



Appendix 60

PURCHASE REQUEST

24-0011

Entity Name: GCG

Fund Cluster: _____

Office/Section : CSO		PR No.: _____	Date: 23 January 2024			
		Responsibility Center Code : _____				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	lot	Transportation services for 28 persons (pick-up and drop-off only) Itinerary: 06 February 2024 Pick-up of CSO personnel at 6:00 AM - 7:00 AM from BDO Tower Paseo, Makati City, then drop-off to Tagaytay City. 08 February 2024 Pick-up of CSO personnel at 11:00 AM to 12:00 NN from Tagaytay City, bus stop for lunch then drop-off to BDO Tower Paseo, Makati City. Inclusions: Driver's fees and meals Applicable Government Taxes Fuel Toll and other fees MAPA-MACEA Permit Onboard travel insurance Vehicle Type and Accessories: Airconditioned bus, bus model not older than year 2018	1	51,500.00	51,500.00	
		TOTAL			51,500.00	
Purpose: Venue for 2024 CSO Office Planning on 06-08 February 2024 in Tagaytay City						
Requested by:		Approved by:				
Signature :		Signature :				
Printed Name : GUAMMER L. PARTOSA		CONIE ANN C. MORTILLA				
Designation : CGO II		OIC - Director III, CSO				

GOVERNANCE COMMISSION
 ALLOTTED
 P.A. No. 11975
 Fund: General
 Function: 301010001/301010002
 020201002 - Training Expense

GCG Received by: Meiha Moral
PMD Receipt date: 23 Jan. 2024