



NARRATIVE REPORT

MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION July 21-23, 2025¹ | Marco Vincent Dive Resort, San Isidro, Puerto Galera, Oriental Mindoro

I. INTRODUCTION AND OBJECTIVES

MinsU, in pursuit of institutional excellence and foresight, conducted a three-day capacity building activity titled, "MinsU Beyond Today: Capacity Building on Framing the Futures and Value Creation." This capacity building training generally aims to enable the participants and the University to proactively anticipate, understand, and prepare for potential scenarios, ultimately aiming to make informed decisions and shape a more desirable future for the University. Specifically, the training-workshop aims to:

- a. Strategically frame the futures of MinsU with emphasis on aspects of administration, academic, and research & extension; and
- b. Empower all concerned officers of all gender with the necessary knowledge and skills to properly integrate Futures Thinking into its structure, policies, and direction.

II. PROGRAM HIGHLIGHTS

Day 1 – July 21, 2025: Understanding the Futures

- The event opened with welcome remarks from Dr. Enya Marie D. Apostol, SUC President III, and an overview by Atty. Sherlyn A. Layesa, Legal Officer.
- Mr. Emmanuel De Guia, Director for Strategic Networks, Philippine Futures Thinking Society, introduced "Framing the Futures."
- Dr. Ramces Dili, Assistant Professor at PUP, discussed "What Futures Thinking is Not" and led a Trends Mapping Workshop.

Day 2 – July 22, 2025: Compassionate Paradigm and Causal Layered Analysis (CLA)

- Ms. Jalaine Joyce Malabanan introduced the Compassionate-Anticipatory Paradigm.
- Dr. Ruperto S. Sangalang, Senior Fellow and Former CHED Commissioner, delivered an intensive session on Scenario Building and CLA.

Day 3 – July 23, 2025: Value Creation and Strategic Narrative

- Dr. Sangalang returned for a session on Value Creation Strategies.
- The final session, "Strategic Narrative Development" was facilitated by Mr. De Guia, helping participants synthesize their learnings into implementable narratives aligned with MinsU's institutional goals.
- A closing program and awarding of plaques capped the event, led by Mr. Leonel C. Mendoza, OIC-Vice President for Research, Development and Extension.

Throughout the capacity building, participants were grouped into five (5): Group 1 – Admin A; Group 2 – Admin B; Group 3 – Academics A; Group 4 Academics B; and Group 5 – Research, Development, and Extension. They have actively participated in the discussion and workshops.

¹ Note that on July 20, 2025 and July 25, 2025, accommodation and foods were provided for fifteen (15) pax only or the Committee Members of MinsU Beyond Today who were tasked to prepare the venue and other related matters prior to the arrival of the participants and after the capacity building.



Likewise, the Resource Experts worked like a team, served as facilitators of the activities, and are always available to guide the participants even if the concern or query is not part of the assigned topic.

III. EVALUATION AND FEEDBACK

Participants were required to: (a) Accomplish pre- and post-tests; (b) Submit daily evaluation forms; and (c) Sign daily attendance.

IV. CHALLENGES AND CONTINGENCY MEASURES

Due to inclement weather caused by Tropical Depression "Dante" and Tropical Storm "Emong," roads became impassable on the last day. As a result, an emergency procurement for extended accommodation and meals was approved to ensure participants' safety and compliance with government advisories. The same venue, Marco Vincent Dive Resort, was utilized to avoid unnecessary travel and disruption.

V. CONCLUSION AND RECOMMENDATIONS

The three-day capacity-building activity successfully introduced and hopefully embedded the principles of Futures Thinking and Strategic Foresight among concerned officers of this University. The integration of scenario planning, trend analysis, and strategic narrative development has laid the groundwork for data-informed and future-resilient decisions. Accordingly, the following are recommended:

1. Establish a Futures Thinking Unit or Committee within the University;
2. Incorporate strategic foresight in annual planning, institutional development processes, and researches;
3. Extend similar training to second-level leaders even entry-level employees and personnel.

Attached are photographs taken during the capacity building.

DOCUMENTATION

**MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO**

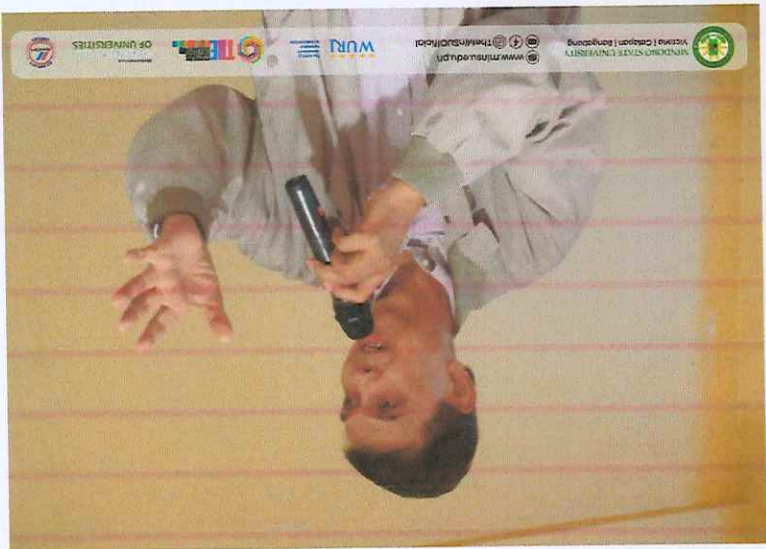
(Venue)

**MINDORO STATE UNIVERSITY BEYOND TODAY:
CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION**

(Subject)

DAY 1: JULY 21, 2025 (MONDAY)

(Date)



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



DOCUMENTATION

MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO

(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:
CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

(Subject)

DAY 2: JULY 22, 2025 (TUESDAY)

(Date)



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



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MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO
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CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION
(Subject)
DAY 3: JULY 23, 2025 (WEDNESDAY)
(Date)

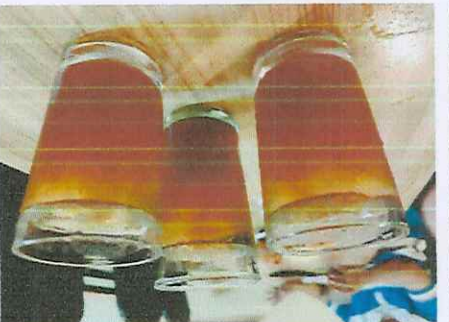


• Main Campus, Alcate, Victoria
• Bongabong Campus, Labasan, Bongabong
• Calapan City Campus, Masipit, Calapan City



PICTURE OF FOODS

MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO
(Venue)
MINDORO STATE UNIVERSITY BEYOND TODAY:
CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION
(Subject)
DAY 0: JULY 20, 2025 (SUNDAY)
(Date)

LUNCH (15 pax)		
		
PM SNACKS (15 pax)		
		
DINNER (15 pax)		
		

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MARCO VINCENT DIVE RESORT, WHITE BEACH,
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(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:

CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

(Subject)

DAY 1: JULY 21, 2025 (SUNDAY)

(Date)

BREAKFAST (15 pax)



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(Date)

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(Venue)

AM SNACKS (100 pax)



LUNCH (100 pax)



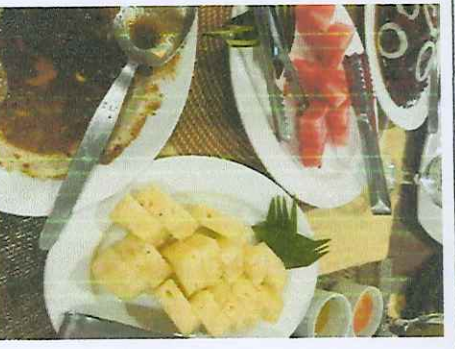
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PM SNACKS (100 pax)



DINNER (100 pax)



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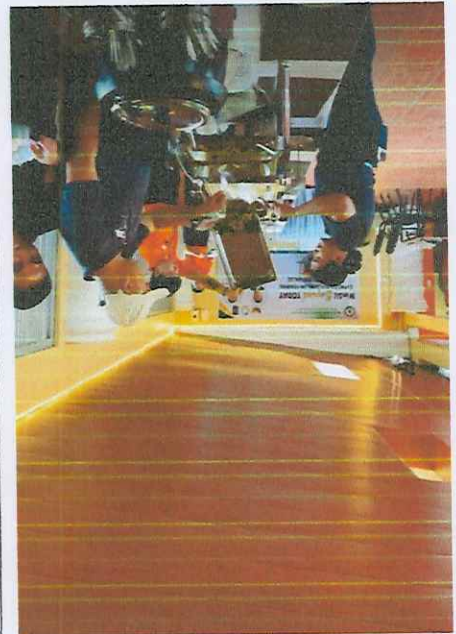


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LUNCH (100 pax)

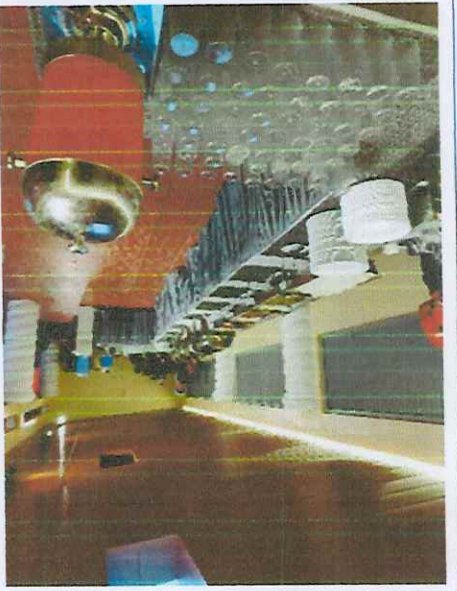


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PM SNACKS (100 pax)



DINNER (100 pax)



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(Venue)

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CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

(Subject)

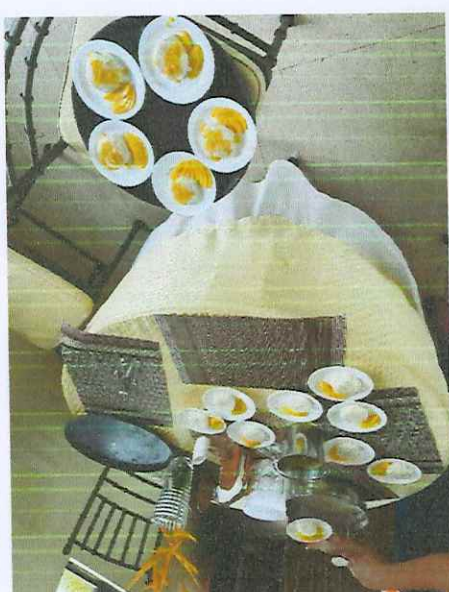
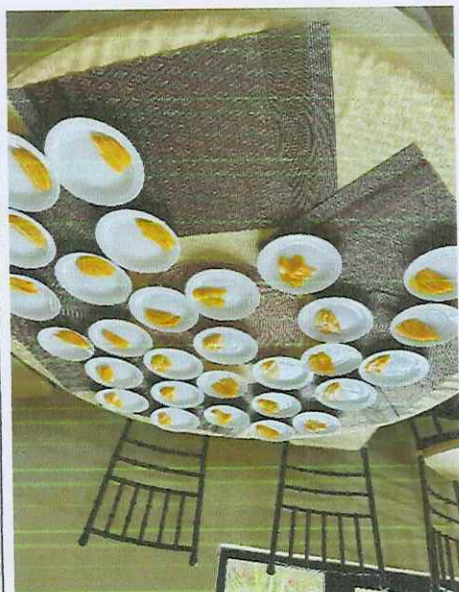
DAY 3: JULY 23, 2025 (WEDNESDAY)

(Date)

BREAKFAST (100 pax)

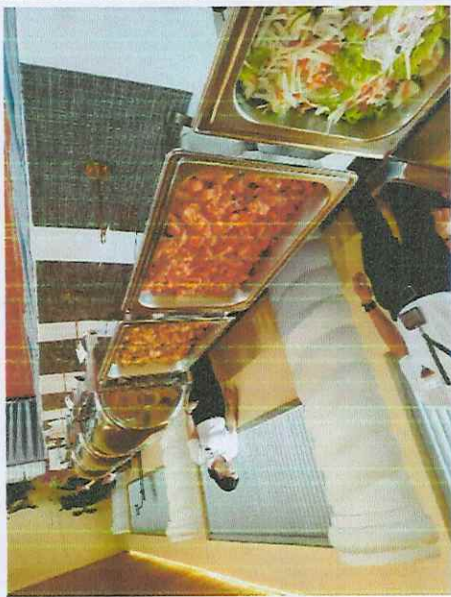


AM SNACKS (81 pax)



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LUNCH (100 pax)



PM SNACKS (100 pax)



DINNER (100 pax)



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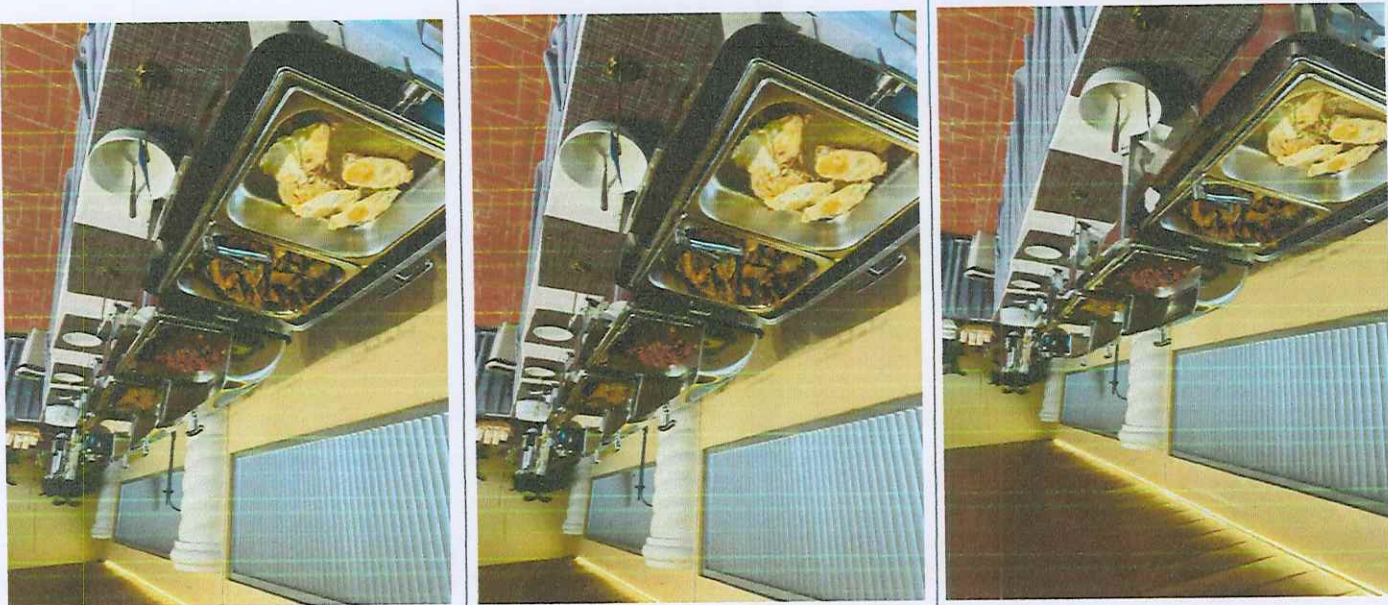
MARCO VINCENT DIVE RESORT, WHITE BEACH,
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(Venue)

DAY 4: JULY 24, 2025 (THURSDAY)

(Date)

BREAKFAST (15 pax)



AM SNACKS (15 pax)



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PACKED LUNCH (15 pax)



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BAGONG PILIPINAS



CERTIFICATION

This is to certify that MYDIVE TRAVEL & TOURS INC., a corporation duly organized and existing under the laws of the Republic of the Philippines, and represented by its Resident Manager, MR. JONATHAN G. SOLASCO, with office address at Barangay San Isidro, Puerto Galera, Oriental Mindoro, has rendered and provided the services specifically described as "Lease of Venue with Meals and Accommodation" from July 20 – 24, 2025, for the project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation," in accordance with Service Agreement No. 2025-26, with a total contract amount of Eight Hundred Nine Thousand Pesos (PHP809,000.00).

Issued this 25th day of July 2025, for whatever legal purpose this may serve.

ATTY. SHERLYN A. LAYESA
End-User

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



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BAGONG PILIPINAS

ATTENDANCE SHEET

**MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO**

(Venue)

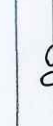
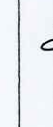
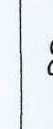
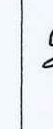
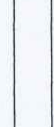
MINDORO STATE UNIVERSITY BEYOND TODAY:

CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

(Subject

DAY 0: JULY 20, 2025 (SATURDAY)
(Date)

(Date)

NO.	FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)	DESIGNATION	CAMPUS	(SIGNATURE UPON RECEIPT)			
				AM SNACKS	LUNCH	PM SNACKS	DINNER
1.	Carol Audrey K. Advincula	Legal Assistant II	Main				
2.	Sherin A. Jayala	Attorney IV	Main				
3.	May C. Baron	Supply Office II	Main				
4.	Jerrell D. Vela Cruz	Information Officer III	Main				
5.	Mañcar V. Jose	Board Secretary II	Main				
6.	Eric John D. Fortin	Director of MIS	Main				
7.	Jerrell S. Reyes	CPMS	Main				
8.	Mary Antonette H. Dadao	Instructor I	(Main) MCC				
9.	Emma Vicki R. Limarang	Dean, CRM	Main				
10.	Mel Atienza	Driver	Main				
11.	Noel Roxas	Driver	Main				
12.	EMMA MAE D. Apostol	IVC President II					

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(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:

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(Subject)

DAY 1: JULY 21, 2025 (MONDAY)

(Date)

NO.	FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)	DESIGNATION	CAMPUS	SIGNATURE FOR ATTENDANCE BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER
					(SIGNATURE UPON RECEIPT)			
1	MARY JANE R. ALMAREZ	ROV	BONGABONG					
2	Rhea B. De Guzman	Cardinala Oro	Bongabong					
3	MILENE C. BRITO SA	Coord. KUTTO	Bongabong					
4	Megan C. Cruz	Coord. Umas	Bongabong					
5	Rhoda May S. Salazar	Assistant II	Main Campus					
6	DESTA A. OCA OCA	PO II	Main					
7	Carmel Audrey E. Adinola	LA II	Main					
8	Mary C. Bang	SD II	Main					
9	MARCUS V. JOSO	BS I	Main					
10	JHEREN A. LITERA	KIT IV	Main					
11	Jordan Carl.	PLAS	Main					
12	JERRA J. PENA	CPMS	Main					
13	Jessica M. Magsaysay	CPMS	Main					
14	Jewel A. Magsaysay	CPMS	Main					
15	Alice Lanes	Dean CS	Calapan					
16	Terrence Ritzchelle	Dean CS	Calapan					
17	Margaret Ritzchelle	Dean CS	Calapan					

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					(SIGNATURE UPON RECEIPT)			
17.	ENRIQUEZ, AMARILY JR	PRC FPD RRGTS	MBC					
18.	KATHY MAGALANG JARED MENDOZA	WE-MNCJ I-I	MNC					
19.	PEREZ, MARCO BEN	CRIC Head	MBC					
20.	JOSEPH FELIX	I-I	MBC					
21.	Catherine Corpuz	PRC Head	MBC					
22.	YUANAN R. MONTES	PRC Head	MBC					
23.	ALDO V. MENDOZA	PRC Head	MBC					
24.	JOSEPH FELIX	PRC Head	MBC					
25.	JOSEPH FELIX	PRC Head	MBC					
26.	JOSEPH FELIX	PRC Head	MBC					
27.	JOSEPH FELIX	PRC Head	MBC					
28.	JOSEPH FELIX	PRC Head	MBC					
29.	JOSEPH FELIX	PRC Head	MBC					
30.	JOSEPH FELIX	PRC Head	MBC					
31.	JOSEPH FELIX	PRC Head	MBC					
32.	JOSEPH FELIX	PRC Head	MBC					

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33.	Medinada R. Temple	Unit Librarian	MMC					
34.	Melvin C. Ayala	Inspector II	MMC					
35.	Juan M. Jimenez	Boat	MMC					
36.	Macatangay Mark Lasto	PO II	MMC					
37.	Macatangay Mark Lasto	PO II	MMC					
38.	Macatangay Mark Lasto	PO II	MMC					
39.	Mary Blust G. Rodan	AA II	MMC					
40.	Pinky B. Caring	ABEL PC	MMC					
41.	Piloberto A. Esguerra	CAO	MMC					
42.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					
43.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					
44.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					
45.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					
46.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					
47.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					
48.	Rea Fiel V. Sigra	AO V (Hemod)	MMC					

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ATTENDANCE SHEET

MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO
(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:
CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION
(Subject)

DAY 1: JULY 21, 2025 (MONDAY)
(Date)

NO.	FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)	DESIGNATION	CAMPUS	SIGNATURE FOR ATTENDANCE BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER
					(SIGNATURE UPON RECEIPT)			
49	JOELINE C. LERNES	WKT	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
50	MARY ANN M. ALEXANDER	DRME	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
51	Cecilio Paul Kabana	VPRD	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
52	Milma K. Infante	DEM, CR	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
53	Ma. Shiela P. Macalanan	PO II	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
54	Patricia Abayuda B. Pano	DA	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
55	Domenick hortella	PO I	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
56	Florencia V. Ines	Asst. Prof II	MHC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
57	Manuel, Michael	Media and Art	MHC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
58	Lyla Joy P. Anthony	Peer Program Leader	MML	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
59	MARY ANNE C. SANTANA	TRC MANAGER	MCC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
60	LEZEL M. ROMANTITO	Asst. Asst. I	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
61	ANICORA. ALITEY	Instructor I	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
62	JENNIE T. FERNAN	AND RC BSIT MHC	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
63	SHAMON M. GARCIA	Asst. Prof. II	MWC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
64	CUSTODIO, ERIC F.	PC, BSIT	MCC	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]

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PUERTO GALERA, ORIENTAL MINDORO
(Venue)

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(Subject)

DAY 1: JULY 21, 2025 (MONDAY)

(Date)

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					(SIGNATURE UPON RECEIPT)			
65	RANIE F. MACSINO	PC, STUTED	MCC					
66	Onyiahue Guro	VC, EMBUS COMR	MCC					
67	Carlo Mung A.	USG Admin CA PO II	MCC					
68	John Emmanuel Marban	CU Pwr	MCC					
69	Jed MIA I. ARATAY	CU Pwr	MCC					
70	ROSD CHRISTIAN MANUEL	CEBS Jr. for I	MCC					
71	CHRISTIAN D. FROVIE	CEBS	MCC					
72	Ravina R. Abog	EL Pincodon	MCC					
73	Mangunli Mang Tnd	CAF OAFP	MCC					
74	DR. FRANKLIN M. ARMIN	CEP	MCC					
75	Amabelle D. Mordura	ADP	MCC					
76	edgards Aguilera	OIC-PRHO	MCC					
77	Jed M. JASA JR	CU Pwr	MCC					
78	EMMANUEL R. LUBANG	CEBU, CSM	MCC					
79	MARY ANTONETTE H. RUI	CU Pwr	MCC					
80	SALCEDO B. TANIGUA	PEAR	MCC					

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81.	Daniel C. P. 2021	Teacher III	MCC					
82.	ENTA MARIE D. ABOYOL	Director, MIS	MWC					
83.	ERIC JOHN ROMO	DRIVER	MWC					
84.	MEL ANENZA							
85.								
86.								
87.								
88.								
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93.								
94.								
95.								
96.								

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BAGONG PILIPINAS

ATTENDANCE SHEET

**MARCO VINCENT DIVE RESORT, WHITE BEACH,
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(Venue)

**MINDORO STATE UNIVERSITY BEYOND TODAY:
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(Subject)

DAY 1: JULY 21, 2025 (MONDAY)
(Date)

[illegible]

Data Privacy Notice and Consent

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(Subject)

DAY 1: JULY 21, 2025 (MONDAY)
(Date)

RESOURCE EXPERTS	
FULL NAME	SIGNATURE
1. DR. RUPERTO S. SANGALANG	
2. RAMCES M. DILI, PH.D.	
3. MR. EMMANUEL DE GUIA	Present Online via Zoom
4. MS. JALAINÉ JOYCE V. MALABANAN	Present Online via Zoom

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(Subject)

DAY 2: JULY 22, 2025 (TUESDAY)

(Date)

NO.	FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)	DESIGNATION	CAMPUS	SIGNATURE FOR ATTENDANCE	BREAKFAST	AM SNACKS	(SIGNATURE UPON RECEIPT)			
							LUNCH	PM SNACKS	DINNER	
1	PLORINO P. LESTER	CEO / DAS	Marina							
2	DORINA T. EMPERIO	DFS	Marina							
3	DELA B. DA LOYAN	Executive Gen	Bongabong							
4	MARY JANE R. AGUIAR	ADY	Bongabong							
5	ANNABELLE D. MAFU	ADY	Bongabong							
6	APOLY B. WISARD	ADY	Bongabong							
7	APOLY B. WISARD	ADY	Bongabong							
8	ERNESTO MACALAY	ADY	Bongabong							
9	ERNESTO MACALAY	ADY	Bongabong							
10	ERNESTO MACALAY	ADY	Bongabong							
11	ERNESTO MACALAY	ADY	Bongabong							
12	ERNESTO MACALAY	ADY	Bongabong							
13	ERNESTO MACALAY	ADY	Bongabong							
14	ERNESTO MACALAY	ADY	Bongabong							
15	ERNESTO MACALAY	ADY	Bongabong							
16	ERNESTO MACALAY	ADY	Bongabong							
17	ERNESTO MACALAY	ADY	Bongabong							
18	ERNESTO MACALAY	ADY	Bongabong							

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							LUNCH	PM SNACKS	DINNER	
18	FRANCISCO ARTEZA	DRIVER	NMC	ARTEZA	ARTEZA	ARTEZA	ARTEZA	ARTEZA	ARTEZA	ARTEZA
19	MEL ARTEZA	DRIVER	NMC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
20	TERESA M. DE STELLA	Driver	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
21	Eugenio M. M. M. M.	Unit. Beguena	MNC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
22	Maria del Templo M. M. M.	Unit. Beguena	MNC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
23	Renalyn Gelina	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
24	Angela C. Berman	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
25	JOHN M. M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
26	LEONARDO M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
27	JOHN M. M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
28	JOHN M. M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
29	KATHY MAGALANG	NBC	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
30	JOHN M. M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
31	MEL M. M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
32	JOHN M. M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
33	MARC LESTER M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi
34	MARC LESTER M. M.	DRIVER	NBC	fyi	fyi	fyi	fyi	fyi	fyi	fyi

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							LUNCH	PM SNACKS	DINNER	
35	Charmaine S. Lums	Asst Prof I	MC							
36	EPIE AQUINO	Assoc Prof II	MCC							
37	Marjorie A. Hernandez	ANAS I	MCC							
38	Mangual, May-Ar	Ins. I	MCC							
39	SACERTO, RAYMOND	DEAN	MCC							
40	KALIN, F. MARCOS	PC	MCC							
41	ETIMO, ALAN	PC	MCC							
42	Vanessa L. HERRERA	PC	basic							
43	ALLAN, J. HERRERA	PC	MCC							
44	CRISTINE M. ALONSO	Asst Prof I	MCC							
45	PIATY, B. ARELLANO	PC, ASST	main							
46	KARL, JR	PC, Bd Tutor	fur							
47	Mary Blesit G. Koldan	IA II	MML							
48	ARDA L. LARSEN	PC, ASST	MCC							
49	Lyla Joy D. Arduana	Instructor III	MML							
50	Edelmaro V. Nos	Asst Prof II	MCC							
51	Loferer Anthony De Guzman	IA III	MCC							

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							LUNCH	PM SNACKS	DINNER
S2	MARCO ALBERTO R. MARIANO	Media and Craft PO II	MCC MMC						
S3	MARCO PATRICK L. CALYAN	PO I	MMC						
S4	MARCO PATRICK L. CALYAN	Self-Pray N PO II	MMC MMC						
S5	MARCO PATRICK L. CALYAN	Self-Pray N PO II	MMC MMC						
S6	John Emmanuel Mediano								
S7	MARY ANNE C. ANTONIO	FIG MANAGER	MCC						
S8	MARCO PATRICK L. CALYAN	PO I	MMC						
S9	MARCO PATRICK L. CALYAN	PO I	MMC						
S10	MARCO PATRICK L. CALYAN	PO I	MMC						
S11	MARCO PATRICK L. CALYAN	PO I	MMC						
S12	MARCO PATRICK L. CALYAN	PO I	MMC						
S13	MARCO PATRICK L. CALYAN	PO I	MMC						
S14	MARCO PATRICK L. CALYAN	PO I	MMC						
S15	MARCO PATRICK L. CALYAN	PO I	MMC						
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S80	MARCO PATRICK L. CALYAN	PO I	MMC						
S81	MARCO PATRICK L. CALYAN	PO I	MMC						
S82	MARCO PATRICK L. CALYAN	PO I	MMC						
S83	MARCO PATRICK L. CALYAN	PO I	MMC						
S84	MARCO PATRICK L. CALYAN	PO I	MMC						</



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							LUNCH	PM SNACKS	DINNER	
69	WILMA LANTOC	Gen. Ctr	mmc							
70	USHEL D. DEA OUN	10 11	MMC							
71	ERIC FORN	10 1	mmc							
72	Darius M. Abay	FL Director	MMC							
73	JARED NELSON	PC-Engr	MMC							
74	JERAN R. MALIN	BSM-PE	MMC							
75	Jessie Mag Mangunday	MA	MMC							
76	Jacob Castañeda	MA	MMC							
77	Melanie Tolentino	Asst. Prof. III	MMC							
78	Lennie L. Enriquez	Asst. Prof. II	MMC							
79	ARVIN J. OUSU	Asst. Prof. I	MMC							
80	MOM ANTONETTE OUN	Asst. Prof. I	MMC							
81	Zea Fiel V. Sique	Asst. Prof. II	MMC							
82	FRANIE M. BERNAL	Asst. Prof. I	MMC							
83	JACKIE BERNAL	Asst. Prof. I	MMC							
84	GENY CUNY	Asst. Prof. I	MMC							
85	ROSS CHRISTIAN MANUEL	Coordinator, SEA	MMC							

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Mindoro State University,
Victoria, Oriental Mindoro 5205 Philippines

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ATTENDANCE SHEET

**MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO**

(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:

CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

(Subject)

DAY 2: JULY 22, 2025 (TUESDAY)

(Date)

[illegible]

Data Privacy Notice and Consent

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BAGONG PILIPINAS

ATTENDANCE SHEET

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PUERTO GALERA, ORIENTAL MINDORO**

(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:

(Subject)

CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

DAY 2: JULY 22, 2025 (TUESDAY)

(Date)

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(Subject)

DAY 2: JULY 22, 2025 (TUESDAY)
(Date)

RESOURCE EXPERTS	
FULL NAME	SIGNATURE
1. DR. RUPERTO S. SANGALANG	
2. MR. EMMANUEL DE GUIA	Present Online via Zoom
3. MS. JALAINÉ JOYCE V. MALABANAN	Present Online via Zoom
4. RAMLUS DILL, Ph.D.	

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(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:

CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

(Subject)

DAY 3: JULY 23, 2025 (WEDNESDAY)

(Date)

NO.	FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)	DESIGNATION	CAMPUS	SIGNATURE FOR ATTENDANCE	BREAKFAST	AM SNACKS	(SIGNATURE UPON RECEIPT)			
							LUNCH	PM SNACKS	DINNER	
1.	FRANKY B. CARIC	PC ABEZ	Main							
2.	JOHAN L. MOEL	PC Field	huc							
3.	MICHEL B. AGUIPA	Inspector II	MMU							
4.	MOE POVAS	DRIVER	MMU							
5.	JUANITA DELA ROSA	DRIVER	MMU							
6.	JOEL V. LAMARAN	DRIVER	MMU							
7.	FRANCISCO P. POYAS	CAO	huc							
8.	DOY MA J. EMANAN	PA	MMU							
9.	MARVIN R. ALMAREZ	ATO V	Bongabong							
10.	MANUEL MICHAEL AGUIPA	Media of staff	huc							
11.	ALAN B. De Guzman	University Gate	Bongabong							
12.	Lester Antonio De Guzman	PA III	huc							
13.	JOSE N. VAMPA	PA II	huc							
14.	PICKARD TEMPO	PA II	huc							
15.	ANABELLE D. MEDINA	AOV	huc							
16.	MARY ANN M. HERNANDEZ	DPMC	huc							
17.	JUANITA FERNANDO	huc PC, ASIT	huc							

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(Subject)

DAY 3: JULY 23, 2025 (WEDNESDAY)
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							LUNCH	PM SNACKS	DINNER	
18.	WALTER S. ANTONY	PR	MNC							
19.	CLINTON DAVILA	PR	MNC							
20.	ROY CEBALLOS	DRILLER	MCC							
21.	FRANCISCO ARTEVIZA	DRIVER	MCC							
22.	MEL ARTEVIZA	DRIVER	MCC							
23.	FEDERICO M. VICTORIO	DRIVER	MCC							
24.	MARCIAL A. HUMASON	ADRS	MNC							
25.	ANGELINE U. ARON	PR	MNC							
26.	Maria del Temples	MNC Librarian	MNC							
27.	Eugenio M. Mendiola	MNC Librarian	MNC							
28.	MART ANNE C. ANTONIO	FIC VANDERBILT	MCC							
29.	ARLIE D. ATLEDA	PR	MNC							
30.	ZETA FIE V. SLOCAR	AD V (HUMANIT)	MNC							
31.	APRIL M. LINGAN	AD V	MNC							
32.	JERRY M. MORALES	DRIVER	MNC							
33.	LEONARDO M. MORALES	DRIVER	MNC							

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(Venue)

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(Subject)

DAY 3: JULY 23, 2025 (WEDNESDAY)
(Date)

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							LUNCH	PM SNACKS	DINNER	
35.	WILUNA R. CONTRA	CPE Dean	MINE							
36.	PICARD, ANSELMO ARCE	Dea	MNU							
37.	CRABELLA PAUL SORIANO	VP3A	M3C							
38.	PIETA MARY S. SALAZAR	Argument V	MCC							
39.	LOPEZ F. MANGRADA	Argument V	MCC							
40.	EMANUEL R. CUBANAN	Dea, Coa	MCC							
41.	DONATELLO MORTIELLA	PO 5	MNC							
42.	KYLE PATRICK I. CALIMAN	PO II	MNC							
43.	MERRY BLAST G. BALDIAN	IA II	MNC							
44.	MICHAEL A. CAROL	126 Adviser	MNC							
45.	MICHAEL A. CAROL	ATT II	MNC							
46.	MICHAEL A. CAROL	BS I	MNC							
47.	JOSEPHINE C. LEYNA	VP3F	MNU							
48.	MICHAEL A. CAROL	PO III	MNC							
49.	ALICE RAMOS	Dea GS	MCC							
50.	LETITIA MAGALANG	MNU	MCC							
51.	JANET CAROL	PSAS	MNC							

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(Subject)

DAY 3: JULY 23, 2025 (WEDNESDAY)
(Date)

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							LUNCH	PM SNACKS	DINNER	
12	Jessie M. Magsaysay	IND	Main							
13	Eric D. Ordoñez	IND	MWC							
14	ENRIQUE M. DELA CRUZ	PC, ENRCP	MBC							
15	JARED M. DELA CRUZ	PC, ASHM	MBC							
16	Yvonne R. Pang	PC, ASHM	MBC							
17	Rodney M. Pang	PC, ASHM	MBC							
18	Jacob, Daniel M.	PC, ASHM	MBC							
19	Jackson A. Dela Cruz	AS V	MWC							
20	Mark Lader Magsaysay	AS V	MWC							
21	Arrian M. Dela Cruz	AS V	MWC							
22	SARAH B. DELA CRUZ	AS V	MWC							
23	MARY VERGARA LUMAS	AS V	MWC							
24	EPIC CUSTODIO	PC, ASHM	MBC							
25	PENNY N. B. DELA CRUZ	PC, ASHM	MBC							
26	Magsaysay, Mary Pang	PC, ASHM	MBC							
27	Delacruz, Arrian	PC, ASHM	MBC							

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(Subject)

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							LUNCH	PM SNACKS	DINNER
69.	Charmaine S. Burn	Co. Minsu EducCom	MCC						
70.	Joell dela Cruz	Co. 14	MMD						
71.	Angela C. Briones	Co. 14	MBC						
72.	Leah L. Enriquez	Co. 14	MBC						
73.	Alvin L. Carasius	Co. 14	MBC						
74.	Willie Joy P. Arduana	Co. 14	MBC						
75.	Florencia V. Ives	Co. 14	MBC						
76.	Princess M. Arduana	Co. 14	MBC						
77.	Gary Andrew King Adriano	Co. 14	MBC						
78.	Ross Christian C. Mamed	Co. 14	MBC						
79.	Daniel M. Abog	Co. 14	MBC						
80.	John Emmanuel Velasco	Co. 14	MBC						
81.	May C. Bern	Co. 14	MBC						
82.	Edgardo Aspillero	Co. 14	MBC						
83.	Medellany Potencia	Co. 14	MBC						
84.	Jersey Reyes	Co. 14	MBC						
85.	Mary Antwelle Nula	Co. 14	MBC						

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**MARCO VINCENT DIVE RESORT, WHITE BEACH,
PUERTO GALERA, ORIENTAL MINDORO**

MINDORO STATE UNIVERSITY BEYOND TODAY:

CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

DAY 3: JULY 23, 2025 (WEDNESDAY)
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[illegible]

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(Subject)

DAY 3: JULY 23, 2025 (WEDNESDAY)
(Date)

RESOURCE EXPERTS	
FULL NAME	SIGNATURE
1. DR. RUPERTO S. SANGALANG	
2. MR. EMMANUEL DE GUIA	Present Online via Zoom
3. MS. JALAINÉ JOYCE V. MALABANAN	Present Online via Zoom
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BAGONG PILIPINAS

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PUERTO GALERA, ORIENTAL MINDORO**

(Venue)

MINDORO STATE UNIVERSITY BEYOND TODAY:

CAPACITY BUILDING OF FRAMING THE FUTURES AND VALUE CREATION

(Subject)

JULY 24, 2025 (THURSDAY)

(Date)

[illegible]

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BOOKING QUOTATION

--	--	--	--	--	--

COMPANY DETAILS					
Contact Person	Atty. Sheryn A. Loyesa, J.D.				
Designation	Attorney IV				
Company	Mindoro State University				
Address	Alcate, Victoria, Oriental Mindoro				
Phone					
Mobile	0918 572 6738				
Email	legal.unit@mins.edu.ph				
Reference Number	RFQ No. 2025-168				

ROOM TYPE	SPECIAL PACKAGE	ROOM/S	NIGHT/S	PAX	TOTAL
FAMILY ROOM (3 single beds)	PHP 809,000.00	5	4	15	PHP 809,000.00
SUPER FAMILY ROOM (5 single beds)		2	2	10	
SUPER DELUXE ROOM (2 queen beds + extra bed)		5		25	
FAMILY ROOM (3 single beds + extra bed)		3		12	
PREMIERE QUEEN ROOM (1 queen bed with bathub)		4		8	
DELUXE ROOM (2 single beds + extra bed)		10		30	
		29		100	
TOTAL DUE / ROOM / NIGHTS / PERSONS					

ACCOMMODATION, WELCOME DRINK, MEALS, USE OF CONFERENCE ROOM, USE OF SWIMMING POOL, FREE WIFI ACCESS, COMPLETE ROOM AMENITIES					
--	--	--	--	--	--

ADDITIONAL REQUIREMENTS		RATE	PAX
BREAKFAST (4)			
AM SNACKS (5)			
LUNCH (5)			
DINNER (4)			
BREAKFAST (2)			
AM SNACKS (3)			
LUNCH (3)			
DINNER (3)			
3 DAYS USE OF CONFERENCE ROOM			
Good for 100 pax			
Complete Sound System, Projector, Microphone, Speaker			
Free flowing of Coffee and water			
WELCOME DRINKS			
PARKING AREA			
UNLIMITED USE OF WIFI			
COMPLEMENTARY USE OF SWIMMING POOL			
COMPLETE ROOM AMENITIES			
BOTTLED WATER IN THE ROOM			

INCLUDED		100	
		85	
		15	
INCLUDED			

CANCELLATION POLICY		GRAND TOTAL - Net Pph	809,000.00
Cancellation 24-hour prior to Check-in Date / Non-Refundable / Not allowed for Re-schedule			
Cancellation 72-hours prior to Check-in Date / Non-Refundable / Subject to 10% Re-scheduling Fee - based on Grand Total			
Cancellation less than 15-days prior to Check-in Date / Non-Refundable / Allowed to Re-schedule within 60-days from the original booking date			
Note: In the event of typhoon and natural calamities, reservation will be allowed to re-schedule without re-scheduling fee, refund is not honored			
PAYMENT TERMS			

All reservations are considered tentative bookings and will ONLY be confirmed upon receipt of 100% DOWNPAYMENT on or before the given OPTION DATE. We reserve the right to release bookings if no deposit was made. Please note that all bookings must be fully paid prior to check-in at the resort.

* In Cash (Philippine Peso or US Dollar Only)
* E-Payment (GCASH & PAYMAYA)
* Bank Transfer to MYDIVE TRAVEL AND TOURS INC (Philippine National Bank (PNB) - Puerto Galera Branch) with the account number: 6314 1012 5720
* By Direct Charge to credit card (VISA OR MASTER CARD). The transaction will be processed on the set OPTION DATE or within 24 hours after the receipt of guarantee documents (complete CREDIT CARD AUTHORIZATION FORM)

*** FOR GOVERNMENT BILLING, SEND BILL AGREEMENT IS ACCEPTED**

Noted by: **JONATHAN G. SOLASCO**
Resident Manager
nathan@marcovincent.com

Conforme: **Atty. Sheryn A. Loyesa, J.D.**
Attorney IV
Mindoro State University



Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Award Notice Abstract (Ref No.: 5645049)

Status: Updated

Control Number: RFQ 2025-168		Approved Budget: Php810,000.00		Procurement Mode: Negotiated Procurement - MYDIVE TRAVEL & TOURS INC.		Classification: (Sec. 53.10) Lease of Real Property		Category: Travel, Food, Lodging and Entertainment Services		Applicable Procurement Rules: Implementing Rules and Regulations		Funding Source: Government of the Philippines (GOP)		Funding Instrument: General Appropriations Act		Delivery Period: 5Days/		Contact Person: Annabelle Madrigal		Created By: Annabelle Madrigal	
MINDORO STATE UNIVERSITY Alcate Victoria Oriental Mindoro, Region IV-B, Philippines		Project Titled " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"		Awardee : MYDIVE TRAVEL & TOURS INC.		Address : SIMEON DIMAYACYAC Puerto Galera Oriental Mindoro, Region IV-B, Philippines		Resident Manager		Designation : Jonathan Solasco		Contact Person :		Product/Service/Project Name		Budget		Line Item		Reason for Award : LOWEST CALCULATED RESPONSIVE BID	
Contract Amount: Php809,000.00		Award Date: 15-Jul-2025		Contract Number: SA 2025-26		Date Last Updated: 29-Jul-2025		Proceed Date: 16-Jul-2025		Contract End Date: 21-Jul-2025		Contract Effectivity Date: 16-Jul-2025		Created By: Annabelle Quinto Madrigal		Approved: Annabelle Quinto Madrigal		View Documents: 4			

SERVICE AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

THIS SERVICE AGREEMENT, made and entered into this 16th day of JULY 2025 by and between:

The MINDORO STATE UNIVERSITY (MINSU), an institution of higher learning duly organized under and by virtue of Republic Act No. 10596, as amended by Republic Act No. 11006, with principal office address at Alcate, Victoria, Oriental Mindoro, represented in this act by its SUC President III, ENYA MARIE D. APOSTOL, Ph.D., herein referred to as the "First Party";

-and-

MYDIVE TRAVEL & TOURS INC., a corporation duly existing under the laws of the Republic of the Philippines, represented in this act by its, Resident Manager, JONATHAN G. SOLASCO, with office address at Brgy. San Isidro, Puerto Galera, Oriental Mindoro herein referred to as the "Second Party".

WITNESSETH:

1. That the First Party is in need of the services for the "Lease of Venue with Meals and Accommodation for the project titled, "Mindoro State University Beyond Today: Capacity Building On Framing The Futures And Value Creation";

2. That the Second Party signified intention of providing said services needed by the First Party; 3. That the Second Party is capacitated to provide the above cited services after it has been found complying and responsive to the services being required;

4. That the Second Party hereby attests of being not related within the third degree of consanguinity or affinity to the representative of the First Party;

5. That in view of hereof, the Second Party is contracted by the First Party to provide services for "Lease of Venue with Meals and Accommodation for the project titled, "Mindoro State University Beyond Today: Capacity Building On Framing The Futures And Value Creation;

6. That the total contract price is Eight Hundred Nine Thousand Pesos (Php809,000.00); 7. That the First Party agreed to pay the Second Party in full, upon completion of the Services for "Lease of Venue with Meals and Accommodation for the project titled, "Mindoro State University Beyond Today: Capacity Building On Framing The Futures And Value Creation subject to the applicable budget and accounting procedures;

8. That the services shall be completed within on July 20 – July 24, 2025; 9. That the amount of one-tenth (1/10) of one percent (1%) of the contract amount per day for liquidated damages is hereby declared and understood to include all losses and cost of whatever nature the Government will sustain because of the failure of the Second Party to complete the contract within the stipulated time;

10. This Agreement shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Agreement, and thus, applicable in implementation. This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

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

SHERLYN A. LAYESA, J.D.
Attorney IV

Witnesses:

Second Party
JONATHAN G. SOLASCO
Resident Manager
ELREEN S. SOLASCO
Operations Manager

IN WITNESS WHEREOF, both parties have hereunto set their hands this 16th day of JULY 2025 in Victoria, Oriental Mindoro, Philippines.

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

Witnesses:
SHERLYN A. LAYESA, J.D.
Attorney IV

Second Party
JONATHAN G. SOLASCO
Resident Manager
ELREEN S. SOLASCO
Operations Manager

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Victoria, Oriental Mindoro) s.s.
Municipality of)

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

NAME	ID presented	Date / Place issued
Enya Marie D. Apostol	PRC ID No. 0580640	6-20-2024 / PRC Calapan City
Jonathan G. Solasco	CTC No. CC120221573535021	02-12-2025 / Puerto Galera

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

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

WITNESS MY HAND AND SEAL, this 16th day of JULY, 2025 at

Victoria, Oriental Mindoro

NOTARY PUBLIC

ATTY. MARIANNE SOLASCO
NOTARY PUBLIC
in Victoria, Oriental Mindoro valid until 12/31/26
Roll of Attorneys No. 80463
IBF No. 480405, 12/03/24
PTR No. 4333011A, 01/02/25
MCLF Compliance No. VIII-0007674 valid until 04/14/28

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Page No. 8
Book No. XXVI
Series of 2025



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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



University Bids and Awards Committee
Resolution No. 169, S. 2025

A RESOLUTION RECOMMENDING THE AWARD OF CONTRACT FOR LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, "MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION" AMOUNTING TO EIGHT HUNDRED TEN THOUSAND PESOS (PHP810,000.00) THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF REAL PROPERTY / VENUE OF THE IRR OF RA 9184)

WHEREAS, the Mindoro State University (MinSU) will conduct a project titled, **"MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation"** on July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday) and intends to lease a venue with meals and accommodation;

WHEREAS, based on the duly conducted Cost Benefit Analysis with Market Analysis, it was determined that: (a) "Leasing a private venue offering a bundled package of services is more cost-effective, administratively efficient, and compliant with the standards set for the subject project"; (b) "Puerto Galera, is the most viable and cost-effective location for the conduct of the event. It meets accessibility, service bundling, security, and budgetary considerations"; and (c) "The suggested Approved Budget for the Contract (ABC) is **Eight Hundred Ten Thousand Pesos (PHP 810, 000.00)** or the relative midpoint – with small margin of allowance – of the prevailing lease rate range for venue with meals and accommodation in Puerto Galera based on three (3) qualified lessors as prescribed by the rules";

WHEREAS, the project was included in the approved Annual Procurement Plan (APP) of MinSU and part of the General Appropriations Act (GAA) under "Capacity Development on Futures Thinking and Strategic Foresight";

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

WHEREAS, MinSU, through its BAC Secretariat, initiated the procurement activity by sending the Request for Quotation (RFQ) to three (3) prospective lessors: (1) **Giga Management Catering Services Inc.**; (2) **Orient de Galera**; and (3) **Mydive Travel & Tours Inc.**;

WHEREAS, the detailed evaluation resulted in the following:

ABC Amount	NAME OF LESSOR	AMOUNT OFFER
Php810,000.00	Mydive Travel & Tours Inc.	PHP 809,000.00
	Giga Management Catering Services Inc.	PHP 810,000.00
	Orient de Galera	Not Interested

•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

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and the price quotations submitted by **Giga Management Catering Services Inc.** and **Mydive Travel & Tours Inc.** were found to be complying and responsive while **Orient de Galera** expressed its non-participation in the procurement;

WHEREAS, the BAC declared **Mydive Travel & Tours Inc.**, as the winning lessor with the Lowest Calculated Responsive Bid (LCRB);

WHEREAS, the Technical Working Group (TWG) of MinSU certified that the winning lessor complied with the evaluation and recommended the awarding of contract for the "For Lease of Venue with Meals and Accommodation for the project titled, "Mindoro State University Beyond Today: Capacity Building On Framing The Futures And Value Creation" to **Mydive Travel & Tours Inc.**, with an official address at **Barangay San Isidro, Puerto Galera, Oriental Mindoro.**

NOW, THEREFORE, the BAC, above premises considered, hereby RESOLVE as it is hereby RESOLVED to recommend the Head of Procuring Entity, the approval of the award of contract for the project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation" to **Mydive Travel & Tours Inc.**, through Negotiated Procurement Under Section 53.10 (Lease of Real Property / Venue);

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 15th day of July, 2025.

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

ATTY. SHERLYN A. LAYESA
BAC Member
(One of the Designated End-Users)
Inhibited

MELGAR G. FADRIQUELAN
BAC Member

Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson

FRANIE M. ARALE, DBMHM
BAC Member

[] Approved / [] Disapproved

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

Date: _____

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



Control Number:	RFQ 2025-168	Approved Budget:	Php810,000.00	Procurement Mode:	Negotiated Procurement - Lease of Real Property (Sec. 53.10)	Classification:	Goods	Category:	Travel, Food, Lodging and Entertainment Services	Applicable Procurement	Rules:	Implementing Rules and Regulations	Funding Source:	Government of the Philippines (GOP)	Funding Instrument:	General Appropriations Act	Delivery Period:	5Day/s	Contact Person:	Annabelle Madrigal	Created By:	Annabelle Madrigal	
MINDORO STATE UNIVERSITY Alcate Victoria Oriental Mindoro, Region IV-B, Philippines LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION" Awardee : MYDIVE TRAVEL & TOURS INC. Address : SIMEON DIMAYACYAC Puerto Galera Oriental Mindoro, Region IV-B, Philippines Contact Person : Jonathan Solasco Designation : Resident Manager																							
Award Type:	Award Notice	Contract Amount:	Php809,000.00	Award Date:	15-Jul-2025	Publish Date:	29-Jul-2025	Date Last Updated:	29-Jul-2025	Created By:	Annabelle Quinto Madrigal	Date Created:	16-Jul-2025	Approver:	Annabelle Quinto Madrigal	View Documents:	2						
Line Item		#	Product/Service/Project Name		Budget																		
1			LEASE OF VENUE WITH MEALS AND ACCOMMODATION, FOR THE PROJECT TITLED " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION", 900000000, 1, Lot		Php810,000.00																		



Philippine Government
Central Portal for
Procurement Opportunities

Philippine Government Electronic Procurement System

Award Notice Abstract (Ref No.: 5645049)

Status: In-Preparation

Control Number: RFQ 2025-168		Approved Budget: Php810,000.00		Procurement Mode: Negotiated Procurement - SIMEON DIMAYACYAC Puerto Galera, Region IV-B, Philippines		Classification: Goods (Sec. 53.10)		Category: Travel, Food, Lodging and Entertainment Services		Applicable Procurement Rules: Implementing Rules and Regulations		Funding Source: Government of the Philippines (GOP)		Funding Instrument: General Appropriations Act		Delivery Period: 5Day/s		Contact Person: Annabelle Madrigal		Created By: Annabelle Madrigal	
Award Type: Award Notice		Contract Amount: Php809,000.00		Award Date: 15-Jul-2025		Publish Date: 15-Jul-2025		Date Last Updated: 16-Jul-2025		Created By: Annabelle Quinto		Date Created: 16-Jul-2025		Approver: Annabelle Quinto		View Documents: 1					
MINDORO STATE UNIVERSITY		LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"		Contact Person : Jonathan Solasco		Designation : Resident Manager		Awardee : MYDIVE TRAVEL & TOURS INC.		Address : SIMEON DIMAYACYAC Puerto Galera, Region IV-B, Philippines		Product/Service/Project Name		Budget		Reason for Award : LOWEST CALCULATED RESPONSIVE BID					
												LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION", 900000000, 1, Lot		Php810,000.00							



REQUEST FOR QUOTATION
(RFQ No. 2025-168)

**LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
FRAMING THE FUTURES AND VALUE CREATION"**

1. The Mindoro State University (MinsU) through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of "MinsU Beyond Today: Capacity Building on Framing the Futures and Value Creation" in accordance with Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184).
 2. The MinsU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of said event, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
 3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
 4. The Approved Budget for the Contract (ABC) is EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00). Quotation submitted higher than the ABC shall be automatically rejected.
 5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
 6. Quotations must be delivered at the address below not later than July 14, 2025 (until 5:00PM).
- The BAC Chairperson**
MinsU Bids and Awards Committee
2nd Floor, Administration Building
Alcate, Victoria, Oriental Mindoro
7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
 8. The MinsU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidders. The MinsU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall implementation of the subject project and the capability of the supplier to perform the 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

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

CIEDELLE P. SALAZAR, Ph.D., JD.
BAC Chairperson
Minsu Bids and Awards Committee

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



ANNEX "A"
Republic of the Philippines
MINDORO STATE UNIVERSITY

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
FRAMING THE FUTURES AND VALUE CREATION"

I. RATIONALE

Futures thinking has become a new trend that is being adopted all over the world. It is a tool in identifying predetermined and critical uncertainties in a systematic way and is usually associated with foresight and policymaking.¹ In the Philippine context, the Senate created the first-ever Committee on the Sustainable Development Goals, Innovation, and Futures Thinking. This committee incorporated futures thinking in policymaking and legislation, and advances reforms to help the country fulfill the Sustainable Development Goals (SDGs).²

In line with the foregoing and Mindoro State University (MinSU) mandate to provide quality education that is responsive to an ever growing and dynamic society, project titled, "or "MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation".³ The target participants are key officials, student leaders, and concerned officials/personnel from the administration, academics, and research, development & extension.

This training workshop aims to: (a) Strategically frame the futures of MinSU with emphasis on aspects of administration, academic, and research & extension; and (b) Empower all concerned officers with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction. It workshop involves a combination of participatory and collaborative learning methods. There will be Q&A sessions, workshops, and group activities. There will be Q&A sessions, workshops, and group activities after lecture presentation/s of the resource experts.

Aside from the knowledge and guidance of the invited resource experts, the said objectives will not be attained without the appropriate venue, meals, and accommodation for all concerned which are indispensable for holistic and effective learning.⁴

¹ E. Perante-Callina, L. (2022). Imperatives of Foresight and Futures Thinking in Public Policy. *Philippine Journal of Public Administration*, Volume 66.
² See Senate Resolution No. 9, "Resolution Amending Section 13 (10), (13), (14), (20), (25), and (39) Rule X of the Rules of the Senate and Creating Committee on Sustainable Development Goals, Innovation, and Futures Thinking" dated 13 September 2019.
³ This is the Phase II of Project FUTURE, Phase I of which was conducted online last November 11, 2024. Project Future consists of series of workshops focused on empowering the MinSU administration and stakeholders with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction.
⁴ Closs L, Mahat M, Imms W. Learning environments' influence on students' learning experience in an Australian Faculty of Business and Economics. *Learn Environ Res*. 2022;25(1):271-285. doi: 10.1007/s10984-021-09361-2. Epub 2021 Mar 29. PMID: 33814969; PMCID: PMC8005866.



II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function hall, accommodation, and meals, with the following specifications:

A. General Requirements

- 1) Price Package Quotation for: 5 days and 4 nights
- 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday)
- 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible
- 4) Number of Guests: 100 pax
- 5) Accessibility of location and designated parking space for vehicles
- 6) Catering services, reliable high-speed Wi-Fi connection and audio visual equipment
- 7) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements:

- 1.1. Holding area for resource experts and participants upon arrival;
- 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment);
- 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet;
- 1.4. Table and chairs for the resource experts and participants;
- 1.5. Nearby water station and comfort rooms;
- 1.6. Fire escapes and firefighting equipment;
- 1.7. With appropriate security measures;
- 1.8. Accessible to the nautical highway and with parking space.

2) Accommodation

The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements:

- 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (July 20 and July 24, 2025 – 15 pax) (June 21 – June 23, 2025 – 100 pax)
- 2.2. Clean toilet and bath in each room;
- 2.3. Furnished with closet, beddings, towels, and basic toiletries;
- 2.4. Fire escapes and firefighting equipment.



3) Food and Meals

The Service Provider shall meet the following meal requirements for 100 pax:

- 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations;
- 3.2. Designated banquet area/ hall for participants during meal time;
- 3.3. Designated service personnel for meal distribution, maintaining cleanliness and immediate concerns;
- 3.4. Food and meals include the following:

Day 1: July 20, 2025 (15 pax)	Day 2: July 21, 2025 (100 pax)	Day 3: July 22, 2025 (100 pax)	Day 4 July 23, 2025 (100 pax)	Day 5: July 24, 2025 (15 pax)
AM Snacks Lunch PM Snacks Dinner	Breakfast (15 pax) only) AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks

N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Fried Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco
AM Snacks				
Fresh Lumpia	Chicken Macaroni Soup (Sopas)	Carbonara Garlic Bread	Suman sa Gata with Sliced Mango	Ham and Cheese Sandwich Lettuce Juice
Lunch				
Kare-Kare Lumpiang Shanghai Fresh Fruits Plain Rice Soft drinks	Tinola Fried Fish Fresh Fruits Plain Rice Soft drinks	Fish Sinigang Chicken Wings Salad Rice Soft drinks	Sweet and Sour Fish Chicken Fillet Vegetable Salad Rice Soft drinks	Pork Adobo Ginisang Pakbet Vegetable Salad Rice Soft drinks
PM Snacks				
Spaghetti Fried Chicken Juice	Turon Kakanin Juice	Pansit Bihon Lumpiang Shanghai	Mac Cheese and Fried Chicken	N/A



	Juice	Juice		
Dinner				
Barbeque	Beef Steak	Pork Gniling	Inihaw na Liempo	Pork Sinigang
Inihaw na Tilapia	Fish Fillet	Ampalaya with Egg	Fried Fish	
Ensaladang Talong	Vegetable Salad		Rice	
Soup	Soup	Rice	Chopseuy	
Fresh Fruits	Plain Rice	Soft drinks	Fresh Fruits	
Plain Rice	Soft drinks		Rice	
Soft drinks			Soft drinks	

4. Emergency Power/Back-up Power Generator

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

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00) inclusive of all government taxes and charges.

IV. MODE OF PROCUREMENT

Pursuant to Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184), proposals shall be in accordance with the Scope of Work and Technical Specifications making use of the following criteria: a) availability and quality of venue; b) location and site condition; c) neighborhood data; d) quality of food and facilities; and; e) cost as prescribed under Annex "H", Appendix B, Item C (Table of Rating Factors for Lease of Venue) of the Revised IRR of R.A. 9184. Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to join this alternative mode of procurement.

V. DOCUMENTARY REQUIREMENTS

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

VI. PAYMENT SCHEME

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



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

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

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

FINANCIAL OFFER:

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

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, "MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"				APPROVED BUDGET FOR THE CONTRACT (ABC): EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00)			
Business Name:				MARCO VINCENCIO TRAVEL AND TOURS INC			
Offered Quotation:				PHP 809,000.00			
Lease Of Venue With Meals	A	Rate	B	Max. Number of Pax	C	Max. Number of Meals (A*B*C)	D
Function Room (Venue Hall) for 3 Days (Days 2-4; July 21-23)				All packages Inclusions			
(name of Function room)				Php 809,000.00			
DAY 1, JULY 20 (15 pax):							
AM Snacks							
Lunch							
PM Snacks							
Dinner							
DAY 2, JULY 21:							
Breakfast (15 pax only)							
AM Snacks (100 pax)							
Lunch (100 pax)							
PM Snacks (100 pax)							
Dinner (100 pax)							
DAY 3, JULY 22 (100 pax)							
Breakfast							
AM Snacks							
Lunch							





PM Snacks					
Dinner					
DAY 4, JULY 23 (100 pax)					
Breakfast					
AM Snacks					
Lunch					
PM Snacks					
Dinner					
DAY 5, JULY 24 (15 pax)					
Breakfast					
AM Snacks					
Lunch					
PM Snacks					
Dinner					
Room Accommodation	A Please fill in your offered Rate per Room	B Max. Number of Rooms	C Duration	D Amount Offer (A*B*C)	
Day 1, July 20	(15 pax)				
Day 2, July 21	(100 pax)				
Day 3, July 22	(100 pax)				
Day 4 July 23	(15 pax)				
Total Offered Quotation:					



JONATHAN G. SORIANO
Supplier's Signature over Printed Name
TIN No. of Establishment
008-113-3710
Contact Number
09166-078-2505 / 69-287-3510
Date
JULY 14, 2025



REQUEST FOR QUOTATION
(RFQ No. 2025-168)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
FRAMING THE FUTURES AND VALUE CREATION"

1. The Mindoro State University (MinSU) through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of "MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation" in accordance with Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184).

2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of said event, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.

3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.

4. The Approved Budget for the Contract (ABC) is EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00). Quotation submitted higher than the ABC shall be automatically rejected.

5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.

6. Quotations must be delivered at the address below not later than July 14, 2025 (until 5:00PM).

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

7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.

8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidders. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall implementation of the subject project and the capability of the supplier to perform the contract.



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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

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

CIEDELLE P. SALAZAR, Ph.D., JD.
BAC Chairperson
MinsU Bids and Awards Committee

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



ANNEX "A"

Republic of the Philippines
MINDORO STATE UNIVERSITY

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
FRAMING THE FUTURES AND VALUE CREATION"

I. RATIONALE

Futures thinking has become a new trend that is being adopted all over the world. It is a tool in identifying predetermined and critical uncertainties in a systematic way and is usually associated with foresight and policymaking.¹ In the Philippine context, the Senate created the first-ever Committee on the Sustainable Development Goals, Innovation, and Futures Thinking. This committee incorporated futures thinking in policymaking and legislation, and advances reforms to help the country fulfill the Sustainable Development Goals (SDGs).²

In line with the foregoing and Mindoro State University (MinSU) mandate to provide quality education that is responsive to an ever growing and dynamic society, project titled, "of MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation".³ The target participants are key officials, student leaders, and concerned officials/personnel from the administration, academics, and research, development & extension.

This training workshop aims to: (a) Strategically frame the futures of MinSU with emphasis on aspects of administration, academic, and research & extension; and (b) Empower all concerned officers with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction. It workshop involves a combination of participatory and collaborative learning methods. There will be Q&A sessions, workshops, and group activities. There will be Q&A sessions, workshops, and group activities after lecture presentations/ of the resource experts.

Aside from the knowledge and guidance of the invited resource experts, the said objectives will not be attained without the appropriate venue, meals, and accommodation for all concerned which are indispensable for holistic and effective learning.⁴

¹ E. Perante-Calina, L. (2022). Imperatives of Foresight and Futures Thinking in Public Policy. *Philippine Journal of Public Administration*, Volume 66.
² See Senate Resolution No. 9, "Resolution Amending Section 13 (10), (13), (14), (20), (25), and (39) Rule X of the Rules of the Senate and Creating Committee on Sustainable Development Goals, Innovation, and Futures Thinking" dated 13 September 2019.
³ This is the Phase II of Project FUTURE, Phase I of which was conducted online last November 11, 2024. Project Future consists of series of workshops focused on empowering the MinSU administration and stakeholders with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction.
⁴ Closs L, Mahat M, Imms W. Learning environments' influence on students' learning experience in an Australian Faculty of Business and Economics. *Learn Environ Res*. 2022;25(1):271-285. doi: 10.1007/s10984-021-09361-2. Epub 2021 Mar 29. PMID: 33814969; PMCID: PMC8005866.



II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function hall, accommodation, and meals, with the following specifications:

A. General Requirements

- 1) Price Package Quotation for: 5 days and 4 nights
- 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday)
- 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible
- 4) Number of Guests: 100 pax
- 5) Accessibility of location and designated parking space for vehicles
- 6) Catering services, reliable high-speed Wi-Fi connection and audio visual equipment
- 7) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements:

- 1.1. Holding area for resource experts and participants upon arrival;
- 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment);
- 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet;
- 1.4. Table and chairs for the resource experts and participants;
- 1.5. Nearby water station and comfort rooms;
- 1.6. Fire escapes and firefighting equipment;
- 1.7. With appropriate security measures;
- 1.8. Accessible to the nautical highway and with parking space.

2) Accommodation

The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements:

- 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (July 20 and July 24, 2025 – 15 pax) (June 21 – June 23, 2025 – 100 pax)
- 2.2. Clean toilet and bath in each room;
- 2.3. Furnished with closet, beddings, towels, and basic toiletries;
- 2.4. Fire escapes and firefighting equipment.



3) Food and Meals

The Service Provider shall meet the following meal requirements for 100 pax:

- 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations;
- 3.2. Designated banquet area/ hall for participants during meal time;
- 3.3. Designated service personnel for meal distribution, maintaining cleanliness and immediate concerns;
- 3.4. Food and meals include the following:

Day 1: July 20, 2025 (15 pax)	AM Snacks Lunch PM Snacks Dinner	Breakfast (15 pax) only AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Day 5: July 24, 2025 (15 pax)
Breakfast					
N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Fried Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco	
AM Snacks					
Fresh Lumpia	Chicken Macaroni Soup (Sopas) Sandwich Juice	Carbonara Garlic Bread Juice	Suman sa Gata with Sliced Mango Juice	Ham and Cheese with Lettuce Sandwich Juice	
Lunch					
Kare-Kare Lumpiang Shanghai Fresh Fruits Plain Rice Soft drinks	Tinola Fried Fish Fresh Fruits Plain Rice Soft drinks	Fish Sinigang Chicken Wings Salad Rice Soft drinks	Sweet and Sour Fish Chicken Fillet Vegetable Salad Rice Soft drinks	Pork Adobo Ginisang Pakbet Vegetable Salad Rice Soft drinks	
PM Snacks					
Spaghetti Fried Chicken Juice	Turon Kakanin Juice	Pansit Bihon Lumpiang Shanghai	Mac Cheese and Fried Chicken	N/A	



	Juice	Juice		
Barbeque	Beef Steak	Pork Giniling	Pork Sinigang	N/A
Inihaw na Tilapia	Fish Fillet	Inihaw na Liempo	Fried Fish	
Ensaladang Talong	Vegetable Salad	Ampalaya with Egg	Rice	
Soup	Soup	Rice	Chopseuy	
Fresh Fruits	Plain Rice	Soft drinks	Fresh Fruits	
Plain Rice	Soft drinks		Rice	
Soft drinks			Soft drinks	

4. Emergency Power/Back-up Power Generator

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

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00) inclusive of all government taxes and charges.

IV. MODE OF PROCUREMENT

Pursuant to Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184), proposals shall be in accordance with the Scope of Work and Technical Specifications making use of the following criteria: a) availability and quality of venue; b) location and site condition; c) neighborhood data; d) quality of food and facilities; and; e) cost as prescribed under Annex "H", Appendix B, Item C (Table of Rating Factors for Lease of Venue) of the Revised IRR of R.A. 9184. Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to join this alternative mode of procurement.

V. DOCUMENTARY REQUIREMENTS

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

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

VI. PAYMENT SCHEME



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

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

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

FINANCIAL OFFER:

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

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, "MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"		Business Name:	
APPROVED BUDGET FOR THE CONTRACT (ABC): EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00)		Offered Quotation:	

Lease Of Venue	With Meals	Function Room	(Venue Hall) for 3 Days (Days 2-4; July 21-23)	(name of Function room)	A	Rate	B	Max. Number of Pax	C	Max. Number of Meals	D
DAY 1, JULY 20 (15 pax):											
AM Snacks											
Lunch											
PM Snacks											
Dinner											

DAY 2, JULY 21:											
AM Snacks											
Lunch											
PM Snacks											
Dinner											
DAY 3, JULY 22 (100 pax)											
Breakfast (15 pax only)											
AM Snacks (100 pax)											
Lunch (100 pax)											
PM Snacks (100 pax)											
Dinner (100 pax)											

Breakfast											
AM Snacks											
Lunch											



PM Snacks					
Dinner					
DAY 4, JULY 23 (100 pax)					
Breakfast					
AM Snacks					
Lunch					
PM Snacks					
Dinner					
DAY 5, JULY 24 (15 pax)					
Breakfast					
AM Snacks					
Lunch					
PM Snacks					
Room Accommodation	A Please fill in your offered Rate per Room	B Max. Number of Rooms	C Duration	D Amount Offer (A*B*C)	
Day 1, July 20	(15 pax)				
Day 2, July 21	(100 pax)				
Day 3, July 22	(100 pax)				
Day 4 July 23	(100 pax)				
Day 4 July 23	(15 pax)				
Total Offered Quotation:					

Christina M. Christom
Supplier's Signature over Printed Name
Giga management - 008-212-351-00001
TIN No. of Establishment 0917-5048679
Contact Number JULY 14, 2025
Date

July 14, 2025

Attention: Mam/Sir;
Warm Greetings!
Please consider the following for your review.
Name of the Office: MINDORO STATE UNIVERSITY
Date of Function/Arrival: July 20-24, 2025
No. of Participants: 100 pax

PROPOSAL		
DESCRIPTION	RATE	AMOUNT
ACCOMMODATION • Located at the 2 nd , 3 rd , & 4 th floor • Air-conditioned • 2 Double Beds • Fridge • Television • Hot & Cold Shower APARTMENT UNIT • Located at the first floor of the main building • 2 rooms Both Air-conditioned • Each room have 2 Double Beds • Fridge • Television • Hot & Cold Shower • Kitchen	P 800.00 per person	P 12,000.00
	P 800.00 per person	P 12,000.00
Day 1 (15 pax) July 20, 2025	P 800.00 per person P 800.00 * 15 pax	P 12,000.00
Day 2 (100 pax) July 21, 2025	P 800.00 per person P 800.00 * 100 pax	P 80,000.00
Day 3 (100 pax) July 22, 2025	P 800.00 per person P 800.00 * 100 pax	P 80,000.00
Day 4 (15 pax) July 23, 2025	P 800.00 per person P 800.00 * 15 pax	P 12,000.00
Accommodation		P 184,000.00

Cynthia M. Crisostomo
CYNTHIA M. CRISOSTOMO
Manager

MEALS	
(Breakfast, AM Snack, Lunch, PM Snack, Dinner) Breakfast – P 250.00 (Buffet) AM Snack – P 150.00 Lunch – P 500.00 (Buffet) PM Snack – P 150.00 Dinner – P 500.00 (Buffet)	
DAY 1 (AM Snack, Lunch, PM Snacks, Dinner)	P 1,300.00 * 15 pax
DAY 2 (Breakfast) (AM Snacks, Lunch, PM Snacks, Dinner)	P 250.00 * 15 pax P 1,300.00 * 100 pax
DAY 3 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)	P 1,550.00 * 100 pax
DAY 4 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)	P 1,550.00 * 100 pax
DAY 5 (Breakfast, AM Snack, Lunch, PM Snacks)	P 1,050.00 * 15 pax
Meals	
P 479,000.00	
FUNCTION ROOM	
Big Function Room (July 21 , 22 , 23) - Classroom Type Arrangement - Microphones & Speakers - White Screen & Projector (8 hours per day)	
P 147,000.00	
Function Room	
P 147,000.00	
TOTAL	
P 810,000.00	
Shuttle Service: Complimentary Shuttle Service from Balatero Port (Puerto Galera Port) to Tamaraw Beach Resort vice versa (for Check-in and Check-out). Kindly advise your time of departure from Batangas Port by calling 0917-504-8679 / 0977-424-4657. Check-in time: 2:00 PM Check-out time: 12 NN Early check-in and late check-out may be requested at the Front Office (subject to availability).	



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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

REQUEST FOR QUOTATION
(RFQ No. 2025-168)

**LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
FRAMING THE FUTURES AND VALUE CREATION"**

1. The Mindoro State University (MinSU) through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of "MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation" in accordance with Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184).
 2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of said event, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
 3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
 4. The Approved Budget for the Contract (ABC) is EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00). Quotation submitted higher than the ABC shall be automatically rejected.
 5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
 6. Quotations must be delivered at the address below not later than July 14, 2025 (until 5:00PM).
- The BAC Chairperson**
MinSU Bids and Awards Committee
2nd Floor, Administration Building
Alcate, Victoria, Oriental Mindoro
7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
 8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidders. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall implementation of the subject project and the capability of the supplier to perform the contract.

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



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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

9. The prospective bidder shall submit the following:

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

CIEDELLE P. SALAZAR, Ph.D., JD.
BAC Chairperson
Minsu Bids and Awards Committee

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



ANNEX "A"

Republic of the Philippines
MINDORO STATE UNIVERSITY

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
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I. RATIONALE

Futures thinking has become a new trend that is being adopted all over the world. It is a tool in identifying predetermined and critical uncertainties in a systematic way and is usually associated with foresight and policymaking.¹ In the Philippine context, the Senate created the first-ever Committee on the Sustainable Development Goals, Innovation, and Futures Thinking. This committee incorporated futures thinking in policymaking and legislation, and advances reforms to help the country fulfill the Sustainable Development Goals (SDGs).²

In line with the foregoing and Mindoro State University (MinSU) mandate to provide quality education that is responsive to an ever growing and dynamic society, project titled, "of "MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation".³ The target participants are key officials, student leaders, and concerned officials/personnel from the administration, academics, and research, development & extension.

This training workshop aims to: (a) Strategically frame the futures of MinSU with emphasis on aspects of administration, academic, and research & extension; and (b) Empower all concerned officers with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction. It workshop involves a combination of participatory and collaborative learning methods. There will be Q&A sessions, workshops, and group activities. There will be Q&A sessions, workshops, and group activities after lecture presentations of the resource experts.

Aside from the knowledge and guidance of the invited resource experts, the said objectives will not be attained without the appropriate venue, meals, and accommodation for all concerned which are indispensable for holistic and effective learning.⁴

¹ E. Perante-Callina, L. (2022). Imperatives of Foresight and Futures Thinking in Public Policy. *Philippine Journal of Public Administration*, Volume 66. See Senate Resolution No. 9, "Resolution Amending Section 13 (10), (13), (14), (20), (25), and (39) Rule X of the Rules of the Senate and Creating Committee on Sustainable Development Goals, Innovation, and Futures Thinking" dated 13 September 2019.

² This is the Phase II of Project FUTURE, Phase I of which was conducted online last November 11, 2024. Project Future consists of series of workshops focused on empowering the MinSU administration and stakeholders with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction.

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II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function hall, accommodation, and meals, with the following specifications:

A. General Requirements

- 1) Price Package Quotation for: 5 days and 4 nights
- 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday)
- 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible
- 4) Number of Guests: 100 pax
- 5) Accessibility of location and designated parking space for vehicles
- 6) Catering services, reliable high-speed Wi-Fi connection and audio visual equipment
- 7) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements:

- 1.1. Holding area for resource experts and participants upon arrival;
- 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual Equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment);
- 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet;
- 1.4. Table and chairs for the resource experts and participants;
- 1.5. Nearby water station and comfort rooms;
- 1.6. Fire escapes and firefighting equipment;
- 1.7. With appropriate security measures;
- 1.8. Accessible to the nautical highway and with parking space.

2) Accommodation

The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements:

- 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (July 20 and July 24, 2025 – 15 pax) (June 21 – June 23, 2025 – 100 pax)
- 2.2. Clean toilet and bath in each room;
- 2.3. Furnished with closet, beddings, towels, and basic toiletries;
- 2.4. Fire escapes and firefighting equipment.



3) Food and Meals

The Service Provider shall meet the following meal requirements for 100 pax:

- 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations;
- 3.2. Designated banquet area/ hall for participants during meal time;
- 3.3. Designated service personnel for meal distribution, maintaining cleanliness and immediate concerns;
- 3.4. Food and meals include the following:

Day 1: July 20, 2025 (15 pax)	Day 2: July 21, 2025 (100 pax)	Day 3: July 22, 2025 (100 pax)	Day 4 July 23, 2025 (100 pax)	Day 5: July 24, 2025 (15 pax)
AM Snacks Lunch PM Snacks Dinner	Breakfast (15 pax only) AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks

N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Fried Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco
-----	--	--	--	--

AM Snacks				
Fresh Lumpia	Chicken Macaroni	Carbonara	Suman sa Gata with Sliced	Ham and Cheese Sandwich Lettuce Juice
Palabok	Soup (Sopas)	Garlic Bread	Mango	Juice

Lunch				
Kare-Kare	Tinola	Fish Sinigang	Sweet and Sour	Pork Adobo
Lumpiang Shanghai	Fried Fish	Chicken Wings	Fish	Ginisang Pakbet
Fresh Fruits	Fresh Fruits	Salad	Chicken Fillet	Vegetable Salad
Plain Rice	Plain Rice	Rice	Vegetable Salad	Rice
Soft drinks	Soft drinks	Soft drinks	Soft drinks	Soft drinks

PM Snacks				
Spaghetti	Turon	Pansit Bihon	Mac and Cheese	N/A
Fried Chicken	Kakanin	Lumpiang Shanghai	Fried Chicken	
Juice				



	Juice	Juice		
Dinner				
Barbeque	Beef Steak	Pork Goinling	Pork Sinigang	N/A
Inihaw na Tilapia	Fish Fillet	Inihaw na Liempo	Fried Fish	
Ensaladang Talong	Vegetable Salad	Ampalaya with Egg	Rice	
Soup	Soup	Rice	Chopseuy	
Fresh Fruits	Plain Rice	Soft drinks	Fresh Fruits	
Plain Rice	Soft drinks		Rice	
Soft drinks			Soft drinks	

4. Emergency Power/Back-up Power Generator

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

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00) inclusive of all government taxes and charges.

IV. MODE OF PROCUREMENT

Pursuant to Section 53.10 (Lease of Real Property / Venue of RA 9184), proposals shall be in accordance with the Scope of Work and Technical Specifications making use of the following criteria: a) availability and quality of venue; b) location and site condition; c) neighborhood data; d) quality of food and facilities; and; e) cost as prescribed under Annex "H", Appendix B, Item C (Table of Rating Factors for Lease of Venue) of the Revised IRR of R.A. 9184. Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to join in this alternative mode of procurement.

V. DOCUMENTARY REQUIREMENTS

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

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

VI. PAYMENT SCHEME



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

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

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

FINANCIAL OFFER:

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

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, "MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"				Business Name:				
APPROVED BUDGET FOR THE CONTRACT (ABC): EIGHT HUNDRED TEN THOUSAND PESOS (PHP 810,000.00)				Offered Quotation:				
Lease Of Venue	A	Rate	B	Max. Number of Pax	C	Max. Number of Meals	D	Amount Offer (A*B*C)
With Meals								
Function Room								
(Venue Hall) for 3 Days (Days 2-4; July 21-23)								
(name of Function room)								
DAY 1, JULY 20 (15 pax):								
AM Snacks								
Lunch								
PM Snacks								
Dinner								
DAY 2, JULY 21:								
Breakfast (15 pax only)								
AM Snacks (100 pax)								
Lunch (100 pax)								
PM Snacks (100 pax)								
Dinner (100 pax)								
DAY 3, JULY 22 (100 pax)								
Breakfast								
AM Snacks								
Lunch								



PM Snacks					
Dinner					
DAY 4, JULY 23 (100 pax)					
Breakfast					
AM Snacks					
Lunch					
PM Snacks					
Dinner					
DAY 5, JULY 24 (15 pax)					
Breakfast					
AM Snacks					
Lunch					
PM Snacks					
Dinner					
Room Accommodation					
A Please fill in your offered Rate per Room	B Max. Number of Rooms	C Duration	D Amount Offer (A*B*C)		
Day 1, July 20 (15 pax)					
Day 2, July 21 (100 pax)	NOT INTERESTED				
Day 3, July 22 (100 pax)					
Day 4 July 23 (15 pax)					
Total Offered Quotation:					

Racul C. Quirk

Supplier's Signature over Printed Name
010-611-965-0000
TIN No. of Establishment
09269454384
Contact Number
07-14-25
Date

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPs REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

MYDIVE TRAVEL & TOURS INC.
SIMBON DIMAYACYAC,
Puerto Galera, Oriental Mindoro, Region IV-B, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPs) on 27-May-2022 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 MYDIVE TRAVEL & TOURS INC. 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 06-Mar-2026

Issued this 06th day of March 2025.
This is a system generated certificate. No signature is required.



Page 1 of 3



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 202205-298627-130989679

REMINDE¹RS

- 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: 202205-298627-130989679

List of Eligibility Documents

MYDIVE TRAVEL & TOURS INC.

SIMEON DIMAYACYAC,
Puerto Galera, Oriental Mindoro, Region IV-B, Philippines

SFC Certificate	Registration Date : 22-Apr-2022 SFC Certificate Number : 202204005012101
Mayors Permit	Expiration Date : 31-Dec-2025 Permit Number : 003158 Place of Issue : MUNICIPALITY OF PUERTO GALERA ORIENTAL MINDORO Issued By / Signatory : HON. ROCKY D. ILGAN Issuance Date : 14-Feb-2025
Tax Clearance	Expiration Date : 27-Feb-2026 TCC Number : 07B-042-02-27-R0538-2025-M Issued By / Signatory : ALBERT JOY A. ARAÑA Issuance date : 27-Feb-2025
Audited Financial Statement	Date of Filing : 05-Feb-2025 Current Asset : 307,371.00 Total Asset : 1,771,731.00 Current Liabilities : 18,604.00 Total Liabilities : 3,856,697.00 Name of Auditor : I.A. CANCINO JR. AND CO. CPA BIR RDO Code : 042
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :



Certificate Reference No: 202205-298627-130989679



MUNICIPALITY OF PUERTO GALERA
OFFICE OF THE MAYOR
MAYOR'S PERMIT



MAYOR'S PERMIT #	003158
STATUS:	RENEW
DATE ISSUED:	02/14/2025
EXPIRATION DATE:	12/31/2025

Pursuant to the provision of the Revised Revenue Code of 2023, after payment of taxes and charges. Etc. and compliance with the requirements, permit is here granted to herein taxpayer.

TAX PAYER'S NAME	MYDIVE TRAVEL AND TOURS INC	BUSINESS ID	003158	O.R. NUMBER	4436435	DATE PAID	02/14/2025	PERIOD COVERED	2025
NAME OF BUSINESS		LOCATION		TOTAL		TOTAL		TOTAL	
MYDIVE TRAVEL AND TOURS INC		SAN ISIDRO PUERTO GALERA		1,200.00		1,200.00		1,200.00	
BUSINESS KIND/TAX/FEE		TAX/FEE PAID		SUR/INT PAID		TOTAL		TOTAL	
MAYOR'S PERMIT FEE		1,200.00		0.00		1,200.00		1,200.00	
BUSINESS TAX-Annual		15,000.00		0.00		15,000.00		15,000.00	
TRAVEL & TOURS		140.00		0.00		140.00		140.00	
APPLICATION FEE		140.00		0.00		140.00		140.00	
TAX CLEARANCE		700.00		0.00		700.00		700.00	
SANITARY PERMIT		216.00		0.00		216.00		216.00	
ZONING CERTIFICATION FEE		4,800.00		0.00		4,800.00		4,800.00	
GARBAGE COLLECTION FEE		70.00		0.00		70.00		70.00	
STICKER		0.00		0.00		0.00		0.00	
ENCODER		GRAND TOTAL		22,266.00		22,266.00		22,266.00	

CONDITIONS

1. Taxpayer shall promptly pay for the corresponding Mayor's Permit and Sanitary Permit Fees as well as the Municipal Licenses and/or taxes as they become due as mandated by Puerto Galera Municipal Revised Revenue Code 2023;
2. Taxpayer shall post the Mayor's Permit, Sanitary Health Certificate and official receipts covering the above payment to a conspicuous place in store, office or any other place where business, trade, occupation or calling is conducted or carried on;
3. Taxpayer shall hang and keep at office, store or establishment at all times the Book of Account and other pertinent records necessary in the operation of business/es or trade/s conducted.
4. Taxpayer shall renew this permit within the first 20 days of January every year thereafter and until such time this permit is revoked or voluntarily surrendered; and
5. Taxpayer shall comply with the existing pertinent ordinances, laws, rules and regulations and those which hereafter shall be promulgated by duly constituted authorities.
6. Taxpayer shall cooperate with the cleanliness program of the Municipal Government of Puerto Galera, Oriental Mindoro.

PERMIT SHALL BE SUBJECT TO IMMEDIATE CANCELLATION UPON FAILURE OF GRANTEE TO CONTINUOUSLY COMPLY WITH THE PROVISIONS OF THE BUILDING CODE OF THE PHILIPPINES, ENVIRONMENTAL LAW OF THE PHILIPPINES, TOURISM CODE OF THE PHILIPPINES, SANITATION CODE OF THE PHILIPPINES AND OTHER PERTINENT LAWS.

RECOMMENDED APPROVAL BY:

ULYSSES BREN A. GARCIA
License Inspector - Designate



HON. ROCKY D. ILAGAN
Municipal Mayor

OCN: 063FC2023000002541
Date OCN Generated: June 16, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE		NAME OF TAXPAYER		TIN ISSUANCE DATE	
608-113-330-00001		MYDIVE TRAVEL AND TOURS INC.		June 16, 2023	
REGISTERING OFFICE		Head Office	X	Branch	
REGISTERED ADDRESS		SIMON DIMAYACAYAC SAN ISIDRO 5203 PUERTO GALERA ORIENTAL MINDORO PHILIPPINES			

TAX TYPES		FILING	FILING	FILING DUE DATE
FORM	TYPES	START DATE	FREQUENCY	
0605		January 1, 2024	ANNUALLY	On or before the last day of January
REGISTRATION FEE		DOMESTIC CORPORATION		
TAXPAYER TYPES				

BUSINESS INFORMATION DETAILS			REGISTRATION DATE	
TRADE NAME 1			June 16, 2023	
(PSIC)			CATEGORY	
79100-TRAVEL AGENCY AND TOUR OPERATOR ACTIVITIES			Primary	
TRAVEL AGENCY AND TOUR OPERATOR ACTIVITIES				

REMARKS:

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



CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE		NAME OF TAXPAYER		TIN ISSUANCE DATE	
608-113-330-00001		MYDIVE TRAVEL AND TOURS INC.		June 16, 2023	
REGISTERING OFFICE		Head Office	x	Branch	
REGISTERED ADDRESS					
SIMEON DIMAYACYAC SAN ISIDRO 5203 PUERTO GALERA ORIENTAL MINDORO PHILIPPINES					

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

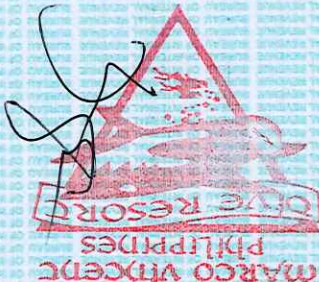
Chief Asst. Revenue District Officer

REVENUE DISTRICT OFFICER

(Signature over Printed Name)

EMELITA R. ABDO

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS



REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF PUERTO GALERA) S.S.

AFFIDAVIT

I, Jonathan G. Solasco, of legal age, married, Filipino, and residing at Simeon Dimayacayac St, San Isidro, Puerto Galera, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of MYDIVE TRAVEL AND TOURS INC with office address at Simeon Dimayacayac St., San Isidro, Puerto Galera, Oriental Mindoro;

2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION" of the MINDORO STATE UNIVERSITY.

3. MYDIVE TRAVEL AND TOURS INC 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. MYDIVE TRAVEL AND TOURS INC is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. None of the officers, directors, and controlling stockholders of MYDIVE TRAVEL AND TOURS INC is 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. MYDIVE TRAVEL AND TOURS INC complies with existing labor laws and standards; and 8. MYDIVE TRAVEL AND TOURS INC is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

a. Carefully examining all of the Bidding Documents;
b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and

9. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION" of the MINDORO STATE UNIVERSITY.

10. MYDIVE TRAVEL AND TOURS INC 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.

11. 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 5 day of JUL 2025.

JONATHAN G. SOLASCO
Resident Manager
Affiant

SUBSCRIBED AND SWORN to before me this 5 of JUL 2025 at at
Affiant is personally known to me and was 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 exhibited to me his passport ID, with his photograph and signature appearing thereon, with no. P1713349C and his Community Tax Certificate No. CC120221573502 issued on February 12, 2025 at Puerto Galera, Oriental Mindoro.

Witness my hand and seal this 5 day of JUL 2025.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____
IBP No. _____


Atty. EDDOEBUNUNGUN C. BUNQUIN
NOTARY PUBLIC
Commission valid until Dec. 31, 2026
Roll of Attorneys No. 53800:
2/F, Pacemaker Bldg., Poblacion III:
IBP Lifetime No. 07790; Manila III:
MCLE Comp. VIII valid until April 15, 2028
Mobile No. 0915 984 1358 / 0918 542 9061
Email Add: eddoebunungun@gmail.com

Doc. No. 267
Page No. 55
Book No. LXIV
Series of 2025

Republic of the Philippines)
(S.S. CALAPAN CITY

SECRETARY'S CERTIFICATE

I, Mercy F. Agudo, of legal age, married, a resident of Brgy. San Isidro White Beach Puerto Galera, Oriental Mindoro, after duly sworn say to wit:

1. That I am the duly elected and qualified Corporate Secretary of MYDIVE TRAVEL AND TOURS INC, a corporation duly organized and existing under and by virtue of the Republic of the Philippines, with office address at San Isidro, Puerto Galera, Oriental Mindoro.

2. That at the special meeting of the Board of Directors of the Corporation duly convened and held on July 15, 2025 in which a quorum was present and acting throughout, the following resolution were approved, and the same have not been annulled, revoked and amended in any way whatever and are still in full force and effect on the date thereof:

Resolution 07-15-25

“RESOLVED, AS IT IS HEREBY RESOLVED that the Board authorized and appointed Mr. Jonathan G. Solasco whose specimen signature appears below above his name to transact, file, process, to sign, execute and deliver any necessary papers or documents on behalf of the corporation for MINDORO STATE UNIVERSITY with the office address of Alcate, Victoria, Oriental Mindoro.”

JONATHAN G. SOLASCO

IN WITNESS WHEREOF, I have hereunto set my hand this JUL 15 2025, in CALAPAN CITY, Philippines.

MERCY F. AGUDO
Corporate Secretary
TIN: 459-652-118-000

SUBSCRIBED AND SWORN TO before me on this JUL 15 2025 day of

CALAPAN CITY, Philippines, affiant exhibiting to me her • Tax Identification Number 459-652-118-000.

NOTARY PUBLIC

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1427926 - Calapan City
MCLE Compliance No. VIII - 0032630
Notarial Commission until December 31, 2026

Doc. No. 401
Page No. 82
Book No. 144
Series of 2025



4/27/25, 9:43 AM

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue



For BIR Use Only:
BIR Form No. 1702-RT
January 2018 (ENCS)

Annual Income Tax Return
For Corporation, Partnership and Other Non-Individual
Taxpayer Subject Only to REGULAR Income Tax Rate
Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X".
Two Copies MUST be filed with the BIR and one held by the taxpayer.

1702-RT 01/18 ENCS P1	
1 For Calendar Fiscal	2 Year Ended (MM/20YY) 12/2024
3 Amended Return? Yes No	4 Short Period Return? Yes No
5 AlphaNumeric Tax Code (ATC) IC055 Minimum Corporate Income Tax (MCIT) IC010 DOMESTIC CORPORATION IN GENERAL	

Part I - Background Information	
6 Taxpayer Identification Number (TIN) 608 - 113 - 330 - 000	7 RDO Code 042
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) MYDIVE TRAVEL AND TOURS INC.	
9A Registered Address (Indicate complete registered address) RUA PASCUAL ST TIBAGAN CITY OF SAN JUAN	
9B Zipcode 1500	
10 Date of Incorporation/Organization (MM/DD/YYYY) 04/22/2022	11 Contact Number 09616547029
12 Email Address mydivetravelandtoursinc@gmail.com	
13 Method of Deductions [Section 34 Optional Standard Deduction (OSD) - 40% of Gross Income (Section 34(L), (A-J), NIRC) NIRC as amended by RA No. 9504]	

Part II - Total Tax Payable (Do NOT enter Centavos)	
14 Total Income Tax Due (Overpayment) (From Part IV Item 43) 0	15 Less: Total Tax Credits/Payments (From Part IV Item 55) 82,580
16 Net Tax Payable (Overpayment) (Item 14 Less Item 15) (From Part IV Item 55) (82,580)	
Add Penalties	
17 Surcharge 0	18 Interest 0
19 Compromise (82,580)	
If Overpayment, mark "X" one 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 next year/quarter	
We declare under the penalties of perjury that the foregoing return has been made in good faith, verified by us, and to the best of 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. (If Authorized Representatives, attach authorized signature and official TIN)	
Signature over printed name of Principal Officer/Authorized Representative MARCO VINCENT AGUIRRE	Signature over printed name of Treasurer/Assistant Treasurer MARCO VINCENT AGUIRRE
Title of Signatory MARCO VINCENT AGUIRRE	Title of Signatory MARCO VINCENT AGUIRRE
TIN 439-452-118	TIN 438-813-424
Part III - Details of Payment	
Particulars Drawee Bank/Agency Number Date (MM/DD/YYYY) Amount	23 Cash/Bank Debit Memo 24 Check 25 Tax Debit Memo 26 Others (Specify Below)
Stamp of receiving Office/Bank and Date of Receipt (RO's Signature/Bank Teller's Initial)	



Reference No : 462500065418465
Date Filed : April 21, 2025 05:28 AM
Batch Number : 0

BIR Form 1702-RT

BIR Form No. 1702-RT January 2018 (ENC5) Page 2		Annual Income Tax Return REGULAR Income Tax Rate Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to	
Registered Name MYDIVE TRAVEL AND TOURS INC.		Taxpayer Identification Number (TIN) 608 - 113 - 330 - 000	
Do NOT enter Centavos 1702-RT 01/18ENC5 P2			

Part IV - Computation of Tax	
27 Sales/Receipts/Revenues/Fees	
6,644,668	
28 Less: Sales Returns, Allowances and Discounts	
0	
29 Net Sales/Receipts/Revenues/Fees (Item 27 Less Item 28)	
6,644,668	
30 Less: Cost of Sales/Services	
5,948,839	
31 Gross Income from Operation (Item 29 Less Item 30)	
695,829	
32 Add: Other Taxable Income Not Subjected to Final Tax	
0	
33 Total Taxable Income (Sum of Items 31 and 32)	
695,829	
Less: Deductions Allowable Under Existing Law	
34 Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)	
2,327,785	
35 Special Allowable Itemized Deductions (From Part VI Schedule II Item 5)	
0	
36 NOLCO (only for those taxable under Sec. 27(A) to C; Sec. 28(A)(1) & (A)(5)(b) of the tax Code) (From Part VI Schedule III Item 8)	
0	
37 Total Deductions (Sum of Items 34 to 36)	
2,327,785	
OR (in case taxable under Sec 27(A) & 28(A)(1))	
0	
38 Optional Standard Deduction (40% of Item 33)	
0	
39 Net Taxable Income (Loss) (If itemized: Item 33 Less Item 37, If OSD: Item 33 Less Item 38)	
(1,631,956)	
40 Applicable Income Tax Rate	
20 %	
41 Income Tax Due other than Minimum Corporate Income Tax (MCIT) (Item 39 x Item 40)	
0	
42 MCIT Due (2% of Item 33)	
0	
43 Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher) (To Part II Item 14)	
0	
Less: Tax Credits/Payments (attach proof)	
44 Prior Year's Excess Credits Other Than MCIT	
23,474	
45 Income Tax Payment under MCIT from Previous Quarters	
0	
46 Income Tax Payment under Regular/Normal Rate from Previous Quarters	
0	
47 Excess MCIT Applied this Current Taxable Year (From Part VI Schedule IV Item 4)	
40,547	
48 Creditable Tax Withheld from Previous Quarters per BIR Form No. 2307	
18,559	
49 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	
0	
50 Foreign Tax Credits, if applicable	
0	
51 Tax Paid in Return Previously Filed, if this is an Amended Return	
0	
52 Special Tax Credits (To Part V Item 58)	
Other Credits/Payments (Specify)	
0	
53	
0	
54	
55 Total Tax Credits/Payments (Sum of Items 44 to 54) (To Part II Item 15)	
82,580	
56 Net Tax Payable (Overpayment) (Item 43 Less Item 55) (To Part II Item 16)	
(82,580)	
Part V - Tax Relief Availment	
57 Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)	
0	
58 Add: Special Tax Credits (From Part IV Item 52)	
0	
59 Total Tax Relief Availment (Sum of Items 57 and 58)	
0	





BIR Form No. 1702-RT January 2018 (ENCS)		Annual Income Tax Return REGULAR Income Tax Rate Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to		1702-RT 01/18ENCS P3	
Taxpayer Identification Number (TIN)		Registered Name		608	
- 113		MYDIVE TRAVEL AND TOURS INC.		- 330 - 000	
Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheets, if necessary)					
1 Amortizations					
2 Bad Debts					
3 Charitable Contributions					
4 Depletion					
5 Depreciation					
6 Entertainment, Amusement and Recreation					
7 Fringe Benefits					
8 Interest					
9 Losses					
10 Pension Trust					
11 Rental					
12 Research and Development					
13 Salaries, Wages and Allowances					
14 SSS, GSIS, Philhealth, HDMF and Other Contributions					
15 Taxes and Licenses					
16 Transportation and Travel					
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (Specify below; Add additional sheets, if necessary)					
a Janitorial and Messengerial Services					
b Professional Fees					
c Security Services					
d Advertising and Promotional					
e Uniform					
f Communication					
g Other Operating Expenses					
h Repairs					
i Chemicals, Propane, Fuel					
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17) (To Part IV Item 34)					
2,327,785					
Schedule II - Special Allowable Itemized Deductions (Attach additional sheets, if necessary)					
1					
2					
3					
4					
5 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4) (To Part IV Item 35)					
0					

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

TIN	: 608-113-330-000
Name	: MYDIVE TRAVEL AND TOURS INC.
RDO	: 042
Form Type	: 1702
Reference No.	: 462500065418465
Amount Payable (Over Remittance)	: -82,580.00
Accounting Type	: C - Calendar
For Tax Period	: 12/31/2024
Date Filed	: 04/21/2025
Tax Type	: IT

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Quarterly Value-Added Tax Return
(Cumulative For 3 Months)
February 2007 (ENCS)
2550-Q
BIR Form No.

1	For the	Year Ended (MM/YYYY)	December 2025	1st 2nd 3rd 4th	03/31/2025	01/01/2025	3	Return Period (MM/DD/YYYY)	To	4	Amended Return?	5	Short Return?	Yes No
6	TIN	608	113	330	7	RDO Code	042	8	No. of sheets attached	9	Line of Business	RESTAURANTS, CAFES AND FAST		
10	Taxpayer's Name (For Individual) Last Name, First Name, Middle Name/ (For Non-Individual) Registered Name													
12	Registered Address													
13	Zip Code													
14	Are you availing of tax relief under Special Law or International Tax Treaty?													
15	If yes, please specify													

PART II		Computation of tax	
Sales/Receipts for the Quarter (Exclusive of VAT)			
15	Variable Sales/Receipt - Private (see Sch. 1)	15A	1,106,500.89
16	Sale to Government	16A	0.00
17	Zero Rated Sales/Receipts	17	0.00
18	Exempt Sales/Receipts	18	0.00
19	Total Sales/Receipts and Output Tax Due	19A	1,106,500.89
20	Less: Allowable Input Tax		
20A	Input Tax Carried Over from Previous Period	20A	0.00
20B	Input Tax Deferred on Capital Goods Exceeding P1 Million from Previous Quarter	20B	0.00
20C	Transitional Input Tax	20C	0.00
20D	Presumptive Input Tax	20D	0.00
20E	Others	20E	0.00
20F	Total (Sum of Item 20A, 20B, 20C, 20D & 20E)	20F	0.00
Current Transactions			
21A/B	Purchase of Capital Goods not exceeding P1 Million (see Sch. 2)	21A	0.00
21C/D	Purchase of Capital Goods exceeding P1 Million (see Sch. 3)	21C	0.00
21E/F	Domestic Purchases of Goods Other than Capital Goods	21E	349,461.24
21G/H	Importation of Goods Other than Capital Goods	21G	0.00
21I/J	Domestic Purchase of Services	21I	342,129.40
21K/L	Services Rendered by Non-residents	21K	0.00
21M	Purchases Not Qualified for Input Tax	21M	0.00
21N/O	Others	21N	0.00
Purchases			
21A		21A	0.00
21B		21B	0.00
21D		21D	0.00
21F		21F	41,935.35
21H		21H	0.00
21J		21J	41,055.53
21L		21L	0.00
21O		21O	0.00
Output Tax Due for the Quarter			
15B		15B	132,780.11
16B		16B	0.00
19B		19B	132,780.11

<https://eips.dir.gov.ph>

 $\frac{1}{2}$

Guidelines and Instructions | Help
Reference No: 102500065567426
Date Filed: April 25, 2025 03:35 PM
Batch Number: 0



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Print

Payment Details

Proceed to Payment

Attachments

Add Attachment

Remove Attachment

Attachment Details

21P	Total Current Purchases (Sum of Item 21A, 21C, 21E, 21G, 21H, 21I, 21J, 21K, 21L & 21M)	691,590.64	21P
22	Total Available Input Tax (Sum of Item 20F, 21B, 21D, 21F, 21H, 21J, 21L & 21O)	82,990.88	22
23	Less: Deductions from Input Tax		23
23A	Input Tax on Purchases of Capital Goods exceeding P1Million deferred for the succeeding period (see Sch. 3)	0.00	23A
23B	Input Tax on Sale to Govt. closed to expense (see Sch. 4)	0.00	23B
23C	Input Tax allocable to Exempt Sales (see Sch. 5)	0.00	23C
23D	VAT Refund / TCC claimed	0.00	23D
23E	Others	0.00	23E
23F	Total (Sum of Item 23A, 23B, 23C, 23D & 23E)	0.00	23F
24	Total Allowable Input Tax (Item 22 less Item 23F)	82,990.88	24
25	Net VAT Payable (Item 19B less Item 24)	49,789.23	25
26	Less: Tax Credits/Payments		26
26A	Monthly VAT Payments - previous two months	0.00	26A
26B	Creditable Value-Added Tax Withheld (see Sch. 6)	26,254.46	26B
26C	Advance Payment for Sugar and Flour Industries (see Sch. 7)	0.00	26C
26D	VAT withheld on Sales to Government (see Sch. 8)	0.00	26D
26E	VAT paid in return previously filed, if this is an amended return	0.00	26E
26F	Advance Payments made (please attach proof of payments - BIR Form No. 0605)	0.00	26F
26G	Others	0.00	26G
26H	Total Tax Credits/Payments(Sum of Item 26A, 26B, 26C, 26D, 26E, 26F, & 26G)	26,254.46	26H
27	Tax Still Payable/ (Overpayment) (Item 25 less Item 26H)	23,534.77	27
28	Add: Penalties		28
28A	Surcharge	0.00	28A
28B	Interest	0.00	28B
28C	Compromise	0.00	28C
28D		0.00	28D
29	Total Amount Payable (Overpayment) (Sum of Item 27 & 28D)	23,534.77	29

Bringing in Revenues
for Nation-building



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION 7B – EAST NCR
QF-TCC-01-01-2024.01
TCBP NO. 07B-042 -02-27-R0538-2025-M

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

MYDIVE TRAVEL AND TOURS INC.

Name of Taxpayer

10 RUA PASCUAL ST TIBAGAN SAN JUAN CITY 1500

Address

608-113-330-000

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 27th day of February, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL FEBRUARY 27, 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 FEBRUARY 26, 2025 UNDER MANUAL PAYMENT. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID
WITHOUT BIR
DRY SEAL

ALBERT JOY A. ARANO
Chief, Collection Division



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.





REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, Secretariat Building, PICC Complex,
Pasay City, Metro Manila



COMPANY REG. NO.: 2022040050121-01

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

MYDIVE TRAVEL AND TOURS INC.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation and By Laws are hereto attached.

This Certificate grants juridical personality to this corporation but **DOES NOT AUTHORIZE it:**

A. To issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by this Commission;

B. To undertake business activities such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof, nor to operate a fiat money to virtual currency exchange nor engage in investment solicitation and investment taking requiring a Secondary License from this Commission.

C. To act as a permit to undertake activities for which other government agencies require a license or permit.

This Certificate is granted subject to the conditions stated at the back of this document.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at Ground Floor, Secretariat Building, PICC Complex, Pasay City, Metro Manila, Philippines, this day of 22 April Two Thousand Twenty Two.

GERARDO F. DEL ROSARIO

Director

Company Registration and Monitoring Department

*This is a computer generated certificate,
signature is not required.*

For SEC use only
N791 (PSIC as reserved)
Stock Corporation
Less Than 5 Incorporators

DOCUMENTARY STAMP TAX PAID

The original copy of this Certificate must be secured within one year from the date of registration





- 1.) Form/Notice pursuant to SEC Memorandum Circular No. 28, series of 2020. Refer to link: <https://www.sec.gov.ph/mc-2020/mc-no-28-s-2020/>
- 2.) General Information Sheet
Annual Filing: within thirty (30) days from the actual date of Annual Stockholders' Meeting
- 3.) Financial Statements (FS)
Fiscal Year end: December 31
- Check schedule of filing through SEC website: www.sec.gov.ph
Fiscal Year end: Other than December 31
- Within one hundred twenty (120) days from date of fiscal year indicated in the FS
- Note: Annual Financial Statements audited by an independent Certified Public Accountant: *Provided, that if the total assets or total liabilities of the corporation are less than Six Hundred Thousand Pesos (P600,000.00), the financial statements shall be certified under oath by the Corporation's President and Treasurer*
- 4.) Stock and Transfer Book
Must be stamped within thirty (30) days from date of issuance of Certificate of Incorporation

DOMESTIC STOCK CORPORATIONS WITH 2-15 INCORPORATORS

REPORTORIAL REQUIREMENTS for

- As a registered corporation, it shall submit annually to this Commission the reports indicated below.
- That the Commission shall not be responsible for any damage that may result from the unauthorized use of the aforementioned QR code.
- That the information downloaded from this system bears a unique QR code of the Commission.
- If the end date of the **one (1) year** period falls on a weekend or a holiday, it may still be submitted on the next working day.
- Commission within a period of **one (1) year** from the date indicated in the Digital COI.
- Amendment of its business shall NOT be entertained, granted or acted upon until the originally signed and authenticated or notarized **four (4)** hard copies of the registration application is submitted and officially received by this Commission.
- Actions such as request for Certified True Copies, submission of reportorial requirements, application for operation of Articles of Incorporation and/or By-laws and such other applications deemed necessary in the operation of its business shall NOT be entertained, granted or acted upon until the originally signed and authenticated or notarized **four (4)** hard copies of the registration application is submitted and officially received by this Commission.
- Failure to submit the originally signed and authenticated or notarized registration application together with the Digital COI and proof of payment within the period of **one (1) year** from the date indicated in the Digital COI shall result in the automatic revocation of the corporation's registration with this Commission.
- Any falsity, misrepresentation or fraud determined during post evaluation contained in the Articles of Incorporation and/or By-laws shall constitute valid ground for revocation of the registration and/or cancellation of the COI issued. However, minor corrections may be cured by either (1) filing a Petition for Correction, if allowed, or (2) filing an application for amendment of the Articles of Incorporation and/or By-laws filed within **ninety (90) calendar days** from notice.
- That the officially received registration application together with its attachments shall be subjected to post-evaluation to determine compliance with the applicable laws, rules, and regulations, notwithstanding the issuance of the COI.
- That the original Certificate of Incorporation (COI) shall be released only upon presentation and submission of the copy of the Digital COI, copy of the proof of payment on the required fees and **four (4)** hard copies of the originally signed and authenticated or notarized of the Articles of Incorporation and/or By-laws together with all its attachments anytime through a two-way transmittal system via courier/registered mail addressed to the SEC Main Office or to the selected Extension Office within a period of **one (1) year** from the date stated in the Digital COI.
- Please be advised on the following guidelines as failure to comply with these requirements hereby detailed within shall be a ground for the revocation and/or cancellation of the Certificate of Incorporation.



JOB ORDER REQUEST

JOR #:
Date:

JOR 25-084

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	LEASE OF VENUE WITH MEALS AND ACCOMMODATION (See attached document for the detailed list of meals, number of room accommodation, and use of function hall per day) A. General Requirements 1) Price Package Quotation for: 5 days and 4 nights 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday) 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible 4) Number of Guests: 100 pax 5) Accessibility of location and designated parking space for vehicles 6) Catering services, reliable high-speed Wi-Fi connection and audio visual equipment 7) Quoted price shall be inclusive of all applicable government taxes and service charges. B. Special Requirements 1) Venue of Activities The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements: 1.1. Holding area for resource experts and participants upon arrival; 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual Equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment); 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet; 1.4. Emergency Power/Back-up Power Generator			MDS-14-7 101-200 Jura Jura 04-011716

Purpose: For the conduct of project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation

Requested by:
Sherly A. Layesa, J.D.
Attorney IV

Recommending Approval:
JOELENE C. LEYNES
VP Admin & Finance

Approved by:
ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



JOB ORDER REQUEST

JOR #: _____
Date: _____

JOR25 - 084

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	1.4. Table and chairs for the resource experts and participants; 1.5. Nearby water station and comfort rooms; 1.6. Fire escapes and firefighting equipment; 1.7. With appropriate security measures; 1.8. Accessible to the nautical highway and with parking space. 2) Accommodation The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements: 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (July 20 and July 24, 2025 – 15 pax) (June 21 – June 23, 2025 – 100 pax) 2.2. Clean toilet and bath in each room; 2.3. Furnished with closet, beddings, towels, and basic toiletries; 2.4. Fire escapes and firefighting equipment. 3) Food and Meals The Service Provider shall meet the following meal requirements for 100 pax: 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations; 3.2. Designated banquet area/ hall for participants during meal time; 3.3. Designated service personnel for meal distribution, maintaining cleanliness and immediate concerns; Day 1: July 20, 2025 AM Snacks Lunch PM Snacks Dinner Room Accommodation	15 pax		04 - 00177B 101-200 MDS -14-7 5030 70200 1804

Purpose: For the conduct of project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation

Requested by: SHERLYN A. LAYESA, J.D.
Attorney IV

Recommending Approval: JOELENE C. LEYNES
VP Admin & Finance

Approved by: ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



JOB ORDER REQUEST

JOR #: _____
Date: _____

JOR 25 - 084

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	Day 2: July 21, 2025	15 pax		
	Breakfast			
	AM Snacks			
	Lunch			
	PM Snacks			
	Dinner			
	Room Accommodation	100 pax		
	Function Hall (8-9 hours)			
	Day 3: July 22, 2025			
	Breakfast			
	AM Snacks			
	Lunch			
	PM Snacks			
	Dinner			
	Room Accommodation	100 pax		
	Function Hall (8-9 hours)			
	Day 4: July 23, 2025			
	Breakfast			
	AM Snacks			
	Lunch			
	PM Snacks			
	Dinner			
	Function Hall (7-8 hours)	100 pax		
	Room Accommodation			
	Day 5: July 24, 2025			
	Breakfast			
	AM Snacks			
	Lunch			
	PM Snacks			
	15 pax			
	TOTAL			810,000.00

MDS-14-7
101-200
04-00173
002070200
Joya

Purpose: For the conduct of project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation

Requested by: _____
SHERLYN A. LAYESA, J.D.
Attorney IV

Recommending Approval: _____
JOELENE C. LEYNES
VP Admin & Finance

Approved by: _____
ENYA MARIE D. APOSTOL,
Ph.D.
SUC President III



Day 1: July 20, 2025 (15 pax)	Day 2: July 21, 2025 (100 pax)	Day 3: July 22, 2025 (100 pax)	Day 4 July 23, 2025 (100 pax)	Day 5: July 24, 2025 (15 pax)
AM Snacks Lunch PM Snacks Dinner	Breakfast (15 pax only) AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks
Breakfast				
N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Fried Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco
AM Snacks				
Fresh Lumpia Palabok Juice	Chicken Macaroni Soup (Sopas) Sandwich Juice	Carbonara Garlic Bread Juice	Suman sa Gata with Sliced Mango Juice	Ham and Cheese with Lettuce Sandwich Juice
Lunch				
Kare-Kare Lumpiang Shanghai Fresh Fruits Plain Rice Soft drinks	Tinola Fried Fish Fresh Fruits Plain Rice Soft drinks	Fish Sinigang Chicken Wings Salad Rice Soft drinks	Sweet and Sour Fish Ginisang Pakbet Chicken Fillet Vegetable Salad Rice Soft drinks	Pork Adobo Ginisang Pakbet Vegetable Salad Rice Soft drinks
PM Snacks				
Spaghetti Fried Chicken Juice	Turon Kakanin Juice	Pansit Bihon Lumpiang Shanghai Juice	Mac and Cheese Fried Chicken Juice	N/A
Dinner				
Barbeque Inihaw na Tilapia Ensaladang Talong Soup Fresh Fruits Plain Rice Soft drinks	Beef Steak Fish Fillet Vegetable Salad Soup Plain Rice Soft drinks	Pork Giniling Inihaw na Liempo Ampalaya with Egg Rice Soft drinks	Pork Sinigang Fried Fish Chopseuy Fresh Fruits Rice Soft drinks	N/A

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

APPROVED BUDGET FOR THE CONTRACT (ABC)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED " MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE
FUTURES AND VALUE CREATION"
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

Contract Duration:													
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST
									INFLATION,		TOTAL COST		
									%	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	INFLATION,	VALUE	(12)	(13)	
1	LEASE OF VENUE WITH MEALS AND ACCOMMODATION	1	lot	810,000.00	810,000.00					(11)	[10%((5)+(10)]	(11) / (3)	
	(See attached document for the detailed list of meals, number of room accommodation, and use of function hall per day)												
	A. General Requirements 1) Price Package Quotation for: 5 days and 4 nights 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday) 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible 4) Number of Guests: 100 pax 5) Accessibility of location and designated parking space for vehicles 6) Catering services, reliable high-speed Wi-Fi connection and audio visual equipment 7) Quoted price shall be inclusive of all applicable government taxes and service charges.												

B. Special Requirements 1) Venue of Activities The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements: 1.1. Holding area for resource experts and participants upon arrival; 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual Equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment); 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet; 1.4. TEmergency Power/Back Up power generator; 1.4. Table and chairs for the resource experts and participants; 1.5. Nearby water station and comfort rooms; 1.6. Fire escapes and firefighting													
2) Accommodation The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements: 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (July 20 and July 24, 2025 – 15 pax) (June 21 – June 23, 2025 – 100 pax) 2.2. Clean toilet and bath in each room; 2.3. Furnished with closet, beddings, towels, and basic toiletries; 2.4. Fire escapes and firefighting equipment.													



JOB ORDER REQUEST

JOR #:
Date:

JOR 25-084

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	LEASE OF VENUE WITH MEALS AND ACCOMMODATION (See attached document for the detailed list of meals, number of room accommodation, and use of function hall per day) A. General Requirements 1) Price Package Quotation for: 5 days and 4 nights 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday) 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible 4) Number of Guests: 100 pax 5) Accessibility of location and designated parking space for vehicles 6) Catering services, reliable high-speed Wi-Fi connection and audio visual equipment 7) Quoted price shall be inclusive of all applicable government taxes and service charges. B. Special Requirements 1) Venue of Activities The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements: 1.1. Holding area for resource experts and participants upon arrival; 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual Equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment); 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet; 1.4. Emergency Power/Back-up Power Generator			MDS-14-7 101-200 04-001778 Jesora / Jura

Purpose: For the conduct of project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation

Requested by: Sherilyn A. Layesa, J.D.
Attorney IV

Recommending Approval: JOELENE C. LEYNES
VP Admin & Finance

Approved by: ENYA MARIE D. APOSTOL, Ph.D.
SUC President III



JOB ORDER REQUEST

JOR #: _____
Date: _____

JOR25 - 084

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	1.4. Table and chairs for the resource experts and participants; 1.5. Nearby water station and comfort rooms; 1.6. Fire escapes and firefighting equipment; 1.7. With appropriate security measures; 1.8. Accessible to the nautical highway and with parking space. 2) Accommodation The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements: 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (July 20 and July 24, 2025 – 15 pax) (June 21 – June 23, 2025 – 100 pax) 2.2. Clean toilet and bath in each room; 2.3. Furnished with closet, beddings, towels, and basic toiletries; 2.4. Fire escapes and firefighting equipment. 3) Food and Meals The Service Provider shall meet the following meal requirements for 100 pax: 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations; 3.2. Designated banquet area/ hall for participants during meal time; 3.3. Designated service personnel for meal distribution, maintaining cleanliness and immediate concerns; Day 1: July 20, 2025 AM Snacks Lunch PM Snacks Dinner Room Accommodation	15 pax		MDS -14-7 101-200 04-00177B Jorge

Purpose: For the conduct of project titled, "Mindoro State University Beyond Today: Capacity Building on Framing the Futures and Value Creation

Requested by: SHERLYN A. LAYESA, J.D.
Attorney IV

Recommending Approval: JOELENE C. LEYNES
VP Admin & Finance

Approved by: ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

JOB ORDER REQUEST

JOR #:
Date:

JOR25-084

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
	Day 2: July 21, 2025			
	Breakfast	15 pax		
	AM Snacks			
	Lunch			
	PM Snacks			
	Dinner			
	Room Accommodation	100 pax		
	Function Hall (8-9 hours)			
	Day 3: July 22, 2025			
	Breakfast			
	AM Snacks			
	Lunch			
	PM Snacks			
	Dinner			
	Room Accommodation	100 pax		
	Function Hall (8-9 hours)			
	Day 4: July 23, 2025			
	Breakfast			
	AM Snacks			
	Lunch			
	PM Snacks			
	Dinner			
	Function Hall (7-8 hours)	100 pax		
	Room Accommodation			
	Day 5: July 24, 2025			
	Breakfast	15 pax		
	AM Snacks			
	Lunch			
	PM Snacks			
	TOTAL			810,000.00

Purpose: For the conduct of project titled, "Mindoro State University Beyond Today: Capacity Building on Empowering the Future and Value Creation

SHERLYN A. LAYESA, J.D.

Attorney IV

JOELENE C. LEYNES

VP Admin & Finance

ENTY MARIE D. APOSTOL,
Ph.D.

Ph.D.

94. SUC President III



Day 1: July 20, 2025 (15 pax)	Day 2: July 21, 2025 (100 pax)	Day 3: July 22, 2025 (100 pax)	Day 4 July 23, 2025 (100 pax)	Day 5: July 24, 2025 (15 pax)
AM Snacks Lunch PM Snacks Dinner	Breakfast (15 pax only) AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks
Breakfast				
N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Fried Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco
AM Snacks				
Fresh Lumpia Palabok Juice	Chicken Macaroni Soup (Sopas) Sandwich Juice	Carbonara Garlic Bread Juice	Suman sa Gata with Sliced Mango Juice	Ham and Cheese with Lettuce Sandwich Juice
Lunch				
Kare-Kare Lumpiang Shanghai Fresh Fruits Plain Rice Soft drinks	Tinola Fried Fish Fresh Fruits Plain Rice Soft drinks	Fish Sinigang Chicken Wings Salad Rice Soft drinks	Sweet and Sour Fish Ginisang Pakbet Vegetable Salad Rice Soft drinks	Pork Adobo Ginisang Pakbet Vegetable Salad Rice Soft drinks
PM Snacks				
Spaghetti Fried Chicken Juice	Turon Kakanin Juice	Pansit Bihon Lumpiang Shanghai Juice	Mac and Cheese Fried Chicken Juice	N/A
Dinner				
Barbeque Inihaw na Tilapia Ensaladang Talong Soup Fresh Fruits Plain Rice Soft drinks	Beef Steak Fish Fillet Vegetable Salad Soup Plain Rice Soft drinks	Pork Giniling Inihaw na Liempo Ampalaya with Egg Rice Soft drinks	Pork Sinigang Fried Fish Rice Chopseyu Fresh Fruits Rice Soft drinks	N/A

Appendix C
TABLE OF RATING FACTORS FOR
LEASE OF VENUE
MYDIVE TRAVEL & TOURS

RATING FACTORS			RATING
I.	Availability	100	100
II	Location and Site Condition		
	1. Accessibility	(50)	48
	2. Parking space	(50)	50
		100	98
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	23
	3. Restaurant	(25)	25
	4. Banking and Postal	(25)	23
		100	96
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	10
	b. Room arrangement (e.g., single, double, etc.)	(5)	5
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	5
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	5
	c. Elevators	(4)	0
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	5
		100	94

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

RATING FACTORS			WEIGHT (%)	RATING
I.	Availability	X (.5) =	50	
II.	Location and Site Condition	X (.1) =	9.8	
III.	Neighborhood Data	X (.05) =	4.8	
IV.	Venue	X (.35) =	32.9	
FACTOR VALUE				97.5

Appendix C
TABLE OF RATING FACTORS FOR
LEASE OF VENUE
Gilva Management Catering Services, Inc.

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	80
II	Location and Site Condition		
	1. Accessibility	(50)	50
	2. Parking space	(50)	50
		100	100
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	23
	2. Police and fire station	(25)	20
	3. Restaurant	(25)	23
	4. Banking and Postal	(25)	20
		100	86
IV.	Venue		
	a. Structural condition	(20)	17
	b. Functionality		
	a. Conference Rooms	(10)	10
	b. Room arrangement (e.g., single, double, etc.)	(5)	3
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	5
	c. Facilities		
	a. Water supply and toilet	(4)	2
	b. Lighting system	(5)	5
	c. Elevators	(4)	0
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	3
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	4
	b. Attractiveness	(5)	3
	c. Security	(5)	7
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	3
		100	80

(not all rooms are available, apartment as substitute) - room relatively far from venue / function hall

Table of Rating Factors for Lease of Venue

	RATING FACTORS		WEIGHT (%)	RATING
I.	Availability	X (.5) =	40	
II.	Location and Site Condition	X (.1) =	40	
III.	Neighborhood Data	X (.05) =	4.3	
IV.	Venue	X (.35) =	18	
FACTOR VALUE				12.3

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

Table of Rating Factors for Lease of Venue

TABLE OF RATING FACTORS FOR
LEASE OF VENUE

Appendix C

ORIENT DE BALERA

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	0 (not included)
II	Location and Site Condition		
	1. Accessibility	(50)	48
	2. Parking space	(50)	50
		100	98
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	95
	2. Police and fire station	(25)	93
	3. Restaurant	(25)	95
	4. Banking and Postal	(25)	93
		100	96
IV.	Venue		
	a. Structural condition	(20)	90
	b. Functionality		
	a. Conference Rooms	(10)	5 (cannot accommodate 100 only 70 f)
	b. Room arrangement (e.g., single, double, etc.)	(5)	5
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	2
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	4
	c. Elevators	(4)	0
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	4
	f. Client's satisfactory rating	(5)	4
		100	86

Table of Rating Factors for Lease of Venue

RATING FACTORS			WEIGHT (%)	RATING
I.	Availability	X (.5) =		
II.	Location and Site Condition	X (.1) =	9.9	
III.	Neighborhood Data	X (.05) =	4.8	
IV.	Venue	X (.35) =	80.1	
FACTOR VALUE			99.7	

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

Table of Rating Factors for Lease of Venue



COST BENEFIT ANALYSIS WITH MARKET ANALYSIS

Project Title : MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION

Period Covered : July 20-24, 2025

Proposed Location : Puerto Galera, Oriental Mindoro

Procurement Activity : Lease of Venue with Meals and Accommodation

Mode of Procurement : Alternative Method of Procurement – Negotiated Procurement

Legal Basis : Section 53.10, Implementing Rules and Regulations of Republic Act No. 9184 in relation to Annex A, Implementing Guidelines on Lease of Privately-Owned Real Estate and Venue

I. PURPOSE

This Cost-Benefit Analysis (CBA) with Market Analysis is prepared to determine the feasibility and justification for leasing a privately-owned venue in Puerto Galera for the above-cited project in accordance with the procurement laws.

II. FACTORS CONSIDERED

1. UNAVAILABILITY OF PUBLICLY-OWNED VENUE WITH MEALS AND ACCOMMODATION

There are no known nearby government venues with meals and accommodation in the nearby area where University Campuses (Victoria, Bongabong, Calapan City, Oriental Mindoro) are located.

2. PARTICIPANTS AND LOCATION

The target participants of the capacity building are 100, more or less, composed of key officials, key officials, student leaders, and concerned officials/personnel from the administration, academics, and research, development & extension. Majority of the participants are from the Main-Campus in Victoria, second most is from Calapan City Campus, and least from the Bongabong Campus while the Resource Experts will be arriving at the Calapan City Port or Puerto Galera Port.

In view of the foregoing and the factors enumerated below, the selected location of the capacity building is in Puerto Galera, Oriental Mindoro.

- a. Puerto Galera is within the same province, i.e., Oriental Mindoro;
- b. Properties for rent in Puerto Galera offer the necessary infrastructure and services (venue, conference amenities, accommodation, catering services, etc.) not available in all University campuses; and
- c. Puerto Galera is central enough to be equitably accessible.



III. MARKET ANALYSIS

These are the surveyed hotel/resort rates for venue with meals and accommodation in Puerto Galera:¹

PARTICULARS	NUMBER OF PAX	DATE	GIGA MANAGEMENT AND CATERING SERVICES, INC. (TAMARRAW BEACH RESORT)	ORIENT DE GALERA	MYDIVE TOURS INC. (MARCO VINCENT DIVE RESORT)
Function Room / Venue Hall for 3 Days (Days 2-4)	100	July 21-23	PHP 30, 000	PHP 40,500 (1,500 per hour)	N/A (included in the room rate)

DAY 1					
AM Snacks	15	July 20	PHP 2,250 (150 per pax)	PHP 2,250 (150 per pax)	PHP 2,250 (150 per pax)
Lunch	15		PHP 9,000 (600 per pax)	PHP 9,000 (600 per pax)	PHP 9,000 (600 per pax)
PM Snacks	15		PHP 2,250 (150 per pax)	PHP 2,250 (150 per pax)	PHP 2,250 (150 per pax)
Dinner	15		PHP 9,000 (600 per pax)	PHP 9,000 (600 per pax)	PHP 9,000 (600 per pax)
Room Accommodation	15		PHP 12,000.00 (600 per pax)	PHP 10,000.00 (600 per pax)	
SUBTOTAL			PHP 34,500	PHP 32,500	PHP 60, 487.50

DAY 2					
Breakfast	15	July 21	PHP 4,500 (300 per pax)	N/A (included in the room rate)	
AM Snacks	100		PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)
Lunch	100		PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)
PM Snacks	100		PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)
Dinner	100		PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)
Room Accommodation	100		PHP 85,000.00 (600 per pax)	PHP 102,000.00 (600 per pax)	
SUBTOTAL			PHP 239,500	PHP 252,000.00	PHP 369, 250

DAY 3					
Breakfast	100	July 22	PHP 30,000 (300 per pax)	N/A (included in the room rate)	
AM Snacks	100		PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)
Lunch	100		PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)
PM Snacks	100		PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)	PHP 15,000 (150 per pax)
Dinner	100		PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)	PHP 60,000 (600 per pax)
SUBTOTAL			PHP 239,500	PHP 252,000.00	PHP 369, 250

¹ Note that these computations are based on the assessment of the quotations provided by the suppliers. Some of which were submitted for the originally scheduled date of the project, i.e. June 02, 03, 04, 05, 06, 2025 / also five days.

Cost Benefit Analysis with Market Analysis | Page 2 of 2



Room Accommodation		100		PHP 85,000.00	PHP 102,000.00	PHP 369, 250					
SUBTOTAL											
DAY 4											
Breakfast	100	July 23		PHP 30,000	(included in the room rate)	PHP 60, 487.50					
				PHP 15,000	PHP 15,000 (150 per pax)						
				PHP 60,000	PHP 60,000 (150 per pax)						
				PHP 15,000	PHP 15,000 (150 per pax)						
				PHP 60,000	PHP 60,000 (150 per pax)						
				PHP 15,000	PHP 15,000 (150 per pax)						
				PHP 60,000	PHP 60,000 (150 per pax)						
				PHP 12,000.00	PHP 10,000.00 (600 per pax)						
Room Accommodation		15		PHP 192,000	PHP 160,000	SUBTOTAL					
				PHP 192,000	PHP 160,000						
DAY 5											
Breakfast	15	July 24		PHP 4,500	(included in the room rate)	PHP 60, 487.50					
				PHP 2,250	PHP 2,250 (150 per pax)						
				PHP 9,000	PHP 9,000 (600 per pax)						
				PHP 2,250	PHP 2,250 (150 per pax)						
				AM Snacks			15		PHP 9,000	PHP 9,000 (600 per pax)	SUBTOTAL
									PHP 2,250	PHP 2,250 (150 per pax)	
				Lunch			15		PHP 2,250	PHP 2,250 (150 per pax)	SUBTOTAL
									PHP 18,000	PHP 13,500	
PM Snacks		15		PHP 779,000	PHP 750,500	GRAND TOTAL					
				PHP 779,000	PHP 750,500						

Based on the table above, the prevailing lease rate range for venue with meals and accommodation in Puerto Galera is PHP 750,500.00 – PHP 859,475.00, midpoint of which is PHP 796,700.00 – PHP 804,738.00, more or less.

IV. RECOMMENDATION AND PROPOSED AMOUNT FOR THE APPROVED BUDGET FOR THE CONTRACT (ABC)

Leasing a private venue offering a bundled package of services is more cost-effective, administratively efficient, and compliant with the standards set by the Guidelines. It consolidates meal service, accommodation, and venue access in one contract, reducing coordination burden and risks.

Based on the discussed data, Puerto Galera, is the most viable and cost-effective location for the conduct of the event. It meets accessibility, service bundling, security, and budgetary considerations. Further, the recommended ABC for venue with meals and accommodation is PHP 810,000.00, more or less, or the relative midpoint of the prevailing lease rate range for venue with meals and accommodation in Puerto Galera based on three (3) qualified lessors.

Prepared by: SHERLYN A. LAYESA, J.D.
Attorney V



REQUEST FOR QUOTATION
(FOR MARKET ANALYSIS PURPOSES)

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,
"MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON
FRAMING THE FUTURES AND VALUE CREATION"

I. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function hall, accommodation, and meals, with the following specifications:

A. General Requirements

- 1) Price Package Quotation for: 5 days and 4 nights
- 2) Event date: June 02, 03, 04, 05, 06 2025 (Monday, Tuesday, Wednesday, Thursday, Friday)
- 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible
- 4) Number of Guests: 93 pax (3 Resource Experts, 90 Participants)
- 5) Designated parking space for vehicles
- 6) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the training workshop. Below are the minimum requirements:

- 1.1. Holding area for resource experts and participants upon arrival;
- 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual Equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment);
- 1.3. Adequate to strong wi-fi internet connection;
- 1.4. Table and chairs for the resource experts and participants;
- 1.5. Nearby water station and comfort rooms;
- 1.6. Fire escapes and firefighting equipment;
- 1.7. With appropriate security measures;
- 1.8. Accessible to the nautical highway and with parking space.

2) Accommodation

The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements:

- 1.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 93 pax / guests (June 02 and 06, 2025 – 15 pax) (June 03 – June 05, 2025 – 93 pax)
- 1.2. Clean toilet and bath in each room;
- 1.3. Furnished with closet, beddings, towels, and basic toiletries;
- 1.4. Fire escapes and firefighting equipment.

3) Food and Meals



The Service Provider shall meet the following meal requirements for 93 pax:

- 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations;
- 3.2. Designated banquet area/ hall for MinsU participants during meal time;
- 3.3. Food and meals include the following:

Day 1: June 02, 2025 (15 pax)	Day 2: June 03, 2025 (93 pax)	Day 3: June 04, 2025 (93 pax)	Day 4 June 05, 2025 (93 pax)	Day 5: June 06, 2025 (15 pax)
AM Snacks Lunch PM Snacks Dinner	Breakfast (15 pax only) AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks

N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco
-----	---	--	--	--

AM Snacks				
Fresh Lumpia Palabok Drinks	Chicken Macaroni Soup (Sopas) Sandwich Drinks	Carbonara Garlic Bread Drinks	Canton Guisado Sandwich Drinks	Ham and Cheese with Lettuce Sandwich

Lunch				
Kare-Kare Lumpiang Shanghai Fresh Fruits Rice Drinks	Tinola Fried Fish Fresh Fruits Rice Drinks	Sinigang na Bangus Chicken Wings Salad Rice Drinks	Sweet and Sour Fish Chicken Fillet Vegetable Salad Rice Drinks	Pork Adobo Ginisang Pakbet Vegetable Salad Rice Drinks

PM Snacks				
Spaghetti Fried Chicken Drinks	Turon Kakanin Drinks	Pansit Bihon Lumpiang Shanghai Drinks	Mac and Cheese and Fried Chicken	N/A

Dinner				
Barbeque Inihaw na Tilapia Chopseuy/ Ensadang Talong Soup Fresh Fruits Rice Drinks	Beef Steak Fish Fillet Vegetable Salad Soup Rice Drinks	Pork Giniling Inihaw na Liempo Ampalaya with Egg Rice Drinks	Pork Sinigang Fried Fish Rice Drinks Chopseuy/ Ensadang Talong Fresh Fruits	N/A



4. Emergency Power/Back-up Power Generator

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

II. MODE OF PROCUREMENT

Pursuant to Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184), proposals shall be in accordance with the Scope of Work and Technical Specifications making use of the following criteria: a) availability and quality of venue; b) location and site condition; c) neighborhood data; d) quality of food and facilities; and; e) cost as prescribed under Annex "H", Appendix B, Item C (Table of Rating Factors for Lease of Venue) of the Revised IRR of R.A. 9184. Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to join in this alternative mode of procurement.

III. DOCUMENTARY REQUIREMENTS

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

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

IV. PAYMENT SCHEME

The payment for the services rendered by the Service Provider shall be made upon its issuance of the Billing Statement and corresponding Certificate of the Satisfactory Service by the end-user.
Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/ liquidated damages in the amount equivalent to Ten (10%) percent of the Contract Price by the winning service provider.
MinsU reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

FINANCIAL OFFER:

Please Quote your best offer for the items below in consideration of the terms and conditions stated above:

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, "MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"
Business Name: GIGA MANAGEMENT AND CATERING SERVICES INC.
Offered Quotation:



Lease Of Venue With Meals	A Rate	B Max. Number of Pax	C Max. Number of Meals	D Amount Offer (A*B*C)
Function Room (Venue Hall) for 3 Days of (name Function room)	30,000	93	3 days (8hrs.)	90,000
DAY 1 (10 pax):				
AM Snacks	150	10	1	1,500
Lunch	600	10	1	6,000
PM Snacks	150	10	1	1,500
Dinner	600	10	1	6,000
DAY 2:				
Breakfast (15 pax only)	360	15	1	4,500
AM Snacks (93 pax)	150	93	1	13,950
Lunch (93 pax)	600	93	1	55,800
PM Snacks (93 pax)	150	93	1	13,950
Dinner (93 pax)	600	93	1	55,800
DAY 3 (93 pax)				
Breakfast	300	93	1	27,900
AM Snacks	150	93	1	13,950
Lunch	600	93	1	55,800
PM Snacks	150	93	1	13,950
Dinner	600	93	1	55,800
DAY 4 (93 pax):				
Breakfast	300	93	1	27,900
AM Snacks	150	93	1	13,950
Lunch	600	93	1	55,800
PM Snacks	150	93	1	13,950
Dinner	600	93	1	55,800
DAY 5 (15 pax)				
Breakfast	300	15	1	4,500
AM Snacks	150	15	1	2,250
Lunch	600	15	1	9,000
PM Snacks	150	15	1	2,250
Room Accommodation (twin-sharing/four- sharing/six-sharing)				
Day 1 (15 pax)	4,000 x 3 rooms x 1 night	3 rooms	1 night	12,000
Day 2 (93 pax)	4,500 x 12 rooms 4,000 x 1 room	23 rooms	1 night	81,000
Day 3 (93 px)	3,500 x 22 rooms 4,000 x 1 room	23 rooms	1 night	81,000
Day 4 (15 pax)	4,000 x 3 rooms	3 rooms	1 night	12,000



Total Offered Quotation: 787,800.00

By filling out and signing this form, you hereby understand and agree that your personal data and financial offer/quotation shall be used for the conduct of Market Analysis in compliance with Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184).

CYNTHIA M. VICKI SOSTOMO

Supplier's Signature over Printed Name

009-212-351-00061

TIN No. of Establishment

0917 504 8679

Contact Number

04-30-2025

Date



Quotation

Thank you very much for your interest in Orient de Galera Beach Resort!
Orient de Galera Beach Resort is where you can enjoy away from the party crowd and redefine
your Puerto Galera experience. We bring you accommodation that is comfortable and well
equipped for your vacation, family, or business needs.

Your Quotation: Agent Tess
Date: July 20-24, 2025

Description		# of Nights/ Qty	Room Rate/Unit Price	Total
Room Accommodation July 20, 2025		1	4,000	4,000.00
1 Double Rooms 4 pax				
1 Family Room 6 pax				
Room Accommodation July 21- 22		2	4,000	192,000.00
24 Double Rooms 94 pax				
1 Family Room 6 pax				
Room Accommodation July 23-24, 2025		1	4,000	4,000.00
1 Double Rooms 4 pax				
1 Family Room 6 pax				
Meal 1st Day		10	1350	13,500.00
Lunch (Buffer) 600				
Pm Snacks (Plated) 150				
Dinner (Buffer) 600				
Meal 2nd Day		100	1500	150,000.00
Free Breakfast 150				
am snacks (plated) 150				
Lunch (Buffer) 600				
Pm Snacks (Plated) 150				
Dinner (Buffer) 600				
Meal 3rd Day		100	1500	150,000.00
Free Breakfast 150				
am snacks (plated) 150				
Lunch (Buffer) 600				
Pm Snacks (Plated) 150				
Dinner (Buffer) 600				
Meal 4th Day		100	900	90,000.00
Free Breakfast 150				
am snacks (plated) 150				
Lunch (Buffer) 600				
Pm Snacks (Plated) 150				
Dinner (Buffer) 600				
FREE van transfer from port to resort and back				
FREE golf cart from resort to beach and back				
FREE				
TOTAL				633,500.00
Per Head				

MYDIVE TRAVEL AND TOURS INC



MARCO VINCENT DIVE RESORT

Simoneo Dimayocoy St., San Isidro, Puerto Galera, Oriental Mindoro
Mobile: +63 945 445 6914 / Phone: +63 (0) 43 2873590 / Viber: +63 918 957 4459
Email: mydive@marcovincent.com WebSite: www.marcovincent.com



BOOKING QUOTATION									
COMPANY DETAILS									
Contact Person	Sherlyn A. Loyesa, J.D.			Date	Tuesday, July 8, 2025			Name of School	
Address	Mindoro State University			Option Date	Sunday, July 20, 2025			Name of School	
Phone	0918 572 6738			Check-Out Date	Thursday, July 24, 2025			Name of School	
Mobile	0918 572 6738			Guest or Group Name/s	Sherlyn A. Loyesa, J.D.			Name of School	
Email	legal@mydive.com.ph			TOTAL					
ROOM TYPE	SPECIAL PACKAGE	ROOM/S	NIGHT/S	PAX	TOTAL				
FAMILY ROOM (3 SINGLE BED)	PHP 16,130.00	5	4	15	PHP 241,950.00				
SUPER FAMILY ROOM (4 SINGLE BED WITH EXTRA BED)	PHP 7,265.00	2	2	10	PHP 617,525.00				
SUPER DELUXE ROOM (2 QUEEN SIZE BED WITH EXTRA BED)		25							
FAMILY ROOM (3 SINGLE BED WITH EXTRA BED)		12							
PREMIERE QUEEN ROOM (1 QUEEN SIZE BED WITH BATHUB)		8							
DELUXE ROOM (2 SINGLE BED WITH EXTRA BED)		30							
TOTAL DUE / ROOM / NIGHTS / PERSONS		29	100		TOTAL DUE				
						PHP 859,475.00			
ACCOMMODATION, WELCOME DRINK, DAILY BREAKFAST, USE OF SWIMMING POOL AND JACUZZI, FREE WIFI ACCESS, TAXES AND SERVICES CHARGES									
INCLUSIONS									
(4x) Breakfast (July 21, July 22, July 23, July 24)									
(4x) Am Snacks (July 21, July 22, July 23, July 24)									
(5x) Lunch (July 20, July 21, July 22, July 23, July 24)									
(5x) Pm Snacks (July 20, July 21, July 22, July 23, July 24)									
(4x) Dinner (July 21, July 22, July 23, July 24)									
(2x) Breakfast (July 22, July 23)									
(3x) Am Snacks (July 21, July 22, July 23)									
(3x) Lunch (July 21, July 22, July 23)									
(3x) Pm Snacks (July 21, July 22, July 23)									
(2x) Dinner (July 22, July 23)									
3 Days Use of Function Hall (July 21 & July 22 & July 23)									
- Free flowing of coffee and water									
- Speaker and microphones									
- Air conditioning									
- Projector									
- Internet connection									
Parking Space									
Welcome Drinks									
Use of Swimming Pool									
Unlimited Wifi Access									
Complete Room Amenities									
1 Time Complimentary Bottled Water in the Room									
CANCELLATION 24-hour prior to Check-in Date / Non-Refundable / Not allowed for Re-schedule									
CANCELLATION 72-hour prior to Check-in Date / Non-Refundable / Subject to 10% Re-scheduling Fee - based on Grand Total									
CANCELLATION less than 15-days prior to Check-in Date / Non-Refundable / Allowed to Re-schedule within 60-days from the original booking date									
Note: In the event of typhoon and natural calamities, reservation will be allowed to re-schedule without re-scheduling fee, refund is not honored									
PAYMENT TERMS									
The right to release bookings if no deposit was made. Please note that all bookings must be fully paid prior to check-in at the resort.									
* In Cash (Philippine Peso or US Dollar Only)									
* By Company Check payable to MYDIVE TRAVEL & TOURS INC. (This is accepted for Local Companies Only). Subject to Bank Clearing (check must clear prior to check-in)									
* Bank Transfer to MYDIVE TRAVEL & TOURS INC. (Philippine National Bank - Puerto Galera Branch) with the account number: 6314 1012 5720									
* By Direct Charge to credit card (VISA OR MASTER CARD). The Transaction will be processed on the set OPTION DATE or within 24 hours after the receipt of guarantee documents (complete CREDIT CARD AUTHORIZATION FORM)									
This booking will be held until the given option date. Please check that the above booking information is correct then signed/affix your signature on the confirmation provided below to confirm this booking. Thank you for contacting Mydive Travel & Tours Inc.									
Booked by: NICA SANDOVAL									
Noted by: JONATHAN SOLASCO									
Confirmed: Sherlyn A. Loyesa, J.D. Attorney IV									



PROJECT PROPOSAL

PROJECT TITLE : MINDORO STATE UNIVERSITY BEYOND THE FUTURES AND CAPACITY BUILDING ON FRAMING THE FUTURES TODAY: VALUE CREATION

SUSTAINABLE DEVELOPMENT GOALS (SDG) AREA OF FOCUS : GOAL NO. 4: Quality Education
GOAL NO. 5: Gender Equality
GOAL NO. 11: Sustainable Cities and Communities
GOAL NO. 16: Peace, Justice and Strong Institution
GOAL NO. 17: Partnership for the Goals

IMPLEMENTING AGENCY : MINDORO STATE UNIVERSITY – MAIN ALcate, Victoria, Oriental Mindoro

HEAD OF AGENCY : ENYA MARIE D. APOSTOL, Ph.D. SUC President III

CONTACT PERSON : LEONEL C. MENDOZA Vice President for Research, Development, and Extension

ENGR. JERREL S. REYES, Ph.D. Chairperson, External Linkages and International Affairs / Chief of Presidential Management Staff
SHERLYN A. LAYESA Attorney IV
OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE OF THE VICE-PRESIDENT FOR RESEARCH, DEVELOPMENT AND EXTENSION

ESTIMATED COST : PHP 1,215,179.00
DURATION : 5 DAYS

JULY 20, 2025 – Preparation and Arrival of Resource Experts
JULY 21-23, 2025 – Capacity Building Proper
JULY 24, 2025 – Departure of Resource Experts

SOURCE OF FUNDS : GAA

PROJECT DESCRIPTION

INTRODUCTION

Futures Thinking has become a new trend that is being adopted all over the world. It is a tool in identifying predetermined and critical uncertainties in a systematic way and is usually associated with foresight and policymaking.¹ In the Philippine context, the Senate created the first-ever Committee on the Sustainable Development Goals, Innovation, and Futures Thinking. This committee incorporated Futures Thinking in policymaking and legislation, and advances reforms to help the country fulfill the Sustainable Development Goals (SDGs).²

¹ E. Perante-Calina, L. (2022). Imperatives of Foresight and Futures Thinking in Public Policy. *Philippine Journal of Public Administration*, Volume 66.
² See Senate Resolution No. 9, "Resolution Amending Section 13 (10), (13), (14), (20), (25), and (39) Rule X of the Rules of the Senate and Creating Committee on Sustainable Development Goals, Innovation, and Futures Thinking" dated 13 September 2019.



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Incorporation of Futures Thinking into the policies of Mindoro State University (MinSU) necessitates knowledge and guidance from the experts. Hence, this proposal.³ It is aligned with the following SDGs:

GOAL NO. 4: Quality Education and GOAL No. 5: Gender Equality
Ensure gender-inclusive and equitable quality education and promote lifelong learning opportunities for all

GOAL NO. 11: Sustainable Cities and Communities
Emphasizing inclusive, safe, resilient, and sustainable urban development, which the University can play a crucial role in achieving, particularly through promoting sustainable practices and empowering its employees and local communities.

GOAL NO. 16: Peace, Justice and Strong Institution
Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

GOAL NO. 17: Partnership for the Goals
Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

RATIONALE

MinSU is a state institution of higher education in the Philippines, mandated to provide advanced education, higher technical, professional instruction and training in agriculture and forestry, fisheries and environmental studies, information and computer technology, arts and sciences, education, business and management, health sciences and other related fields of study.⁴

The Research, Development and Extension (RDE) Department is an integral component of the MinSU which aims on working for the generation development of priority technologies and information, as well as verification, piloting and commercialization of the technologies resulting to economically feasible, socially acceptable and environmentally sound and technology-based enterprises.

The RDE essentially operates to realize its primordial task of pushing the frontiers of knowledge in the different academic disciplines offered by the University in accordance with the mandates and to put this knowledge into utilization by the intended clientele.

One of the Priority Areas of the MinSU RDE is Capacity Development (Institution/Administration, Faculty and Staff, Students) which includes: (1) Development of faculty/ R&D human resource through ICT utilization; (2) Assessing student competencies; (3) Development of effective learning modalities/teaching strategies; (4) Enhancing curriculum content; (5) Integrating research outputs in instruction, extension and production; (6) Instructional program evaluation; (7) Development and validation of instructional materials; (8) Test development; (9) Gender and development; (10) Strengthening research orientation of faculty and students; and (11) Policy advocacy.

Capacity development does not only include capability-building of the university's faculty-researchers but also the staff, managers and administrators. Capability-building of the university's faculty-researchers and staff will be in support of the university's role as driver of social and economic development in the region and in the country as a whole; as forefront of tackling climate crisis and other global challenges, through knowledge production and technology incubation and transfer, and integrating climate change education into learning.

³ This is the Phase II of Project FUTURE, Phase I of which was conducted online last November 11, 2024. Project Future consists of series of workshops focused on empowering the MinSU administration and stakeholders with the necessary knowledge and skills to properly integrate Futures Thinking into its structure, policies, and direction.

⁴ Section 2. General Mandates, RA 10956



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As Global Education faces great challenges and uncertainties due to various international issues, concerns and events such as global pandemic, climate change, unstable economy and wars. These uncertainties and known issues and problems can only be minimized, avoided, and or adapted through adoption of new knowledge, ideas, preparing and thinking for the future.

Futures Thinking as defined by the Asian Development Bank, is the theory and methods that provides approaches to help identify emerging issues, negotiate uncertainties, identify scenarios, and formulate a vision of the desired outcomes. It focuses on policies, strategies, and actions that will promote desirable futures in the next 10 to 20 years, and even more⁵

Training the key officials, student leaders, and concerned officials/personnel from the administration, academics, and research, development & extension to become Future Thinkers will help them to provide range of techniques to aide the university as one of the catalysts of change that are shaping the future and explore its implications for making current decisions which include what to do and when to do it as Research is the backbone of innovation and development and the Administration is the driver.

Likewise, Futures Thinking is a creative and exploratory process that uses divergent thinking, seeking different answers and or options, acknowledging uncertainties. It is a discipline used in strategy development and in design planning as well as policy development.

OBJECTIVES

This capacity building training generally aims to enable the participants and the University to proactively anticipate, understand, and prepare for potential scenarios, ultimately aiming to make informed decisions and shape a more desirable future for the University.

Specifically, the training-workshop aims to:

a. Strategically frame the futures of MinsU with emphasis on aspects of administration, academic, and research & extension; and

b. Empower all concerned officers of all gender with the necessary knowledge and skills to properly integrate Futures Thinking into its structure, policies, and direction.

METHODOLOGY

This training workshop involves a combination of participatory and collaborative learning methods. Topics include but are not limited to Futures Thinking as a strategic tool and its importance, trends mapping, scenario building, causal layered analysis, compassionate-anticipatory paradigm, and value creation. There will be Q&A sessions, workshops, and group activities after lecture presentation/s of the resource experts.

In coordination with experts on futures thinking, the proposed course/lecture outline is provided below:

DAY 1

Topic 1: Framing the Futures

- Overview of Futures Thinking as a strategic tool
- Importance of anticipating and navigating future uncertainties

Q&A Sessions/ Workshops / Group Activities

Topic 2: What Futures Thinking is Not

- Trends mapping, understanding the concept of trends and their significance in Futures Thinking

⁵ ADB. Organization for Economic Co-operation and Development





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Q&A Sessions/ Workshops / Group Activities

DAY 2

- Topic 3: Compassionate-Anticipatory Paradigm**
- Compassionate-Anticipatory Approach and its significance

Q&A Sessions/ Workshops / Group Activities

- Topic 4: Casual Layered Analysis (CLA)**
- CLA its significance and application

Q&A Sessions/ Workshops / Group Activities

DAY 3

Topic 5: Value Creation Strategies

- Multifaceted strategies and mechanisms through which universities and colleges create and deliver value

Q&A Sessions/ Workshops / Group Activities

Topic 6: Strategic Narrative

- Developing strategic narrative for State Universities and Colleges

Q&A Sessions/ Workshops / Group Activities

The proposed Lecturers/Resource Experts/Facilitators are as follows:

1. **Dr. Ruperto S. Sangalang**
Senior Fellow, Philippine Futures Thinking Society
Former Commissioner, Commission on Higher Education
2. **Mr. Emmanuel De Guia**
Director for Strategic Network and Partnership, Philippine Futures Thinking Society
3. **Ms. Jalaine Joyce V. Malabanan**
Fellow, Philippine Futures Thinking Society
Course Specialist/Associate Professor II, Institute of Open and Distance Education

The above-named are recognized frontrunner and experts in the field of futures studies. They are also well-sought resource speakers on futures thinking by other state universities.

TARGET BENEFICIARIES

The target participants of this training workshop are key officials and concerned officials/personnel from the administration, academics, and research, development & extension.

EXPECTED OUTPUTS

- a. Framing the Futures – Enhanced knowledge on Futures Thinking as a strategic tool in anticipating and navigating future uncertainties
- b. What Futures Thinking is Not – Developed ideas and concepts in trends mapping, understanding the concept of trends and their significance in Futures Thinking
- c. Compassionate-Anticipatory Paradigm – Developed leaders, academicians, and researchers on forward thinking approach that integrates empathy and anticipation in future planning



• Main Campus, Alcatraz, Victoria

• Bongabong Campus, Labasan, Bongabong

• Calapan City Campus, Masipit, Calapan City

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POTENTIAL OUTCOMES

- Training-Workshops on Futures Thinking can lead to several positive potential outcomes including enhanced strategic planning, increased innovation initiatives and ideas, improved decision-making, and greater understanding of potential future challenges and opportunities, to wit:
- a. **Strategic Planning** – Futures Thinking and Strategic Foresight can help the University anticipate future trends and challenges, enabling them to develop more robust and adaptable strategies.
 - b. **Innovation** – Futures Thinking Workshops can spark creativity and lead to the identification of new opportunities for innovation and growth. This includes formulation of Science and Technology and Innovation (STI) approach to decision-making.
 - c. **Decision-Making** – Identifying multiple potential futures allows for more informed and strategic decision-making, reducing the risk of making decisions based on outdated assumptions.
 - d. **Long Term Vision** – As the University is on the process of updating its Vision, Mission, Goals and Objectives, Futures Thinking helps us develop a long-term vision and goals, providing a roadmap for the future⁹.

POTENTIAL IMPACTS

- a. **Social Impact** – Futures Thinking training-workshops which promote collaborative visioning and scenario planning, can lead to increased societal awareness [on stakeholders] of future challenges, improved inter-sectoral collaboration, and potentially more resilient and innovative solutions to complex problems.
- b. **Environmental Impact** – Futures Thinking can also have indirect environmental impacts related to resource management, consumption, and the potential to mitigate unsustainable outcomes due to mismanagement or poor planning and decision-making.
- c. **Economic Impact** – By fostering innovation, strategic planning, and improved decision-making, these can enhance the performance of the university resulting to its competitiveness, sustainability, and resilience.

ESTIMATED BUDGETARY EXPENSES

Particulars	Quantity	Unit Cost/ Per Pax	Total
Transportation (Fetch and Convey)			
• University vehicle expenses (MinsU to Manila / other locations of resource experts, vice versa)	1 vehicle x 2	15,000.00	30,000.00
• Boat fare and terminal fee (employees and resource experts),	5 pax x 2	1,260.00	12,600.00
- Meals of Resource Experts whilst on travel	3 pax x 2	1,500.00	4,500.00
• Participants (Transportation allowance; MinsU to venue, vice versa)	100 pax	600.00	60,000.00
SUBTOTAL			107,100.00

⁹ Future Thinking – Creative Huddle. <https://www.creativehuddle.co.uk>





Venue with Meals and Accommodation				15 pax – 2 days	103 pax – 3 days	Benefit Analysis and Market Analysis for detailed breakdown estimate	810,000.00
• Resource Experts							
• Participants							
SUBTOTAL							
810,000.00							
Honorarium (Resource Speakers)				1 pax	1 pax	46,736.00	46,736.00
• SG 30				1 pax	1 pax	46,343.71	46,343.71
• Estimated monthly income of 108,696.00				1 pax	1 pax	50,000.16	50,000.16
SUBTOTAL							
143,079.86							
Training Materials for Participants, Plaque for Resource Experts, and Other Related Supplies				100 pax		500.00	50,000.00
Tarpaulin (4ftx8ft)				1 pc		1,000.00	1,000.00
Leis				8 pcs		500.00	4,000.00
SUBTOTAL							
55,000.00							
Contingency (10%, more or less)						100,000.00	100,000.00
GRAND TOTAL							
1,215,179.86							
Source of Funds							
GAA							
1							

SUSTAINABILITY PLAN

The integration of futures thinking and strategic insights into sustainability planning involves envisioning multiple future scenarios, analyzing potential risks, developing strategies for long-term goals, and anticipating challenges and opportunities to achieve sustainable outcomes. Sustainability Plan includes:

1. **Scenario Planning.** Developing alternative future scenarios based on different trends, drivers, and assumptions to explore potential outcomes and their implications.

2. **Systems Thinking.** Recognizing the interconnectedness of social, environmental, and economic factors in shaping the University's future, allowing leaders to understand complex relationships and identify leverage points for transformative action.

3. **Anticipatory Intelligence or Strategic Insights.** Gathering and analyzing information about emerging trends, potential future risks, and societal shifts to anticipate challenges and seize opportunities for sustainable innovation and informed decision-making.





4. Long-Term Vision. Shift sustainability initiatives from problem-solving to envisioning a desirable future, creating narratives of what the University's future could look like (i.e., 10 or 20 years from now) and how sustainability can play a role in shaping it.

5. Monitoring and Evaluation (M&E). M&E are crucial for this project to track progress, measure its impact, and ensure resources are effectively utilized. Evaluating the activity helps us to determine which initiatives or part of the activities are successful, identify areas for improvement, and make informed decisions for the future planning. M&E will also include the collection of sex-disaggregated data of the respondents while measuring the satisfaction rate of the participants.

GENDER AND DEVELOPMENT

Gender mainstreaming as the key strategy for promoting gender equality and women's empowerment across the University's full operations, from the management appointment and designations, to program, projects, and activities implementations. The Futures Thinking Training-Workshop aims to integrate a gender equality perspective into all stages of policy-making, programs, and projects to ensure that both women and men's needs and concerns are considered, promoting equitable outcomes and preventing the perpetuation of inequality toward an informed and inclusive decision-making.

WORKPLAN/WAYS FORWARD

Futures thinking provides a more flexible, holistic approach to planning that goes beyond mere extrapolation. By exploring simultaneous multiple possible futures considering a wide range of factors, futures thinking enables the participants and the University in general to:

- Identify emerging trends and patterns, uncovering opportunities for innovation and growth.
- Make better-informed decisions by considering a broad spectrum of potential outcomes.
- Build resilience and adaptability by preparing for various scenarios and contingencies.
- Foster collaboration and creativity by encouraging diverse perspectives and interdisciplinary thinking.

Attending and completing a training or workshop needs actions for the gained knowledge and skills to become effective and functional. As Futures Thinkers, developing a futures thinking mindset requires cultivating a set of core traits and behaviors that will enable individuals and the University to navigate uncertainty, seize opportunities and thrive in the face of disruptive change. To help the University to better develop these traits, it needs to consider the FUTURE framework:



REFERENCES

E. Perante-Calina, L. (2022). Imperatives of Foresight and Futures Thinking in Public Policy. *Philippine Journal of Public Administration*, Volume 66.





Senate Resolution No. 9, "Resolution Amending Section 13 (10), (13), (14), (20), (25), and (39) Rule X of the Rules of the Senate and Creating Committee on Sustainable Development Goals, Innovation, and Futures Thinking". (13 September 2019).
Future Thinking – Creative Huddle. <https://www.creativehuddle.co.uk>
The FUTURE Framework for futures thinking mindset. <https://mountainmoving.co>

Prepared by:

SHERLYN A. LAYESA, J.D.
Attorney IV

Noted:

JOHN EMMANUEL M. MERHAN

Coordinator, Women, Gender and Development – Victorian (Main) Campus

Comment:

The Proposed project is gender-sensitive and passed the GAD test (Score: 13.66). See attached GAD checklist for details and recommendations.

MARY ANN M. HERNANDEZ
Mary Ann M. Hernandez

Director for Planning, Monitoring & Evaluation

Comment:

This capability-building initiative is anchored with the university's new goals towards leadership excellence. The proponent/host/implémenter is encouraged to conduct necessary monitoring and evaluation of the activity and measure the participants' satisfaction by rating the activity which will be a good basis for enhancement and improvement of future similar activities.

Recommending Approval:

☒ Approved

☐ Not Approved due to:

JOELENE C. LEYNES

Vice President for Administration and Finance

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

Vice President for Academic Affairs

LEONEL C. MENDOZA

OIC-Vice President for Research, Development and Extension

Approved:

ENYA MARIE D. APOSTOL, Ph.D.

SUC President III

Chair, Academic and Administrative Council

