



SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR
MINSU
Name of Project

BAC Resolution Recommending Approval
Resolution No. 115, 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. 2025-102** for the project **"Supply, Delivery and Labor for Printing of ID Cards with Lanyard for MinSU"** with an Approved Budget for the Contract (ABC) amounting **Fifty-Nine Thousand Five Hundred Eighty Pesos (Php59,580.00)**;

WHEREAS, in response to the advertisement of the project, four (4) suppliers/bidders were found in the document request list, however only one (1) supplier/bidder in the name of **D.A. ALBUERA ENTERPRISES** submitted price quotations before the deadline;

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


Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php59,580.00	D.A. Albueria Enterprises	Php48,988.00

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, Delivery and Labor for Printing of ID Cards with Lanyard for MinSU"** as follows:

- a. to D.A. Albueria Enterprises for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

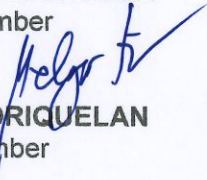
RESOLVED, this 22nd day of May, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.


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



Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson

ON LEAVE
ATTY. SHERLYN A. LAYESA
BAC Member


FRANIE M. APABLE, DBMHM
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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

Date: _____



PhilGEPS

Philippine Government Electronic Procurement System

**Central Portal for
Philippine Government
Procurement Opportunities**

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	12029701
Procuring Entity	MINDORO STATE UNIVERSITY
Title	SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR MINSU
Area of Delivery	Oriental Mindoro

Solicitation Number:	RFQ No. 2025-102	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Printing Services	Date Published	14/05/2025
Approved Budget for the Contract:	PHP 59,580.00	Last Updated / Time	14/05/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	19/05/2025 17:00 PM
Client Agency:			
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com		

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

1 pcs ID Card Printing with ID Lace 662

3 inches (w) x 4 inches; Material: polyvinyl chloride (PVC); inclusions: w/ MinSU I.D. Lace; (see attached layout)

[illegible]

Created by Annabelle Quinto Madrigal
Date Created 13/05/2025

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

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Mindoro State University
Victoria, Oriental Mindoro 5209 Philippines

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



ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR MINSU											
Project Location: _____											
Implementing Office: _____											
Method of Procurement: _____											
Approved Budget for the Contract (ABC): <u>₱ 59,380.00</u>											
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	D.A. ALBUERA ENTERPRISES		✓		✓		✓		₱48,988.00	1	SCRQ verify if they can provide the required design as per attached on the approved proposal. Thanks!
III. Recommendation /Resolution											
<input checked="" type="checkbox"/> Recommend to Award Contract											
Date: <u>2015-05-21</u>											
Lowest / Single Calculated and Responsive Quotation:			DA ALBUERA ENTERPRISES			Contract Price Award (in words & figures):			Forty Eight Thousand Nine Hundred Eighty Eight Pesos. ₱48,988.00		
<input type="checkbox"/> Declaration of Failure under Section 35 of Revised IRR of RA 9184											
<input type="checkbox"/> All prospective bidders are declared ineligible [Sec. 35.1(b)]											
<input type="checkbox"/> 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 A. 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

*Main Campus, Alente, Victoria

*Bongabong Campus, Lahuang, Marikina City

*Calapitan City Campus, Marikina City

REQUEST FOR QUOTATION

SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR MINSU

JOR No.: JOR25-0148

RFQ No. 2025-102

ABC Amount: Php59,580.00

Company Name : D.A. ALBUERA ENTERPRISES
Address : POBLACION 1 VICTORIA DE. INDU.

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

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

BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	pcs	ID Card Printing with ID Lace	662	74.00	48,988.00
		3 inches (w) x 4 inches; Material: polyvinyl chloride (PVC); inclusions: w/ MinSU I.D. Lace; (see attached layout)			
XXX					
			TOTAL		48,988.00

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

Supplier's Signature over Printed Name

194-223-285

TIN No. of Establishment

09154281561

Contact Number

5-19-25

Date _____



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



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 on 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.



Outlook

Fw: Invitation for Request for Quotation (RFQ) Form Submission

From BAC OFFICE <bac.office@minsu.edu.ph>

Date Wed 5/14/2025 11:28 AM

To **Guhit Arts** <guhitartcenter@gmail.com>

 1 attachment (1,021 KB)

RFQ 2025-102 SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR MINSU 59,580.00.pdf;

Dear Sir/Madam,

Greetings!

Please find attached the Request for Quotation (RFQ) forms, which have also been posted on the PhilGEPS website of our university.

If your company is interested in participating, kindly accomplish and submit the completed RFQ form. Should you decide not to participate, we would appreciate it if you could either respond to this email with "Not Interested" or return the form indicating the same. Alternatively, you may disregard this message.

Please note that the deadline for submission is on **May 19, 2025**, no later than **5:00 PM**.

We appreciate your attention to this matter.

Kindly acknowledge receipt of this email.



Mindoro State University

Statement of Confidentiality and Data Privacy

The information or attachment(s) in this e-mail is (are) strictly confidential and is (are) for the intended recipient only. Any unauthorized use, dissemination or copying of this message or the information it contains is prohibited. The recipient has the responsibility to ensure the protection of any Personal Data included in this email and its attachments. If you are not the intended recipient or you received this by mistake, please notify the sender immediately, and delete the original message and attachments. Further, the views and opinions expressed in this message are those of the sender's and do not necessarily reflect the views of the Mindoro State University

BIDDING DOCU

From Guhit Arts <guhitartcenter@gmail.com>

Date Thu 3/13/2025 4:28 PM

To BAC OFFICE <bac.office@minsu.edu.ph>

 3 attachments (3 MB)

13032025181647-0001.jpg; 13032025181647-0003.jpg; 13032025181647-0002.jpg;

We acknowledged receipt of your email. Thank you!

For further questions and inquiries:

Feel free to contact us at: (043) 288-5123 / 4410406 / 09483570010 / 09052325373

Address: Leuterio St., San Vicente Central, Calapan Calapan City, Oriental Mindoro 5200

Like our Facebook Page: <http://www.facebook.com/guhitartcenter>

Disclaimer: *This email including any attachments, may contain confidential information and is intended solely for use by the individual to whom it is addressed. If you received this email in error, please notify the sender, do not disclose its contents to others, and delete it from your system. Any other use of this email and/or attachments is strictly prohibited. This message is not intended or meant to constitute an electronic signature or intent to contract electronically.*

*NOTE: This is the email address used by
Guhit Arts, last March however did not
reply on the invitation.*



Outlook

Fw: Invitation for Request for Quotation (RFQ) Form Submission

From BAC OFFICE <bac.office@minsu.edu.ph>

Date Wed 5/14/2025 11:34 AM

To **cmp2_calapan@yahoo.com.ph** <cmp2_calapan@yahoo.com.ph>

Color master Calapan

 1 attachment (1,021 KB)

RFQ 2025-102 SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR MINSU 59,580.00.pdf;

Dear Sir/Madam,

Greetings!

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Color Master Photo

2.5K likes • 2.7K followers










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- Reels
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Intro

Photo and Video Coverage
Studio and Digital Printing
Digital Cameras, lenses and accessories
Albums

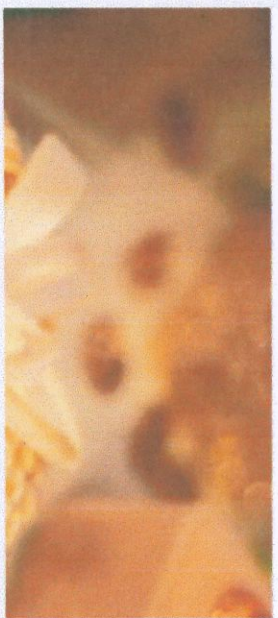
-  **Page** · Local business
-  San Vicente, Calapan, Philippines
-  (043) 288 4693
-  cmp2_calapan@yahoo.com.ph
-  Always open
-  Not yet rated (0 Reviews) 

Featured

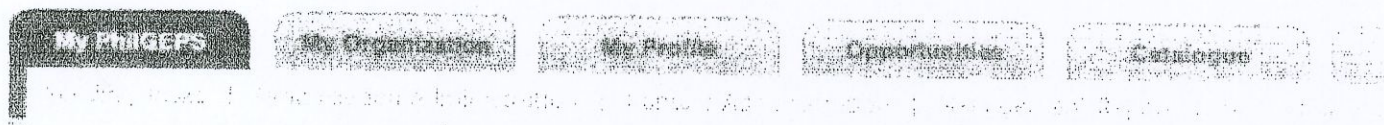


Color Master Photo added 26 new photos — at **Viewing deck ...**
August 18, 2023

"Walking with your hands in mine and mine in yours, that's exactly where I want to be always."



Photos from Color Master Photo's post



Wednesday, October 9, 2019 12:02 PM

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D.A. ALBUERA ENTRPRISES

Garong St., Poblacion 1
Victoria
Oriental Mindoro
Region IV-B
Philippines

Organization Member Type:	Supplier
Organization Number:	169071
Registration Date:	28-Jul-2016
Registration Type:	Red
Form of Organization:	Single Proprietorship
Organization Type:	General Merchandise
Business Category:	Office Supplies and Devices, Communication Equipment & Parts and Accessories, C
Business Tax Identification Number:	194-223-285-000
DTI Certificate Number:	04033950
DTI Registration Date:	13-Apr-2016
Capitalization:	Php 300,000.00
Agency Registration:	No
Blacklisted:	No
Organization Status:	Active

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BUSINESS PERMIT



Republic of the Philippines

Province of Oriental Mindoro

MUNICIPALITY OF VICTORIA

KNOW ALL MEN BY THESE PRESENT

Pursuant to the provision of Tax Ordinance Number 06-2012, otherwise known as the revised Revenue Code of Victoria, Oriental Mindoro, after the taxes and Charges, etc., and compliance with the existing requirements permit is hereby granted to herein taxpayer.

Mayor's Permit of Business

Status: Renew	Permit Number: 888-0243	Date of Issuance: 08 Jan 2025 A	Date of Expiration: December 31, 2025
O.R. Number: 4334903	O.R. Date: 1/07/2025	Amount Paid: 16,943.00	Capital Gross Sales: 901,300.00

Taxpayer's Name:

ALBUERA, DANTE

Business Name:

D. A. ALBUERA ENTERPRISES

Nature of Business:

PRINTING SERVICES/PARTS AND TRADING

Address:

OLD MARKET, POBLACION I, Victoria, Oriental Mindoro

PERMIT SHALL BE SUBJECT TO IMMEDIATE CANCELLATION IF THERE IS FAILURE ON PART OF THE GRANTEE TO CONTINUOUSLY COMPLY WITH THE PROVISION OF THE BUILDING CODE OF THE PHILIPPINES AND OTHER PERTINENT LAWS AND REGULATION RELATIVE TO ISSUANCE OF PERMIT AND LICENSE

Approved by:

By the Authority of the Mayor

Nelson T. Fabriga, MPA
Municipal Administrator

JOSELITO C. MALABANAN
Municipal Mayor

This Franchise Permit and Official Receipt shall be displayed or posted for public view in a conspicuous place within the place of business of undertaking.

OMNIBUS SWORN STATEMENT

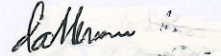
Republic of the Philippines)
CITY/MUNICIPALITY OF _____) S S
Victoria, Oriental Mindoro

AFFIDAVIT

I, DANTE A. ALBUERA, of legal age, single, Filipino, and residing at Babangonan, Victoria, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of D.A. ALBUERA ENTERPRISES with a business address at Poblacion 1, Victoria, Oriental Mindoro.
2. As the owner and sole proprietor of D.A. ALBUERA ENTERPRISES, I have full power and authority to do, execute, and perform any and all acts necessary to represent it in the bidding for SUPPLY, DELIVERY AND LABOR OF ID CARDS WITH LANYARD for Mindoro State University;
3. D.A. ALBUERA ENTERPRISES is not "blacklisted" or barred from procurement by the Government of the Philippines or any 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;
4. Each of the document submitted in satisfaction of the shopping procurement requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. D.A. ALBUERA ENTERPRISES is authorizing the Head of the Procuring entity or its duly authorized representatives(s) to verify all the documents submitted;
6. I am 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. D.A. ALBUERA ENTERPRISES complies with existing labor laws and standards; and
8. D.A. ALBUERA ENTERPRISES is aware of and has undertaken the following responsibilities as a Supplier:
 - a. Carefully examine all the Small Value Procurement Documents;
 - b. Acknowledge all condition, local or otherwise, affecting the implementation of the contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any;
 - d. Inquire and secure Supplemental/Bid Bulletin(s) issued for the SUPPLY, DELIVERY AND LABOR OF ID CARDS WITH LANYARD.
9. D.A. ALBUERA ENTERPRISES did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this day of MAY 19 2025, 2021 at Victoria, Oriental Mindoro, Philippines.



DANTE A. ALBUERA

Bidder's Representative/Authorized Signatory

SUBSCRIBE AND SWORN to before me this day of MAY 19 2025, 2021 at Victoria, Oriental Mindoro, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13 SC). Affiant/s exhibited to me his/her , with his/her photograph and signature appearing thereon, with no. and his/her Community Tax Certificate No. issued on at .

Witness my hand and seal this day of MAY 19 2025, 2021.

NAME OF NOTARY PUBLIC

Serial No. of Commission

Notary Public for until

Roll of Attorney No.

PTR No. , ,

IBP No. , ,

Doc. No. 333
Page No. 68
Book No. B
Series of W13



ATTY. VERONICA GOCO CHAN

Notary Public

Notarial Commission No. NP-23-273

Until December 31, 2025

Roll of Attorney's No. 80113

IBP No. 488363/12-27-24- Oriental Mindoro

PTR No. 4333114A/01-02-25-Victoria

MCLE Compliance No. VIII-0007740 / 14 APR. 2025

OMNIBUS SWORN STATEMENT

Republic of the Philippines)
CITY/MUNICIPALITY OF _____) S S
Victoria, Oriental Mindoro

AFFIDAVIT

I, DANTE A. ALBUERA, of legal age, single, Filipino, and residing at Babangonan, Victoria, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of D.A. ALBUERA ENTERPRISES with a business address at Poblacion 1, Victoria, Oriental Mindoro.
2. As the owner and sole proprietor of D.A. ALBUERA ENTERPRISES, I have full power and authority to do, execute, and perform any and all acts necessary to represent it in the bidding for SUPPLY, DELIVERY AND LABOR OF ID CARDS WITH LANYARD for Mindoro State University;
3. D.A. ALBUERA ENTERPRISES is not "blacklisted" or barred from procurement by the Government of the Philippines or any 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;
4. Each of the document submitted in satisfaction of the shopping procurement requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. D.A. ALBUERA ENTERPRISES is authorizing the Head of the Procuring entity or its duly authorized representatives(s) to verify all the documents submitted;
6. I am 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. D.A. ALBUERA ENTERPRISES complies with existing labor laws and standards; and
8. D.A. ALBUERA ENTERPRISES is aware of and has undertaken the following responsibilities as a Supplier:
 - a. Carefully examine all the Small Value Procurement Documents;
 - b. Acknowledge all condition, local or otherwise, affecting the implementation of the contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any;
 - d. Inquire and secure Supplemental/Bid Bulletin(s) issued for the SUPPLY, DELIVERY AND LABOR OF ID CARDS WITH LANYARD.
9. D.A. ALBUERA ENTERPRISES did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of MAY 19 2025,
2021 at Victoria, Oriental Mindoro, Philippines.



DANTE A. ALBUERA
Bidder's Representative/Authorized Signatory


SUBSCRIBE AND SWORN to before me this _____ day of MAY 19 2025, 2021 at
Victoria, Oriental Mindoro, Philippines. Affiant/s is/are personally known to me and
was/were identified by me through competent evidence of identity as defined in the 2004 Rules on
Notarial Practice (A.M. No. 02-8-13 SC). Affiant/s exhibited to me his/her
_____, with his/her photograph and signature appearing thereon, with no.
_____ and his/her Community Tax Certificate No. _____ issued on _____ at
_____.

Witness my hand and seal this _____ day of MAY 19 2025, 2021.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorney No. _____
PTR No. _____, _____, _____
IBP No. _____, _____, _____

Doc. No. 333
Page No. 18
Book No. B
Series of WB


ATTY. VERONICA GOCO CHAN
Notary Public
Notarial Commission No. NP-23-273
Until December 31, 2025
Roll of Attorney's No. 80113
IBP No. 488363/12-27-24- Oriental Mindoro
PTR No. 4333114A/01-02-25-Victoria
MCLE Compliance No. VIII-0007740 / 14 APR. 2025

REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG MANILA
KAWANIHAN NG PANGASINAN

REVENUE DISTRICT NO. 063

REVENUE DISTRICT NO. 063

REVENUE DISTRICT NO. 063

REVENUE DISTRICT NO. 063

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BIR Form No. 2303
Revised July 1997

RC0001395992

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CERTIFICATE OF REGISTRATION

TIN: 1-94-223-285-000	NAME: ALBUERA DANTE ABEL	REGISTRATION DATE: 05/23/2011
REGISTERED ADDRESS: OB LACION CORTA OR MINDORO 5205		
REGISTERED TRADE NAME: D.A. ALBUERA ENTERPRISE		
INCOME TAX REGISTRATION FEE: 222.22		
TRADE NAME: D.A. ALBUERA ENTERPRISE		
PERCENTAGE TAX QUARTERLY: 5.239		
INDUSTRY: OTHER RETAIL SALE IN SPECIALIZED STORES		
SERVICE ACTIVITIES RELATED TO: 7.290 OTHER COMPUTER RELATED		
REVENUE DISTRICT NO. 063		
TAX TYPE: IT-RPT Single Proprietor		
Payment of Annual Registration Fee of P500.00 on or before January 15, 2012		
Ending Inventory on or before January 30, 2012		
Percentage Tax Quarterly on or before April 15, 2012		
Final ITR on or before Jan 23, 2012		
Update Registration Information for any changes in status, location and tax types, (1905 Form)		
Register Book of Accounts		
IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY		
REVENUE DISTRICT OFFICE TO PAYER SERVICE SECTION		

UPDATED ON MAR 12 2021

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

ATTEST: EMELITA RABO
CHIEF CLIENT SUPPORT SECTION

REVENUE DISTRICT OFFICER

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only
BCS/Item:

BIR Form No. 2551Q January 2013 (ENCS) Page 1		Quarterly Percentage Tax Return <small>Enter all required information in CAPITAL LETTERS using BLANK ink. Marked/incorrect entries with an ink tip will require MUST be filed with this BIR Form and one held by the Taxpayer.</small>				
1 For the Calendar Fiscal		3 Quarter		4 Amended Return?		5 Number of Sheets Attached
2 Year Ended (MM/YYYY) 12 - 2021		1st 2nd 3rd 4th		Yes No		0
Part I - Background Information						
6 Taxpayer Identification Number (TIN)		104 - 223 - 265 - 000				7 RDO Code 063
8 Taxpayer's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual) ALBUERA, DANTE ABEL						
9 Registered Address (Indicate complete address. If branch, indicate the branch address. If registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905) OLD PUBLIC MARKET POBLACION I OR MINDORO						
9A ZIP Code					5205	
10 Contact Number (Landline/Cellphone No.) 09085564428				11 Email Address dantealbuera@yahoo.com		
12 Are you availing of tax relief under Special Law or International Tax Treaty? Yes No				12A If yes, specify		
13 Only for individual taxpayers whose sales/receipts are subject to Percentage Tax under Section 116 of the Tax Code, as amended: What income tax rates are you availing? (To be filed out only on the initial quarter of the taxable year) Graduated income tax rate on net taxable income 8% income tax rate on gross sales/receipts/others						
Part II - Total Tax Payable						
14 Total Tax Due (From Schedule 1 Item 7) Less: Tax Credit/Payment (attach proof)						12,335.96
15 Creditable Percentage Tax Withheld per BIR Form No. 2307						6,425.46
16 Tax Paid in Return Previously Filed, if this is an Amended Return						0.00
17 Other Tax Credit/Payment (specify)						0.00
18 Total Tax Credits/Payments (Sum of Items 15 to 17)						6,425.46
19 Tax Still Payable (Overpayment) (Item 14 Less Item 18) Add: Penalties						5,913.53
20 Surcharge						0.00
21 Interest						0.00
22 Compromise						0.00
23 Total Penalties (Sum of Items 20 to 22)						0.00
24 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Items 19 and 23)						5,913.53
If overpayment, mark one box only: To be refunded To be issued a Tax Credit Certificate						
I/We declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, is true and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If Authorized Representative, attach authorization letter)						
For Individual For Non-Individual						
Signature over Printed Name of Taxpayer/Authorized Representative/Tax Agent. Signature over Printed Name of President/Vice President/ Authorized Officer or Representative/ Tax Agent (Indicate Title/Designation and TIN)						
Tax Agent Accreditation No / Attorney's Roll No. (if applicable)		Date of Issue (MM/DD/YYYY)		Date of Expiry (MM/DD/YYYY)		
Part III - Details of Payment						
Particulars		Draws Bank/ Agency		Number		Amount
25 Cash/Bank Debit Memo						
26 Check						
27 Tax Debit Memo						
28 Others (specify below)						
Machine Validation/Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)						Stamp of receiving Office/AAS and Date of Receipt (RO's Signature/Bank Teller's Initial)

*NOTE: Please read the BIR Data Privacy Policy found in the BIR website (www.bir.gov.ph)

Attachments

Add Attachment
Remove Attachment



BIR Form No.
2551Q

January 2018 (ENCs)
Page 2

Quarterly Percentage Tax Return



TIN

194 - 223 - 285 - 000

Taxpayer's Last Name (if Individual) / Registered Name (if Non-Individual)
ALBUERA, DANTE ABEL

2551Q 01/18ENCs P2

Schedule 1 - Computation of Tax (Attach additional sheet/s, if necessary)

Alphanumeric Tax Code (ATC)	Taxable Amount	Tax Rate	Tax Due
1 PT010	411,299.72	3.00	12,338.99
2	0.00	0.00	0.00
3	0.00	0.00	0.00
4	0.00	0.00	0.00
5	0.00	0.00	0.00
6	0.00	0.00	0.00
7 Total Tax Due (Sum of Items 1 to 6) (To Part II Item 14)			12,338.99

Add Delete

Table 1 - Alphanumeric Tax Code (ATC)

ATC	Percentage Tax On	Tax Rate
PT 010	Persons exempt from VAT under Sec. 109(BB) (Sec. 116)	1%
PT 010	Persons exempt from VAT under Sec. 109(BB) (Sec. 116)	3%
PT 040	Domestic carriers and keepers of garages (Sec. 117)	3%
PT 041	International Carriers (Sec. 118)	3%
PT 060	Franchises on gas and water utilities (Sec. 119)	2%
PT 070	Franchises on radio/TV broadcasting companies whose annual gross receipts do not exceed P10 M (Sec. 119)	3%
PT 090	Overseas dispatch, message or conversation originating from the Philippines (Sec. 120)	10%
PT 140	Cockpits (Sec. 119)	18%
PT 150	Tax on amusement places, such as cabarets, night and day clubs, videoke bars, karaoke bars, karaoke television, karaoke boxes, music lounges and other similar establishments (Sec. 125)	18%
PT 160	Boxing Exhibition (Sec. 125)	10%
PT 170	Professional Basketball Games (Sec. 125)	15%
PT 180	Jai-alai and Race Tracks (Sec. 125)	30%
Tax on Banks and Non-Bank Financial Intermediaries Performing Quasi-Banking Functions (Sec. 121)		
	1) On interest, commissions and discounts from lending activities as well as income from financial leasing, on the basis of remaining maturities of instruments from which such receipts are derived	
PT 105	- Maturity period is five (5) years or less	5%
PT 101	- Maturity period is more than five (5) years	1%
PT 102	2) On dividends and equity shares and net income of subsidiaries	0%
PT 103	3) On royalties, rentals of property, real or personal, profits from exchange and all other gross income	7%
PT 104	4) On net trading gains within the taxable year on foreign currency, debt securities, derivatives and other financial instruments	7%
Tax on Other Non-Bank Financial Intermediaries not Performing Quasi-Banking Functions (Sec. 122)		
	1) On interest, commissions and discounts from lending activities as well as income from financial leasing, on the basis of remaining maturities of instruments from which such receipts are derived	
PT 113	- Maturity period is five (5) years or less	5%
PT 114	- Maturity period is more than five (5) years	1%
PT 115	2) From all other items treated as gross income under the code	5%
PT 120	Life Insurance Premiums (Sec. 123)	2%
Agents of Foreign Insurance Companies (Sec. 124)		
PT 130	1) Insurance Agents	4%
PT 132	2) Owners of property obtaining insurance directly with foreign insurance companies	5%

Attachments

Add Attachment

Remove Attachment

Prev

Page: 02 of 2

Next

Print

Payment Details

Proceed to Payment



Reference No 672500064572441
Date Filed March 04 2025 11:02 AM
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.	 1701 01/18ENCS P1
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1 For the year 12 / 20 24	2 Amended Return? Yes No	3 Short Period Return? Yes No
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PART I - Background Information on Taxpayer/Filer		
4 Taxpayer Identification Number (TIN) 194 - 223 - 285 - 000	5 RDO Code 063	

6 Taxpayer Type	Single Proprietor	Professional	Estate	Trust	Compensation Earner
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7 Alphabetic 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 - 8% IT Rate	II015 Business Profession - 8% IT Rate	II017 Income from Profession - 8% IT Rate	II016 Mixed Income - 8% IT Rate
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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)
--

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)
--

10 Date of Birth (MM/DD/YYYY)	11 Email Address
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12 Citizenship	13 Claiming Foreign Tax Credits?	14 Foreign Tax Number (if applicable)
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15 Contact Number 15 (Landline/Cellphone No.)	16 Civil Status (if applicable)
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17 If married, spouse has income?	18 Filing Status
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19 Income EXEMPT from Income Tax?	20 Income subject to SPECIAL/PREFERENTIAL RATE?
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21 Tax Rate* (choose one)	22 Income subject to SPECIAL/PREFERENTIAL RATE?
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21A Method of Deduction (choose one)	22 Income subject to SPECIAL/PREFERENTIAL RATE?
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21A Method of Deduction (choose one)	22 Income subject to SPECIAL/PREFERENTIAL RATE?
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21A Method of Deduction (choose one)	22 Income subject to SPECIAL/PREFERENTIAL RATE?
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21A Method of Deduction (choose one)	22 Income subject to SPECIAL/PREFERENTIAL RATE?
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BIR Form No. 1701 January 2018 (ENCs) Page 2	Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts	 170106/18ENCSP5
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TIN 194 - 223 - 285 - 000	Tax Filer's Last Name ALBUERA
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PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number	2 RDO Code
3 Filer's Spouse Type <div style="display: flex; justify-content: space-around;"> Single Proprietor Professional Compensation Earner </div>	
4 Alphabetic 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 <i>(If yes, fill out also consolidation of ALL Activities per Tax Regime (Part X))</i>	11 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No <i>(If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))</i>
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/3Bc)	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	1,606,873	0
9 Less: Sales Returns, Allowances and Discounts	0	0
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	1,606,873	0
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	1,111,952	0
12 Gross Income/(Loss) from Operation (Item 10 Less Item 11)	494,921	0
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	149,161	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)	149,161	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)	345,760	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)	345,760	0
24 Total Taxable Income - Compensation and Business (Sum of Items 6 and 23)	345,760	0
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)	14,364	0

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 194 - 223 - 285 - 000		Taxpayer/Filer's Last Name ALBUERA			

3.B - For 8% Flat Income Tax Rate (DO NOT enter Certavos; 49 Certavos 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)		
1 Amortizations	0	0
2 Bad Debts	0	0
3 Charitable and Other Contributions	0	0
4 Depletion	0	0
5 Depreciation	19,667	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	0	0
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0	0
15 Taxes and Licenses	54,825	0
16 Transportation and Travel	14,728	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	0	0
c Security Services	0	0
d SEE ATTACHED FS	59,941	0
18 Total Ordinary Allowable itemized Deductions (Sum of Items 1 to 17d) (To Part V, Schedule 3.A Item 13)	149,161	0

Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)			
6.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
6.B - Spouse	Description	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		B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E) = A - (B+C+D)]
Year Incurred	A. Amount				
4	0	0	0	0	0
5	0	0	0	0	0
6	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 194 - 223 - 285 - 000		Taxpayer/Filer's Last Name ALBUERA

(Continuation of Schedule 6)

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

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)]
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)	14,364	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)	14,364	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	897	0
3 Creditable Tax Withheld for the First Three (3) Quarters	3,144	0
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4 th Quarter	2,199	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
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10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)	6,240	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	345,760	0
Add: Non-Deductible Expenses/Taxable Other Income		

2		
3		
4		

5 Total (Sum of Items 1 to 4)	345,760	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 8 to 9)	0	0
---------------------------------------	---	---

11 Net Taxable Income/(Loss) (Item 5 Less Item 10)	345,760	0
---	---------	---

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

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



Bringing in Revenues
for Nation-building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 9A - CaBaMiRo

QF-TCC-01-01-2024.01

ANNEX "M"

TCBP NO. RR9A-063-04-15-R0797-2025-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

ALBUERA, DANTE ABEL
(D.A. ALBUERA ENTERPRISES)

Name of Taxpayer

OLD PUBLIC MARKET, POBLACION I, VICTORIA, ORIENTAL MINDORO
Address

194-223-285-00000

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 15th day of April, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL APRIL 15, 2026 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 14, 2025 UNDER EFPS PAYMENT TRANSACTION NO. 258280105. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



Rosalinda D. Cabidog
ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 04/14/2025
PAYMENT CONFIRMATION:
258280884
AMOUNT: P30.00

WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website <https://www.bir.gov.ph/Tax-Clearance-List-Issued-TCC>. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.



This certifies that

D.A. ALBUERA ENTERPRISES
(REGIONAL)

REGION IV-B (MIMAROPA)

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

This certificate issued to

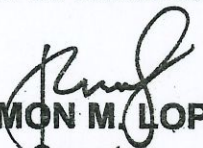
DANTE ABEL ALBUERA

is valid from 14 April 2021 to 14 April 2026 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 20 March 2021 in the Philippines.


RAMON M. LOPEZ
Secretary

Business Name No. 2779154

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



QXUV156812249917

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY, DELIVERY AND LABOR FOR PRINTING OF ID CARDS WITH LANYARD FOR MINUSU
Alctae, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST
									OTHER COST FACTORS						
									%	INFLATION,					
										VALUE	%				
												INFLATION,	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)			
1	ID Card Printing with ID Lace	662	pcs	90.00	59,580.00										
	3 inches (w) x 4 inches; Material: polyvinyl chloride (PVC); inclusions: w/ MinSU I.D. Lace; (see attached layout)				-										
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				-										
	GRAND TOTAL				59,580.00										

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



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



JOB ORDER REQUEST

Job Order No.: JOR25- 0148
Date: 04/10/2025

Item No.	WORK REQUESTED/ DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)	
1	3 inches (w) 4 inches material: polyvinyl chloride(PVC) inclusion: w/ MinSU I.D Lace (see attached layout)	662	90.00	59,580.00	
			MDS -14- 7 101-200-03-186	<i>[Signature]</i>	
			TOTAL	59,580.00	
Purpose:	Labor for Printing of Identification Cards with Lace for ARTA				

Requested by:

[Signature]
MELGAR G. FADRIQUELAN
Supervising Administrative Officer

Recommending Approval:

[Signature]
JOELENE C. LEYNES
VPAF

Approved:

[Signature]
ENYA MARIE D. APOSTOL, Ph.D.
University President

636



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



March 19, 2025

DR. ENYA MARIE D. APOSTOL
SUC President III
This University

MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro, 5205 Philippines

RECEIVED
REGISTRATION OFFICE

BY: *[Signature]*
DATE: 3/19/25
TIME: 12:46
CONTROL #: 645

Dear President Apostol,

Greetings!

Pursuant to and in compliance with CSC Memorandum Circular No.16,s, 2024,otherwise known as the Revised Dress Code for Government Officials and Employees, under V-A.1-POLICIES, it says that " The Anti-Red Tape Act (ARTA) Identification Card (ID) forms part of the agency-prescribed office uniform, thus officials and employees shall wear their ID's during office hours or official duty.

In coordination with our Information Officer III and Attorney IV, the undersigned requests for a layout of an Identification Card (as attached). We also ask for funding of the proposed ID's which will be sponsored by the Quality Assurance Office as part of accreditation purposes. An amount of Sixty Thousand Pesos (Php 60,000.00) is needed to finance the printing of ARTA ID's with lanyard for more than 600 faculty and staff of the university.

For the information of the Honorable SUC President III, it was also discussed during the meeting of the ARTA Committee and Frontline Services Providers in an emergency meeting held on January 15,2025.

With this, may we therefore request your kind approval as to the proposed layout and printing of Identification cards to be distributed in the three (3) campuses of our University.

Thank you very much and we are looking forward for your kind approval of this requests.

Very truly yours,

[Signature]
MELGAR G. FADRIQUELAN
Supervising Administrative Officer-Administration

MDS-14-7

101-200-03-19

502770200

[Signature]

Noted by

[Signature]
DR. GENELITA B. HERNANDEZ
Board Secretary / Vice Chairperson-ARTA

Recommending approval

[Signature]
JOELENE C. LEYNES
CAO- Finance/Vice President for Administration and Finance

OFFICE OF THE PRESIDENT

RECEIVED

DATE: MAR 24 2025
TIME: 4:43 PM
BY: Maria Leiden V. Gaudin

Approved by

[Signature]
ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

[Blue checkmark]



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
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OFFICE OF THE PRESIDENT



MINDORO STATE UNIVERSITY
Victoria | Calapan | Bongabong



PRES. ENJ

Happy to serve you!

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



Size: 3x4

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





Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



RECORDS OFFICE



MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



MELGAR

Happy to serve you!

MELGAR G. FADRIQUELAN
Supervising Administrative Officer



Size : 3x4

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MINUTES OF MEETING

Date: January 15, 2025

2nd Floor, Admin. Building, Board Room, MinSU Main

Time: 9:00 AM

Attendees: (Please see attached)

Agenda:

1. The objective of the meeting was to discuss the details of all transactions, streamline business processes, and reduce bureaucratic red tape and promote ease of doing business.
2. Suggestions for the ARTA compliance


Discussion:

1. Supervising Administrative Officer discuss the findings and observations of Bongabong Campus during his inspection, highlighting areas of compliance and non-compliance with ARTA regulations. He identified common issues that he observed for the monitoring of ARTA compliance. (Please see attached).
2. Following observation were discussed for the ARTA compliance:
 - An updated Citizens Charter posted online were synchronized for the three (3) campuses
 - Updated Citizens Charter should be distributed by offices
 - Forms to be filled out by external client indicating the time release of the requested documents.
 - Logbook were fully accomplished by the client.
 - ID should wear properly by all employees especially those front line offices.
 - Standardized ID (Purchase Request from QA office)
 - Assigned staff for the NO NOON BREAK POLICY (deadline until 4pm today)
 - Queuing of number per transaction should monitor for smooth transactions.
 - Uniformity of box for Customer Satisfaction Measurement (CSM) for the three campuses.
 - Customer Satisfaction Measurement (CSM) should be forwarded to HR Office every first Friday of the Month.
 - Feedback from Two (2) weeks upon receipt of CSM
 - Public Assistance Complaint Desk (PACD)
 - Quality Assurance Officer will have a random visit per offices.
3. Each member shared their suggestions and actively engaging in the exchange of ideas and sharing best practices from their respective offices.



The meeting adjourned at exactly 10:23 in the morning.

Prepared by:


APRILYN M. MISTIOLA
Administrative Officer IV (HRMO II)

Noted by:


MELGAR G. FADRIQUELAN
Supervising Administrative Officer



OFFICE MEMORANDUM

No. 01, s. 2025

TO : ALL CONCERNED

FROM : DR. ENYA MARIE D. APOSTOL
SUC President III

SUBJECT : EMERGENCY MEETING OF THE MinSU ANTI-RED TAPE COMMITTEE (CART) AND FRONTLINE SERVICE PROVIDERS

DATE : 14 JANUARY 2025

In view of the upcoming RCS 2.0 Survey Visit of third-party personnel commissioned by the Anti-Red Tape Authority (ARTA), the following are hereby enjoined to attend the Emergency Meeting of the MinSU Anti-Red Tape Committee (CART) and Frontline Service Providers on 15 January 2025, 9:00am at the University Board Room, MinSU Main Campus.

No.	Name	Position/Designation
1.	Genelita E. Hernandez, <i>Ed.D.</i>	Board Secretary V
2.	Filomena P. Reyes	Chief Administrative Officer
3.	Portia Angelica B. Abog	Director for Quality Assurance
4.	Dorina T. Empleo	Director for Finance Services
5.	Melgar G. Fadriquelan	Supervising Administrative Officer – Administrative Department
6.	Zea Fiel V. Sigue	HRMO III
7.	Maricar V. Jose	Board Secretary I
8.	Heidelita G. Bumohya	Guidance Counselor III
9.	Maria Cristina D. Siscar	Accountant III
10.	Jonbert M. Caoli	Director for Student Affairs and Services
11.	Jessie Ray B. Mangundayao	University Admissions Officer
12.	Esperanza A. Maminta	Registrar III
13.	Neden Grace D. Hora-Zamora	Dentist II
14.	Natividad R. Templanza	University Librarian

For the information, guidance, and compliance of all concerned.

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

For and on behalf:

JOYLENE C. LEYNES
Vice President for Administration and Finance
OIC-Office of the University President



**EMERGENCY MEETING OF THE MinSU ANTI-RED TAPE COMMITTEE (CART) AND
FRONTLINE SERVICES PROVIDERS**
University Board Room-January 15, 2025



✓



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



June 23, 2025

MR. EDGARDO S. AGONCILLO
Director for Production and Business Operation
This University

Thru: **MR. FIDEL C. ROMASANTA**
Coordinator-PBO
Calapan City Campus
This University

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines	
RECEIVED	
RECORDS OFFICE	
BY:	<i>[Signature]</i>
DATE:	6/23/25
TIME:	9:26
CONTROL #	1580

Dear Director Agoncillo,

Greetings!

This is to inform your good office that we are on the process for the Supply and Delivery and Labor for Printing of ID Cards with lanyard for MinSU personnel. Said ID Cards with lanyard will form part of our dress code as required by the ARTA or (Anti-Red Tape Authority). The undersigned is being requested to attach the proposed design with specifications (font, color, size...etc.) of the lanyard with an approved budget for the contract amounting Fifty-Nine Thousand Five Hundred Eighty Pesos (P 59,580.00) In this regard, may I request for a copy of design/layout of the sample ID lace as attached.

Thank you very much and I am hoping for your prompt action and consideration of this request the soonest possible time.

Very truly yours,

[Signature]
MELGAR G. FADRIQUELAN
Supervising Administrative Officer

[Handwritten mark]



realme C61
2025.05.21 13:44



C61
13:44

[Handwritten signature]

**Mindoro State University**

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28**Mindoro State University**
RECEIVED
RECORDS OFFICE

July 4, 2025

MR. MELGAR G. FADRIQUELAN
Supervising Administrative Officer
This UniversityBY: _____
DATE: 7/4/25
TIME: 7:46
CONTROL #: 1580

Subject: Response to Request for Design/Layout of ID Lanyard

Dear Sir,

Greetings!

This is in response to your request regarding the design/layout of the ID lanyard to be used by MinSU personnel, in compliance with the ARTA requirements.

Please be informed that the Production and Business Operations – MinSU Calapan City Campus (PBO-MCC) does not have a soft copy of the ID lanyard design/layout on file. The ID lanyard currently in use was designed by our identified supplier and submitted to the University President for approval. After several refinements based on the comments received, the final design was approved, and the procurement proceeded on a consignment basis between the supplier and the PBO.

In view of your request, the undersigned has already reached out to the same supplier to provide the detailed design and specifications of the approved ID lanyard. The supplier responded that their designer is currently on leave and may be able to provide the requested layout/design by Monday, July 7, 2025.

Once we receive the soft copy of the layout, we will immediately forward it to your office for your reference and for inclusion in your procurement documents.

We appreciate your understanding and patience on this matter.

Respectfully yours,


FIDEL C. ROMASANTA
Coordinator, PBO-MCC

Page 1 of 1



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



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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June 23, 2025

MR. EDGARDO S. AGONCILLO

Director for Production and Business Operation
This University

Thru: **MR. FIDEL C. ROMASANTA**

Coordinator-PBO
Calapan City Campus
This University

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines	
RECEIVED	
REGISTRATION OFFICE	
BY: _____	_____
DATE: _____	6/23/25
TIME: _____	9:26
CONTROL # _____	1580

Dear Director Agoncillo,

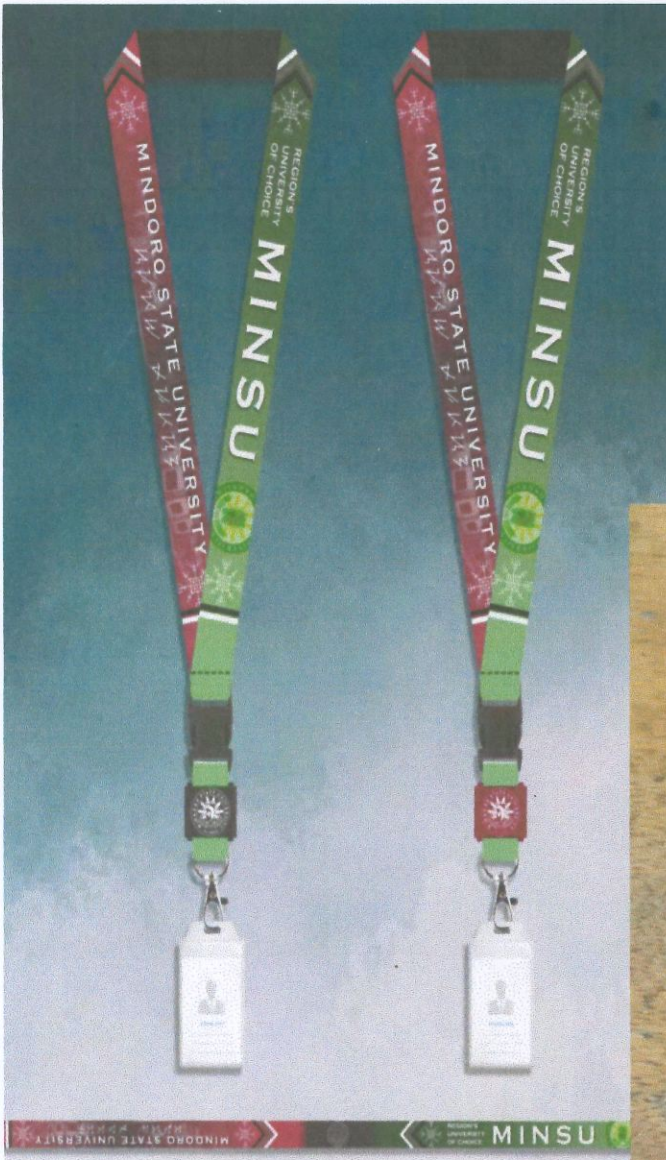
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Thank you very much and I am hoping for your prompt action and consideration of this request the soonest possible time.

Very truly yours,


MELGAR G. FADRIQUELAN
Supervising Administrative Officer



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realme C61
2025.05.21 13:44



realme C61
2025.05.21 13:44

✓



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RECORDS OFFICE



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Main Campus
Alcate, Victoria, Oriental Mindoro



MELGAR

Happy to serve you!

MELGAR G. FADRIQUELAN
Supervising Administrative Officer



***This is an AI generated image for reference.

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PRES. ENJ

Happy to serve you!

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



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