

PHILIPPINE SCIENCE HIGH SCHOOL  
CAMPUS: CALABARZON

ROUTING SLIP

Date: Dec. 4, 2023

For/ To:

Subject: AP, TCR & PR:

Request for

the lease

of venue for

the PRAISE 2023

Awarding Ceremony

Other instructions (please specify)

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From: HRU-2023-141







<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>	<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Barangay Sampaga West, Batangas City

SIR / MADAM:

Quotation No.:	2023-12-204
Date :	December 5, 2023

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within \_\_\_\_\_ calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supp. Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>		
1	1	LOT	EVENTS PLACE / VENUE WITH SETUP, SOUND SYSTEM AND NOURISHMENT FOR PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS' PRAISE 2023 AWARDING CEREMONY ON DECEMBER 21, 2023		
			→ EVENTS PLACE / VENUE REQUIREMENTS		
			✓ CAN COMFORTABLY ACCOMMODATE 122 PERSONS		
			✓ COVERED, ENCLOSED AND FULLY-AIRCONDITIONED		
			✓ WITH AT LEAST 20 FREE AND SECURE PARKING SLOTS		
			✓ NOT MORE THAN 6KMS AWAY FROM THE CAMPUS		
			→ SETUP AND SOUND SYSTEM REQUIREMENTS		
			✓ WITH TABLES AND CHAIRS FOR 122 PERSONS		
			✓ WITH A SETUP SUITABLE FOR THE OCCASION WHICH MUST INCLUDE, BUT IS NOT LIMITED TO PROPER LIGHTING AND STAGE DECORATION, PROJECTOR AND WIDE SCREEN		
			✓ MUST HAVE A QUALITY SOUND SYSTEM WITH AT LEAST 2 MICROPHONES		
			→ NOURISHMENT REQUIREMENTS		
			✓ FOOD AND BEVERAGE ON ASSISTED BUFFET THAT INCLUDES RICE, SOUP, VEGETABLES, SEAFOOD, PORK, DESSERT AND ICED TEA		
			✓ FREE-FLOWING COFFEE AND WATER		
			TOTAL		

Delivery Term :	DECEMBER 21, 2023
Delivery Time :	-
Payment Term :	NO ADVANCE PAYMENT SHALL BE MADE BUT ALL WILL BE SETTLE IN FULL AFTER THE DELIVERY OF ALL THE REQUIREMENTS

Very truly yours,

  
EDSEL E. ESPINO  
PURCHASER

Telephone: 043-779-8320 local 803

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

**IMPORTANT**

1. Prices must be typewritten in ink clearly.
2. If offering a substitute/equivalent, specify the brand and make.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone nos. : \_\_\_\_\_  
T.I.N. : \_\_\_\_\_



### PURCHASE REQUEST

Fund Cluster: 1101101

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

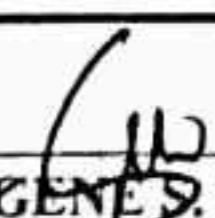
Date: Dec-05, 2023


Office/Section : FAD

PR No.: 2023-12-204  
 Responsibility Center Code : 19-016-09-00014- 04

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Events Place/Venue that can accommodate 122 persons with a set-up that is suited for the occasion (must include lightings and decoration, projector and screen, stage)	1	35,000.00	123,520.00
		Quality Sound System with at least two (2) microphones		8,000.00	
		Food and Beverages on Assisted Buffet (Rice, Soup, Vegetables, Seafood, Pork, Dessert, and Water, and Free-Flowing Coffee		80,520.00	
		Not more than 6 kms away from the Campus At least 20 free and secure parking slots Fully airconditioned function hall			
		~Nothing follows~			
<b>TOTAL</b>					<b>123,520.00</b>

Purpose: Purchase request for the lease of venue for the Program on Awards and Incentives for Service Excellence (PRAISE) 2023 Awarding Ceremony on December 21, 2023

Requested by:   
 Signature : \_\_\_\_\_  
 Printed Name : **JERALD ELGENE S. UNTALAN**  
 Designation : Administrative Officer V

Approved by:   
 Signature : \_\_\_\_\_  
 Printed Name : **REX S. FORTEZA**  
 Designation : Director III



**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
**CAMPUS: CALABARZON REGION**

**ACTIVITY PROPOSAL FORM**

AP NO.: \_\_\_\_\_  
(EC/CC-YYYY-NNN-VVV)

**TITLE OF ACTIVITY:** Program on Awards and Incentives for Service Excellence (PRAISE) 2023 Awarding Ceremony

**RATIONALE:** Program on Awards and Incentives for Service Excellence (PRAISE) Awarding is a ceremony is conducted to encourage, recognize and reward employees, individually or in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, effectiveness, economy and improvement in government operations which lead to the organizational productivity and/or profound impact to client/public.

**BRIEF DESCRIPTION OF ACTIVITY:** PRAISE 2023 Awarding Ceremony honors the individuals and teams who have demonstrated exemplary commitment, innovation, and excellence in their respective roles. It aims to bring together a community of dedicated professionals who consistently go above and beyond in service excellence. Please see attached proposed *Program of Activities*.

**VENUE:** Events Place around Batangas City Area

**DURATION AND SCHEDULE:** December 21, 2023 (03:00 PM to 07:00 PM)

**INTENDED PARTICIPANTS:** (specify the number of male and female participants)

All teaching and non-teaching personnel of PSHS - CALABARZON Region Campus

Male - 70 ; Female - 52

Total - 122

**TARGET ACCOMPLISHMENT:**

It is intended to support the objectives of each training program and address specific areas of focus such as equip employees with the knowledge and skills to effectively implement and maintain ISO standards within their respective roles and responsibilities; conduct drills and simulations to reinforce employees' understanding of emergency procedures and their ability to respond effectively in crisis situations; promote a culture of integrity, professionalism, and ethical behavior among employees, aligning with the principles outlined in the legislation; empower students to make informed decisions regarding AI usage, encouraging them to use AI tools responsibly and ethically; foster stronger written communication skills to ensure that internal and external correspondence is clear, professional, and impactful; promote a healthy work-life balance and encourage employees to implement self-care practices to mitigate stress; and encourage team members to understand and appreciate each other's strengths, perspectives, and working styles.



**LINE-ITEM BUDGET:**

Items	Quantity	Source of Funds		Total	Remarks
		PSHS	Other sources*		
Venue with Basic Lights and Decoration, Projector and Screen, and Stage Setup	1 Lot	✓		35,000.00	122 pax
Sound System		✓		8,000.00	
Food (Assisted Buffet)   Rice, Soup, Vegetables, Seafood, Pork, Dessert, and Drinks		✓		80,520.00	122 pax
Plaque of Recognition for the Awardees	12 pcs	✓		42,000.00	
<b>TOTAL</b>				<u>165,520.00</u>	

\* Note: <Indicate source of funds for outside funding; indicate if there is contribution/collection from students.>

**OTHER SCHOOL RESOURCES NEEDED:**

Prepared by:

JERALD ELGENE S. UNTALAN

Administrative Officer V

Date:

Noted by:

MA. THERESA P. PAGULAYAN

Supervising Administrative Officer

Date:

Recommending Approval:

N/A

DSA Coordinator


\_\_\_\_\_  
RPAD Chief (For OED-initiated activity)



**Certificate of Availability of Fund:**


  
ARNEL E. AGUIDA / DANICA G. CACAO  
Accountant/Budget Officer

\_\_\_\_\_  
Date

  
MA. THERESA P. PAGUIAYAN  
FAD Chief

\_\_\_\_\_  
Date

**Approving Authority:**

  
REX S. FORTEZA  
Campus Director (For campus-initiated activity)  
Date:

**Approving Authority:**

\_\_\_\_\_  
Executive Director (For OED-initiated activity)  
Date:





Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

**PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)  
2023**

**PROGRAM OF ACTIVITIES**

**DECEMBER 21, 2022 (THURSDAY)**

<b>TIME</b>	<b>ACTIVITY</b>	
03:00 PM – 03:30 PM	<b>REGISTRATION</b>	
03:30 PM – 04:00 PM	<b>OPENING</b>  Prayer  National Anthem DOST Hymn PSHS Hymn  Opening Remarks	<b>Mr. Rex S. Forteza</b> <i>Director III</i>
04:00 PM – 05:00 PM	<b>ANNOUNCEMENT OF NOMINEES AND AWARDEES</b>    Milestone Achievement Recognition   Outstanding Employee Award (Level 1)   Outstanding Employee Award (Level 2)   Outstanding Employee Award (Teaching)   Gantimpala Agad Award (Non- Teaching)   Gantimpala Agad Award (Teaching)   Ethics and Conduct Behavioral Award	
05:00 PM – 06:00 PM	Dinner	
06:00 PM – 06:45 PM	<b>ANNOUNCEMENT OF NOMINEES AND AWARDEES</b>    Sinagtala Teaching Excellence Award   Sinagtala – Science, Technology, and Innovation Award   3 <sup>rd</sup> Best Organizational Unit   2 <sup>nd</sup> Best Organizational Unit	





Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

<p>06:45 PM – 07:00 PM</p>	<p>  Best Organizational Unit   Loyalty Award – 10 Years in Government Service (<i>May 15, 2023</i>)   Loyalty Award – 10 Years in Government Service (<i>May 20, 2023</i>)   Loyalty Award – 25 Years in Government Service (<i>October 1, 2022</i>)</p> <p><b>CLOSING</b></p> <p>Closing Remarks</p>	<p><b>Ms. Ma. Theresa P. Pagulayan</b> <i>Chief, Finance and Administrative Division</i></p>
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Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

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## **TERMS OF REFERENCE FOR THE LEASE OF VENUE FOR THE PRAISE 2023 AWARDING CEREMONY OF PHILIPPINE SCIENCE HIGH SCHOOL – CALABARZON REGION CAMPUS**

### **I. BACKGROUND**

The Philippine Science High School – CALABARZON Region Campus has started to fulfill its vision in preparing its scholars to become globally-competitive Filipino scientists. To fully attain this vision, teachers and staff cooperatively fulfill their duties and responsibilities to improve the effectivity and efficiency of service delivery.

The Program on Awards and Incentives for Service Excellence (PRAISE) is a bureaucracy-wide rewards and incentives program spearheaded and required by the Civil Service Commission to be adopted by all government agencies by virtue of Memorandum Circular No. 01, s. 2001. The program aims to encourage creativity, innovativeness, efficiency, integrity and productivity in the government service by recognizing and rewarding employees, individual and even in group/by office for suggestions, inventions, superior accomplishments and other personal efforts that contribute to the efficiency, economy, improvement and innovation in the operations of a government agency.

To comply the aforementioned CSC directive, PSHS-CALABARZON Region Campus (PSHS-CALABARZONRC) has a formally established local PRAISE and the corresponding Committee to implement the program on an annual basis.

### **II. RATIONALE**

Acknowledging key personnel in an institution for their contributions in the achievement of the mission of an institution is a necessary step towards building an inclusive and positively-reinforcing work environment. As such, it has been an annual practice of the Campus to acknowledge outstanding teachers and employees whose contributions are invaluable in the milestones achieved by the institution. In the past years, the awarding ceremony for the program was limited to either online or being held together with other activities of the Campus, usually on those activities directly involving the students. Given the many challenges and hurdles that challenged humanity but never halt the school to deliver its mandate, it is best to conduct the current year's awarding ceremony as a separate and formal gathering in an appropriate and equally formal venue exclusive to Campus employees to properly give due recognition to awardees and top performers.

This program shall also highlight the credits to all the accomplishments of the Campus, which surpassed all the targets for the year. The program is recommended to be held on December 21, 2023, immediately succeeding the student's last reporting day prior to their





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**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

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Christmas break. This is the most ideal day after completing all the requirements especially from teachers before the start of next year. All employees, regardless of their employment status, are expected to attend the activity.

**III. TERMS AND SPECIFICATIONS**

The service provider should be able to deliver/make available the the following:

PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
Events Place/Venue that can accommodate 122 persons with a set-up that is suited for the occasion <i>(must include lightings and stage decoration, projector and wide screen)</i>		35,000.00	
Quality Sound System with at least two (2) microphones)	1 lot	8,000.00	123,520.00
Food and Beverages on Assisted Buffet <i>(Rice, Soup, Vegetables, Seafood, Pork, Dessert, and Water, Iced-Tea, and Free-Flowing Coffee)</i>		80,520.00	
Not more than 6kms away from the Campus			
At least 20 free and secure parking slots			
Fully airconditioned function hall			

**IV. APPROVED BUDGET OF THE CONTRACT**

The approved budget for the lease of venue is Php 123,520.00

**V. EVALUATION AND SELECTION CRITERIA**

The mode of procurement to be used is Lease of Venue.

**VI. PAYMENT SCHEME**

The Campus will not provide advance payment nor pay a reservation fee. Full payment shall be made after the delivery of service based on the required specifications and particulars per Section III of this Terms of Reference.

Prepared by:

  
**JERALD ELGENE S. MUNTALAN**  
 Co-Chairperson, PRAISE Committee





Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Certified Funds Available:


  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant

Recommending Approval:

  
**MA. THERESA P. PAGUDAYAN**  
Chief, Finance and Administration Division

Approved by:

  
**REX S. FORTEZA**  
Campus Director