



**ZAMBOANGA PENINSULA
POLYTECHNIC STATE
UNIVERSITY**



**SCHOOL OF BUSINESS
ADMINISTRATION**

AREA V: Research

**BACHELOR OF
SCIENCE IN
HOSPITALITY
MANAGEMENT
LEVEL 2**



PARAMETER B:

FUNDING AND OTHER
RESOURCES

SYSTEM

INPUTS AND PROCESSES

SYSTEM – INPUTS AND –PROCESSES

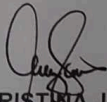
S.1. The institution has an approved and adequate budget for research.

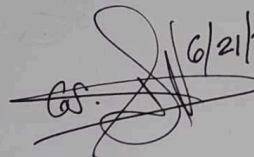
Approved Allocation for Research FYs 2019-2023

**BUDGET ALLOCATION FOR RESEARCH
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
FYs 2019-2023
(P'000)**

SUC	2019	2020	2021	2022	2023
Research Program					
GAA	P 960	P 1,960	P 970	P 970	P 984
STF	2,284	1,646	4,361	4,681	7,964
Total	3,244	3,606	5,331	5,651	8,948

Prepared by:


MARIA CHRISTINA JEAN D. VERGARA
Budget Officer III

 6/21/23

GAA 2021

M.4. ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE

For general administration and support, and operations, as indicated hereunder.....P 225,207,000

New Appropriations, by Program

PROGRAMS	Current Operating Expenditures			
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
General Administration and Support	P 37,455,000	P 42,188,000	P	P 79,643,000
Operations	111,873,000	8,691,000	25,000,000	145,564,000
HIGHER EDUCATION PROGRAM	111,277,000	7,243,000	25,000,000	143,520,000
RESEARCH PROGRAM	596,000	374,000		970,000
TECHNICAL ADVISORY EXTENSION PROGRAM		1,074,000		1,074,000
TOTAL NEW APPROPRIATIONS	P 149,120,000	P 50,879,000	P 25,000,000	P 225,207,000

New Appropriations, by Programs/Activities/Projects

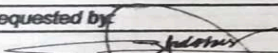
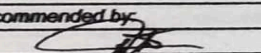
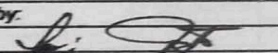
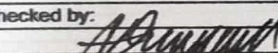
PROGRAMS	Current Operating Expenditures			
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
General Administration and Support				
General Management and Supervision	P 19,879,000	P 42,188,000	P	P 62,067,000
Administration of Personnel Benefits	17,576,000			17,576,000
Sub-total, General Administration and Support	37,455,000	42,188,000		79,643,000
Operations				
Relevant and quality tertiary education ensured to achieve inclusive growth and access of poor but deserving students to quality tertiary education increased	111,277,000	7,243,000	25,000,000	143,520,000
HIGHER EDUCATION PROGRAM	111,277,000	7,243,000	25,000,000	143,520,000


S.2.

Research Budget, GAA 2021


There are provisions for the following:

S.2.1. facilities and equipment such as Internet, statistical software, and other ICT resources;

PURCHASE REQUEST					
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY Zamboanga City					
Department Section		PR No.: <u>2022-04-DACC</u> SAI No.: _____		Quotation No.: _____ Date: _____ Page ____ of ____ pages	
Research Office				Date: <u>25 APR 2022</u>	
STOCK NO.	UNIT	ITEM DESCRIPTION	QTY	Unit Cost	TOTAL COST
1	unit	Turnitin, Plagiarism checker, 3 years subscription of turnitin Specification: 3 Largest Database 1 Internet Archive 2 Premium Scholarly Publications 3 Global Student Papers Database Text Manipulations Can be integrated various Learning Management Systems, Time-Saving QuickMarks: Ready-to Use Rubrics: Engaging Voice Comments: Collaborative PeerMark:	1	₱ 700,000.00	₱ 700,000.00
Total Amount in Words		Seven Hundred Thousand Pesos Only			
Purpose:		For Research Office use			
Requested by:		Recommended by:		Approved by:	
Signature: 		Signature: 		Signature: 	
Printed Name: BONNIE A. ANDABON		Printed Name: JOSEPHINE P. SULASULA		Printed Name: NELSON P. CABRAL, Ed.D.	
Designation: VP for Research and Extension		Designation: Chief Admin. Officer / VPAF		Designation: University President	
Date: _____		Date: <u>22 APR 2022</u>		Date: <u>22 APR 2022</u>	
Checked by:					
Signature: 					
Printed Name: ARVIN V. DUHAYLUNGSOD					
Designation: Instructor 1					
Date: _____					
TWG Member					
ZCmpdty2022					

RECEIVED
 BAC SECRETARIAT
 Signature: 

RECEIVED
 SUPPLY OFFICE
 Date: 25 APR 2022
 P. 15 pm

RECEIVED
 ZCSPC BUDGET OFFICE
 Date: 13 APR 2022
 Signature: 

PROPERTY ACKNOWLEDGMENT RECEIPT OF EQUIPMENT

Page 1 of 1 Page

No.: PARE-009-2022

ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY

Agency

Indexed Account to: ICT Eqp.


Quantity	Unit	Description	Date Acquired	Property No.	Unit Value	Total Value
1	unit	LAPTOP ACER TRAVELMATE (TMP215-53G-7921) SN: NXVPXSP02J139178FB7600 Intel Core i7-1165G7 Processor, 4 Core 8 threads, 12M Cache, 2.80GHz up to 4.70 GHz, with IPU, 11th Generation Windows 10 Pro - 15.6 inches - 16:9 ratio - In-plane switching (IPS) - 1920x1080 (FHD) Acer comfy view - 1TB 5400 RPM HDD - 256Gb Pole NVMe SSD (up to 1TB M.2 2280 Pole NVMe SSD) - 8GB (1x8GB) DDR4 - 2slots - 32 GB- 3200MHz Intel Iris Xe Graphics - NVIDIA GeForce MX330 2GB GPU - Two built-in stereo speakers - built-in microphone - Intel wireless Wi-Fi 6 AX201 - 802.11a/b/g/n/ac/2+ax wireless LAN - Dual Band (2.4GHz and 5 GHz) - 2x2 MU-MIMO Tech. Bluetooth 5.1, Ethernet RJ45 Port 383(W) x255 (D) x19.9(H)mm (14.29x10.04x0.78 inches) 1.8kg (3.97lbs.) - 3-pin 65W AC Adapter SD Card Reader, External display (VGA) port, ethernet (RJ-45) port, DC-in jack for AC Adapter, 3.5mm headphone/speaker jack, supporting headphones with built-in microphone, three USB 3.2 Gen 1 Ports w/ one featuring power-off USB Charging, HDMI 2.0 port, USB 3.2 Gen 2 (up to 10Gbps) USB 3.2 Gen 2 (up to 10 GBPS), Display port over USB-C, Thunderbolt 4 USB Charging 5 V/3A, DC-in port 20V, 60W	03-25-2022	T2022-023	62,150.00	62,150.00
1	unit	LAPTOP ACER TRAVELMATE TMP-215-53G-7921 SN: NXVPXSP02J139178E77600 Intel Core i7-1165G7 Processor, 4 Core 8 threads, 12M Cache, 2.80GHz up to 4.70 GHz, with IPU, 11th Generation Windows 10 Pro - 15.6 inches - 16:9 ratio - In-plane switching (IPS) - 1920x1080 (FHD) Acer comfy view - 1TB 5400 RPM HDD - 256Gb Pole NVMe SSD (up to 1TB M.2 2280 Pole NVMe SSD) - 8GB (1x8GB) DDR4 - 2slots - 32 GB- 3200MHz Intel Iris Xe Graphics - NVIDIA GeForce MX330 2GB GPU - Two built-in stereo speakers - built-in microphone - Intel wireless Wi-Fi 6 AX201 - 802.11a/b/g/n/ac/2+ax wireless LAN - Dual Band (2.4GHz and 5 GHz) - 2x2 MU-MIMO Tech. Bluetooth 5.1, Ethernet RJ45 Port 383(W) x255 (D) x19.9(H)mm (14.29x10.04x0.78 inches) 1.8kg (3.97lbs.) - 3-pin 65W AC Adapter	03-25-2022	T2022-024	62,150.00	62,150.00
						124,300.00
						XXXXXXXXXXXXXXXXXXXX
						SD Card Reader, External display (VGA) port, ethernet (RJ-45) port, DC-in jack for AC Adapter, 3.5mm headphone/speaker jack, supporting headphones with built-in microphone, three USB 3.2 Gen 1 Ports w/ one featuring power-off USB Charging, HDMI 2.0 port, USB 3.2 Gen 2 (up to 10Gbps) USB 3.2 Gen 2 (up to 10 GBPS), Display port over USB-C, Thunderbolt 4 USB Charging 5 V/3A, DC-in port 20V, 60W
						PHONE PATCH MARKETING
						P.O #: 2021-12-0259 dtd : 12-31-2021
						Inv #: 13199-200 dtd : 03-25-2022
						P.O Amt : P 788,440.00
						(TRUST FUND)
						Purpose: For use in the Research, ZPPSU

Received by:


BONNIE A. ANDABON
 Signature Over Printed Name

VP Research
 Position / Office

Received from:


KRISTELLE P. VILANUEVA
 Signature Over Printed Name

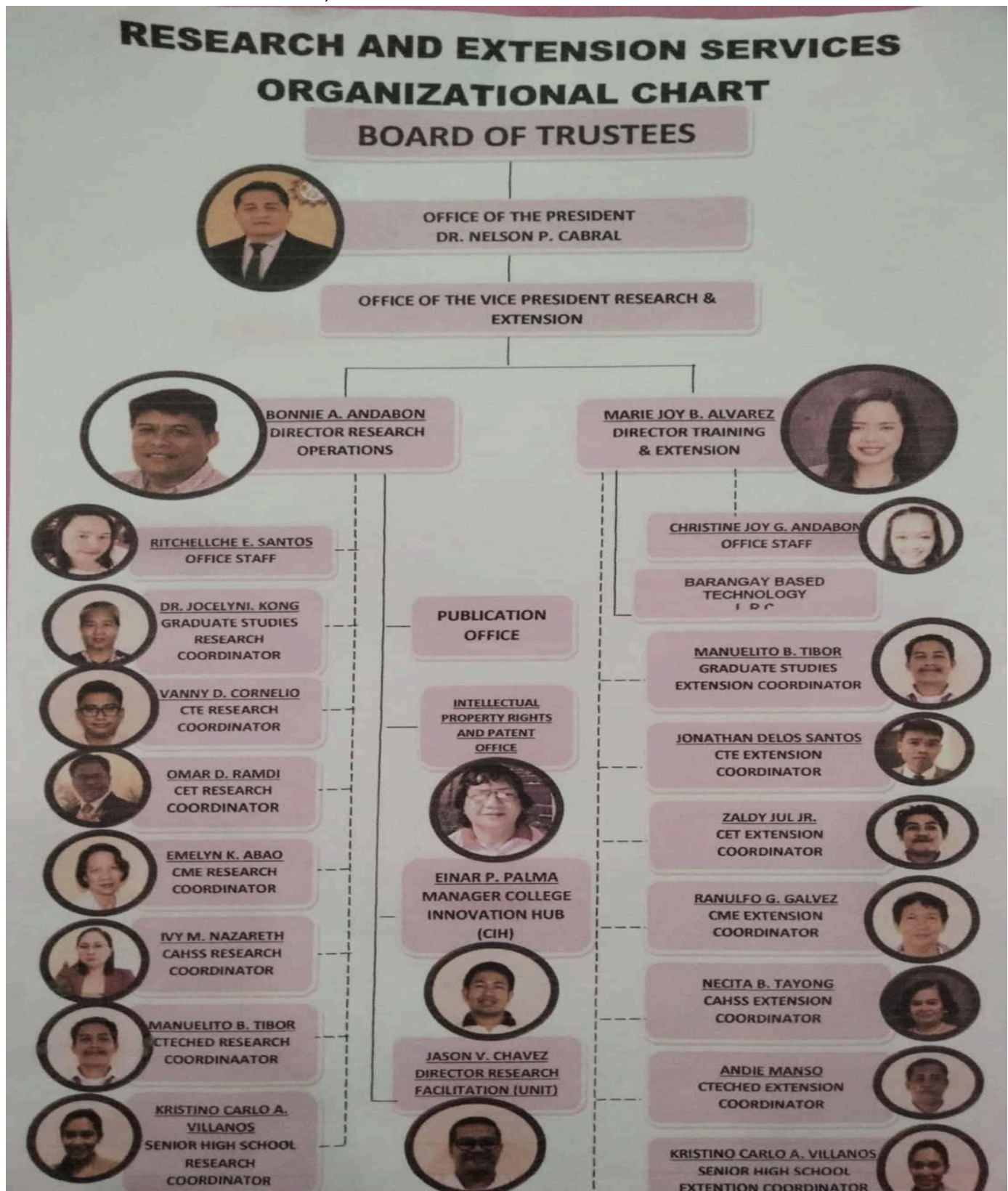
Supply Officer III/Head, Supply & Procurement Office
 Position / Office

ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE - ANNUAL PROCUREMENT PLAN for FY 2019

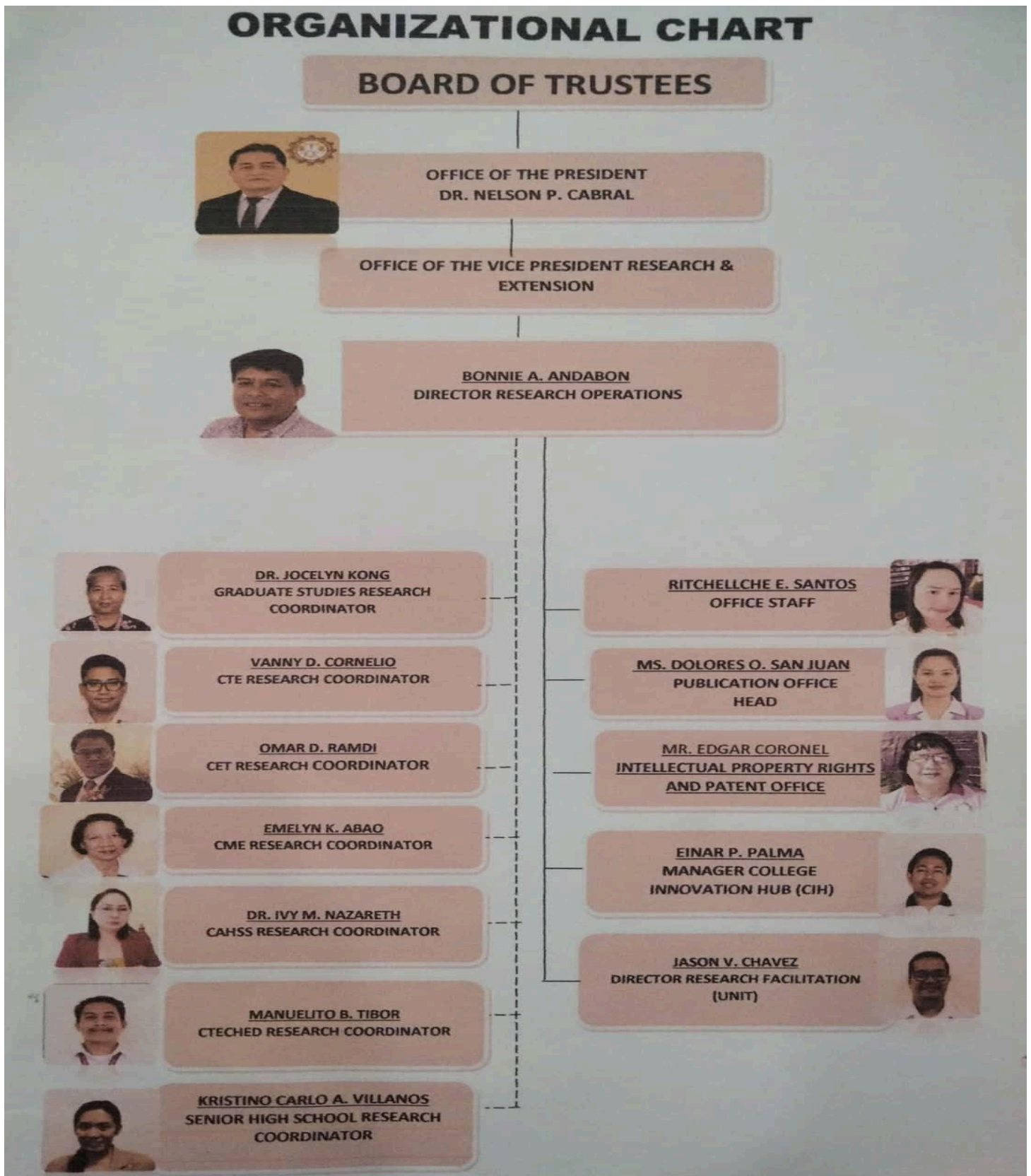
SPECIAL TRUST FUND - TUITION AND OTHER FEES

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Projects/Activities)
				Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. Common Use Supplies and Equipment Not Available at Procurement Service (PS)												
3 01 00 0000/3 02 00 0000/3 03 00 0000	- Common Office Supplies	HES/RS/ ES	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	123,629.56	123,629.56		Common Office Supplies and materials not available at Procurement Service. (Schedule A)
3 02 00 0000	- Semi-Expandable Machinery and Equipment - Office Equipment	Research Services	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	30,000.00	30,000.00		Semi- expandable office Equipment for Research Services not available at Procurement Service
3 02 00 0000	-Semi-Expandable Machinery and Equipment - Information and Communications Tech. Eqpt.	Research Services	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	20,000.00	20,000.00		Semi- expandable ICT Equipment for Research Services not available at Procurement Service.
3 01 00 0000/3 02 00 0000/3 03 00 0000	-Semi-Expandable Furniture, Fixtures and Books	Research and Extension Services	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	50,000.00	50,000.00		Semi- expandable Furniture, Fixtures and Books not available at Procurement Service. (Schedule B)
3 02 00 0000/3 03 00 0000	- Fuel, Oil and Lubricants	Research & Extn. Services	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	50,000.00	50,000.00		Supply of Fuel, Oil and Lubricants for ZCSPC vehicles and Generators as the need arises
1 00 00 0000/3 01 00 0000/3 02 00 0000/3 03 00 0000	-Other Supplies and Materials	HES/RS/ ES	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	62,000.00	62,000.00		Other supplies and materials not available at Procurement Service and to be used for college activities and others. (Schedule C)
B. REPAIR AND MAINTENANCE												
3 02 00 0000	Repair and Maintenance of Office Equipment	Research Services	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	30,000.00	30,000.00		Repair and Maintenance of office equipment for Research Services
3 02 00 0000	Repair and Maintenance of Other Machinery and Equipment	Research Services	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	30,000.00	30,000.00		Repair and Maintenance of office equipment for Research Services
C. PRINTING & PUBLICATION		Research Services/College Communication Office	NP-53.9 - Small Value Procurement	2/2/2019	2/6/2019	2/9/2019	2/11/2019	STF- Tuition & Other Fees	56,000.00	56,000.00		Printing and journal publication of Research Services and College Communication Office

S.2.1. research staff;



research staff;




S.2.3 Supplies and materials; and

ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE

SCHEDULE A

Schedule of Office Supplies
Special Trust Fund - Tuition and Other Fees

Code (PAP)	Procurement Program/Project	PMO/ End User	Mode of Procurement	Schedule of Procurement Activities				Source of Funds	Estimated Budget (PAP)			Remarks (Brief description of Program)
				Adm/Post of WEB	Sub/Opn of Bids	Notice of Award	Contract Signing		Total	MODE	CO	
OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES												
Common Other Supplies												
3 02 00 0000	Various office supplies and materials	Research Services	NP 12.9 Small Value Procurement	202009	202009	202009	202009	STF Tuition & Other Fees	30,000.00	30,000.00		
3 03 00 0000	Various office supplies and materials	Extension Services	NP 12.9 Small Value Procurement	202009	202009	202009	202009	STF Tuition & Other Fees	51,080.00	51,080.00		
3 01 00 0000	Various office supplies and materials	ITE	NP 12.9 Small Value Procurement	202009	202009	202009	202009	STF Tuition & Other Fees	42,549.56	42,549.56		
Total									123,629.56	123,629.56		


Prepared by:

Josephine L. Plasula
Head, Office of Procurement, Inventory and Assets

ZAMBOANGA CITY STATE POLYTECHNIC COLLEGE

SCHEDULE A

Schedule of Office Supplies
Special Trust Fund - Tuition and Other Fees

Code (PAP)	Procurement Program/Project	PMO/ End User	Mode of Procurement	Schedule of Procurement Activities				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program)
				Adm/Post of WEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MODE	CO	
OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES												
Common Other Supplies												
3 02 00 0000	Various office supplies and materials	Research Services	NP 12.9 Small Value Procurement	202009	202009	202009	202009	STF Tuition & Other Fees	30,000.00	30,000.00		
3 03 00 0000	Various office supplies and materials	Extension Services	NP 12.9 Small Value Procurement	202009	202009	202009	202009	STF Tuition & Other Fees	51,080.00	51,080.00		
3 01 00 0000	Various office supplies and materials	ITE	NP 12.9 Small Value Procurement	202009	202009	202009	202009	STF Tuition & Other Fees	42,549.56	42,549.56		
Total									123,629.56	123,629.56		

Prepared by: 

Josephine L. Plasula
Head, Office of Procurement, Inventory and Assets

*ACKNOWLEDGEMENT RECEIPT
*DELIVERY RECEIPT

nmr22

LibTech

ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
Zamboanga City

THRU: JASON CHAVEZ
Director Research Operation

DELIVERY RECEIPT

To whom it may concern:

We, Libtech Source Philippines Inc successfully delivered the **Procurement of Subscription to Turnitin Plagiarism Checker (Turnitin) – 3 Years Subscription to Turnitin Similarity** last December 20,2022, until December 19,2025.

Activation access was given to Jason Chavez-Director Research Operations.

If you have any clarification, you may reach us at:

Salesperson: Amy P. Sablaon
Email Address: amy.s@igroupnet.com
Mobile Number: 0927 016 9669
Telephone Number: +62 8808 - 1191
Telefax Number: + 62 8836 -7935



Amy P. Sablaon

Finance and Administrative Manager

Received By:



Name: **JASON CHAVEZ**
Position: Director Research Operation

Date: _____

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Unit 3, 2nd flr. Eight One Eight Bldg. Arnaiz Ave.,
San Lorenzo Village, Makati City 1223 Philippines



Republic of the Philippines
ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY
RT Lim Boulevard, Zamboanga City
Research Operations Office
Tel. No. (062) 991-3815 / 991 - 7714



28 September 2023

Dr. Nelson P. Cabral
SUC President II
ZPPSU

Thru: Prof. Bonnie Andabon
VP for Research Development and Extension
ZPPSU

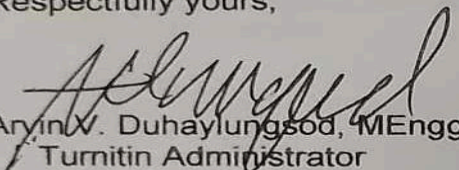
Sir;

Greetings of Peace and Prosperity!

The undersigned would like to request a "Memorandum Order" thru the office of the VP for Research Development and Extension of Prof. Bonnie Andabon about the utilization of Turnitin Similarity Checking with feedback studio capability which the University availed for a 3-year subscription of 1000 users (students) registration. This will be useful for the quality of the output of the thesis/capstone produced by the students of Zamboanga Peninsula Polytechnic State University in pursuit of excellence as mandated by the mission and vision of the University. Attached on this letter are the Turnitin Guidelines for the interpretation of originality report, Guidelines for Instructors/Professors, and Guidelines for Administrator.

Hoping for a favourable response regarding this matter. Thank you and More Power!

Respectfully yours,

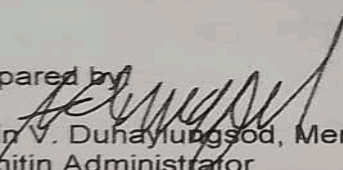

Arvin W. Duhaylungsod, MEnggEd
Turnitin Administrator

Received: 09/09/23

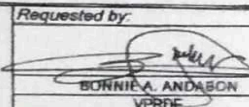
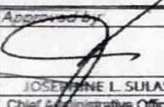
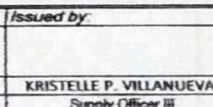
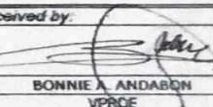
ZPPSU TURNITIN GUIDELINES FOR ADMINISTRATOR

1. The Administrator needs to create accounts for all faculty members of his University/Institution.
2. The faculty can only create a maximum of 1,000 student accounts for which the University/Institution subscribed to a 3-year plan.
3. The Administrator will maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities if required.
4. If the Instructor is involved in the screening of papers and theses of other authors then the Administrator shall report to the University authorities with evidence.

Prepared by


Arvin V. Duhaylungsod, MenggED
Turnitin Administrator

S.2.2. workplace.

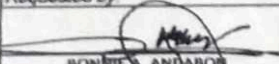

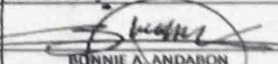
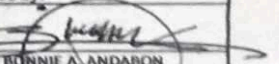
REQUISITION AND ISSUE SLIP							
PENINSULA POLYTECHNIC STATE UNIVERSITY				Fund Cluster: _____			
VPRDE				Responsibility Center Code: _____			
				RIS No.: _____			
Requisition	Quantity	Yes	No	Quantity	Remarks		
OFFICE SUPPLIES							
GF-0115 bot Ink Cartridge, Epson, Black	1	✓		1			
GF-0116 bot Ink Cartridge, Epson, Cyan	1	✓		1			
GF-0117 bot Ink Cartridge, Epson, Magenta	1	✓		1			
GF-0118 bot Ink Cartridge, yellow	1	✓		1			
GF-0164 ream Paper, Multicopy, 80gsm size: 216mm x 330mm	1	✓		1			
GF-0109 pcs Correction Tape	2	✓		2			
GF-0082 bot Alcohol, 500ml	2	✓		2			
GF-0138 pcs Folder, with tab, Legal	20	✓		20			
GF-0122 box Data File box, made of chipboard w/ closed ends	2	✓		2			
GF-0151 set Marker, fluorescent, 3 assorted colors per set	1	✓		1			
OTHER SUPPLIES and MATERIALS							
GF-0049 rolls Toilet tissue paper, 2-ply.	12	✓		12			
GF-0044 can Air freshener, Aerosol	1	✓		1			
GF-0053 can Disinfectant Spray, aerosol type	1	✓		1			
XXXXXXXXXXXXXXXXXXXXXXXXXXXX							
Purpose: For Office use							
Requested by:		Approved by:		Issued by:		Received by:	
 BONNIE A. ANDASON VPRDE		 JOSEPHINE L. SULASULA Chief Administrative Officer/VPAF		 KRISTELLE P. VILLANUEVA Supply Officer III Head, OPIA		 BONNIE A. ANDASON VPRDE	
Date		20 OCT 2022					
ma/2022							

REQUISITION AND ISSUE SLIP


Entity Name:	EAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY		Fund Center:
Division:	VPRE		Responsibility Center Code:
Office:			RIS No.:

Stock no.	Unit	Requisition	Quantity	Stock Available?		Quantity	Issue
				Yes	No		
OFFICE SUPPLIES							
GF-0164	ream	Paper, Multicopy, 80gsm size: 216mm x 330mm	3			3	
GF-0163	rams	Paper, Multicopy, 80gsm, size: 210mm x 297mm	3			5	
GF-0122	box	Data File box, made of chipboard w/ closed ends	3			3	
GF-0181	pcs	Sign Pen, black, 0.5mm needle tip	2			2	
GF-0180	pcs	Sign Pen, blue, 0.5mm needle	2			2	
GF-0151	set	Marker, fluorescent, 3 assorted colors per set	1			1	
GF-0109	pcs	Correction Tape	2			2	
GF-0082	bot	Alcohol, 500ml	2			2	
GF-0085	box	Paper clip, vinyl/plastic coat, length: 32mm min. 100's/box	2			2	
GF-0159	pads	Notepad, stick on, 50mm x 76mm (2" x 3")	2			2	
GF-0177	pcs	Scissors, symmetrical, blade length: 70mm min.	1			1	
GF-0053	can	Disinfectant Spray, aerosol type	1			1	
GF-0115	bot	ink Cartridge, Epson, Black	1			1	
GF-0145	jar	Glue, all purpose, gross weight: 200 grams min	1			1	
GF-0186	pc	Stapler, standard type, load cap: 200 staples min #35, SMART	1			1	
OTHER SUPPLIES and MATERIAL							
GF-0045	can	Air freshener, Aerosol	1			1	
GF-0049	rolls	Toilet tissue paper, 2-ply.	12			12	
SEMI-EXPANDABLES							
GF-0087	pc	Calculator, desktop compact, electronic, LCD display 12 digits	1			1	

Purpose: For office use

Requested by:	Approved by:	Issued by:	Received by:
			
BONNIE A. ANDABON Vice president and Research Extension	JOSEPHINE S. SULASULA Chief Administrative Officer/VPAF	KRISTELLE P. VILLANUEVA Supply Officer III Head, OPIA	BONNIE A. ANDABON Vice president and Research Extension

Date
ma/2022

Received by: 
9/27/22

REQUISITION AND ISSUE SLIP

Entity Name: ZAMBOANGA PENINSULA POLYTECHNIC STATE UNIVERSITY Fund Cluster: _____
 Division: _____ Responsibility Center Code: _____
 Office: RESEARCH OPERATIONS RES No.: _____

Requisition		Stock Available?		Issue			
Stock no.	Unit		Quantity	Yes	No	Quantity	Remarks
OFFICE SUPPLIES							
GF-0164	reams	Paper, Multicopy, 80gsm size: 216mm x 330mm	2			2	Issued 10-26-22
GF-0145	bot	Glue, all purpose, gross weight: 200 grams min	1			1	
GF-0169	pcs	Correction Tape	2			2	
GF-0174	pc	Ruler, plastic, 18"	1			1	
GF-0177	pc	Scissors, symmetrical, blade length: 70mm	1			1	
GF-0138	pcs	Folder, with tab, Legal	30			30	
GF-0128	pcs	Envelope, mailing, white with window, long, 500's/box, Nappco/Classic	30			30	
GF-0123	pcs	Envelope, documentary, A4, 500pc/box	30			30	
GF-0186	pc	Stapler, standard type, load cap: 200 staples min #35, SMART	1			1	
GF-0185	box	Staple Wire, standard size, 26/6 5000 wires / box	2			2	
GF-0160	pads	Notepad, stick on, 76mm x 76mm (3" x 3")	5			5	
GF-0151	set	Marker, fluorescent, 3 assorted colors per set	1			1	
GF-0170	pcs	Record Book, 300 pages, size: 214mm x 278 mm min.	2			2	
GF-0171	pcs	Record Book, 500 pages, size: 214mm x 278 mm min.	2			2	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX							

Purpose: For Office use

Signature	Requested by	Approved by	Issued by	Received by
Printed Name	JASON V. CHAVEZ	JOSEPHINE D. SULASULA	KRISTELLE P. VILLANUEVA	JASON V. CHAVEZ
Designation	Director, Research Operation	Chief Administrative Officer/VPAF	Supply Officer III Head, OPA	Director, Research Operation
Date				

mar2022

Received by: *[Signature]*
 P. Alejandro
 10-26-22



