred Fifty Thousand Pesos (Php150,000.00);

WHEREAS, in response to the advertisement on November 13, 2024, two (2) suppliers were found in the document request list however, three (3) suppliers in the name of **8n8 TRAVEL AND SOUVENIRS, RMM TRANSPORT** and **GABAY TRANSPORT** submitted price quotation before the deadline;

WHEREAS, the detailed evaluation of price quotation resulted in the following:

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php150,000.00	8n8 Travel And Souvenirs	Php147,650.00
	RMM Transport	Php148,600.00
	GABAY Transport	Php149,450.00

WHEREAS, upon evaluation of the price quotations submitted by **8n8 TRAVEL AND SOUVENIRS**, it has been identified that its registered owner/ sole proprietor is an employee of the University, thereby presenting a potential **conflict of interest**;

WHEREAS, per correlation of related Government Procurement Policy Board – Technical Support Office issuances, conflict of interest may exist when the supplier or bidder participates in a procurement process where he/she is an official or employee. This is in consonance with Section 1, Rule IX of the Republic Act No. 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees”, to wit:

Section 1.

(a) *An official or employee shall avoid conflict of interest at all times.*

(b) *Conflict of interest occurs when:*

(1) *When the official or employee is:*

a) *a substantial stockholder; or*

b) *a member of the Board of Directors; or*

c) *an officer of the corporation; or*

d) *an owner or has substantial interest in a business; or*

e) *a partner in a partnership; and*

(2) *The interest of such corporation or business, or his rights or duties therein, are opposed to or affected by the faithful performance of official duty.”*

WHEREAS, in light of this conflict of interest, the BAC has disqualified **8n8 TRAVEL AND SOUVENIRS**, in accordance with procurement rules and to preserve the integrity of the process;


WHEREAS, following the disqualification of the first-ranked supplier/bidder, the BAC proceeded with the evaluation of the second-ranked supplier/bidder, **RMM TRANSPORT**. However, the said supplier/bidder voluntarily withdrew their price quotation through a withdrawal letter dated November 21, 2024 (see copy of said letter attached and marked as “Annex A”);



WHEREAS, on the same date, the third-ranked supplier/bidder, **GABAY TRANSPORT** also submitted a letter of withdrawal of their price quotation (see copy of said letter attached and marked as "Annex B");

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of the second publication of the project "**Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU – Lot 2**" in the MinSU, PhilGEPS websites and other conspicuous place in the university, amounting to **One Hundred Fifty Thousand Pesos (Php150,000.00)**;

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 22nd day of November, 2024.


Engr. **MARK LESTER A. MAGPANTAY**
BAC Vice-Chairperson


FRANIE M. AFABLE, DBMHM
BAC Member


CIEDELLE P. SALAZAR, J.D., Ph.D
BAC Chairperson


ATTY. SHERLYN A. LAYESA
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

[] Approved / [] Disapproved


ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____



Philippine Government Electronic Procurement System

**Central Portal for
Philippine Government
Procurement Opportunities**

Created by Annabelle Quinto Madrigal
Date Created 12/11/2024

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.



November 19, 2024

LYKA JANE DELA CRUZ

Authorized Representative

8N8 TRAVEL AND SOUVENIRS

San Vicente South, Calapan City, Oriental Mindoro

Ma'am:

This pertains to the procurement for "**Lot 2 – Vehicle Rental**" of project titled, "**Lease of Venue with Meals and Accommodation and Vehicle Rental**".

Please be informed that upon evaluation of the bid documents submitted by "**8n8 Travel and Souvenirs**", it has been identified that its registered owner/ sole proprietor is an employee of the Mindoro State University. As a result, the Bids and Awards Committee (BAC) is constrained not to consider the said bid due to issue on "conflict of interest".

According to the **Government Procurement Policy Board – Technical Support Office**, conflict of interest may exist when the supplier or bidder participates in a procurement process where he/she is an official or employee.¹ This is in consonance with **Section 1, Rule IX of the Republic Act No. 6713**, otherwise known as the "**Code of Conduct and Ethical Standards for Public Officials and Employees**", to wit:

Section 1.

(a) An official or employee shall avoid conflict of interest at all times.

(b) Conflict of interest occurs when:

(1) When the official or employee is:

- a) a substantial stockholder; or
- b) a member of the Board of Directors; or
- c) an officer of the corporation; or
- d) an owner or has substantial interest in a business; or**
- e) a partner in a partnership; and

(2) The interest of such corporation or business, or his rights or duties therein, are opposed to or affected by the faithful performance of official duty."²

In view thereof, and to ensure the integrity and fairness of this University's procurement process, **8n8 Travel and Souvenirs'** bid documents was not considered, on the ground of "conflict of interest" rendering the same supplier disqualified from participating in the procurement.

For your reference and guidance.

Sincerely yours,


CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

¹ See NPM No. 139-2014 in relation to NPM No. 139-2014.

² Emphasis supplied.

November 21, 2024

The Chairperson
Bids and Awards Committee (BAC)
Mindoro State University
Alcate, Victoria, Oriental Mindoro

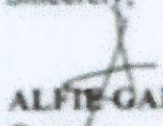
Dear Mam/ Sir

I am writing to inform your committee of my decision to cancel my bid for the transportation services intended for the GAD participants traveling to Puerto Galera on December 2-3, 2024. Unfortunately, due to the unavailability of my UV Express vehicle on the specified dates, I will not be able to fulfill the requirements for this service.

I sincerely apologize for any inconvenience this may cause and hope for your kind understanding regarding this matter. Should there be any further steps I need to take to formalize this cancellation, please let me know.

Thank you for your consideration.

Sincerely,


ALFIE GABAY
Operator
Gabay Transport

November 21, 2021

The Chairperson
Bids and Awards Committee (BAC)
Mindoro State University

Dear Ma'am,

Subject: Withdrawal of Bid for Transport Services


I am writing to formally request the withdrawal of my bid for transport services submitted to your office for the scheduled trip on December 2-3, 2024, from three campuses to Tamaraw, Puerto Galera. The total bid amount for this service was Php 148,600.

After careful consideration, I have decided to withdraw my participation in this specific bidding process. I kindly request that your office acknowledge this withdrawal and update the records accordingly.

Should you require any further clarification, please do not hesitate to contact me.

Thank you for your understanding and cooperation.

Sincerely,


ROGER MELGAR
RMM Transport

Rule VIII

Review and Compliance Procedure

Section 1. The following shall have the authority to establish compliance procedures for the review of statements to determine whether said statements have been properly accomplished:

(a) In the case of Congress, the designated committees of both Houses of Congress subject to approval by the affirmative vote of the majority of the particular House concerned;

(b) In the case of the Executive Department, the heads of the departments, offices and agencies insofar as their respective departments, offices and agencies are concerned subject to approval of the Secretary of Justice.

(c) In the case of the Judicial Department, the Chief Justice of the Supreme Court; and

(d) In the case of the Constitutional Commissions and other Constitutional Offices, the respective Chairman and members thereof; in the case of the Office of the Ombudsman, the Ombudsman.

The above official shall likewise have the authority to render any opinion interpreting the provisions on the review and compliance procedures in the filing of statements of assets, liabilities, net worth and disclosure of information.

In the event said authorities determine that a statement is not properly filed, they shall inform the reporting individual and direct him to take the necessary corrective action.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in the Code.

Rule IX

Conflict of Interest and Divestment

Section 1. (a) An official or employee shall avoid conflict of interest at all times.

(b) Conflict of Interest occurs:

(1) When the official or employee is:

- a) a substantial stockholder; or
- b) a member of the Board of Directors; or
- c) an officer of the corporation; or

Section 1, RIX, RA 6713
Offense: Kumm as 1



- BOLD**
- d) an owner or has substantial interest in a business; or
 - e) a partner in a partnership; and

(2) The interest of such corporation or business, or his rights or duties therein, are opposed to or affected by the faithful performance of official duty.

(c) A substantial stockholder is any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(d) A voting trust means an agreement in writing between one or more stockholders of a stock corporation for the purpose of conferring upon a trustee or trustees the right to vote and the other rights pertaining the shares for certain periods and subject to such other conditions provided for in the Corporation Law.

Section 2. (a) When a conflict of interest arises, the official or employee involved shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his share-holdings interest within sixty (60) days from such assumption. For those who are already in the service, and conflict of interest arises, the officer or employee must resign from his position in the private business enterprise and/or divest himself of his shareholdings or interest within the periods herein-above provided, reckoned from the date when the conflict of interest had arisen. The same rule shall apply where the public official or employee is a partner in a partnership.

(b) If the conditions in Section 1 (b) concur, divestment shall be mandatory for any official or employee even if he has resigned from his position in any private business enterprise.

(c) Divestment shall be to a person or persons other than his spouse and relatives within the fourth civil degree of consanguinity or affinity.

(d) The requirements for divestment shall not apply to those specifically authorized by law and those who served the government in an honorary capacity nor to laborers and casual or temporary workers.

Rule X

Grounds for Administrative Disciplinary Action

Section 1. In addition to the grounds for administrative disciplinary action prescribed under existing laws, the acts and omissions of any official or employee, whether or not he holds office or employment in a casual, temporary, hold-over, permanent or regular capacity, declared unlawful or prohibited by the Code, shall constitute the grounds for administrative disciplinary action, and without prejudice to criminal and civil liabilities provided herein, such as:

(a) Directly or indirectly having financial and material interest in any transaction requiring the approval of his office. Financial and material interest is defined as a pecuniary or proprietary interest by which a person will gain or lose something;

11/19/2014

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

For consideration of the
BAC Member and HOPE
as regards Sir De la Cruz's
bid.

→ his situation might fall under
Conflict of Interest

Considerations

✓ influence due to position
✓ authority to engage in private
business (CSC)

5 December 2014

NTOS

Committee

MUNICIPALITY OF SAN CARLOS,
Province of Zamboanga Sibugay

**Re: Pecuniary Interest in Procurement Contracts of Local Government
Units (LGU)**

Dear Mr. Barrientos:

This refers to your request for opinion on the legality of procurement contracts awarded to a local government department head or employee and/or to his relative within the *fourth* civil degree of consanguinity or affinity, where said official or employee is neither the Head of the Procuring Entity (HOPE) nor a member of the Bids and Awards Committee (BAC), Secretariat and Technical Working Group (TWG).

Prohibited Business and Pecuniary Interest of Local Officials and Employees

Section 89(a)(1) of Republic Act (RA) No. 7160, the Local Government Code (LGC) of 1991, explicitly provides for the prohibition against local officials and employees from having business and pecuniary interest with their LGUs, thus:

Sec. 89. *Prohibited Business and Pecuniary Interest.* (a) It shall be unlawful for any local government official or employee, directly or indirectly, to:

- (1) Engage in any business transaction with the local government unit in which he is an official or employee or over which he has the power of supervision, or with any of its authorized boards, officials, agents, or attorneys, whereby money is to be paid, or property or any other thing of value is to be transferred, directly or indirectly, out of the resources of the local government unit to such person or firm. (Emphasis supplied.)

Conversely, Section 514 of the LGC imposes the corresponding penalties for the violation of the afore-cited provision, to wit:

Sec. 514. *Engaging in Prohibited Business Transaction or Possessing Illegal Pecuniary Interest.* Any local official and any person or persons dealing with him who violate the prohibitions provided in Section 89 of Book I hereof, shall be punished with imprisonment for six months and one day to six years, or a fine of not less than Three Thousand pesos (P3,000.00) nor more than Ten

Thousand Pesos (10,000.00), or both such imprisonment and fine, at the discretion of the court. (Emphasis supplied.)

We wish to stress that the afore-cited provisions apply to all local officials and employees. Verily, even though a local official or employee is neither the HOPE nor a member of the BAC, Secretariat or TWG, he or she is nonetheless prohibited under the LGC from engaging in any business transaction whereby money is to be paid, or property or any other thing of value is to be transferred, directly or indirectly, out of the resources of the LGU.

Prohibition on Relatives of Public Officials/Employees

On the other hand, Section 47 of the revised Implementing Rules and Regulations (IRR) of RA 9184, the Government Procurement Reform Act, provides for the rule on Disclosure of Relations, thus:

All bids shall be accompanied by a sworn affidavit of the bidder that it is not related to the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. Failure to comply with the aforementioned provision shall be a ground for the automatic disqualification of the bid in consonance with Section 30 of this IRR... (Emphasis and underscoring supplied.)

The mandate of the law is to disqualify bidders from participating in any public bidding where such relation will most likely affect the result of the bidding process¹. We wish to note, however, that the prohibition is exclusive to bidders related within the *third* civil degree of consanguinity or affinity to the above-enumerated officers, and does not extend to the fourth civil degree of consanguinity or affinity.

Although the critical relational degree is limited within the 3rd civil degree of consanguinity or affinity, the concerned public official should likewise examine the relevant provisions of RA 6713, the *Code of Conduct and Ethical Standards for Public Officials and Employees*, specifically the aspect of "conflict of interest", among others, when dealing with bidders with whom they have close ties or relationship, thus:

Section 3. Definition of Terms.

(i) "*Conflict of interest*" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

The norms of conduct of public officials and employees under Section 4 of RA 6713 likewise provide that they shall not dispense or extend undue favors on account of their office to their relatives:

Section 4. *Norms of Conduct of Public Officials and Employees*. — (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

¹ NPM No. 012-2005 dated 15 February 2005.


(c) *Justness and sincerity.* — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. **They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.** (Emphasis supplied.)

Summary

1. It is unlawful for *any* local official or employee to engage in any business transaction whereby money is to be paid, or property or any other thing of value is to be transferred, directly or indirectly, out of the resources of the LGU;
2. Prospective bidders related to the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree are disqualified from participating in government procurement of the concerned LGU; and
3. Public officials and employees should seriously consider the aspect of "conflict of interest" when dealing with bidders with whom they have close ties or relationship. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity.

We hope that this opinion issued by the GPPB-TSO provided sufficient guidance on the matter. Note that this is issued on the basis of particular facts and situations presented, and may not be applicable given a different set of facts and circumstances. Should there be other concerns, please do not hesitate to contact us.

Very truly yours,


DENNIS S. SANTIAGO
Executive Director *V. Padilla*

skp 



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



Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU – Lot 2

PR No.: JO24-10-004

RFQ No. 2024-211B

ABC Amount: Lot 2 Php150,000.00

Company Name : Go! Travel and Souvenirs
Address : San Vicente, South Calabar City, Dr. Mindoro

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.

CIEDELLE PIOL-SALAZAR, J.D., 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-EPIS 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

[illegible]

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

Supplier's Signature over Printed Name

138-839-599-001

TIN No. of Establishment
0995-107-9805

Contact Number

11-14-2024
Date

SUBSCRIBED AND SWORN TO before me this ____ day of ____ 20__ at
Calapan City, Philippines. The affiant exhibiting to me his/her

issued by the _____

Doc. No. 243
Page No. 50
Book No. 134
Series of 20 24

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 016769
PTR No. 1218347 - Cagayan City
MCLE Compliance No. V18-0005057
Notarial Commission until December 31, 2024

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



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



Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU – Lot 2

PR No.: JO24-10-004

RFQ No. 2024-211B

ABC Amount: Lot 2 Php150,000.00

Company Name : RMM TRANSPORT
Address : BANSUD, ORIENTAL MINDORO

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.

CIEDELLE PIOL-SALAZAR, J.D., 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-EPIS 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

[illegible]

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

Supplier's Signature over Printed Name

TIN No. of Establishment

09235690980

Contact Number

NOV. 12, 2024

Date _____

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



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



Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU – Lot 2

PR No.: JO24-10-004

RFQ No. 2024-211B

ABC Amount: Lot 2 Php150,000.00

Company Name : Cabax Transport
Address : Trailo Bongoran Cr. Mindoro

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.

CIEDELLE PIOL-SALAZAR, J.D., 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

[illegible]

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

Supplier's Signature over Printed Name

TIN No. of Establishment

09277127317

Contact Number

Nov. 14, 2024
Date

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City

Organization Details

Organization Id	143460	Registration Date	28-Jul-2015 02:24 PM
Registration Status	active		
Organization Name	8 N 8 TRAVEL AND SOUVENIRS	Form Of Organization	Single Proprietorship
Business Category	Clothing, Footwear, Passenger transport, Transport services, Specialized educational services, Restaurants and catering, Hotels and lodging and meeting facilities, Travel facilitation, Domestic and personal assistance, Community and social services		
Location	local	Organization Type	Services, General Merchandise
Business Tax Identification Number	138839596000	Capitalization	P 500,000.00



Republic of the Philippines
CITY OF CALAPAN
OFFICE OF THE CITY MAYOR

TAUMBAYAN AND
MASUNOD

BUSINESS PERMIT

Pursuant to the provision of City Tax Ordinance Number 18, Series of 2011 as amended, otherwise known as the Revised Revenue Code of Calapan, Oriental Mindoro, after payment of taxes and charges, etc. and compliance with existing requirements, permit is here granted to herein taxpayer.

P= 3,093.75

TAXPAYER'S NAME DELA CRUZ, JOEL	BUSINESS I.D. 05009484	MODE OF PAYMENT Quarterly	DATE BILLED 10/17/2024	KIND OF BUSINESS TRAVEL AND SOUVENIR	STATUS R
NAME OF BUSINESS 8 N 8 TRAVEL & SOUVENIR		LOCATION OF BUSINESS SAN VICENTE SOUTH			BUSINESS PERMIT NUMBER
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX MAYOR'S PERMIT		3,093.75 0.00	0.00	3,093.75 0.00	
Payment for 4-4					Notes: 1. This Permit will expire on Dec. 31, 2024 2. This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking Check Check number _____ Bank _____ Cash O.R. Number 1386164 Date 10/17/2024 Payment received by:
				3,093.75	

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

MARIA BENELYN JOY D. GARDOCE
Licensing Officer IV
Business Permit and License Section
Office of the City Mayor

MARILOU F. MORILLO
City Mayor

Non-compliance with the applicable provisions of National Building (PD 1076) Code of Sanitation (PD 856), FIRE Code (RA9514), and other existing laws, issuances, regulations and ordinances shall be valid grounds for the immediate cancellation/revocation of this PERMIT.



REGULAR

Know all men by these presents that

8N8 TRAVEL AND SOUVENIRS

with address at

GOVERNOR MORENTE STREET, BRGY. SAN VICENTE SOUTH (POB.), CALAPAN CITY, ORIENTAL MINDORO

having complied with the requirements prescribed by the Department of Tourism is hereby granted
REGULAR ACCREDITATION as a

TOUR OPERATOR

pursuant to the provisions of Republic Act No. 9593 and the Rules and Regulations promulgated by the Department of Tourism to implement the intent and purpose of the said Republic Act.

Issued on September 16, 2024 in the City of Makati, Philippines.



FOR THE SECRETARY:

ROBERTO P. ALABADO III
OIC-Regional Director

THIS CERTIFICATE MUST BE POSTED WITHIN THE ESTABLISHMENT IN AN AREA CONSPICUOUS TO THE PUBLIC VIEW
UNAUTHORIZED TRANSFER AND OR REPRODUCTION OF THIS CERTIFICATE IS PUNISHABLE BY LAW.

*This accreditation is valid until June 30, 2026
unless sooner cancelled, revoked, or suspended for cause.*

Omnibus Sworn Statement

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

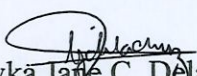
AFFIDAVIT

I, Lyka Jane Dela Cruz, of legal age, Single, Filipino, and residing at Governor Morente Street, San Vicente South, Calapan City Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of 8n8 Travel and Souvenirs with office address at 206A Governor Morente Street, San Vicente South, Calapan City, Oriental Mindoro;
2. As the owner and sole proprietor, or authorized representative of 8n8 Travel and Souvenirs, 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 Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU of the Mindoro State University, as shown in the attached duly notarized Special Power of Attorney;
3. 8n8 Travel and Souvenirs 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. 8n8 Travel and Souvenirs 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. *8n8 Travel and Souvenirs* complies with existing labor laws and standards; and
8. *8n8 Travel and Souvenirs* 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) issued for the *8n8 Travel and Souvenirs*
9. *8n8 Travel and Souvenirs* 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 14 day of NOV, 2024 at CALAPAN CITY, Philippines.


Lyka Jane C. De la Cruz
Affiant

14 NOV 2024
SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], _____. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

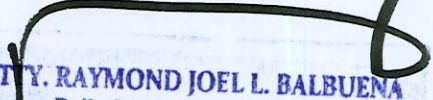
Roll of Attorneys No. _____

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

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

Doc. No. 242
Page No. 50
Book No. 134
Series of 2024.

14 NOV 2024
SUBSCRIBED AND SWORN TO before me this ____ day of ____ at ____
Calapan City, Philippines. The affiant exhibiting to me his/her _____
_____ issued by the _____


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

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO.
REVENUE DISTRICT NO.

09A
063

BIR **2303**
Form No.
Revised July 1997

OCN _____

1RC0001127364

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE
138-839-599-001	DELA CRUZ, JOEL MADRIAGA	06/26/2013

REGISTERED ADDRESS

GOV MORENTE ST.,
SAN VICENTE SOUTH CALAPAN CITY
OR MINDORO 5200

REGISTERED ACTIVITY(IES)

TAX TYPE

REGISTRATION FEE

TRADE NAME

8 N 8 TRAVEL AND SOUVENIRS

LINE OF BUSINESS / INDUSTRY

5239 OTHER RETAIL SALE IN
SPECIALIZED STORES
6351 ACTIVITIES OF TOUR AND TRAVEL
AGENCIES

REMINDERS: FILE and PAY

TAX TYPE: RF

1. Payment of Annual Registration Fee of P500.00 on or before January 31;
2. Register Book of Accounts;
3. Update Registration Information, for any changes in Status, Location and Tax Types (1905 Form);
4. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY
REVENUE DISTRICT OFFICE TAXPAYER SERVICE SECTION.

Date of Registration/Update : JUL 05 2018

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS
INDICATED ABOVE, UNDER THE PROVICIONS OF THE NATIONAL INTERNAL
REVENUE CODE, AS AMENDED.



OLIVER P. CAINGAT
Chief Assessment Section
TIN: 148-012-595

REVENUE DISTRICT OFFICER (signature over printed name)

File with
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For BIR BCS Use Only Item		Republic of the Philippines Department of Finance Bureau of Internal Revenue		
BIR Form No. 1701 January 2018 (EMCS) Page 1		Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.		
1 Month <input checked="" type="checkbox"/> For the Year (YYYY) 2023		2 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3 Short Period Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER				
4 Taxpayer Identification Number (TIN) 123-456789-10 5 RDO Code 1003				
6 Taxpayer Type <input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner				
7 Alphabetic Tax Code (ATC) <input checked="" type="checkbox"/> 1012 Business Income-Graduated IT Rate <input type="checkbox"/> 1014 Income from Profession-Graduated IT Rate <input type="checkbox"/> 1013 Mixed Income-Graduated IT Rate <input type="checkbox"/> 1011 Compensation Income <input type="checkbox"/> 1015 Business Income-8% IT Rate <input type="checkbox"/> 1017 Income from Profession-8% IT Rate <input type="checkbox"/> 1016 Mixed Income-8% IT Rate				
8 Taxpayer's Name (Last Name, First Name, Middle Name) / ESTATE OF (First Name, Middle Name, Last Name) / TRUST FBO: (First Name, Middle Name, Last Name) DELA CRUZ, JOEL M.				
9 Registered Address (Indicate complete address. If the registered address is different from the current address, put in the RDO to update registered address by using BIR Form No. 1605) CALAPAN CITY, ORIENTAL MINDORO 9A ZIP Code 5200				
10 Date of Birth (MM/DD/YYYY) 07/15/1988		11 Email Address Document@delacruz.com		
12 Citizenship PERMANENT		13 Claiming Foreign Tax Credits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14 Foreign Tax Number, if applicable		15 Civil Status (if applicable) <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widower		
16 Contact Number (Landline/Cellphone No.) 5500		17 If married, spouse has income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
18 Filing Status <input type="checkbox"/> Joint Filing <input checked="" type="checkbox"/> Separate Filing		19 Income EXEMPT from Income Tax? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		21 Tax Rate* (Choose one) <input checked="" type="checkbox"/> Graduated Rates (Choose Method of Deduction in Item 21A) <input type="checkbox"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 118 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 checked="" type="checkbox"/> Itemized Deduction (Sec. 34(A-J), NIRC) <input type="checkbox"/> Optional Standard Deduction (OSD) (40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC])		22 Tax Due (From Part VII Item 5) 1,474.00		
23 Less: Total Tax Credits/Payments (From Part VII Item 10) 0.00		24 Tax Payable (Overpayment) (Item 22 Less Item 23) 1,474.00		
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		26 Amount of Tax payable (Overpayment) (Item 24 Less Item 25) 1,474.00		
Add: Penalties 27 Interest 0.00		28 Surcharge 0.00		
29 Compromise 0.00		30 Total Penalties (Sum of Items 27 to 29) 0.00		
31 Total Amount Payable (Overpayment) (Sum of Items 26 and 30) 1,474.00		32 Aggregate Amount Payable (Overpayment) (Sum of Items 26 and 30) 1,474.00		
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input checked="" type="checkbox"/> To be refunded <input type="checkbox"/> To be issued a Tax Credit Certificate (TCC) <input type="checkbox"/> 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 JOEL M. DELA CRUZ		33 Number of Attachments 05		
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 Initials))		
		RECEIVED		

NOTE: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)


RECEIVED

Teller No. 2

Initial/Date **APR 12 2024**
LAND BANK Calapan San Vicente

BR Form No.
1701
January 2016 (ENCS)
Page 2

Annual Income Tax Return
Individuals (Including MIXED Income Earner), Estates and Trusts


1701 01/16/ENCS P2

TIN
135 035 005 000

Taxpayer/Filer's Last Name
DELA CRUZ

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number (TIN)

2 RDO Code

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

4 Alphabetic Tax Code (ATC)
☐ 1011 Compensation Income ☐ 1012 Business Income-Graduated IT Rate ☐ 1014 Income from Profession-Graduated IT Rate ☐ 1013 Mixed Income-Graduated IT Rate
☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 Mixed Income-8% IT Rate

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

6 Contact Number

7 Citizenship

8 Claiming Foreign Tax Credits? ☐ Yes ☐ No ☐ Foreign tax number (if applicable)

10 Income EXEMPT from income Tax? ☐ Yes ☐ No ☐ Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☐ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI)] [If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI)]

12 Tax Rate* (choose one)
☐ Graduated Rates (Choose Method of Deduction in Item 12A)
☐ 8% flat rate 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))
☐ Itemized Deduction [Sec. 34(A-J), NIRC]
☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

PART V - Computation of Tax

Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheets, if necessary)
On Items 1 and 2, enter the required information for each of your employers and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 40 Centavos or less drop down; 50 or more round up)

a. Name of Employer

1 ☐ Taxpayer ☐ Spouse

b. Employer's TIN

2 ☐ Taxpayer ☐ Spouse

b. Employer's TIN

c. Compensation Income

d. Tax Withheld

1 0.00 0.00

2 0.00 0.00

3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A) 0.00 0.00

3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B) 0.00 0.00

Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 40 Centavos or less drop down; 50 or more round up)

Particulars

A. Taxpayer/Filer

B. Spouse

4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3Bc) 0.00 0.00

5 Less: Non-Taxable / Exempt Compensation 0.00 0.00

6 Taxable Compensation Income (Item 4 Less Item 5) 0.00 0.00

7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate) 0.00 0.00

Schedule 3 - Taxable Business Income (If graduated rates, fill in Items 8 to 24; If 8% flat income tax rate, fill in Items 25 to 30)

3A - For Graduated Income Tax Rates

8 Sales/revenues/receipts/Fees 1,664,019.00 0.00

9 Less: Sales Returns, Allowances and Discounts 0.00 0.00

10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9) 1,664,019.00 0.00

11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions) 719,713.00 0.00

12 Gross Income/(Loss) from Operation (Item 10 Less Item 11) 944,306.00 0.00

Less: Deductions Allowable under Existing Laws

13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 1B) 664,476.00 0.00

14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 9) 0.00 0.00

15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13) 0.00 0.00

16 Total Allowable Itemized Deductions (Sum of Items 13 to 15) 664,476.00 0.00

OR

17 Optional Standard Deduction (OSD) (40% of Item 10) 0.00 0.00

18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17) 259,827.00 0.00

Add: Other Non-Operating Income (specify below)

19 0.00 0.00

20 0.00 0.00


21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP) 0.00 0.00


22 Total Other Non-Operating Income (Sum of Items 19 to 21) 0.00 0.00

23 Taxable Income-Business (Sum of Items 18 and 22) 259,827.00 0.00

24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23) 259,827.00 0.00

25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1) 1,474.00 0.00

BIR Form No. 1701 January 2018 (ENCS) Page 4		Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts		 1701 01/18ENCS P4		
TIN 038 538 590 000		Taxpayer/Filer's Last Name DELA CRUZ				
Continuation of Schedule 6)						
6.A.2 - Spouse's Detailed Computation of Available NOLCO						
	Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
09		0.00	0.00	0.00	0.00	0.00
10		0.00	0.00	0.00	0.00	0.00
11		0.00	0.00	0.00	0.00	0.00
12		0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 09 to 12) (To Part V Schedule 3-A Item 15B)						
PART VI - Summary of Income Tax Due						
1	Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		1,474.00		0.00	
2	Special Rate-Income Tax Due (From Part V Item 17B/17C)		0.00		0.00	
3	Less: Share of Other Government Agency, if remitted directly to the Agency		0.00		0.00	
4	Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)		0.00		0.00	
5	Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)		1,474.00		0.00	
PART VII - Tax Credits/Payments (attach proof)						
1	Prior Year's Excess Credits		0.00		0.00	
2	Tax Payments for the First Three (3) Quarters		0.00		0.00	
3	Creditable Tax Withheld for the First Three (3) Quarters		0.00		0.00	
4	Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter		0.00		0.00	
5	Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3A/3B/3C)		0.00		0.00	
6	Tax Paid in Return Previously Filed, if this is an Amended Return		0.00		0.00	
7	Foreign Tax Credits, if applicable		0.00		0.00	
8	Special Tax Credits, if applicable (To Part VIII Item 5)		0.00		0.00	
9	Other Tax Credits/Payments (specify)		0.00		0.00	
10	Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)		0.00		0.00	
PART VIII - Tax Relief Availment						
VILA - Special Rate						
1	Regular Income Tax Otherwise Due (Part X Item 15B and/or Item 16F X applicable regular income tax rate)		0.00		0.00	
2	Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)		0.00		0.00	
3	Sub-Total - Tax Relief (Sum of Items 1 and 2)		0.00		0.00	
4	Less: Income Tax Due (From Part X Item 17B and/or Item 17F)		0.00		0.00	
5	Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)		0.00		0.00	
6	Add: Special Tax Credit, if any (From Part VII Item 8)		0.00		0.00	
7	Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)		0.00		0.00	
VILB - Exempt						
8	Regular Income Tax Otherwise Due (Part X Item 15A and/or Item 16E X applicable regular income tax rate)		0.00		0.00	
9	Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)		0.00		0.00	
10	Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)		0.00		0.00	
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)						
Particulars		A. Taxpayer/Filer		B. Spouse		
1	Net Income/(Loss) per Books		259,827.00		0.00	
Add: Non-Deductible Expenses/Taxable Other Income						
2			0.00		0.00	
3			0.00		0.00	
4			0.00		0.00	
5	Total (Sum of Items 1 to 4)		259,827.00		0.00	
Less: A) Non-Taxable Income and Income Subjected to Final Tax						
6			0.00		0.00	
7			0.00		0.00	
B) Special/Other Allowable Deductions						
8			0.00		0.00	
9			0.00		0.00	
10	Total (Sum of Items 6 to 9)		0.00		0.00	
11	Net Taxable Income/(Loss) (Item 5 Less Item 10)		259,827.00		0.00	

BIR Form No. 1701 January 2018 (ENCS) Page 3	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 0118ENCS P3			
TIN: <u>135 636 550 000</u>		Taxpayer/Filer's Last Name: <u>DELA CRUZ</u>			
3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)					
Particulars	A. Taxpayer/Filer	B. Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00			
Add: Other Non-Operating Income (specify below)					
27	0.00	0.00			
28 Total Income (Sum of Items 26 and 27)	0.00	0.00			
Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00			
29 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00			
30 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
31 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V Item 1)	0.00	0.00			
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
1 Amortizations	0.00	0.00			
2 Bad Debts	0.00	0.00			
3 Charitable and Other Contributions	0.00	0.00			
4 Depletion	0.00	0.00			
5 Depreciation	0.00	0.00			
6 Entertainment, Amusement and Recreation	0.00	0.00			
7 Fringe Benefits	0.00	0.00			
8 Interest	0.00	0.00			
9 Losses	0.00	0.00			
10 Pension Trusts	0.00	0.00			
11 Rental	0.00	0.00			
12 Research and Development	0.00	0.00			
13 Salaries, Wages and Allowances	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00			
15 Taxes and Licenses	0.00	0.00			
16 Transportation and Travel	0.00	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet(s), if necessary)					
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d EXPENSES	584,479.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3-A Item 13)	584,479.00	0.00			
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
6.A - Taxpayer/Filer	Description	Legal Basis	Amount		
1			0.00		
2			0.00		
3	Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3-A Item 14A)		0.00		
6.B - Spouse					
4			0.00		
5			0.00		
6	Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3-A Item 14B)		0.00		
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)					
6.A - Computation of NOLCO					
Description	A. Taxpayer/Filer	B. Spouse			
1 Gross Income	0.00	0.00			
2 Less: Ordinary Allowable Itemized Deductions	0.00	0.00			
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6-A 1 Item 7A and/or Schedule 6-A 2 Item 12A)	0.00	0.00			
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8	Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3-A Item 15A)				

JOEL M. DELA CRUZ
Calapan City, Oriental Mindoro

STATEMENT OF INCOME
As of December 31, 2023

	2023
Sales	1,664,019.00
Less: Cost of Sales	(719,713.00)
Gross Sales	944,306.00
Less: Operating Expenses	
Communications, Light and Water	63,491.00
Taxes and Licenses	86,771.00
Salaries and Wages	280,000.00
Depreciation	110,649.00
Miscellaneous	93,797.00
Supplies	49,771.00
Total Operating Expenses	684,479.00
NET PROFIT	259,827.00
Income Tax Expenses	(1,474.00)
Net Profit for the year	258,353.00

RECEIVED
Teller No. 2
Initial/Date APR 12 2024
LANDBANK Calapan San Vicente

JOEL M. DELA CRUZ
Calapan City, Oriental Mindoro

STATEMENT OF FINANCIAL POSITION
As of December 31, 2023

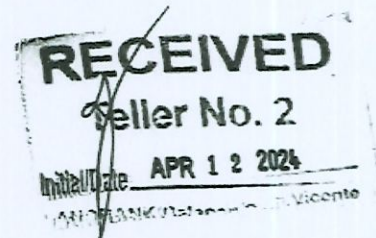
	2023
ASSETS	
Current Assets	
Cash	163,853.00
Total Current Assets	163,853.00
Non-Current Assets	
Property and Equipment	500,000.00
Total Non-Current Assets	500,000.00
TOTAL ASSETS	663,853.00
Liabilities and Equipment	
Accounts Payable	1,474.00
Total Liabilities	1,474.00
Equity	
Beginning Balance	404,026.00
Add: Profit of the Year	258,353.00
Total	662,379.00
Less: Drawings	-
Ending Balance	662,379.00
TOTAL LIABILITIES AND EQUITY	663,853.00

RECEIVED
Teller No. 2
Initial Date APR 12 2024
LANOBANK Calapan San Vicente

JOEL M. DELA CRUZ
Calapan City, Oriental Mindoro

STATEMENT OF CASHFLOW
As of December 31, 2023

2023	
Cash Provided by Operating Activities	
Net Income	258,353.00
Adjustment to reconcile net Income to Net Cash Provided by Operating Activities	
Increase (decrease in Inventory	-
Increase(Decrease in Non Current Assets	-
Increase (Decrease) in Payables	1,474.00
Net Cash Provided by Operating Activities	
Cash Provided by Investing Activities	(95,974.00)
Cash Provided by Financing Activities	-
Withdrawals	-
Net Increase (Decrease) in Cash	163,853.00
Add: Cash Beginning Balance	-
Cash Ending Balance	163,853.00





This certifies that

8 N 8 TRAVEL AND SOUVENIRS
(NATIONAL)

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

JOEL MADRIAGA DE LA CRUZ

is valid from 15 November 2024 to 15 November 2029 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 13 November 2024 in the Philippines.

A handwritten signature in blue ink, appearing to read 'M. C. Roque', written over a faint, larger signature.

MA. CRISTINA A. ROQUE
Acting Secretary

Business Name No.1251028

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



XLVT957916899203



**LEASE OF VENUE WITH MEALS AND ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP
AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU**

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 229, s. 2024**

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the **"Lease of Venue with Meals and Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU"**, with an Approved Budget for the Contract (ABC) in the amount of **Php 972,750.00**, which is allocated as follows:

Particulars	Sub-ABC Amount
Lot 1 – Lease of Venue with Meals and Accommodation	Php822,750.00
Lot 2- Vehicle Rental	Php150,000.00

WHEREAS, upon detailed evaluation of the two (2) lots, it has been determined that it was governed by different procurement modalities under the Implementing Rules and Regulations (IRR) of Republic Act No. 9184;

WHEREAS, Lot 1 pertains to the lease of real property and venue for official use, which is classified under **Section 53.10** of the IRR of RA 9184 (Negotiated Procurement – Lease of Real Property / Venue);

WHEREAS, Lot 2 involves the procurement of goods and services for vehicle rental, which is classified under **Section 53.9** of the IRR of RA 9184 (Small Value Procurement);

WHEREAS, the aforementioned terms substantiate the justification for posting the two (2) lots separately, and clarify that such posting does not constitute contract splitting in violation of procurement regulations;

WHEREAS, in accordance with the aforementioned distinctions, the BAC Secretariat shall initiate the posting for the procurement of each lot separately, reflecting the corresponding procurement modality for each lot;

NOW, THEREFORE, BE IT RESOLVED, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project **"Lease of Venue with Meals and Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU"**:

- Lot 1 shall be posted under **Negotiated Procurement** as per **Section 53.10** of the IRR of RA 9184 (Lease of Real Property / Venue) and;
- Lot 2 shall be posted under **Negotiated Procurement** as per **Section 53.9** of the IRR of RA 9184 (Small Value Procurement).

RESOLVED, this 11th day of November, 2024 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

Engr. **MARK LESTER A. MAGPANTAY**
BAC Vice-Chairperson

FRANIE M. AFABLE, DBMHM
BAC Member

CIEDELLE P. SALAZAR, J.D., Ph.D
BAC Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

[] Approved / [] Disapproved

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:															
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS					TOTAL COST	UNIT COST
									INFLATION, CURRENCY		VALUE				
									%		%				
									%		%				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(11)	(12)	(10%[(5)+(10)]	(11) / (3)	
	Lot 1-Lease of Venue with Meals and Accommodation				-										
	Venue Halls														
1	December 2, 2024, 8:00 AM-5:00PM				-										
2	Big Function Room	1	room	55,000.00	55,000.00										
3	Small Function Hall	1	room	6,500.00	6,500.00										
	Big Function Hall				-										
4	December 3, 2024, 8:00 AM-1:00PM	1	room	30,000.00	30,000.00										
	Accommodation				-										
5	Superior Rooms @ 16 pax	96	room	550.00	52,800.00										
6	2 Studio Unit @ 4 pax	4	room	550.00	2,200.00										
7	47 Rooms @ 4 pax	189	room	550.00	103,950.00										
8	6 Rooms @ 6 pax	36	room	550.00	19,800.00										
	Meals				-										
	Day 1				-										
9	AM Snack-(Juice, Tuna & Lettuce Sandwich)	325	Pax	150.00	48,750.00										
10	Lunch (Pork Caldereta, Fish, Sinigang, Lumpia, Rice, Sliced Pineapple, Softdrinks)	325	Pax	500.00	162,500.00										
11	Snack- (Spaghetti Bolognese, Garlic Bread, Juice)	325	Pax	150.00	48,750.00										
	Dinner- Pork Menudo, Sweet & Sour Fish Fillet, Tomato& Cucumber Salad, Nilaga Soup, Rice,Fruits, Softdrinks)	325	Pax	500.00	162,500.00										
12	Day 2				-										
13	Breakfast-(Rice, Fried Egg, Banana, Macaroni Soup, Pandesal, Coffee)	325	Pax	250.00	81,250.00										



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



JOR #: J024-10-004
Date:

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	Lot 1-Venue Hall Rental December 2, 2024, 8:00 AM-5:00PM			
room	Big Function Room	1	55,000.00	55,000.00
room	Small Function Hall	1	6,500.00	6,500.00
	Lot 2 Big Function Hall December 3, 2024, 8:00 AM-1:00PM	1	30,000.00	30,000.00
room	Lot 3-Accommodation Superior Rooms @ 16 pax	96	550.00	52,800.00
room	2 Studio Unit @ 4 pax	4	550.00	2,200.00
room	47 Rooms @ 4 pax	189	550.00	103,950.00
room	6 Rooms @ 6 pax	36	550.00	19,800.00
	Lot 3 Meals Day 1			
Pax	AM Snack-(Juice, Tuna & Lettuce Sandwich)	325	150.00	48,750.00
Pax	Lunch (Pork Caldereta, Fish, Sinigang, Lumpia, Rice, Sliced Pineapple, Softdrinks)	325	500.00	162,500.00
Pax	Snack- (Spaghetti Bolognese, Garlic Bread, Juice)	325	150.00	48,750.00
Pax	Dinner- Pork Menudo, Sweet & Sour Fish Fillet, Tomato& Cucumber Salad, Nilaga Soup, Rice,Fruits, Softdrinks)	325	500.00	162,500.00
	Day 2			
Pax	Breakfast-(Rice, Fried Egg, Banana, Macaroni Soup, Pandesal, Coffee)	325	250.00	81,250.00
Pax	Am Snack- Chocolate Croissant, Bottled Juice)	325	150.00	48,750.00
	Lot 4- Transportation			
Lot	MMC - 3 Hired Van	45	600.00	27,000.00
Lot	MBC - 6 Hired Van	80	850.00	68,000.00
Lot	MCC - 7 Hired Van	110	500.00	55,000.00
	GRAND TOTAL			972,750.00

Purpose: Synergizing Gender Equality & Leadership: Workshop and Capability Building (3 Campuses)

Requested by: MARIA MAJORIE M. CASTILLO, RN,MAN WGAD Director	Recommending Approval: JOELENE C. LEYNES VP for Administration and Finance	Approved by: ENYA MARIE D. APOSTOL, Ph.D. SUC President III
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MDS-14-7
101-200 -08-1035 R- for yes



October 28, 2024

DR. ENYA MARIE D. APOSTOL
SUC President III, Mindoro State University
Alcate, Victoria, Oriental Mindoro

Mindoro State University

RECEIVED
RECORDS OFFICE

BY: _____
DATE: 10/29/24
TIME: 3:55
CONTROL #: 2517

Dear President Apostol,

Warmest Greetings!


I am writing to request your kind approval for a change of date for the GAD capability building, which was initially scheduled to be held on September 26-27, 2024. Due to the ongoing procurement process, including PhilGEPS posting and the awarding of contracts, there have been delays that affect the timely acquisition and coordination of the necessary supplies and services for the program.

In light of this, we respectfully propose to reschedule the event to December 2-3, 2024. This additional time will allow us to complete the procurement process and ensure that all needed supplies and services are properly acquired and coordinated in compliance with government procurement regulations and university policies.


We apologize for any inconvenience this may cause and would appreciate your understanding and favourable consideration of this request. Should you require any further information, please feel free to contact me.

Thank you very much for your continued support.

Very truly yours,


MARIA MAJORIE M. CASTILLO, RN, MAN
Director, Women, Gender and Development

Approved:


ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



PROPOSED TITLE	:	Synergizing Gender Equality and Leadership: Workshop and Capability Building for Officials and Faculty"
PARTICIPANTS	:	Key Officials, Faculty Members, Finance Unit, SAO, HR, Legal Officer, Information Officer, Medical Representative, and GAD Secretariat in the three Campuses of MinSU
PROPOSED DATES:		December 2-3, 2024
BUDGETARY ESTIMATES:		Php 1, 266,450.00
SOURCE OF FUND:		GAA
No. of Participants	:	325

RATIONALE:

A GAD plan and budget ensure that gender considerations are systematically integrated into all aspects of planning and resource allocation. This promotes equal opportunities and outcomes for women, men, girls, and boys in various sectors such as education, health, employment, and governance. By explicitly addressing gender disparities through targeted interventions and strategies, a GAD plan and budget can help reduce inequalities and barriers that hinder women's participation and access to resources and opportunities. Conducting workshops focused on gender mainstreaming helps raise awareness among participants about the importance of integrating gender perspectives into policies, programs, and projects. It provides a platform to discuss gender stereotypes, biases, and their impact on development outcomes.

On the other hand, the proposed capability building activities create opportunities for team members to bond, build trust, and strengthen relationships. This is crucial for fostering a supportive and inclusive work environment where all team members feel valued and respected, regardless of gender.

OBJECTIVES

This workshop and capability building activity aims to achieve the following:

1. To effectively integrate gender perspectives into policies, programs, and projects, thereby promoting gender equality and women's empowerment.
2. To integrate gender considerations systematically into the planning and budgeting processes at all levels, ensuring equitable resource allocation and addressing the diverse needs of women, men, girls, and boys as well as the LGBTQ members
3. To empower 55-year-old as advocates of gender sensitivity through workshops on equality and respectful communication.
4. To empower LGBTQ members to lead gender-sensitive games in the GAD activity, enhancing their leadership and facilitation skills.
5. To establish and institutionalize a Gender and Development (GAD) database within organizational and governmental frameworks to centralize gender-disaggregated data, indicators, and outcomes.
5. To foster a culture of inclusivity and respect, celebrating the diversity of perspectives and experiences.

SPEAKER/FACILITATORS

1. Atty. Sherlyn A. Layesa - MinSU (For all participants)
Topic: Safe Spaces Act/RA11313
2. Ms. Ellaine Diomampo - PCW GAD Resource Pool (For Key Officials)
Topic: GAD Planning, Budgeting and Workshop
3. Ms. Lovelyn Lasac-Chen - CHED MIMAROPA (For Faculty)
Topic: Gender Equality, Diversity and Inclusivity



PROPOSED ACTIVITIES

First Day (December 2, 2024)

Morning

- Opening Program
- Orientation on Safe Spaces Act or RA 11313
- Seminar on Gender Equality, Diversity and Inclusivity

Afternoon

- GAD Planning and Budgeting - orientation, discussion, workshop and presentation of outputs
- Presentation of Mr. and Ms. GAD

Second day (December 3, 2024)

Morning

- Morning Exercise / Zumba Contest
- Bench Cheering
- Team Building Activities

PROPOSED BUDGET

An amount of **Php 1, 267,450.00** will be allotted for the conduct of the said activity, specifically for the food, accommodation, transportation, honorarium for speakers/facilitators, and other expenses.

BUDGETARY REQUIREMENT:

A. Projected Funds

Sources of Funds	Items	Unit Cost	Total
GAA	Function Room (2 days @ 325 pax)		
	December 2, 2024		
	Big Function Room 8:00am -12:00pm (for morning program and seminar - Key Officials & Faculty Members) 1:00-5:00pm –Key Officials and Finance Unit	55,000.00	55,000.00
	Presentation of Mr. & Ms. GAD	6,500.00	6,500.00
	December 3, 2024		
	Big Function Room (9:00am-1:00pm - All Participants Team Building	30,000.00	30,000.00
		Total	Php 91, 500.00



	Accommodation (1 night) (325 pax)		
	16 Superior Rooms @ 16 pax	550.00/head *96	52,800.00
	2 Studio Unit @ 4 pax	550.00/head *4	2,200.00
	47 Rooms x 4 pax	550 / head * 189	103,950.00
	6 rooms x 6 pax	550.00/ *36	19,800.00
		Total	Php 178,750.00
	Meals: 1 and 1/2 day @ 325 pax		
	1 Breakfast	250/head * 325	81,250.00
	2 AM Snacks	300/head * 325	97,500.00
	2 Lunch	1,000/head* 325	325,000.00
	1 PM Snacks	150/head* 325	48,750.00
	1 Dinner	500/head * 325	162,500.00
		Total	Php 715,000.00
	Training Kit		
	(Bags, Ballpen, small notebook, Pencil, Bond paper long pack (20 pcs)	150*315	47,250.00
		Total	Php 47, 250.00
	Transportation		
	MMC - 3 hired van	600/head*45	27,000.00
	MBC - 6 hired van	850/head*80	68,000.00
	MCC - 7 hired van	500/head* 110	55,000.00
			Php 150,000.00
	Resource Speaker's Honorarium		
	Day 1 – December 2, 2024		
	2nd Speaker - CHED (Seminar for Faculty)	6,000.00	6,000.00
	3rd Speaker - PCW (Training/ Workshop @ 1:00pm-5:00pm for Key Officials)	12,000.00	12,000.00
			Php 18,000.00



	Tarpaulin (4ft x8ft) (2ftx3ft)	 25.00 25.00	 800.00 150.00
		Total	Php 950.00
	Awards & Prizes Trophy, Crowns, Sash Cash Prize: Mr. & Ms. GAD (Faculty Category) Bench Cheering (1 group per campus) Raffle	 3,000,2000,1000 (1 st , 2 nd and 3 rd) 3,000,2,000, 1000 (1 st , 2 nd and 3 rd) 	 4,000.00 12,000.00 6.000.00 10,000.00
		Total	Php 32, 000.00
Contingency Fund			Php 33,000.00
Grand Total			Php 1,266,450.00



MARKETING ANALYSIS

RATIONALE:

A GAD plan and budget ensure that gender considerations are systematically integrated into all aspects of planning and resource allocation. This promotes equal opportunities and outcomes for women, men, girls, and boys in various sectors such as education, health, employment, and governance. By explicitly addressing gender disparities through targeted interventions and strategies, a GAD plan and budget can help reduce inequalities and barriers that hinder women's participation and access to resources and opportunities. Conducting workshops focused on gender mainstreaming helps raise awareness among participants about the importance of integrating gender perspectives into policies, programs, and projects. It provides a platform to discuss gender stereotypes, biases, and their impact on development outcomes.

On the other hand, the proposed team-building activities create opportunities for team members to bond, build trust, and strengthen relationships. This is crucial for fostering a supportive and inclusive work environment where all team members feel valued and respected, regardless of gender.

OBJECTIVES

This workshop and capability building activity aims to achieve the following:

1. To effectively integrate gender perspectives into policies, programs, and projects, thereby promoting gender equality and women's empowerment.
2. To integrate gender considerations systematically into the planning and budgeting processes at all levels, ensuring equitable resource allocation and addressing the diverse needs of women, men, girls, and boys as well as the LGBTQ members
3. To empower 55-year-old as advocates of gender sensitivity through workshops on equality and respectful communication.
4. To empower LGBTQ members to lead gender-sensitive games in the GAD activity, enhancing their leadership and facilitation skills.
5. To conduct comprehensive gender analyses and assessments to identify disparities, barriers, and differential impacts of policies, programs, or projects on different genders, informing targeted interventions and promoting inclusive development.
6. To foster a culture of inclusivity and respect, celebrating the diversity of perspectives and experiences.

PARTICULARS	Number of Participants	Date	GIGA MANAGEMENT & CATERING SERVICES INC. AND MESH ADVENTURE AND BEACH RESORT SERVICES INC.	MANGYAN GRAND HOTEL	APARTLE DE FRANCESCA
AM Snacks	325	December 2, 2024	150.00	180.00	160.00
Buffet Lunch	325	December 2, 2024	500.00	650.00	550.00
PM Snacks	325	December 2, 2024	150.00	180.00	160.00
Buffet Dinner	325	December 2, 2024	500.00	650.00	550.00
Breakfast	325	December 3, 2024	250.00	280.00	260.00
AM Snacks	325	December 3, 2024	150.00	180.00	160.00
Buffet Lunch	325	December 3, 2024	500.00	650.00	550.00
			325*1,300=422,500	325*1,660=539,500	325*1,420 = 461,500.00
			325*900=292,500	325*1,110.00 = 360,750.00	325*970 = 315,250



Room Accommodation		December 2, 2024	550.00/pax/night =178, 750.00	750.00/pax/night =243, 750.00	650.00/pax/night =211,250.00
Seminar Hall		December 2, 2024	55,000.00/day	60,000.00/day	55,000.00/day
TOTAL			985,250.00	1,234,000.00	1,078,000.00

Prepared by:

MARIA MAJORIE M. CASTILLO, RN, MAN
Director, Women, Gender and Development

Recommending Approval:

CIEDELLE P. SALAZAR, J.D., Ph.D.
Vice President for Academic Affairs

JOELENE C. LEYNES
Vice President for Admin and Finance

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



October 28, 2024

DR. ENYA MARIE D. APOSTOL
SUC President III, Mindoro State University
Alcate, Victoria, Oriental Mindoro

Mindoro State University
RECEIVED
RECORDS OFFICE
BY: _____
DATE: 10/29/24
TIME: 4:45
CONTROL #: 2517

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MARIA MAJORIE M. CASTILLO, RN, MAN
Director, Women, Gender and Development

Approved:


ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



PROPOSED TITLE : Synergizing Gender Equality and Leadership: Workshop and Capability Building for Officials and Faculty"

PARTICIPANTS : Key Officials, Faculty Members, Finance Unit, SAO, HR, Legal Officer, Information Officer, Medical Representative, and GAD Secretariat in the three Campuses of MinSU

PROPOSED DATES: December 2-3, 2024

BUDGETARY ESTIMATES: Php 1, 266,450.00

SOURCE OF FUND: GAA

No. of Participants : 325

RATIONALE:

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Topic: GAD Planning, Budgeting and Workshop
3. Ms. Lovelyn Lasac-Chen - CHED MIMAROPA (For Faculty)
Topic: Gender Equality, Diversity and Inclusivity



PROPOSED ACTIVITIES

First Day (December 2, 2024)

Morning

- Opening Program
- Orientation on Safe Spaces Act or RA 11313
- Seminar on Gender Equality, Diversity and Inclusivity

Afternoon

- GAD Planning and Budgeting - orientation, discussion, workshop and presentation of outputs
- Presentation of Mr. and Ms. GAD

Second day (December 3, 2024)

Morning

- Morning Exercise / Zumba Contest
- Bench Cheering
- Team Building Activities

PROPOSED BUDGET

An amount of **PhP 1, 267,450.00** will be allotted for the conduct of the said activity, specifically for the food, accommodation, transportation, honorarium for speakers/facilitators, and other expenses.

BUDGETARY REQUIREMENT:

A. Projected Funds

Sources of Funds	Items	Unit Cost	Total
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	Presentation of Mr. & Ms. GAD	6,500.00	6,500.00
	December 3, 2024		
	Big Function Room (9:00am-1:00pm - All Participants Team Building	30,000.00	30,000.00
		Total	Php 91, 500.00



PROPOSED ACTIVITIES

First Day (December 2, 2024)

Morning

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	December 3, 2024		
	Big Function Room (9:00am-1:00pm - All Participants Team Building	30,000.00	30,000.00
		Total	Php 91, 500.00



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



BAGONG PILIPINAS

	Accommodation (1 night) (325 pax) 16 Superior Rooms @ 16 pax 2 Studio Unit @ 4 pax 47 Rooms x 4 pax 6 rooms x 6 pax		550.00/head *96 550.00/head *4 550 / head * 189 550.00/ *36	52,800.00 2,200.00 103,950.00 19,800.00
			Total	Php 178,750.00
	Meals: 1 and 1/2 day @ 325 pax 1 Breakfast 2 AM Snacks 2 Lunch 1 PM Snacks 1 Dinner		250/head * 325 300/head * 325 1,000/head* 325 150/head* 325 500/head * 325	81,250.00 97,500.00 325,000.00 48,750.00 162,500.00
			Total	Php 715,000.00
	Training Kit (Bags, Ballpen, small notebook, Pencil, Bond paper long pack (20 pcs)		150*315	47,250.00
		Total		Php 47, 250.00
	Transportation MMC - 3 hired van MBC - 6 hired van MCC - 7 hired van		600/head*45 850/head*80 500/head* 110	27,000.00 68,000.00 55,000.00
				Php 150,000.00
	Resource Speaker's Honorarium Day 1 -- December 2, 2024 2nd Speaker - CHED (Seminar for Faculty) 3rd Speaker - PCW (Training/ Workshop @ 1:00pm-5:00pm for Key Officials)		6,000.00 12,000.00	6,000.00 12,000.00
				Php 18,000.00



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



	Accommodation (1 night) (325 pax) 16 Superior Rooms @ 16 pax 2 Studio Unit @ 4 pax 47 Rooms x 4 pax 6 rooms x 6 pax		550.00/head * 96 550.00/head * 4 550 / head * 189 550.00/ * 36	52,800.00 2,200.00 103,950.00 19,800.00
			Total	Php 178,750.00
	Meals: 1 and 1/2 day @ 325 pax 1 Breakfast 2 AM Snacks 2 Lunch 1 PM Snacks 1 Dinner		250/head * 325 300/head * 325 1,000/head* 325 150/head* 325 500/head * 325	81,250.00 97,500.00 325,000.00 48,750.00 162,500.00
			Total	Php 715,000.00
	Training Kit (Bags, Ballpen, small notebook, Pencil, Bond paper long pack (20 pcs)		150*315	47,250.00
		Total		Php 47, 250.00
	Transportation MMC - 3 hired van MBC - 6 hired van MCC - 7 hired van		600/head*45 850/head*80 500/head* 110	27,000.00 68,000.00 55,000.00
				Php 150,000.00
	Resource Speaker's Honorarium Day 1 – December 2, 2024 2nd Speaker - CHED (Seminar for Faculty) 3rd Speaker - PCW (Training/ Workshop @ 1:00pm-5:00pm for Key Officials)		6,000.00 12,000.00	6,000.00 12,000.00
				Php 18,000.00



	Tarpaulin (4ft x8ft) (2ftx3ft)		25.00 25.00	800.00 150.00
		Total		Php 950.00
	Awards & Prizes Trophy, Crowns, Sash Cash Prize: Mr. & Ms. GAD (Faculty Category) Ms. Rainbow Queen(Faculty Category) Dance Contest (1 group per campus) Raffle		4,000,3000, 2000 (1 st , 2 nd and 3 rd) 4,000,3000, 2000 (1 st , 2 nd and 3 rd) 4,000,3,000, 2000 (1 st , 2 nd and 3 rd)	4,000.00 18,000.00 9,000.00 9,000.00 10,600.00
		Total		Php 50, 000.00
Contingency Fund				Php 12,400.00
Grand Total				Php 1,266,450.00

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MARKETING ANALYSIS

RATIONALE:

A GAD plan and budget ensure that gender considerations are systematically integrated into all aspects of planning and resource allocation. This promotes equal opportunities and outcomes for women, men, girls, and boys in various sectors such as education, health, employment, and governance. By explicitly addressing gender disparities through targeted interventions and strategies, a GAD plan and budget can help reduce inequalities and barriers that hinder women's participation and access to resources and opportunities. Conducting workshops focused on gender mainstreaming helps raise awareness among participants about the importance of integrating gender perspectives into policies, programs, and projects. It provides a platform to discuss gender stereotypes, biases, and their impact on development outcomes.

On the other hand, the proposed team-building activities create opportunities for team members to bond, build trust, and strengthen relationships. This is crucial for fostering a supportive and inclusive work environment where all team members feel valued and respected, regardless of gender.

OBJECTIVES

This workshop and capability building activity aims to achieve the following:

- 1. To effectively integrate gender perspectives into policies, programs, and projects, thereby promoting gender equality and women's empowerment.
- 2. To integrate gender considerations systematically into the planning and budgeting processes at all levels, ensuring equitable resource allocation and addressing the diverse needs of women, men, girls, and boys as well as the LGBTQ members
- 3. To empower 55-year-old as advocates of gender sensitivity through workshops on equality and respectful communication.
- 4. To empower LGBTQ members to lead gender-sensitive games in the GAD activity, enhancing their leadership and facilitation skills.
- 5. To conduct comprehensive gender analyses and assessments to identify disparities, barriers, and differential impacts of policies, programs, or projects on different genders, informing targeted interventions and promoting inclusive development.
- 6. To foster a culture of inclusivity and respect, celebrating the diversity of perspectives and experiences.

PARTICULARS	Number of Participants	Date	GIGA MANAGEMENT & CATERING SERVICES INC. AND MESH ADVENTURE AND BEACH RESORT SERVICES INC.	MANGYAN GRAND HOTEL	APARTLE DE FRANCESCA
AM Snacks	325	December 2, 2024	150.00	180.00	160.00
Buffet Lunch	325	December 2, 2024	500.00	650.00	550.00
PM Snacks	325	December 2, 2024	150.00	180.00	160.00
Buffet Dinner	325	December 2, 2024	500.00	650.00	550.00
Breakfast	325	December 3, 2024	250.00	280.00	260.00
AM Snacks	325	December 3, 2024	150.00	180.00	160.00
Buffet Lunch	325	December 3, 2024	500.00	650.00	550.00
			325*1,300=422,500	325*1,660=539,500	325*1,420 = 461,500.00
			325*900=292,500	325*1,110.00 = 360,750.00	325*970 = 315,250



Room Accommodation		December 2, 2024	550.00/pax/night =178, 750.00	750.00/pax/night =243, 750.00	650.00/pax/night =211,250.00
Seminar Hall		December 2, 2024	55,000.00/day	60,000.00/day	55,000.00/day
TOTAL			985,250.00	1,234,000.00	1,078,000.00

Prepared by:

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Director, Women, Gender and Development

Recommending Approval:

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Vice President for Academic Affairs

JOELENE C. LEYNES
Vice President for Admin and Finance

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III