

PHILIPPINE COUNCIL FOR AGRICULTURE & FISHERIES

THE LEYTE MARK PROJECT HOTEL

Name of Party : PCAF
 Contact Person : MS.SARAH G.CAYONA
 No. of Persons : 50
 Type of Function : LIVE-IN SEMINAR
 Date : JULY 30-AUGUST 3,2018
 Contact Number :
 Main Venue : APOLLO 808
 Time : 8:00AM-5:00PM
 Day : MONDAY-FRIDAY

COMPUTATION OF CHARGES:

MEALS:

JULY 30, AUGUST 3, 2018

LIVE-IN SEMINAR	1,400.00	/PAX	X	50	PAX	X	4	DAYS	
					=	P			280,000.00
EVENING SNACK	200.00	/PAX	X	50	PAX	=	P		10,000.00

TOTAL AMOUNT PAYABLE = P 290,000.00

0118081417

Note: In excess of the guaranteed number of persons, additional charge shall be based on the stated rates above.

MENU: (PLS SEE ATTACHED MENU)

SETUP REQUIREMENTS: FOR FOOD AND BEVERAGES DEPARTMENT

- TABLES & CHAIRS FOR THE NO. OF PAX
- FLOWING COFFEE

TECHNICAL REQUIREMENTS:

- PROJECTOR
- SOUNDS SYSTEM

BACKDROP:

BARO REQUIREMENTS: coordinate w/ F&B for the items needed for setup

HOUSEKEEPING REQUIREMENTS:

REQUIREMENTS OF FRONT OFFICE DEPARTMENT: GUEST WILL ARRIVED ON JULY 30, 2018

- If there are changes / adjustments with the room blockings, please coordinate with the organizer / secretariat and with Sales office.

BILLING REQUIREMENTS:

PCAF thru Ms Sarah G. Cayona WILL PAY THE TOTAL AMOUNT THROUGH SENT BILL ARRANGEMENT. Any charges incurred outside the contract will be separately billed. By signing below, the Engager have signify his / her acceptance of the terms and conditions of the product and services that hotel is required to provide. Any products, items and services not stated are deemed excluded and hotel should not be blamed. Verbal instruction are not allowed.

Prepared by: _____ valid until _____ as proof of identify

Doc. No. 112
 Page No. _____
 Book No. _____
 Series of 2018- _____

ALLOTMENT AVAILABLE: ₱ 290,000.00
 ORS No. 02-101101-2018-01-1120
 JOSE REDENTOR H. BESENIOR
 Chief, Budget Section

MICHAEL DARWIN M. BAYOTAS
 Notary Public
 Commission No. 391332017-2019
 Expires on December 31, 2018
 Tony Gomez Center, 124 9th Avenue

MS SARAH G. CAYONA
 Engager

ALLOTMENT AVAILABLE: ₱ 290,000.00
 CONTROL NO. 04-02-101101-2018-01-1120
 PTR No. 5520224-Davao City, Jan. 9, 2018
 Compliance No. _____
 MARIA DIVINA P. GONZALES
 Chief Accountant

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PHILIPPINE COUNCIL FOR AGRICULTURE & FISHERIES

THE LEYTE PARK RESORT HOTEL

Name of Party : PCAF
 Contact Person : MS.SARAH G.CAYONA
 No. of Persons : 50
 Type of Function : LIVE-IN SEMINAR
 Date : JULY 30-AUGUST 3,2018
 Contact Number :
 Main Venue : APOLLO 808
 Time : 8:00AM-5:00PM
 Day : MONDAY-FRIDAY

COMPUTATION OF CHARGES:

MEALS:

JULY 30,AUGUST 3,2018

LIVE-IN SEMINAR	1,400.00	/PAX	X	50	PAX	X	4	DAYS	
					=	P			280,000.00
EVENING SNACK	200.00	/PAX	X	50	PAX	=	P		10,000.00

TOTAL AMOUNT PAYABLE = P 290,000.00

0118001697

Note: In excess of the guaranteed number of persons, additional charge shall be based on the stated rates above.

MENU: (PLS SEE ATTACHED MENU)

SETUP REQUIREMENTS: FOR FOOD AND BEVERAGES DEPARTMENT

- TABLES & CHAIRS FOR THE NO.OF PAX
- FLOWING COFFEE

TECHNICAL REQUIREMENTS:

- PROJECTOR
- SOUNDS SYSTEM

BACKDROP:

BARKO REQUIREMENTS: coordinate w/ F&B for the items needed for setup

HOUSEKEEPING REQUIREMENTS:

REQUIREMENTS OF FRONT OFFICE DEPARTMENT: GUEST WILL ARRIVED ON JULY 30,2018

- If there are changes / adjustments with the room blockings, please coordinate with the organizer / secretariat and with Sales office.

BILLING REQUIREMENTS:

PCAF thru Ms Sarah G.Cayona WILL PAY THE TOTAL AMOUNT THROUGH SENT BILL ARRANGEMENT . Any charges incurred outside the contract will be separately billed . By signing below , the Engager have signify his / her acceptance of the terms and conditions, the hotel and services that hotel is required to provide . Any products , items and services not stated are deemed excluded and hotel should not be blamed . Verbal instruction are not allowed.

Prepared by: Ms. Lorena Rocabo as proof of identify

Doc. No. 1129
 Page No. 1
 Book No. 1
 Series of 2018

MICHAEL MARWIN M. BAYOTAS
 Notary Public

MS SARAH G. CAYONA
 Engager

Commission No. 3332011-2010
 Expires on December 31, 2018
 Tony Gavez Comang, 124 9th Avenue

ALLOTMENT AVAILABLE: P 290,000.00
 DRS No. 101101-2018-09-1120

JOSE REDENTOR H. BESENIANO
 Chief, Budget Section

BP License CONTROL NO. 0118001697
 PTR No. 5520224 Quezon City, Jan. 9, 2018
 E-Compliance No. 1001101-2018-09-1120
 Maria Divina P. GONZALES
 Chief Accountant

08-01-2018

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