



PURCHASE REQUEST

24-0073

Entity Name: _____

Fund Cluster: _____

Office/Section : <u>CSO/PSD</u>		PR No.: _____		Date: <u>3 October 2024</u>	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Catering Services for Environmental, Social, and Governance (ESG) Training for the Governance Commission			
		AM Snacks	70	₱250.00	₱17,500.00
		Lunch	70	₱500.00	₱35,000.00
		PM Snacks	70	₱250.00	₱17,500.00
		Specifications:			
		Event schedule: 25 Oct 2024			
		8:00 AM - 5:00 PM			
		70 attendees			
		Packed AM and PM snacks			
		Managed lunch buffet			
		Coffee/tea			
		Inclusive of set-up, cutlery, and other fees/charges			
			<div style="border: 1px solid black; padding: 5px;"> <p>GOVERNANCE COMMISSION FOR SUSTAINABILITY ALLOTTED</p> <p>R.A. No. <u>11436</u></p> <p>Fund Available (✓) <u>301010001/301010002</u></p> <p>Function Project <u>5020201002 Training Expense</u></p> </div>		
					₱ 70,000.00 <i>Shr</i>
Purpose: <u>For the conduct of ESG & Sustainability Training for the Governance Commission</u>					
Requested by			Approved by:		
Signature : <i>Stephanie A. Alvaro</i>			Signature : <i>Jocelyn Grace Navato</i>		
Printed Name : <u>Stephanie A. Alvaro</u>			Atty. <u>Jocelyn Grace N. Navato</u>		
Designation : <u>Corporate Governance Officer III</u>			Director IV, Corporate Standards Office		

