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

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTRACCS ALUMNI TRACER WEB APPLICATION PROJECT
Name of Project

BAC Resolution Recommending Approval
Resolution No. 092, s. 2025

WHEREAS, the **Mindoro State University (MinSU)**, through Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the **Request for Quotation (RFQ) No. 2025-083** for the project **"Supply and Delivery of Office Supplies and ICT Equipment for the eTRACCS Alumni Tracer Web Application Project"** with an Approved Budget for the Contract (ABC) amounting to **Five Hundred Thousand Pesos (Php500,000.00)** composed of two (2) lots specifically;

Particulars	Sub-ABC Amount
Lot 1- Office Supplies	Php50,000.00
Lot 2- ICT Equipment	Php450,000.00

WHEREAS, in response to the advertisement of the project, four (4) suppliers/bidders were found in the document request list, and two (2) suppliers/bidders in the name **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** and **IRAYA LIFE ENTERPRISES** submitted price quotation before the deadline;

WHEREAS, **IRAYA LIFE ENTERPRISES** submitted price quotation for Lot No. 2; while **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** submitted price quotations for Lot No. 1 and 2;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php50,00.00	Papercat Office Supplies And Equipment Trading	**Php49,114.00**
2	Php450,000.00	Iraya Life Enterprises	**Php433,215.00**
		Papercat Office Supplies And Equipment Trading	Php446,761.00

WHEREAS, the BAC examined and verified the price quotation submitted by the abovementioned suppliers and were found to be complying and responsive;

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, **"Supply and Delivery of Office Supplies and ICT Equipment for the eTRACCS Alumni Tracer Web Application Project"** as follows:

a. Lot No. 1 to Papercat Office Supplies and Equipment Trading for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);
b. Lot No. 2 to Iraya Life Enterprises for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

RESOLVED, this 22nd day of April, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

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

Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

FRANIE M. ARABLE, *DBMHM*
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved

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

Date: ____________________

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	11963188
Procuring Entity	MINDORO STATE UNIVERSITY
Title	SUPPLY AND DELIVERY OD OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTraCCS ALUMNI TRACER WEB APPLICATION PROJECT
Area of Delivery	Oriental Mindoro

Solicitation Number:	RFQ No. 2025-083	**Status**	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	1
Classification:	Goods	**Bid Supplements**	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 500,000.00	**Document Request List**	4
Delivery Period:	30 Day/s		
Client Agency:		**Date Published**	12/04/2025
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com	**Last Updated / Time**	12/04/2025 00:00 AM
		Closing Date / Time	15/04/2025 17:00 PM

Description

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

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT
LOT 1- OFFICE SUPPLIES
1 reams Bond Paper, A4 (Subs 20) 20
2 reams Bond Paper, Long 8.5" x 13" (Subs 20) 45
3 reams Bond Paper, Letter 8.5" x 11" (Subs 20) 20

4 pcs Correction Tape 5
5 box Gel pen (0.5, blue) 12' 7
6 pcs Permanent Marker (Broad) 9
7 bottle Permanent Marker Ink (Black) 2
8 pcs Whiteboard Marker (Blue) 8
9 box Staple Wire (No. 35) 5
10 pack Sticky Flags 10
11 box Binder Clips (1.25") 10
12 box Binder Clips (2") 7
13 pcs Ink (Black #664) 20
14 pcs Ink (Colored #664 M/C/Y) 36
sub-total LOT 1
LOT 2- ICT EQUIPMENT
1 bundle Desktop Computer 2
•Intel Core i5 12th Gen
•Processor 2.90GHz 12M cache, up to 4.30 GHz/
•NVIDIA GeForce 4GB GDDRS/
•16GB (2X8 GB) DDR4, 3200 MHz/
•256GB SSD M.2 + 1TB SATA/ Windows 10 Pro OS: Windows 11
Bundle with:
• 1 set 24 inch FHD IPS LED Monitor
• Wired Optical Keyboard and Mouse
• Uninterruptible Power Supply (UPS) 650 VA
• Office Home & Student
• 1 Year Warranty
2 unit Printer 5
Functions: Print, Scan, CopyPrint Technology: InkjetPrint Resolution: Up to 4800 x 1200 dpiPrint Speed: 33 ppm (black), 15 ppm (color)Ink System: Refillable ink tank (Black, Cyan, Magenta, Yellow)Page Yield: Up to 4,500 pages (black), 7,500 pages (color)Scanner Resolution: 1200 x 2400 dpiADF Capacity: 30 pagesPaper Input: 100-sheet rear traySupported Paper Sizes: A4, A5, A6, B5, B6, 100 x 148 mm, Indian-Legal (215 x 345 mm), Letter, 8.5 x 13", Legal 8.5 x 14",3 x 5", 4 x 6", 5 x 7", Envelopes #10, DL, C6
3 unit Laptop 5
Processor Intel Core i5-13420H, 8C (4P + 4E) / 12T, P-core 2.1 / 4.6GHz, E-core 1.5 / 3.4GHz, 12MB
Graphics Integrated Intel UHD Graphics
Chipset Intel SoC Platform
Memory 8GB Soldered LPDDR5-4800
Memory Slots Memory soldered to systemboard, no slots, dual-channel (16GB models)
Max Memory 16GB soldered memory, not upgradable
Storage 512GB SSD M.2 2242 PCIe 4.0x4 NVMe
Storage Support One drive, up to 1TB M.2 2242 SSD
Storage Slot One M.2 PCIe 4.0 x4 slot
Card Reader SD Card Reader
Optical None
Audio Chip High Definition (HD) Audio
Speakers User-facing stereo speakers, 1.5W x2, optimized with Dolby Audio
Camera FHD 1080p with Privacy Shutter
Microphone 2x, Array
Battery Integrated 47Wh
Power Adapter 65W Round Tip (3-pin)
sub-total LOT 2
xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx

Created by	Annabelle Quinto Madrigal
Date Created	11/04/2025

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BAGONG PILIPINAS

ABSTRACT OF QUOTATION/S

I. Particulars

Project Name: SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE ETRACCS ALUMNI TRACER WEB APPLICATION PROJECT — LOT 2

Project Location:
Implementing Office:
Method of Procurement:
Approved Budget for the Contract (ABC): PHP 450,000.00 (ICT EQUIPMENT)
Deadline of Submission of Quotation:

II. Abstract of Quotations / for SVP

Evaluation of Document/s Required to be Submitted **within the deadline specified in the RFQ**

TWG Report ______ Date: ______

No	Participating Bidder/s	Date and Time of Receipt		Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
				Pass	Fail	Pass	Fail	Pass	Fail			
1	IRAYA LIFE ENTERPRISES			✓		✓		✓		PHP 433,215.00	1	LCRQ
2	PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING			✓		✓		✓		PHP446,761.00	2	

III. Recommendation /Resolution 'Date: 04-29-2025

☑ Recommend to Award Contract

Lowest / Single Calculated and Responsive Quotation:	IRAYA LIFE ENTERPRISES	Contract Price Award (in words & figures):	FOUR HUNDRED THIRTY THREE THOUSAND TWO HUNDRED FIFTEEN PESOS PHP 433,215.00

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

☐ All prospective bidders are declared ineligible [Sec. 35.1(b)]

☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date: ______

LINA B. JAVIER
TWG Member

MAY C. BERON
TWG Member

FELIX A. MINESTERIO
TWG Member

MERVIN L. ICALLA
TWG Member

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head

Proceed only if recommended for award of contract

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Mobile: +63 977 846 72 28

BAGONG PILIPINAS

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OD OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTraCCS ALUMNI TRACER WEB APPLICATION PROJECT

PR No.: PR25-0069
RFQ No. 2025-083
ABC Amount: Php500,000.00
Lot 1: Php50,000.00
Lot 2: Php450,000.00

Company Name : RAYA LIFE ENTERPRISES
Address : BULUSAN CALAPAN CITY

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1- OFFICE SUPPLIES			
1	reams	Bond Paper, A4 (Subs 20)	20		
2	reams	Bond Paper, Long 8.5" x 13" (Subs 20)	45		
3	reams	Bond Paper, Letter 8.5" x 11" (Subs 20)	20		
4	pcs	Correction Tape	5		
5	box	Gel pen (0.5, blue) 12'	7		
6	pcs	Permanent Marker (Broad)	9		
7	bottle	Permanent Marker Ink (Black)	2		
8	pcs	Whiteboard Marker (Blue)	8		
9	box	Staple Wire (No. 35)	5		
10	pack	Sticky Flags	10		
11	box	Binder Clips (1.25")	10		
12	box	Binder Clips (2")	7		
13	pcs	Ink (Black #664)	20		
14	pcs	Ink (Colored #664 M/C/Y)	36		
		sub-total LOT 1		–	–
		LOT 2- ICT EQUIPMENT			
1	bundle	Desktop Computer	2	48,000 –	96,000 –
		•Intel Core i5 12th Gen •Processor 2.90GHz 12M cache, up to 4.30 GHz/ •NVIDIA GeForce 4GB GDDRS/ •16GB (2X8 GB) DDR4, 3200 MHz/ •256GB SSD M.2 + 1TB SATA/ Windows 10 Pro OS: Windows 11 Bundle with: • 1 set 24 inch FHD IPS LED Monitor • Wired Optical Keyboard and Mouse • Uninterruptible Power Supply (UPS) 650 VA • Office Home & Student • 1 Year Warranty			

No bid

MSU-BAC-FR-05.01

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

BAGONG PILIPINAS

	unit	Printer	5	18,700	93,500 -
		Functions: Print, Scan, CopyPrint Technology: InkjetPrint Resolution: Up to 4800 x 1200 dpiPrint Speed: 33 ppm (black), 15 ppm (color)Ink System: Refillable ink tank (Black, Cyan, Magenta, Yellow)Page Yield: Up to 4,500 pages (black), 7,500 pages (color)Scanner Resolution: 1200 x 2400 dpiADF Capacity: 30 pagesPaper Input: 100-sheet rear traySupported Paper Sizes: A4, A5, A6, B5, B6, 100 x 148 mm, Indian-Legal (215 x 345 mm), Letter, 8.5 x 13", Legal 8.5 x 14",3 x 5", 4 x 6", 5 x 7", Envelopes #10, DL, C6			
3	unit	Laptop	5	48,743.-	243,715.00
		Processor Intel Core i5-13420H, 8C (4P + 4E) / 12T, P-core 2.1 / 4.6GHz, E-core 1.5 / 3.4GHz, 12MB Graphics Integrated Intel UHD Graphics Chipset Intel SoC Platform Memory 8GB Soldered LPDDR5-4800 Memory Slots Memory soldered to systemboard, no slots, dual-channel (16GB models) Max Memory 16GB soldered memory, not upgradable Storage 512GB SSD M.2 2242 PCIe 4.0x4 NVMe Storage Support One drive, up to 1TB M.2 2242 SSD Storage Slot One M.2 PCIe 4.0 x4 slot Card Reader SD Card Reader Optical None Audio Chip High Definition (HD) Audio Speakers User-facing stereo speakers, 1.5W x2, optimized with Dolby Audio Camera FHD 1080p with Privacy Shutter Microphone 2x, Array Battery Integrated 47Wh Power Adapter 65W Round Tip (3-pin)			
		sub-total LOT 2			433,215 -
XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX					
			TOTAL		433,215

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

MARIA SOCORRO C. MENDOZA
Supplier's Signature over Printed Name

160-221-678-00000
TIN No. of Establishment

09778041725
Contact Number

04.15.2025
Date

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

IRAYA LIFE ENTERPRISES
Bulusan Calapan ,
Calapan City , Oriental Mindoro , Region IV-B , Philippines

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 05-Jul-2019 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **IRAYA LIFE ENTERPRISES** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. *the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
2. *the veracity of the statements and information contained therein;*
3. *that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
4. *that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

This Certificate is valid until 30-Aug-2025

Issued this 30th day of August 2024.
This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201907-34627-1821706692

REMINDERS [1]

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*

- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*

- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 201907-34627-1821706692

[1]Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

"Annex A"

List of Eligibility Documents

of

IRAYA LIFE ENTERPRISES

Bulusan Calapan ,

Calapan City , Oriental Mindoro , Region IV-B , Philippines

DTI Certificate	DTI Certificate Number : 3394982 Issued By / Signatory : Ramon Lopez Registration Date : 05-Jan-2022 Expiration Date : 11-Jan-2027
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 0170000049 Place of Issue : Calapan City Issued By / Signatory : Malou F. Morillo Issuance Date : 12-Jan-2024
Tax Clearance	Expiration Date : 06-Jun-2025 TCC Number : RR9A-063-06-06-R1069-2024-E Issued By / Signatory : ROSALINDA D. CABIDOG Issuance date : 06-Jun-2024
Audited Financial Statement	Date of Filing : 08-Apr-2024 Current Asset : 277,991.20 Total Asset : 1,451,137.22 Current Liabilities : 3,385.44 Total Liabilities : 3,385.44 Name of Auditor : Elvin P. Vargas BIR RDO Code : 063
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

Certificate Reference No: 201907-34627-1821706692

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

TAUMBAYAN ANG MASUSUNOD

2024

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.

₱ 5,287.50

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MENDOZA, MA SOCORRO	0170000049	Annually	01/12/2024	ENTERPRISES	R

NAME OF BUSINESS	LOCATION OF BUSINESS	BUSINESS PERMIT NUMBER
IRAYA LIFE ENTERPRISES	BULUSAN	

KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		2,687.50	0.00	2,687.50	
MAYOR'S PERMIT		1,650.00		1,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
SANITARY FEE		200.00			
FIRE AND SAFETY INSP		250.00			
MEDICAL FEE		100.00		100.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		220.00		220.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER ______ TOTALS				5,287.50	

Payment for 1-4

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 1231397
Date 01/12/2024

Payment received by:

ASSESSMENT REVIEWED BY:

EDUARD L. REYES
Licensing Officer IV
Officer In-charge of the Permits and License Section
Office of the City Mayor

RECOMMENDING APPROVAL:

APPROVED BY:

MARILOU F. MORILLO
City Mayor

Non-compliance with the applicable provisions of National Building (PD 1069) 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.

Omnibus Sworn Statement (Revised)

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

I, *Maria Socorro C. Mendoza*, of legal age, *Single*, *Filipino*, and residing at *Sta. Isabel Calapan City*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of *Iraya Life Enterprises & Iraya Life Events Catering Services* with office address at *Proper 3, Bulusan Calapan City & Calero Calapan City (Branch)*;

2. As the owner and sole proprietor, of *Iraya Life Enterprises & Iraya Life Events Catering Services* 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 SUPPLY & DELIVERY of OFFICE SUPPLIES & ICT EQUIPMENT for THE eTMCCS ALUMNI TRACER WEB APPLICATION PROJECT

3. *Iraya Life Enterprises & Iraya Life Events Catering Services,* 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. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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. *Iraya Life Enterprises& Iraya Life Events Catering Services* complies with existing labor laws and standards; and

8. *Iraya Life Enterprises & Iraya Life Events Catering Services* is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippines Bidding Documents, which includes:

    a. Carefully examine 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. Inquire or secure Supplemental/Bid Bulletin(s) issued for the ______________________________

9. *Inaya Life Enterprises & Inaya Life Events Catering Services* 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 or fraud with faithfulness 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 15th APRIL 2025 at Calapan City, Or. Mindoro, Philippines.

MARIA SOLEDAD C. MENDOZA
Name of Bidder or It's Authorized Representative
Legal Capacity
Affiant

Witness my hand and seal this 15th day of APRIL 2025.

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]*

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1427926 - Calapan City
MCLE Compliance No. VII-0005057
Notarial Commission until December 31, 2026

Doc. No. 57
Page No. 13
Book No. 137
Series of 2025

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC2023000003982
Date OCN Generated: October 9, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	**NAME OF TAXPAYER**			**TIN ISSUANCE DATE**
160-221-678-00000	MENDOZA, MARIA SOCORRO CASALLA			December 7, 1999
REGISTERING OFFICE	x	Head Office		Branch
REGISTERED ADDRESS				
SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES				

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701Q	February 15, 2017	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
INDIVIDUAL INCOME TAX	1701	February 15, 2017	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
REGISTRATION FEE	0605	January 18, 2017	ANNUALLY	On or before the last day of January.
VALUE ADDED TAX	2550Q	October 7, 2021	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	October 7, 2021	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	October 7, 2021	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	January 1, 2022	ANNUALLY	On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.
WITHHOLDING TAX - COMPENSATION	1604CF	April 16, 2019	ANNUALLY	On or before January 31 of the year following the calendar year in which compensation payment and other income payments subject to ginal withholding taxes were paid or accrued.
WITHHOLDING TAX - COMPENSATION	1601C	April 16, 2019	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003982
Date OCN Generated: October 9, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	**NAME OF TAXPAYER**			**TIN ISSUANCE DATE**
160-221-678-00000	MENDOZA, MARIA SOCORRO CASALLA			December 7, 1999
REGISTERING OFFICE	X	Head Office		Branch
REGISTERED ADDRESS SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES				

TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)		
BUSINESS INFORMATION DETAILS			
		CATEGORY	**REGISTRATION DATE**
TRADE NAME 1	**IRAYA LIFE ENTERPRISES**		January 18, 2017
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES	Primary	
Line of Business	RETAIL SALE OF CULTURAL AND RECREATION GOODS IN SPECIALIZED STORES		
(PSIC)	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary	
Line of Business	RETAIL SALE OF OTHER HOUSEHOLD EQUIPMENT IN SPECIALIZED STORES		
(PSIC)	47412-RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT		
(PSIC)	47631-RETAIL SALE OF SPORTING GOODS AND ATHLETIC SUPPLIES	Secondary	
Line of Business	RETAIL SALE OF SPORTING GOODS AND ATHLETIC SUPPLIES		
(PSIC)	47599-RETAIL SALE OF ELECTRICAL HOUSEHOLD APPLIANCES, FURNITURE, LIGHTING EQUIPMENT AND OTHER HOUSEHOLD ARTICLES IN SPECIALIZED STORES, N.E.C.	Secondary	
Line of Business	RETAIL SALE OF ELECTRICAL HOUSEHOLD APPLIANCES, FURNITURE, LIGHTING EQUIPMENT AND OTHER HOUSEHOLD ARTICLES IN SPECIALIZED STORES, N.E.C.		
(PSIC)	47719-RETAIL SALE OF OTHER CLOTHING, FOOTWEAR AND LEATHER ARTICLES IN SPECIALIZED STORES, N. E.C.	Secondary	
Line of Business	RETAIL SALE OF CLOTHING, FOOTWEAR AND LEATHER ARTICLES IN SPECIALIZED STORES		

BIR FORM
2303
REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
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CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	**NAME OF TAXPAYER**			**TIN ISSUANCE DATE**
160-221-678-00000	MENDOZA, MARIA SOCORRO CASALLA			December 7, 1999
REGISTERING OFFICE	X	Head Office		Branch
REGISTERED ADDRESS				
SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES				

REMINDERS:

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

RDO DRY SEAL	I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended. **EMELITA R. ABO** REVENUE DISTRICT OFFICER (Signature over Printed Name)

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

This is a system generated document. Signatory and RDO Dry Seal are not required.
Php 30.00 Documentary Stamp Tax has been paid

LANDBANK Overseas FilipinoBank

Receipt

BUREAU OF INTERNAL REVENUE ORUS DOCUMENTARY STAMP TAX

You have SUCCESSFULLY paid Documentary Stamp Tax to BUREAU OF INTERNAL REVENUE ORUS with the following details:

ARN	DSU2310063210499
Registered Name	MARIA SOCORRO MENDOZA
Form Type	0605
Tax Type	DS
Return Period	10-09-23 10:26:36
Email Address	dmariasocorro@yahoo.com
TIN	160221678
Branch Code	00000
Amount Due	PHP 30.00
TOTAL AMOUNT	**PHP 30.00**
Reference Number	5348-10092023-515983
Date and Time	**2023-10-09 10:27:39**
Confirmation No.	00010092023102738839
Transaction No.	Zo2023100910273851598 3

PRINT BACK TO HOME

Reference No.672500064778222
Date Filed:March 10 2025 01:15 PM
Batch Number:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only | BCS/ Item:

BIR Form No. **1701** January 2018 (ENCS) 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.

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1 For the year 12 / 20 24	2 Amended Return? Yes No	3 Short Period Return? Yes No

PART I - Background Information on Taxpayer/Filer

4 Taxpayer Identification Number (TIN) 160 - 221 - 678 - 000	5 RDO Code 063
6 Taxpayer Type	Single Proprietor / Professional / Estate / Trust / Compensation Earner
7 Alphanumeric Tax Code (ATC)	II012 Business Income - Graduated IT Rates / II014 Income from Profession - Graduated IT Rates / II013 Mixed Income - Graduated IT Rates / II011 Compensation Income / II015 Business Income - 8% IT Rate / II017 Income from Profession - 8% IT Rate / II016 Mixed Income - 8% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name for Individual) / ESTATE OF (First Name, Middle Name, Last Name) / TRUST FAO: (First Name, Middle Name, Last Name)
MENDOZA, MARIA SOCORRO CASALLA

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form 1905)
SITIO PROPER 3, BULUSAN CITY OF CALAPAN CAPITAL , ORI

9A Zip Code 5200

10 Date of Birth (MM/DD/YYYY) 09/25/1971	11 Email Address irayalife.fc@yahoo.com	
12 Citizenship FILIPINO	13 Claiming Foreign Tax Credits? Yes No	14 Foreign Tax Number (if applicable)
15 Contact Number 15 (Landline/Cellphone No.) 09103271405	16 Civil Status (if applicable) Single Married Legally Separated Widow/er	
17 If married, spouse has income? Yes No		18 Filing Status Joint Filing Separate Filing

19 Income EXEMPT from Income Tax? Yes No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]	20 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

21 Tax Rate* (choose one) Graduated Rates (Choose Method of Deduction in Item 21A) / 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

21A Method of Deduction (choose one) Itemized Deduction [Sec. 34(A-J), NIRC] / Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]

PART II - Total Tax Payable

Particulars	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	112,428	0
23 Less: Total Tax Credits / Payments (From Part VII Item 10)	95,551	0
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	16,877	0
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	0
26 Amount of Tax Payable/(Overpayment) (Item 24 Less Item 25)	16,877	0
Add: Penalties 27 Interest	0	0
28 Surcharge	0	0
29 Compromise	0	0
30 Total Penalties (Sum of Items 27 to 29)	0	0
31 Total Amount Payable/(Overpayment) (Sum of Items 26 & 30)	16,877	0
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 31A & 31B)		16,877

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)
To be refunded / To be issued a Tax Credit Certificate (TCC) / To be carried over as 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)

MARIA SOCORRO C. MENDOZA
Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments 0

PART III - Details of Payment

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (Specify Below)				

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

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

BIR Form No. 1701 January 2018 (ENCS) Page 2	**Annual Income Tax Return** Individuals (including MIXED Income Earner), Estates and Trusts	170106/18ENCSP5

TIN 160 - 221 - 678 - 000

Tax Filer's Last Name MENDOZA

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number / / / 2 RDO Code

3 Filer's Spouse Type Single Proprietor Professional Compensation Earner

4 Alphanumeric Tax Code (ATC) II012 Business Income-Graduated IT Rates II014 Income from Profession–Graduated IT Rates II013 Mixed Income–Graduated IT Rates II011 Compensation Income II015 Business Income - 8% IT Rate II017 Income from Profession – 8% IT Rate II016 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 | 9 Foreign Tax Number *(if applicable)*

10 Income EXEMPT from Income Tax? Yes No
[If yes, fill out also consolidation of ALL Activities per Tax Regime (Part X)]

11 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

12 Tax Rate* *(choose one)* Graduated Rates (Choose Method of Deduction in Item 12A) 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

12A Method of Deduction *(choose one)* 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 Sheet/s, if necessary)*

On Items 1 and 2, enter the required information for each of your employer/s 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; 49 Centavos or Less drop down; 50 or more round up)**

		a. Name of Employer	b. Employer's TIN
1	Taxpayer / Spouse		
2	Taxpayer / Spouse		

(Continuation of Table Above)	c. Compensation Income	d. Tax Withheld
1	0	0
2	0	0
3A Gross Compensation Income and Total Tax Withheld for **TAXPAYER** *(To Part V Schedule 2 Item 4A and Part VII Item 5A)*	0	0
3B Gross Compensation Income and Total Tax Withheld for **SPOUSE** *(To Part V Schedule 2 Item 4B and Part VII Item 5B)*	0	0

Schedule 2 – Taxable Compensation Income (DO NOT enter Centavos; 49 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/3B)*	0	0
5 Less: Non-Taxable / Exempt Compensation	0	0
6 Taxable Compensation Income *(Item 4 Less Item 5)*	0	0
7 Tax Due-Compensation Income *(Item 6 x applicable Income Tax Rate)*	0	0

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)*

3.A – For Graduated Income Tax Rates		
8 Sales/Revenues/Receipts/Fees	8,694,838	0
9 Less: Sales Returns, Allowances and Discounts	0	0
10 Net Sales/Revenues/Receipts/Fees *(Item 8 Less Item 9)*	8,694,838	0
11 Less: Cost of Sales/Services ***(applicable only if availing Itemized Deductions)***	7,263,058	0
12 Gross Income/(Loss) from Operation *(Item 10 Less Item 11)*	1,431,780	0
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions *(From Part V Schedule 4 Item 18)*	592,070	0
14 Special Allowable Itemized Deductions *(From Part V Schedule 5 Item 3 and/or Item 6)*	0	0
15 Allowance for Net Operating Loss Carry Over (NOLCO) *(From Part V Schedule 6 Item 8 and/or Item 13)*	0	0
16 Total Allowable Itemized Deductions *(Sum of Items 13 to 15)*	592,070	0
OR		
17 Optional Standard Deduction (OSD) *(40% of Item 10)*	0	0
18 Net Income/(Loss) *(If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)*	839,710	0
Add: Other Non-Operating Income *(specify below)*		
19	0	0
20	0	0
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0	0
22 Total Other Non-Operating Income *(Sum of Items 19 to 21)*	0	0
23 Taxable Income-Business *(Sum of Items 18 and 22)*	839,710	0
24 Total Taxable Income – Compensation and Business *(Sum of Items 6 and 23)*	839,710	0
25 Total Tax Due-Compensation and Business Income *(under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)*	112,428	0

BIR Form No.

1701

January 2018 (ENCS)
Page 3

Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts

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TIN	Taxpayer/Filer's Last Name
160 - 221 - 678 - 000	MENDOZA

3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 49 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	0
Add: Other Non-Operating Income *(specify below)*		
27	0	0
28 Total Income *(Sum of Items 26 and 27)*	0	0
29 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	0
30 Taxable Income/(Loss) *(Item 28 Less Item 29)*	0	0
31 Tax Due-Business Income *(Item 30 x 8% Flat Income Tax Rate)*	0	0
32 Total Tax Due-Compensation and Business Income (under flat rate) (Sum of Items 7 and 31) *(To Part VI Item 1)*	0	0

Schedule 4 - Ordinary Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

	A) Taxpayer/Filer	B) Spouse
1 Amortizations	0	0
2 Bad Debts	0	0
3 Charitable and Other Contributions	0	0
4 Depletion	0	0
5 Depreciation	21,650	0
6 Entertainment, Amusement and Recreation	0	0
7 Fringe Benefits	0	0
8 Interest	0	0
9 Losses	0	0
10 Pension Trusts	0	0
11 Rental	0	0
12 Research and Development	0	0
13 Salaries, Wages and Allowances	104,000	0
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0	0
15 Taxes and Licenses	31,361	0
16 Transportation and Travel	53,761	0
17 Others (Deductions Subject to Withholding Tax and Other Expenses) *[specify below; Add additional sheet(s), if necessary]*		
a Janitorial and Messengerial Services	0	0
b Professional Fees	12,000	0
c Security Services	0	0
d SEE FINANCIAL STATEMENT	369,098	0
18 Total Ordinary Allowable Itemized Deductions*(Sum of Items 1 to 17d) (To Part V, Schedule 3.A Item 13)*	592,070	0

Schedule 5 – Special Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

5.A – Taxpayer/Filer	Description	Legal Basis	Amount
1			0
2			0
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer *(Sum of Items 1 and 2) (To Part V Schedule 3.A Item 14A)*			0
5.B – Spouse		**Legal Basis**	**Amount**
4			0
5			0
6 Total Special Allowable Itemized Deductions-Spouse *(Sum of Items 4 and 5) (To Part V Schedule 3.A Item 14B)*			0

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	0
2 Less: Ordinary Allowable Itemized Deductions	0	0
3 Net Operating Loss *(Item 1 Less Item 2) (To Schedule 6.A.1 Item 7A &/or Schedule 6.A.2 Item 12A)*	0	0

6.A.1 – Taxpayer/Filer's Detailed Computation of Available NOLCO

	Net Operating Loss – Year Incurred	Net Operating Loss – 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)]
4	0	0	0	0	0	0
5	0	0	0	0	0	0
6	0	0	0	0	0	0
7		0	0	0	0	0
8 Total NOLCO - Taxpayer/Filer *(Sum of Items 4D to 7D) (To Part V Schedule 3.A Item 15A)*					0	

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	Taxpayer/Filer's Last Name
160 - 221 - 678 - 000	MENDOZA

(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) $[(E)= A - (B+C+D)]$
9					
10					
11					
12	0	0	0	0	0
13 Total NOLCO - Spouse *(Sum of Items 9D to 12D) (To Part V Schedule 3.A Item 15B)*				0	

PART VI – Summary of Income Tax Due		
1 Regular Rate–Income Tax Due *(From Part V, Either Item 25 or Item 32)*	112,428	0
2 Special Rate–Income Tax Due *(From Part X Item 17B/17F)*	0	0
3 Less: Share of Other Government Agency, *if remitted directly to the Agency*	0	0
4 Net Special Rate–Income Tax Due/Share of National Govt. *(Item 2 Less Item 3)*	0	0
5 Total Income Tax Due *(Sum of Items 1 & 4) (To Part II Item 22)*	112,428	0

PART VII - Tax Credits/Payments *(attach proof)*		
1 Prior Year's Excess Credits	0	0
2 Tax Payments for the First Three (3) Quarters	2,840	0
3 Creditable Tax Withheld for the First Three (3) Quarters	72,778	0
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	19,933	0
5 Creditable Tax Withheld per BIR Form No. 2316 *(From Part V Schedule 1 Item 3Ad/3Bd)*	0	0
6 Tax Paid in Return Previously Filed, if this is an Amended Return	0	0
7 Foreign Tax Credits, *if applicable*	0	0
8 Special Tax Credits, *if applicable (To Part VIII Item 6)*	0	0
Other Tax Credits/Payments *(specify)*		
9	0	0
10 Total Tax Credits/Payments *(Sum of Items 1 to 9) (To Part II Item 23)*	95,551	0

PART VIII – Tax Relief Availment		
VIII.A – Special Rate		
1 Regular Income Tax Otherwise Due *(Part X Item 16B &/or Item 16F X applicable regular income tax rate)*	0	0
2 Tax Relief on Special Allowable Itemized Deductions *(Part X Item 7B and/or Item 7F X applicable regular income tax rate)*	0	0
3 Sub-Total – Tax Relief *(Sum of Items 1 and 2)*	0	0
4 Less: Income Tax Due *(From Part X Item 17B and/or Item 17F)*	0	0
5 Tax Relief Availment Before Special Tax Credit *(Item 3 Less Item 4)*	0	0
6 Add: Special Tax Credit, if any *(From Part VII Item 8)*	0	0
7 Total Tax Relief Availment- SPECIAL *(Sum of Items 5 and 6)*	0	0
VIII.B – Exempt		
8 Regular Income Tax Otherwise Due *(Part X Item 16A &/or 16E X applicable regular income tax rate)*	0	0
9 Tax Relief on Special Allowable Itemized Deductions *(Part X Item 7A and/or Item 7E X applicable regular income tax rate)*	0	0
10 Total Tax Relief Availment- EXEMPT *(Sum of Items 8 and 9)*	0	0

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	839,710	0
Add: Non-Deductible Expenses/Taxable Other Income		
2		
3		
4		
5 Total *(Sum of Items 1 to 4)*	839,710	0
Less: A) Non-Taxable Income and Income Subjected to Final Tax		
6		
7		
B) Special/Other Allowable Deductions		
8		
9		
10 Total *(Sum of Items 6 to 9)*	0	0
11 Net Taxable Income/(Loss) *(Item 5 Less Item 10)*	839,710	0

TABLE 1 – Tax Rates (effective January 1, 2018 to December 31, 2022)	
If Taxable Income is:	Tax Due is:
Not over P 250,000	0%
Over P 250,000 but not over P 400,000	20% of the excess over P 250,000
Over P 400,000 but not over P 800,000	P 30,000 + 25% of the excess over P 400,000
Over P 800,000 but not over P 2,000,000	P 130,000 + 30% of the excess over P 800,000
Over P 2,000,000 but not over P 8,000,000	P 490,000 + 32% of the excess over P 2,000,000
Over P 8,000,000	P 2,410,000 + 35% of the excess over P 8,000,000

TABLE 2 – Tax Rates (effective January 1, 2023 and onwards)	
If Taxable Income is:	Tax Due is:
Not over P 250,000	0%
Over P 250,000 but not over P 400,000	15% of the excess over P 250,000
Over P 400,000 but not over P 800,000	P 22,500 + 20% of the excess over P 400,000
Over P 800,000 but not over P 2,000,000	P 102,500 + 25% of the excess over P 800,000
Over P 2,000,000 but not over P 8,000,000	P 402,500 + 30% of the excess over P 2,000,000
Over P 8,000,000	P 2,202,500 + 35% of the excess over P 8,000,000

1701

January 2018 (ENCS)
Page 1m

Annual Income Return

Consolidation of ALL Activities per Tax Regime
(Accomplish only if with MULTIPLE Tax Regimes)

1701 01/18ENCS P1m

Taxpayer Identification Number (TIN)	Tax Filer's Last Name
160 221 678 000	MENDOZA

Part X - CONSOLIDATED COMPUTATION BY TAX REGIME

Instructions (mark appropriate box)

A. Only one activity/project under EXEMPT and/or SPECIAL Tax Regimes, fill-out the applicable columns below.
B. Two or more activities/projects under EXEMPT and/or SPECIAL Tax Regimes, accomplish Part XI-Mandatory Attachments per activity and reflect consolidated amounts from Part XI on the corresponding columns below.

SCHEDULE A – Basis of Tax Relief	TAXPAYER			SPOUSE		
Particulars	**A. Exempt**	**B. Special**	**C. Regular**	**D. Exempt**	**E. Special**	**F. Regular**
1 Investment Promotion Agency (IPA)/Implementing Government Entity						
2 Legal Basis						
3 Registered Activity Program (Reg. No.)						
4 Special Tax Rate		0 %			0 %	
5 Effectivity Date of Tax Relief/Exemption From (MM/DD/YYYY)						
6 Expiration Date of Tax Relief/Exemption To (MM/DD/YYYY)						

SCHEDULE B – Computation of Income Tax *(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)*

Description	TAXPAYER/FILER				SPOUSE			
	A. Total Exempt	B. Total Special	C. Regular	D. Total (D = A + B + C)	E. Total Exempt	F. Total Special	G. Regular	H. Total (H = E + F + G)
1 Sales/Revenues/Receipts/Fees (**EXEMPT/SPECIAL:** *If letter B of instructions above is marked, from All of Part XI Schedule B Item 1A/1B*) (**REGULAR:** *From Part V Schedule 3.A Item 6A/6B*)	0	0	8,694,838	8,694,838	0	0	0	0
2 Less: Sales Returns, Allowances and Discounts (**EXEMPT/SPECIAL:** *If letter B of instructions above is marked, from All of Part XI Schedule B Item 2A/2B*) (**REGULAR:** *From Part V Schedule 3.A Item 9A/9B*)	0	0	0	0	0	0	0	0
3 Net Sales/Revenues/Receipts/Fees *(Item 1 Less Item 2)*	0	0	8,694,838	8,694,838	0	0	0	0
4 Less: Cost of Sales/Services (**EXEMPT/SPECIAL:** *If letter B of instructions above is marked, from All of Part XI Schedule B Item 4A/4B*) (**REGULAR:** *From Part V Schedule 3.A Item 11A/11B*)	0	0	7,263,058	7,263,058	0	0	0	0
5 Gross Income/(Loss) from Operation *(Item 3 Less Item 4)*	0	0	1,431,780	1,431,780	0	0	0	0
Less: Deductions Allowable under Existing Laws								
6 Ordinary Allowable Itemized Deductions (**EXEMPT/SPECIAL:** *(From Schedule C Item 18) and/or (If letter B of instruction above is marked, from all of Part XI Schedule B Item 6A/6B)*) (**REGULAR:** *From Part V Schedule 3.A Item 13A/13B*)	0	0	592,070	592,070	0	0	0	0
7 Special Allowable Deductions (**EXEMPT/SPECIAL:** *(From Schedule D Item 5) and/or (If letter B of instruction above is marked, from all of Part XI Schedule B Item 7A/7B)*) (**REGULAR:** *From Part V Schedule 3.A Item 14A/14B*)	0	0	0	0	0	0	0	0
8 Allowance for Net Operating Loss Carry Over (NOLCO) *From Part V Sched. 3.A Item 15A/15B*			0	0			0	0
9 Total Allowable Itemized Deductions *(Sum of Items 6 to 8)*	0	0	592,070	592,070	0	0	0	0
OR								
10 Optional Standard Deduction (OSD) *(40% of Item 3)*			0	0			0	0
11 Net Income/(Loss) *(**If Itemized**: Item 5 Less Item 9; **If OSD**: Item 3 Less Item 10)*	0	0	839,710	839,710	0	0	0	0
Add: Other Non-Operating Income *(specify below)* (**EXEMPT/SPECIAL:** *If letter B of instructions above is marked, from all of Part XI Schedule B Items 10A/10B and 11A/11B*) (**REGULAR:** *From Part V Schedule 3.A Items 19A/19B and 20A/20B*)								
12	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0
14 Amount Received/Share in Income by a Partner from a GPP *(From Part V Schedule 3.A Item 21A/21B)*			0	0			0	0
15 Total Other Non-Operating Income *(Sum of Items 12 to 14)*	0	0	0	0	0	0	0	0
16 Total Taxable Income/(Loss) *(Sum of Items 11 to 15)*	0	0	839,710	839,710	0	0	0	0
17 TAX DUE - (**Exempt:** *(Item 16A/16E x 0%) and/or (From all of Part XI Schedule B Item 15)*) (**Special:** *(Item 5B/5F X applicable income tax rate) and/or (From all of Part XI schedule B Item 15)*) **Regular:** *(From Part V Item 31)*	0	0	112,428	112,428	0	0	0	0

BIR Form No

1701

January 2018 (ENCS)
Page 2m

Annual Income Return

Consolidation of ALL Activities per Tax Regime

1701 01/18ENCS P2m

Taxpayer Identification Number (TIN)	Tax Filer's Last Name
160 221 678 000	MENDOZA

Schedule C - Ordinary Allowable Itemized Deductions *(attach additional sheet/s, if necessary)* *(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)*

Description	TAXPAYER/FILER		SPOUSE	
	A. Exempt	B. Special	C. Exempt	D. Special
1 Amortizations	0	0	0	0
2 Bad Debts	0	0	0	0
3 Charitable and Other Contributions	0	0	0	0
4 Depletion	0	0	0	0
5 Depreciation	0	0	0	0
6 Entertainment, Amusement and Recreation	0	0	0	0
7 Fringe Benefits	0	0	0	0
8 Interest	0	0	0	0
9 Losses	0	0	0	0
10 Pension Trusts	0	0	0	0
11 Rental	0	0	0	0
12 Research and Development	0	0	0	0
13 Salaries, Wages and Allowances	0	0	0	0
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0	0	0	0
15 Taxes and Licenses	0	0	0	0
16 Transportation and Travel	0	0	0	0
17 Others (Deductions Subject to Withholding Tax and Other Expenses) *[Specify below. Add additional sheet(s), if necessary]*				
a Janitorial and Messengerial Services	0	0	0	0
b Professional Fees	0	0	0	0
c Security Services	0	0	0	0
d	0		0	0
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) *(To Part X Schedule 6 Item 6)*	0	0	0	0

Schedule D - Special Allowable Itemized Deductions *(attach additional sheet/s, if necessary)* *(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)*

Description	Legal Basis	Taxpayer/Filer		Spouse	
		A. Exempt	B. Special	C. Exempt	D. Special
1		0	0	0	0
2		0	0	0	0
3		0	0	0	0
4		0	0	0	0
5 Total Special Allowable Itemized Deductions *(Sum of Items 1 to 4) (To Part X Schedule 6 Item 7)*		0	0	0	0

Tax Direct Payment Details

Reference Number	**BIR-031125-081459-07789014**
Account	**1087108006664 (PHP) • CHECKING** Current Balance — PHP 307,508.73 Available Balance — PHP 307,508.73
Amount Due	**PHP 16,877.00**
Actual Amount Paid	**PHP 16,877.00**
Filing Reference Number	**672500064778222**
Payment Transaction Number	**257597995**
TIN	**160221678000**
Branch Number	**0**
RDO Code	**063**
Taxpayer's Name	**MENDOZA MARIA SOCORRO CASALLA**
Tax Type	**IT**
Tax Return Period	**12312024**
Quarter	**0**
Payment Schedule	**Pay Now**
Remarks	

Gmail　**Msj Visaya <msjvisaya.fc2019@gmail.com>**

Tax Direct Detail - Share

1 message

Metrobank Business Online Solutions <mbos@metrobank.com.ph>　Tue, Mar 11, 2025 at 8:32 AM
Reply-To: ibs.customercare@metrobank.com.ph
To: msjvisaya.fc2019@gmail.com

Hello Ms. MARIA SOCORRO CASALLA MENDOZA

Tax direct details were created. Transaction Details are as follows:

Role: Authorizer
Source Account: *********6664
Currency: PHP
Amount: 16,877.00
Status: Successful
Optional Remarks: PAYMENT FOR INCOME TAX RETURN YEAR 2024
Transaction Date: 03/11/2025 08:16 AM
TIN: 160221678000
Filing Reference Number: 672500064778222
Payment Transaction Number: 257597995
Tax Return Period: 12312024

If you have concerns/inquiries about Metrobank B.O.S. or any of our products or services, you may contact our Customer Care Desk from 8:30AM to 7:00PM, Mondays to Fridays except during bank holidays through any of the following:

During Banking Hours
Call (632) 898-8000 press 2 then 2 (domestic toll-free 1-800-1888-5775) or send an e-mail to transactionbankingservices@metrobank.com.ph

During Non-Banking Hours
Call (632) 8700-700 (domestic toll-free 1-800-1888-5775)

Metrobank B.O.S.

Annex "M"

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 9A - CaBaMiRo
CITY OF STO. TOMAS, BATANGAS
QF-TCC-01-01-2023.00

TCBP NO. RR9A-063-06-06-R1069-2024-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

MENDOZA, MARIA SOCORRO CASALLA
(IRAYA LIFE ENTERPRISES)
Name of Taxpayer

SITIO PROPER 3, BULUSAN, CITY OF CALAPAN (CAPITAL), ORIENTAL MINDORO
Address

160-221-678-00000
Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 6th day of June, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL **JUNE 06, 2025** ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.
CERTIFICATION FEE OF P100 WAS PAID ON JUNE 04, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 241978982. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL

ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 06/04/2024
PAYMENT CONFIRMATION:
241979442
AMOUNT: P30.00

***WARNING:** Counterfeiting is punishable by law. For authenticity, please visit BIR website www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.*

dti PHILIPPINES

This certifies that

IRAYA LIFE ENTERPRISES
(BARANGAY)

BULUSAN, CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO - 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

MARIA SOCORRO CASALLA MENDOZA

is valid from 11 January 2022 to 11 January 2027 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 05 January 2022 in the Philippines.

RAMON M. LOPEZ
Secretary

Business Name No. 3394982

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

CGYH873612971616

Documentary Stamp Tax Paid Php 30.00

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

ABSTRACT OF QUOTATION/S

I. Particulars

Project Name: SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE ETRACCS ALUMNI TRACER WEB APPLICATION PROJECT — LOT 1

Project Location:

Implementing Office:

Method of Procurement:

Approved Budget for the Contract (ABC): PHP 50,000.00 (OFFICE SUPPLIES)

Deadline of Submission of Quotation:

II. Abstract of Quotations / for SVP

Evaluation of Document/s Required to be Submitted **within the deadline specified in the RFQ**

TWG Report ________ Date: ________

No	Participating Bidder/s	Date and Time of Receipt		Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
				Pass	Fail	Pass	Fail	Pass	Fail			
1	IRAYA LIFE ENTERPRISES			✓						NO BID		
2	PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING			✓		✓		✓		PHP 49,117.00	1	SCRQ

III. Recommendation /Resolution Date: 04-29-2025

☑ Recommend to Award Contract

Lowest / Single Calculated and Responsive Quotation:	PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING	Contract Price Award (in words & figures):	FORTY NINE THOUSAND ONE HUNDRED SEVENTEEN PESOS. PHP 49,117.00

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

☐ All prospective bidders are declared ineligible [Sec. 35.1(b)]

☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date:

LINA B. JAVIER
TWG Member

MAY C. BERON
TWG Member

FELIX A. MINESTERIO
TWG Member

MERVIN L. ICALLA
TWG Member

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head

Proceed only if recommended for award of contract

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

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OD OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTraCCS ALUMNI TRACER WEB APPLICATION PROJECT

PR No.: PR25-0069
RFQ No. 2025-083
ABC Amount: Php500,000.00
Lot 1: Php50,000.00
Lot 2: Php450,000.00

Company Name : PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING
Address : STO. NINO, CALAPAN CITY, ORIENTAL MINDORO 5200

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1- OFFICE SUPPLIES			
1	reams	Bond Paper, A4 (Subs 20)			
2	reams	Bond Paper, Long 8.5" x 13" (Subs 20)			
3	reams	Bond Paper, Letter 8.5" x 11" (Subs 20)			
4	pcs	Correction Tape			
5	box	Gel pen (0.5, blue) 12'			
6	pcs	Permanent Marker (Broad)			
7	bottle	Permanent Marker Ink (Black)			
8	pcs	Whiteboard Marker (Blue)			
9	box	Staple Wire (No. 35)			
10	pack	Sticky Flags			
11	box	Binder Clips (1.25")			
12	box	Binder Clips (2")			
13	pcs	Ink (Black #664)			
14	pcs	Ink (Colored #664 M/C/Y)			
		sub-total L			49,117.00
		LOT 2- ICT EQUIPMENT			49,114.00
1	bundle	Desktop Computer	2	65,598	131,196
		•Intel Core i5 12th Gen •Processor 2.90GHz 12M cache, up to 4.30 GHz/ •NVIDIA GeForce 4GB GDDRS/ •16GB (2X8 GB) DDR4, 3200 MHz/ •256GB SSD M.2 + 1TB SATA/ Windows 10 Pro OS: Windows 11 Bundle with: • 1 set 24 inch FHD IPS LED Monitor • Wired Optical Keyboard and Mouse • Uninterruptible Power Supply (UPS) 650 VA • Office Home & Student • 1 Year Warranty			

MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro
BIDS AND AWARD COMMITTEE (BAC) OFFICE

ELIGIBILITY DOCUMENTS (small-value procurement)
(✓)PhilGEPS Registration/Certificate
(✓)Business/Mayor's Permit
(✓)Omnibus Sworn Statement
(✓)BIR Certificate of Registration
(✓)Latest Income/Business Tax Return
(✓)Tax Clearance (if 500k above)
(✓) DTI Registration/ SEC Certificate

MSU-BAC-FR-05.01

2	unit	Printer	5	16,869	84,345
		Functions: Print, Scan, CopyPrint Technology: InkjetPrint Resolution: Up to 4800 x 1200 dpiPrint Speed: 33 ppm (black), 15 ppm (color)Ink System: Refillable ink tank (Black, Cyan, Magenta, Yellow)Page Yield: Up to 4,500 pages (black), 7,500 pages (color)Scanner Resolution: 1200 x 2400 dpiADF Capacity: 30 pagesPaper Input: 100-sheet rear traySupported Paper Sizes: A4, A5, A6, B5, B6, 100 x 148 mm, Indian-Legal (215 x 345 mm), Letter, 8.5 x 13", Legal 8.5 x 14",3 x 5", 4 x 6", 5 x 7", Envelopes #10, DL, C6			
3	unit	Laptop	5	46,244	231,220
		Processor Intel Core i5-13420H, 8C (4P + 4E) / 12T, P-core 2.1 / 4.6GHz, E-core 1.5 / 3.4GHz, 12MB Graphics Integrated Intel UHD Graphics Chipset Intel SoC Platform Memory 8GB Soldered LPDDR5-4800 Memory Slots Memory soldered to systemboard, no slots, dual-channel (16GB models) Max Memory 16GB soldered memory, not upgradable Storage 512GB SSD M.2 2242 PCIe 4.0x4 NVMe Storage Support One drive, up to 1TB M.2 2242 SSD Storage Slot One M.2 PCIe 4.0 x4 slot Card Reader SD Card Reader Optical None Audio Chip High Definition (HD) Audio Speakers User-facing stereo speakers, 1.5W x2, optimized with Dolby Audio Camera FHD 1080p with Privacy Shutter Microphone 2x, Array Battery Integrated 47Wh Power Adapter 65W Round Tip (3-pin)			
		sub-total LOT 2			446,761.00
xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx					
			TOTAL		495,878.00

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

Digitally signed by:
Mary Frances Dominique DG Castro
12 Apr. 2025

MARY FRANCES DOMINIQUE DG. CASTRO
Supplier's Signature over Printed Name

497-143-353-000
TIN No. of Establishment

0908-874-3789
Contact Number

Date

MSU-BAC-FR-05.01

General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
2. Supplier shall submit the following requirements:
    a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
    b. PhilGEPS Registration
    c. Valid Mayor's/Business Permit
    d. Omnibus Sworn Statement
    e. BIR Certificate of Registration
    f. Latest Income/Business Tax Return
    g. TAX Clearance
    h. DTI Registration/SEC Certificate
    i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING
Guiho Street ,
Calapan City , Oriental Mindoro , Region IV-B , Philippines

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 02-Oct-2019 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. *the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
2. *the veracity of the statements and information contained therein;*
3. *that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
4. *that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

This Certificate is valid until 16-Sep-2025

Issued this 16th day of September 2024.
This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201910-18033-617822776

REMINDERS [1]

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*

- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*

- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 201910-18033-617822776

[1] Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

"Annex A"

List of Eligibility Documents

of

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

Guiho Street ,
Calapan City , Oriental Mindoro , Region IV-B , Philippines

DTI Certificate	DTI Certificate Number : 1035025 Issued By / Signatory : Alfredo E. Pascual Registration Date : 28-Feb-2024 Expiration Date : 20-Jun-2029
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 01900000465 Place of Issue : Calapan City Issued By / Signatory : Eduard L. Reyes Marilou F. Morillo Issuance Date : 08-Jan-2024
Tax Clearance	Expiration Date : 14-May-2025 TCC Number : RR9A0630514R08682024E Issued By / Signatory : Rosalinda D. Cabidog Issuance date : 14-May-2024
Audited Financial Statement	Date of Filing : 05-Apr-2024 Current Asset : 7,619,525.37 Total Asset : 14,683,751.07 Current Liabilities : 297,742.23 Total Liabilities : 2,263,426.23 Name of Auditor : Elvin P. Vargas BIR RDO Code : 063
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

Certificate Reference No: 201910-18033-617822776

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

TAUMBAYAN ANG ...

2025

BUSINESS PERMIT

Pursuant to the provision of City Tax Ordinance Number 18, Series of 2011 as amended, otherwise known as the 2012 REVENUE CODE OF THE CITY OF CALAPAN, after payment of taxes and charges, etc. and compliance with existing requirements, permit is granted to herein taxpayer.

₱ 11,445.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
CASTRO, MARY FRANCES	01900000465	Annually	1/8/2025		R

NAME OF BUSINESS	LOCATION OF BUSINESS	BUSINESS PLATE NUMBER
Papercat Office Supplies And Equipment Trading	STO. NINO	

KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		7,525.00	0.00	7,525.00	
MAYOR'S PERMIT		2,650.00		2,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		1,000.00			
FIRE AND SAFETY INSP		200.00			
SANITARY FEE		250.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER______ TOTALS				11,445.00	

Payment for 1-4

Notes:
1. This Permit will expire on

Dec. 31, 2025

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 1444976
Date 1/8/2025

Payment received by:

RECOMMENDING APPROVAL:

MARIA BENELYN JOY D. GARDOCE
Licensing Officer IV
Business Permits and Licensing Office

APPROVED BY:

MARILOU F. MORILLO
City Mayor

Non-compliance with the applicable provisions of National Building Code of the Philippines (P.D. No. 1096), Code on Sanitation of the Philippines (P.D. No. 856), Revised Fire Code of the Philippines of 2008 (R.A. No. 9514), and other existing laws, issuances, regulations and ordinances shall be valid grounds for the immediate and automatic cancellation/revocation of this PERMIT.

ANY ERASURE AND/OR ALTERATION WILL AUTOMATICALLY INVALIDATE THIS PERMIT.

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CALAPAN) S.S.

AFFIDAVIT

I, ***Mary Frances Dominique DG. Castro***, of legal age, filipino, and residing at 80 Mahogany, Brgy. Suqui, 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 ***Papercat Office Supplies and Equipment Trading*** with office address at 80 Mahogany, Brgy. Suqui, Calapan City, Oriental Mindoro;

2. As the owner and sole proprietor of ***Papercat Office Supplies and Equipment Trading***, I have the 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 ***SUPPLY AND DELIVERY OD OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTraCCS ALUMNI TRACER WEB APPLICATION PROJECT with PR No.: PR25-0069*** *and* ***RFQ No. 2025-083.***

3. ***Papercat Office Supplies and Equipment Trading*** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, 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. ***Papercat Office Supplies and Equipment Trading*** is authorizing the Head of 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. ***Papercat Office Supplies and Equipment Trading*** complies with existing labour laws and standards; and

8. ***Papercat Office Supplies and Equipment Trading*** is aware of and has undertaken the following responsibilities as a Bidder:

a. Carefully examine all of the Bidding Documents;
b. Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
c. Made an estimate of the facilities available and needed for the contract of the bid, if any, and
d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the ***SUPPLY AND DELIVERY OD OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTraCCS ALUMNI TRACER WEB APPLICATION PROJECT with PR No.: PR25-0069 and RFQ No. 2025-083;***

9. ***Papercat Office Supplies and Equipment Trading*** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary of otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;

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

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of April, 2025 at Calapan City, Oriental Mindoro, Philippines.

Digitally signed by:
Mary Frances Dominique DG Castro
12 Apr. 2025

MARY FRANCES DOMINIQUE DG. CASTRO
Affiant

SUBSCRIBED AND SWORN to before me, this 14th day of April, 2025 at Calapan City, Oriental Mindoro, Philippines.

NAME OF NOTARIAL PUBLIC
Serial No. of Commission ________
Notary Public for ______ until _____
Roll of Attorney's No. __________
PTR No. _____
IBP No. ______

Doc. No. ________
Page No. ________
Book No. ________
Series of ________

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003862
Date OCN Generated: September 27, 2023
UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	NAME OF TAXPAYER	TIN ISSUANCE DATE
497-143-353-00000	CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN	February 21, 2017

REGISTERING OFFICE	X	Head Office		Branch

REGISTERED ADDRESS
SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
VALUE ADDED TAX	2550Q	August 30, 2019	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	August 30, 2019	ANNUALLY	On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	August 30, 2019	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	August 30, 2019	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
INDIVIDUAL INCOME TAX	1701	October 23, 2018	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	October 23, 2018	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
REGISTRATION FEE	0605	October 23, 2018	ANNUALLY	On or before the last day of January

TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)

BUSINESS INFORMATION DETAILS

		CATEGORY	REGISTRATION DATE
TRADE NAME 1	DIGICAT PRINTING SERVICES		September 27, 2023
(PSIC)	18110-PRINTING	Primary	
Line of Business	PRINTING		
TRADE NAME 2	PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING		August 30, 2019
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN	Primary	

CHANGE IN TRADE NAME

BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
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REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

	SPECIALIZED STORES		
Line of Business	RETAIL SALE OF CULTURAL AND RECREATION GOODS IN SPECIALIZED STORES		
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF OTHER GOODS IN SPECIALIZED STORES		
(PSIC)	46699-WHOLESALE OF OTHER WASTE AND SCRAP AND PRODUCTS, N.E.C.	Secondary	
Line of Business	OTHER SPECIALIZED WHOLESALE		
(PSIC)	47191-RETAIL SELLING IN DEPARTMENT STORES	Secondary	
Line of Business	RETAIL SALE IN NON-SPECIALIZED STORES		
(PSIC)	46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	Secondary	
Line of Business	46592 - WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT		
(PSIC)	46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT	Secondary	
Line of Business	46594 - WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT		
(PSIC)	46639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.	Secondary	
Line of Business	46639 - WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.		
(PSIC)	46429-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C	Secondary	
Line of Business	46429 - WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C		
(PSIC)	46492-WHOLESALE OF HOUSEHOLD	Secondary	

CHANGE IN TRADE NAME

BIR FORM
2303
REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
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TIN & BRANCH CODE	**NAME OF TAXPAYER**	**TIN ISSUANCE DATE**
497-143-353-00000	CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN	February 21, 2017
REGISTERING OFFICE	x Head Office	Branch
REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

	FURNITURE, FURNISHING AND FIXTURES		
Line of Business	46492 - WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES		
(PSIC)	46493-WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS	Secondary	
Line of Business	46493 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS		
(PSIC)	46510-WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE	Secondary	
Line of Business	46510 - WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE		
(PSIC)	46527-WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)	Secondary	
Line of Business	46527 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)		
(PSIC)	46599-WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.	Secondary	
Line of Business	46599 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.		
(PSIC)	46900-NON-SPECIALIZED WHOLESALE TRADE	Secondary	
Line of Business	46900 - NON-SPECIALIZED WHOLESALE TRADE		
(PSIC)	46691-WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS	Secondary	
Line of Business	46691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS		

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.

CHANGE IN TRADE NAME
CHANGE/ ADD IN LINE OF BUSINESS

BIR FORM:
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003862
Date OCN Generated: September 27, 2023
UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	NAME OF TAXPAYER	TIN ISSUANCE DATE
497-143-353-00000	CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN	February 21, 2017

REGISTERING OFFICE: x Head Office | Branch

REGISTERED ADDRESS
SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES

3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

DUWIS DSK2022 03691886 30 30

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

Regina P. Reforma
REGINA P. REFORMA
OIC-Asst. Revenue District Officer

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

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

CHANGE IN TRADE NAME

Gmail

Limuel Lopez <axle.gg94@gmail.com>

Fw: Tax Return Receipt Confirmation

Jayeal Lopez <jayeal17@yahoo.com>
To: "axle.gg94@gmail.com" <axle.gg94@gmail.com>

Mon, Jun 10, 2024 at 11:43 AM

—— Forwarded Message ——
From: "ebirforms-noreply@bir.gov.ph" <ebirforms-noreply@bir.gov.ph>
To: "jayeal17@yahoo.com" <jayeal17@yahoo.com>
Sent: Friday, April 12, 2024 at 05:13:07 PM GMT+8
Subject: Tax Return Receipt Confirmation

This confirms receipt of your submission with the following details subject to validation by BIR:

File name: 497143353000-1701v2018-122023.xml
Date received by BIR: 12 April 2024
Time received by BIR: 04:54 PM
Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

FOR RETURNS WITH TAX PAYABLE:
Please pay through any of the following ePayment Channels:

Land Bank of the Philippines Link.BizPortal

- LBP ATM Cards
- Bancnet ATM/Debit Cards
- PCHC PayGate or PESONeT (RCBC, Robinsons Bank, UnionBank, PSBank, BPI, Asia United Bank)

DBP PayTax Online

- Credit Cards (MasterCard/Visa)
- Bancnet ATM/Debit Cards

Unionbank of the Philippines

- Unionbank Online (for Unionbank Individual and Corporate Account Holders)
- UPAY via InstaPay (For Individual Non-Unionbank Account Holders)

Taxpayer Agent/ Tax Software Provider-TSP

- (Gcash/PayMaya/MyEG)

This is a system-generated email. Please do not reply.

Bureau of Internal Revenue

For BIR Use Only BCS/ Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

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

Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts

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.

1701 01/18ENCS P1

1 Month 12 For the Year (YYYY) 2023 | 2 Amended Return? ○ Yes ◉ No | 3 Short Period Return? ○ Yes ◉ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) 497 - 143 - 353 - 000 | 5 RDO Code 053

6 Taxpayer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner

7 Alphanumeric Tax Code (ATC) ◉ II012 Business Income Graduated IT Rates ○ II014 Income from Profession-Graduated IT Rates ○ II013 Mixed Income-Graduated IT Rates ○ II011 Compensation Income ○ II015 Business Income-8% IT Rate ○ II017 Income from Profession-8% IT Rate ○ II016 Mixed Income-8% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FAO: (First Name, Middle Name, Last Name)
CASTRO MARY FRANCES DOMINIQUE DG

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)
CALAPAN CITY ORIENTAL MINDORO

9A ZIP Code 5200

10 Date of Birth (MM/DD/YYYY) 09/23/1994 | 11 Email Address jaysal17@yahoo.com

12 Citizenship FILIPINO | 13 Claiming Foreign Tax Credits? ○ Yes ◉ No | 14 Foreign Tax Number, if applicable

15 Contact Number (Landline/Cellphone No.) 00 | 16 Civil Status (if applicable) ◉ Single ○ Married ○ Legally Separated ○ Widow/er

17 If married, spouse has income? ○ Yes ○ No | 18 Filing Status ○ Joint Filing ○ Separate Filing

19 Income EXEMPT from Income Tax? ○ Yes ◉ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)] | 20 Income subject to SPECIAL/PREFERENTIAL RATE? ○ Yes ◉ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

21 Tax Rate* (choose one)
◉ Graduated Rates (Choose Method of Deduction in Item 21A)
21A Method of Deduction (choose one) ◉ Itemized Deduction [Sec. 34(A-J), NIRC] ○ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]
○ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	123,686.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	165,762.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	-42,076.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	-42,076.00	0.00
Add: Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,076.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,076.00	

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

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

Printed Name and Signature of Taxpayer/Authorized Representative | 33 Number of Attachments 00

PART III - DETAILS OF PAYMENT

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				

Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank) | Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)

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

BIR Form No.
1701
January 2018 (ENCS)
Page 2

Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18ENCS P2

TIN	Taxpayer/Filer's Last Name
497 143 353 000	CASTRO MARY FRANCES DOMINIQUE DG

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 Alphanumeric Tax Code (ATC) ○ II012 Business Income-Graduated IT Rates ○ II014 Income from Profession-Graduated IT Rates ○ II013 Mixed Income-Graduated IT Rates ○ II011 Compensation Income ○ II015 Business Income-8% IT Rate ○ II017 Income from Profession-8% IT Rate ○ II016 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 9 Foreign tax number *(if applicable)*

10 Income EXEMPT from Income Tax? ○ Yes ○ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

11 Income subject to SPECIAL/PREFERENTIAL RATE? ○ Yes ○ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

12 Tax Rate* (choose one) ○ Graduated Rates (Choose Method of Deduction in Item 12A)

12A Method of Deduction (choose one) ○ Itemized Deduction [Sec. 34(A-J), NIRC] ○ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

○ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

PART V - Computation of Tax

Schedule 1 - Gross Compensation Income and tax Withheld *(Attach Additional Sheet/s, if necessary)*

On Items 1 and 2, enter the required information for each of your employer/s and mark (X) wether 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; 49 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

(Continuation of Table Above)	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; 49 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 3Ac/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)*

3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/Fees	2,928,311.50	0.00
9 Less: Sales Returns, Allowances and Discounts	2,043,568.39	0.00
10 Net Sales/Revenues/Receipts/Fees *(Item 8 Less Item 9)*	884,743.00	0.00
11 Less: Cost of Sales/Services *(applicable only if availing Itemized Deductions)*	0.00	0.00
12 Gross Income/(Loss) from Operation *(Item 10 less Item 11)*	884,743.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)	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)*	0.00	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)*	884,743.00	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)*	884,743.00	0.00
24 Total Taxable Income - Compensation & Business *(Sum of Items 6 and 23)*	884,743.00	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)	123,686.00	0.00

BIR Form No. **1701** January 2018 (ENCS) Page 3

Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18ENCS P3

TIN	Taxpayer/Filer's Last Name
497 143 563 000	CASTRO MARY FRANCES DOMINIQUE DO

3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 49 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
29 Less: Allowable reduction from gross sales/receipts and other non operating income of purely self-employed individuals and/or professionals in the amount of ₱250,000 (not applicable if with compensation income)	0.00	0.00
30 Taxable Income/(Loss) *(Item 28 Less Item 29)*	0.00	0.00
31 Tax Due-Business Income *(Item 30 x 8% Flat Income Tax Rate)*	0.00	0.00
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00

Schedule 4 - Ordinary Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

	A. Taxpayer/Filer	B. Spouse
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	0.00	0.00
18 Total Ordinary Allowable Itemized Deductions *(Sum of Items 1 to 17d)* (To part V Schedule 3 A Item 13)	0.00	0.00

Schedule 5 - Special Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

5.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
5.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 Year/s	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)					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	Taxpayer/Filer's Last Name
497 143 353 000	CASTRO MARY FRANCES DOMINIQUE DG

(Continuation of Schedule 6)

6.A.2 - Spouse's Detailed Computation of Available NOLCO

Net Operating Loss Year Incurred	Net Operating Loss 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 9D to 12D)* (To Part V Schedule 3 A Item 15B)				0.00	

PART VI - Summary of Income Tax Due

1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	123,686.00	0.00
2 Special Rate-Income Tax Due (From Part X Item 17B/17F)	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)	123,686.00	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	165,761.77	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 3Ad/3Bd)	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 6)	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)	165,762.00	0.00

PART VIII - Tax Relief Availment

VIII.A - Special Rate		
1 Regular Income Tax Otherwise Due *(Part X Item 16B and/or Item 16F X applicable regular income tax rate)*	0.00	0.00
2 Tax Relief on Special Allowable Itemized Deductions *(Part X Item7B 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
VIII.B - Exempt		
8 Regular Income Tax Otherwise Due *(Part X Item 16A and/or Item 16E X applicable regular income tax rate)*	0.00	0.00
9 Tax Relief on Special Allowable Itemized Deductions *(Part X Item7A 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	884,743.00	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)*	884,743.00	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)*	884,743.00	0.00

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 9A - CaBaMiRo
CITY OF STO. TOMAS, BATANGAS
QF-TCC-01-01-2023.00

Annex "M"

TCBP NO. RR9A-063-05-14-R0868-2024-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN

(PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING)
Name of Taxpayer

SANTO NIÑO, CITY OF CALAPAN (CAPITAL), ORIENTAL MINDORO
Address

497-143-353-00000
Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.
CERTIFICATION FEE OF P100 WAS PAID ON APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. Zo20240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL

ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 04/16/2024
PAYMENT CONFIRMATION:
7o20240416154215741363
AMOUNT: ₱30.00

WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.

This certifies that

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

(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

MARY FRANCES DOMINIQUE DE GUZMAN CASTRO

is valid from 20 June 2024 to 20 June 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 28 February 2024 in the Philippines.

aePascual

ALFREDO E. PASCUAL
Secretary

Business Name No. 1035025

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

TWCO145715983637

Documentary Stamp Tax Paid Php 30.00

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

APPROVED BUDGET FOR THE CONTRACT (ABC)

SUPPLY AND DELIVERY OD OFFICE SUPPLIES AND ICT EQUIPMENT FOR THE eTraCCS ALUMNI TRACER WEB APPLICATION PROJECT

Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University
Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS INFLATION, %	VALUE	TOTAL COST	UNIT COST
									INFLATION, %	VALUE		
										(11)	(12)	(13)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(10%[(5)+(10)]	(11) / (3)
	LOT 1- OFFICE SUPPLIES				-							
1	Bond Paper, A4 (Subs 20)	20	reams	280.00	5,600.00							
2	Bond Paper, Long 8.5" x 13" (Subs 20)	45	reams	290.00	13,050.00							
3	Bond Paper, Letter 8.5" x 11" (Subs 20)	20	reams	270.00	5,400.00							
4	Correction Tape	5	pcs	43.00	215.00							
5	Gel pen (0.5, blue) 12'	7	box	360.00	2,520.00							
6	Permanent Marker (Broad)	9	pcs	60.00	540.00							
7	Permanent Marker Ink (Black)	2	bottle	195.00	390.00							
8	Whiteboard Marker (Blue)	8	pcs	80.00	640.00							
9	Staple Wire (No. 35)	5	box	70.00	350.00							
10	Sticky Flags	10	pack	70.00	700.00							
11	Binder Clips (1.25")	10	box	40.00	400.00							
12	Binder Clips (2")	7	box	85.00	595.00							
13	Ink (Black #664)	20	pcs	350.00	7,000.00							
14	Ink (Colored #664 M/C/Y)	36	pcs	350.00	12,600.00							
	sub-total LOT 1				**50,000.00**							
	LOT 2- ICT EQUIPMENT				-							
1	Desktop Computer	2	bundle	49,990.00	99,980.00							
	•Intel Core i5 12th Gen •Processor 2.90GHz 12M cache, up to 4.30 GHz/ •NVIDIA GeForce 4GB GDDRS/ •16GB (2X8 GB) DDR4, 3200 MHz/ •256GB SSD M.2 + 1TB SATA/ Windows 10 Pro OS: Windows 11 Bundle with: •1 set 24 inch FHD IPS LED Monitor •Wired Optical Keyboard and Mouse •Uninterruptible Power Supply (UPS) 650 VA •Office Home & Student •1 Year Warranty				-							
2	Printer	5	unit	20,014.00	100,070.00							

UJ2

	Functions: Print, Scan, Copy Print Technology: Inkjet Print Resolution: Up to 4800 x 1200 dpi Print Speed: 33 ppm (black), 15 ppm (color) Ink System: Refillable ink tank (Black, Cyan, Magenta, Yellow) Page Yield: Up to 4,500 pages (black), 7,500 pages (color) Scanner Resolution: 1200 x 2400 dpi ADF Capacity: 30 pages Paper Input: 100-sheet rear tray Supported Paper Sizes: A4, A5, A6, B5, B6, 100 x 148 mm, Indian-Legal (215 x 345 mm), Letter, 8.5 x 13", Legal 8.5 x 14",3 x 5", 4 x 6", 5 x 7", Envelopes #10, DL, C6				-							
3	Laptop	5	unit	49,990.00	249,950.00							
	Processor Intel Core i5-13420H, 8C (4P + 4E) / 12T, P-core 2.1 / 4.6GHz, E-core 1.5 / 3.4GHz, 12MB Graphics Integrated Intel UHD Graphics Chipset Intel SoC Platform Memory 8GB Soldered LPDDR5-4800 Memory Slots Memory soldered to systemboard, no slots, dual-channel (16GB models) Max Memory 16GB soldered memory, not upgradable Storage 512GB SSD M.2 2242 PCIe 4.0x4 NVMe Storage Support One drive, up to 1TB M.2 2242 SSD Storage Slot One M.2 PCIe 4.0 x4 slot Card Reader SD Card Reader Optical None Audio Chip High Definition (HD) Audio Speakers User-facing stereo speakers, 1.5W x2, optimized with Dolby Audio Camera FHD 1080p with Privacy Shutter Microphone 2x, Array Battery Integrated 47Wh Power Adapter 65W Round Tip (3-pin)				-							
	sub-total LOT 2				450,000.00							
	xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx				-							
GRAND TOTAL					**500,000.00**							

Prepared by

MARYNEL A. HERMOSA
Member, BAC Secretariat

Recommending Approval

CHRISTIAN B. APOSTOL, *Ph.D.*
Head, BAC Secretariat

Approved

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

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

JJ2

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

BAGONG PILIPINAS

PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR25- 0069 Responsibility Center Code :		Date: 02/28/2025	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Lot 1			
1	reams	Bond Paper, A4 (Subs 20)	20	280.00	5,600.00
2	reams	Bond Paper, Long 8.5" x 13" (Subs 20)	45	290.00	13,050.00
3	reams	Bond Paper, Letter 8.5" x 11" (Subs 20)	20	270.00	5,400.00
4	pcs	Correction Tape	5	43.00	215.00
5	box	Gel pen (0.5, blue) 12'	7	360.00	2,520.00
6	pcs	Permanent Marker (Broad)	9	60.00	540.00
7	bottle	Permanent Marker Ink (Black)	2	195.00	390.00
8	pcs	Whiteboard Marker (Blue)	8	80.00	640.00
9	box	Staple Wire (No. 35)	5	70.00	350.00
10	pack	Sticky Flags	10	70.00	700.00
11	box	Binder Clips (1.25")	10	40.00	400.00
12	box	Binder Clips (2")	7	85.00	595.00
13	pcs	Epson Ink (Black #664)	20	350.00	7,000.00
14	pcs	Epson Ink (Colored #664 M/C/Y)	36	350.00	12,600.00
				SUB TOTAL:	50,000.00
		Lot 2			
	bundle	Desktop Computer	2	49,990.00	99,980.00
		•Intel Core i5 12th Gen •Processor 2.90GHz 12M cache, up to 4.30 GHz/ •NVIDIA GeForce 4GB GDDRS/ •16GB (2X8 GB) DDR4, 3200 MHz/ •256GB SSD M.2 + 1TB SATA/ Windows 10 Pro OS: Windows 11 Bundle with: •1 set 24 inch FHD IPS LED Monitor •Wired Optical Keyboard and Mouse •Uninterruptible Power Supply (UPS) 650 VA •Office Home & Student •1 Year Warranty			
	unit	Printer	5	20,014.00	100,070.00
		Functions: Print, Scan, Copy Print Technology: Inkjet Print Resolution: Up to 4800 x 1200 dpi Print Speed: 33 ppm (black), 15 ppm (color) Ink System: Refillable ink tank (Black, Cyan, Magenta, Yellow) Page Yield: Up to 4,500 pages (black), 7,500 pages (color) Scanner Resolution: 1200 x 2400 dpi ADF Capacity: 30 pages Paper Input: 100-sheet rear tray Supported Paper Sizes: A4, A5, A6, B5, B6, 100 x 148 mm, Indian-Legal (215 x 345 mm), Letter, 8.5 x 13", Legal 8.5 x 14", 3 x 5", 4 x 6", 5 x 7", Envelopes #10, DL, C6 with 2 extra sets of ink (Black, Cyan, Magenta, Yellow)			
	unit	Laptop	5	49,990.00	249,950.00
		Processor Intel Core i5-13420H, 8C (4P + 4E) / 12T, P-core 2.1 / 4.6GHz, E-core 1.5 / 3.4GHz, 12MB Graphics Integrated Intel UHD Graphics Chipset Intel SoC Platform Memory 8GB Soldered LPDDR5-4800 Memory Slots Memory soldered to systemboard, no slots, dual-channel (16GB models) Max Memory 16GB soldered memory, not upgradable Storage 512GB SSD M.2 2242 PCIe 4.0x4 NVMe Storage Support One drive, up to 1TB M.2 2242 SSD Storage Slot One M.2 PCIe 4.0 x4 slot Card Reader SD Card Reader Optical None Audio Chip High Definition (HD) Audio Speakers User-facing stereo speakers, 1.5W x2, optimized with Dolby Audio Camera FHD 1080p with Privacy Shutter Microphone 2x, Array Battery Integrated 47Wh Power Adapter 65W Round Tip (3-pin)		MDS -14-7 101-200-01-00009 50207020W	
				SUB TOTAL:	450,000.00
		TOTAL			500,000.00

Purpose: for eTraCCS: A Mindoro State University College of Computer Studies Alumni Tracer Web Application Project

	Requested by:	Recommending Approval:	Certified Allotment Available:	Approved by:
Signature :				
Printed Name :	JOHN EDGAR S. ANTHONY	LEONEL C. MENDOZA	ROVELYN R. ROXAS	ENYA MARIE D. APOSTOL, Ph.D.
Designation :	Dean, College of Computer Studies	OIC-VPRDE	Budget Officer III	SUC President III

423

RDE 030

Research Project Proposal

Project Title	:	**eTraCCS: A MINDORO STATE UNIVERSITY COLLEGE OF COMPUTER STUDIES ALUMNI TRACER WEB APPLICATION**
Proponents	:	John Edgar Anthony- Researcher, College of Computer Studies Evelyn A. Rodriguez- Researcher, College of Computer Studies Jennie T. Fernando – Researcher, College of Computer Studies Regine P.Machete - Researcher, College of Computer Studies Uriel M. Melendres - Researcher, College of Computer Studies
Head of Agency	:	**CHRISTIAN ANTHONY C. AGUTAYA, *Ph.D.*** OIC-University President
Contact Person	:	**JOHN EDGAR S. ANTHONY** Dean, College of Computer Studies
Project Leader	:	**JOHN EDGAR S. ANTHONY** Dean, College of Computer Studies
Project Duration	:	One Year
Total Budget	:	PHP 1, 234,976.00

I. Rationale/ Significance

Every academic institution has a goal of producing highly competent and qualified graduates to uplift their economic status and contribute to the growth and development of the region and the nation. Tracer studies are increasingly popular at Higher Education Institutions (HEIs) for tracking and evaluating student progress after graduation, and they are advised to be conducted on individuals, groups, or departments on a regular basis over time (Chet, Sok, Vong, & Sok, 2021). This could be since graduate tracer studies have emerged as one of the most important approaches for improving the effectiveness of study programs in modern higher education. Tracer studies are used for their benefits all over the world. One of these advantages is that the curriculum will be improved (Chet et.al, 2021). It can also be used to help universities improve the accreditation of their curricular programs by demonstrating that the institutions can compete and rank globally (Langat & Wishitemi, 2014).

The Mindoro State University's College of Computer Studies expects its graduates to be globally, and locally competitive and innovative computing professionals imbued with the highest integrity, contributing to the country's national development goals. As a result, its curricular programs are being accredited to ensure that they are responsive, on par with other universities around the world, and can produce competitive graduates. The Bachelor of Science in Information Technology (BSIT), one of its programs, recently undergone Level 4 AACCUP accreditation. Graduate performance is one of the parameters. The significance of having a sustainable and continuous tracer study has been emphasized in this accreditation. Although graduates of this program are constantly surveyed to determine their employability, factors that contribute to their well-being and current jobs are not being addressed. Furthermore, traditional survey methods are still used, resulting in surveys being repeated and redundant in nature.

This study will propose a web portal for the alumni. It is a social media type website that will connect the alumni of the College of Computer Studies. According to Akram & Kumar (2017), professionals can benefit greatly from social networks. They accomplish this by assisting young professionals in marketing their abilities and look for business opportunities. Social networking sites can also be used to efficiently network. This will make it easy for the alumni of the College of Computer Studies to connect with each other and share resources and information such as available trainings and job vacancies. Integration of Geographic Information System will allow the administrator to trace alumni and create a map based on their status.

The alumni portal will be disseminated and will be used by all the alumni regardless of their employment status. They will be allowed to post vacant positions in their respective organizations. Alumni who are unemployed will have an opportunity to land a job if they will be qualified. This will influence their income and wishes to improve their socio-economic status.

II. REVIEW OF LITERATURE

Alumni play an important role in higher education institutions, as they belong to ones who provide networking opportunities and contact between the university, colleges and other alumnus. However, the lack of continued communication between the university, the faculty and the alumnus impede the effective development of data tracing. The insufficiency of data updates may be attributed to the alumnus's lack of knowledge or interest in how such activity can foster a career network, academic collaborations, and even personal connections. Similar to this, as the number of students registered in the school keeps rising, there is a growing requirement for a reliable system to save these records and to update them frequently.

The creation of a virtual, interactive portal is one of the ways to consolidate the relationship between the alumni and the educational institutions. This will help to extend the contact between the alumnus and the university to beyond the period of course completion, regardless of geographic location or time.

Alumni portals serve as a shared platform to unite all educational institution stakeholders, including alumni, college students, and faculty, to provide counseling and knowledge sharing on a variety of topics in many schools and universities. Mijic and Jankovic (2013), explore a potential fix for the information system for keeping track of alumni information and how it might help advance and innovate study programs.

Usher and Marcucci (2011), found that universities and university systems all over the world are increasingly realizing the value of collecting data on (and from) their graduates in order to evaluate and enhance institutional quality, track employment outcomes, adopt new and old curricula, and have an impact on institutional performance management systems.

Aquino et.al. (2015), states that the primary aim a university and institution is to produce competent at highly qualified graduates here and abroad. Tracer portal on graduates can provide valuable information for evaluating the result of the education in a specific institution. The main of objective of the study was to trace the employment profile of the graduate after they obtained their degree.

In their 2012 study, Bakar et al. set out to develop graduates who are qualified to meet both domestic and global labor shortages, with 75% of those graduates' finding employment in their fields of study within six months of graduation. The Malaysian alumni tracer study has shown to be an effective technique for assessing graduates' employability in the creation of a thorough database of Malaysian graduates.

According to a study of alumni trace portal done on the Harvard University, alumni can log in to engage with current students or other graduates and also use the search engine. In addition, the portal offers details about current and upcoming events and initiatives, including but not restricted to professional webinars and networking events. It serves as a platform for voluntary fundraising for the university and allows alumni to learn about clubs and organisations.

The study with the data analytics for the College of Computer Studies done by Orozco (2018), stated that the alumni tracer portal provides information of the CCS alumni job whereabouts and check the alignment of their bachelor's degree to their current work.

A web-based system's design and implementation are shown in a paper published by Mijic (2012). This system is designed to collect and analyze alumni-related data that may be utilized for a number of purposes, including the improvement of academic programs, as well as to facilitate communication between higher education institutions and their graduates.

In accordance with it, the study Macatangay (2013), evaluated the employability of LPU's computer science graduates between 2004 and 2009. The aforementioned study appraised the efficacy and applicability of the BSCS curricula knowledge, skills, and work values acquired by the graduates to their employment: it identified the personal and professional characteristics and job placement of Computer Science graduates and the school-related factors associated with the employment of the alumni. The results helped to update, revise, or otherwise make the BSCS program's courses more adaptable to the demands of a rapidly changing technological landscape and employment demands.

Additionally, according to the study of Setyorini, et al. (2012), the alumni tracer can be used in higher education body. The quality of the learning process held by the PEP study program and the caliber of the alumni in the field after they graduated were the two main areas of investigation in this study. A core requirement was to leverage existing data and analytics strategies and frameworks. The strategy used involves determining the analytics and data needs particular to the educational industry. The perspectives of college students and alumni regarding the execution of the learning process, as well as their expectations regarding the program (output and outcome) study programs in the working world, were used to determine the quality of the learning process. The study proved that the alumni tracer portal is a necessity because it is able to provide information about alumni of the study programs.

III. OBJECTIVES

The main objective of the study is to trace the graduates of the College of Computer Studies and develop an alumni portal that will serve as the tracer and create a compendium of the graduates' success stories.

Specifically, the following are the objectives of the study:

1. Determine the general profile of the graduates of the College of Computer Studies.
2. Identify the current educational and professional profiles of the graduates in terms of:
   2.1 additional baccalaureate degree earned.
   2.2 advanced studies attended.
   2.3 professional examination passed: and
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3. Determine the employment status of the respondents regarding:
   3.1 present employment status.
   3.2 duration before landing the first job.
   3.3 occupational classification.
   3.4 number of years in the company; and
   3.5 how related is their job to their degree earned
4. Identify the employability index of the graduates of the College of Computer Studies.
5. Enumerate the competencies learned by the respondents in MinSU that are useful to their jobs.
6. Develop an alumni tracer system that will integrate GIS to develop different spatial maps.
7. Evaluate the effectiveness and acceptability of the developed system using technology acceptance model.

IV. METHODOLOGY

Population of the Study
The respondents of this study are 1500 graduates of Mindoro State University BS in Computer Engineering and BS in Information Technology from batch 2010-2022.

Sampling Design
The proponents will use total enumeration since there is a limited number of respondents.

Data Collection Instrument
The researchers will be using various techniques to gather important data for the study. Here are the lists of the data collection methods that will be using:

The following are the data collection instruments that will be used in this study:

A. Tracer Study questionnaire.
A tracer study questionnaire will be adopted from CHED. It contains the following sections:

a. General profile of the alumni
b. Educational background
c. Trainings and advanced studies after college
d. Employment data

B. Development of the Alumni tracer portal

1. Evaluate the performance of the portal using ISO 25010 Software Metrics.
2. Acceptability of the Alumni Tracer portal
The researchers will adopt the Technology Acceptance Model from McFarland & Hamilton (2006).

V. EXPECTED OUTPUTS

EXPECTED OUTPUTS (6Ps)	Particulars	Quantify (if possible)
Publication	Journal Publications	5
Patent/Intellectual Property	Copyright	1
Products	Information Systems	1
People Services	Alumni & Students	5000
Places & Partnership		
Policy		

VI. WORKPLAN

ACTIVITIES	YEAR 1			
	QTR1	QTR2	QTR3	QTR4
1. Preparation of survey questionnaires				
2. Dissemination and collection of survey instruments				
3. Data Analysis				
4. Data Gathering /Preliminary Survey				
5. Data Analysis				
6. System Design				
7. System Development				
8. System Testing and Debugging				
9. Final write-ups				
10. Research Submission for Presentation and Publication				

VII. BUDGETARY REQUIREMENT

Budgetary Requirements

I.	**Personal Services**			
	Direct Cost			
	Salaries			
		One (1) Project Technical Assistant III at P34,998.00/mo x 12 mos.		P 419, 976.00
			Sub-total for PS	**P 419, 976.00**
II.	**Maintenance and Other Operating Expenses**			
	Direct Cost			
	Traveling Expenses			100,000.00
	Communication Expenses Postage and Deliveries, Telephone Expenses, Internet Expenses, etc.			70,000.00
	Repairs and Maintenance of Facilities Office Buildings, Office Equipment, Furniture and Fixtures, IT Equipment and Software, Machineries and Equipment, etc.	Repairs and Maintenance of Office Equipment Repairs and Maintenance of Furniture and Fixtures Repairs and Maintenance of Machinery and Equipment Repairs and Maintenance of IT Equipment and Software Repairs and Maintenance of Building Repairs and Maintenance of Office and Laboratory Facilities		
	Semi-Expandable ICT			
	Laptop	Five (5) x P 49,990.00		249,950.00
	Desktop Computer	Two (2) x P 49,990.00		99,980.00
	Printer	Five (5) x P 20,014.00		100,070.00
				450,000.00
	Office Supplies Expenses, Gasoline, Oil and Lubricants Expenses			
		Office Supplies		50,000.00
	Utility Expenses (Please indicate) Water, Electricity and Cooking Fuel Expenses			

Training and Scholarship Expenses (Please indicate)		
Membership Dues and Contributions to Organizations (only by Counterpart Funding)		
Advertising Expenses		
Printing and Publication Expenses		50,000.00
Rent Expenses		
Representation Expenses (e.g. food for meetings, etc.)		60,000.00
Subscription Expenses		30,000.00
Survey Expenses		
Professional Services		
Legal Services (Notary of MOAs)		5,000.00
Other Professional Services etc.		
Taxes, Insurance Premiums and Other Fees		
Other Maintenance and Operating Expenses (Please itemize)		
Indirect Cost		
	Sub-Total for MOOE	**P 815,000.00**
	GRAND TOTAL	**P 1, 234, 976.00**

X. LITERATURE CITED

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Prepared by:

JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

Recommending Approval:

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

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, *Ph.D.*
OIC – University President

Research Project Proposal

Project Title	:	**eTraCCS: A MINDORO STATE UNIVERSITY COLLEGE OF COMPUTER STUDIES ALUMNI TRACER WEB APPLICATION**
Proponents	:	John Edgar Anthony- Researcher, College of Computer Studies Evelyn A. Rodriguez- Researcher, College of Computer Studies Jennie T. Fernando – Researcher, College of Computer Studies Regine P.Machete - Researcher, College of Computer Studies Uriel M. Melendres - Researcher, College of Computer Studies
Head of Agency	:	**CHRISTIAN ANTHONY C. AGUTAYA, *Ph.D.*** OIC-University President
Contact Person	:	**JOHN EDGAR S. ANTHONY** Dean, College of Computer Studies
Project Leader	:	**JOHN EDGAR S. ANTHONY** Dean, College of Computer Studies
Project Duration	:	One Year
Total Budget	:	PHP 1, 234,976.00

I. Rationale/ Significance

Every academic institution has a goal of producing highly competent and qualified graduates to uplift their economic status and contribute to the growth and development of the region and the nation. Tracer studies are increasingly popular at Higher Education Institutions (HEIs) for tracking and evaluating student progress after graduation, and they are advised to be conducted on individuals, groups, or departments on a regular basis over time (Chet, Sok, Vong, & Sok, 2021). This could be since graduate tracer studies have emerged as one of the most important approaches for improving the effectiveness of study programs in modern higher education. Tracer studies are used for their benefits all over the world. One of these advantages is that the curriculum will be improved (Chet et.al, 2021). It can also be used to help universities improve the accreditation of their curricular programs by demonstrating that the institutions can compete and rank globally (Langat & Wishitemi, 2014).

The Mindoro State University's College of Computer Studies expects its graduates to be globally, and locally competitive and innovative computing professionals imbued with the highest integrity, contributing to the country's national development goals. As a result, its curricular programs are being accredited to ensure that they are responsive, on par with other universities around the world, and can produce competitive graduates. The Bachelor of Science in Information Technology (BSIT), one of its programs, recently undergone Level 4 AACCUP accreditation. Graduate performance is one of the parameters. The significance of having a sustainable and continuous tracer study has been emphasized in this accreditation. Although graduates of this program are constantly surveyed to determine their employability, factors that contribute to their well-being and current jobs are not being addressed. Furthermore, traditional survey methods are still used, resulting in surveys being repeated and redundant in nature.

This study will propose a web portal for the alumni. It is a social media type website that will connect the alumni of the College of Computer Studies. According to Akram & Kumar (2017), professionals can benefit greatly from social networks. They accomplish this by assisting young professionals in marketing their abilities and look for business opportunities. Social networking sites

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can also be used to efficiently network. This will make it easy for the alumni of the College of Computer Studies to connect with each other and share resources and information such as available trainings and job vacancies. Integration of Geographic Information System will allow the administrator to trace alumni and create a map based on their status.

The alumni portal will be disseminated and will be used by all the alumni regardless of their employment status. They will be allowed to post vacant positions in their respective organizations. Alumni who are unemployed will have an opportunity to land a job if they will be qualified. This will influence their income and wishes to improve their socio-economic status.

II. REVIEW OF LITERATURE

Alumni play an important role in higher education institutions, as they belong to ones who provide networking opportunities and contact between the university, colleges and other alumnus. However, the lack of continued communication between the university, the faculty and the alumnus impede the effective development of data tracing. The insufficiency of data updates may be attributed to the alumnus's lack of knowledge or interest in how such activity can foster a career network, academic collaborations, and even personal connections. Similar to this, as the number of students registered in the school keeps rising, there is a growing requirement for a reliable system to save these records and to update them frequently.

The creation of a virtual, interactive portal is one of the ways to consolidate the relationship between the alumni and the educational institutions. This will help to extend the contact between the alumnus and the university to beyond the period of course completion, regardless of geographic location or time.

Alumni portals serve as a shared platform to unite all educational institution stakeholders, including alumni, college students, and faculty, to provide counseling and knowledge sharing on a variety of topics in many schools and universities. Mijic and Jankovic (2013), explore a potential fix for the information system for keeping track of alumni information and how it might help advance and innovate study programs.

Usher and Marcucci (2011), found that universities and university systems all over the world are increasingly realizing the value of collecting data on (and from) their graduates in order to evaluate and enhance institutional quality, track employment outcomes, adopt new and old curricula, and have an impact on institutional performance management systems.

Aquino et.al. (2015), states that the primary aim a university and institution is to produce competent at highly qualified graduates here and abroad. Tracer portal on graduates can provide valuable information for evaluating the result of the education in a specific institution. The main of objective of the study was to trace the employment profile of the graduate after they obtained their degree.

In their 2012 study, Bakar et al. set out to develop graduates who are qualified to meet both domestic and global labor shortages, with 75% of those graduates' finding employment in their fields of study within six months of graduation. The Malaysian alumni tracer study has shown to be an effective technique for assessing graduates' employability in the creation of a thorough database of Malaysian graduates.

According to a study of alumni trace portal done on the Harvard University, alumni can log in to engage with current students or other graduates and also use the search engine. In addition, the portal offers details about current and upcoming events and initiatives, including but not restricted to professional webinars and networking events. It serves as a platform for voluntary fundraising for the university and allows alumni to learn about clubs and organisations.

The study with the data analytics for the College of Computer Studies done by Orozco (2018), stated that the alumni tracer portal provides information of the CCS alumni job whereabouts and check the alignment of their bachelor's degree to their current work.

A web-based system's design and implementation are shown in a paper published by Mijic (2012). This system is designed to collect and analyze alumni-related data that may be utilized for a number of purposes, including the improvement of academic programs, as well as to facilitate communication between higher education institutions and their graduates.

In accordance with it, the study Macatangay (2013), evaluated the employability of LPU's computer science graduates between 2004 and 2009. The aforementioned study appraised the efficacy and applicability of the BSCS curricula knowledge, skills, and work values acquired by the graduates to their employment: it identified the personal and professional characteristics and job placement of Computer Science graduates and the school-related factors associated with the employment of the alumni. The results helped to update, revise, or otherwise make the BSCS program's courses more adaptable to the demands of a rapidly changing technological landscape and employment demands.

Additionally, according to the study of Setyorini, et al. (2012), the alumni tracer can be used in higher education body. The quality of the learning process held by the PEP study program and the caliber of the alumni in the field after they graduated were the two main areas of investigation in this study. A core requirement was to leverage existing data and analytics strategies and frameworks. The strategy used involves determining the analytics and data needs particular to the educational industry. The perspectives of college students and alumni regarding the execution of the learning process, as well as their expectations regarding the program (output and outcome) study programs in the working world, were used to determine the quality of the learning process. The study proved that the alumni tracer portal is a necessity because it is able to provide information about alumni of the study programs.

III. OBJECTIVES

The main objective of the study is to trace the graduates of the College of Computer Studies and develop an alumni portal that will serve as the tracer and create a compendium of the graduates' success stories.

Specifically, the following are the objectives of the study:

1. Determine the general profile of the graduates of the College of Computer Studies.
2. Identify the current educational and professional profiles of the graduates in terms of:
   2.1 additional baccalaureate degree earned.
   2.2 advanced studies attended.
   2.3 professional examination passed: and
   2.4 trainings attended.
3. Determine the employment status of the respondents regarding:
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Places & Partnership		
Policy		

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ACTIVITIES	YEAR 1			
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VII. BUDGETARY REQUIREMENT

Budgetary Requirements

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Survey Expenses			
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Other Professional Services etc.			
Taxes, Insurance Premiums and Other Fees			
Other Maintenance and Operating Expenses (Please itemize)			
<u>Indirect Cost</u>			
	Sub-Total for MOOE	**P**	**815,000.00**
	GRAND TOTAL	**P**	**1, 234, 976.00**

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