

PURCHASE REQUEST

Entity Name: **DENR CENRO SIPOCOT**

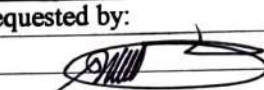
Fund Cluster:

Office/Division: _____ PR No.: 2023-02-013 Date: 2/16/2023

Section/Unit: _____ Responsibility Center Code: 35

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Purchase of Catering services of the Writeshop/ Workshop for SAN ANTONIO CAVE Management Plan on April 2023 and Workshop Output Presentation on June 2023 at LGU-Sipocot CS for official use of DENR-CENRO Sipocot Cam.Sur			
		April and June 2023			
		AM SNACK			
	pax	1 Snack Meal- Mac N Cheese with Pineapple Sandwich/Carbonara with garlic bread/ Sotanghon Guisado with bread/ Pansit Guisado with bread and Juice or Soda/Water	100	150.00	15,000.00
		LUNCH			
	pax	2 kinds of Dishes (Pork/Chicken/Fish/ Beef/ Seafoods), Vegetables, Fruits/Dessert, Juice or Soda/ water	100	400.00	40,000.00
		PM SNACK			
	pax	1 Snack Meal - Crispy chicken sandwich/ Ham and Cheese sandwich/ Chicken Cheese sandwich with potato fries/ kamote fries and Juice or soda/ water	100	150.00	15,000.00
		Grand Total			70,000.00

Purpose: For official use of CENRO Sipocot

Requested by: _____ Approved by: _____
 Signature:  _____
 Printed Name: **VIVENCIO M. CABANAYAN JR.** **RONNEL B. ASTOR**
 Designation: **SvEMS/ CDS Chief** **PENR Officer**

Funds Available: _____ ORS No. _____

ANGELI MARIE A. RUTAQUIO Amount: ₱70,000.00
 Budget Officer

RECEIVED
PENRO CS Records Unit
 By: M Time: 3:30
 Date: FEB 08 2023 02-123

RECEIVED
 DATE: FEB 08 2023
 TIME: 4:59
 BY: Am
OFFICE OF THE PENRO
CAM.SUR

M 2/16/23 5:37 PM



Republic of the Philippines
Department of Environment and Natural Resources
Community Environment and Natural resources Office
South Centro, Sipocot, Camarines Sur
Tel No. 881-3652
Email: cenrosipocot@yahoo.com.ph

ACTIVITY DESIGN

- A. TITLE:** Writeshop/Workshop for San Antonio Cave Management Plan
: Workshop Output Presentation for San Antonio Cave.
- B. PARTICIPANTS:** CENRO-Sipocot personnel, LGU-Sipocot representatives, representatives from Brgy. Lubigan Jr, Sipocot, Camarines Sur
- C. VENUE:** LGU-Sipocot
- D. DATE:** April and June 2023

I. RATIONALE

Pursuant to Section 5.1 and 11 of DENR Administrative Order No. 2003-29 "Implementing Rules and Regulation of the National Caves and Cave Resources Management and Protection Act (Republic Act No. 9072) and Section 4 of DENR Memorandum Circular No. 2012-03 "List of Classified Caves", requiring the preparation of cave management plan for each classified cave, and in order to promote uniformity in the format and presentation of relevant information in the management plans for cave. In this connection, this Office deemed necessary to facilitate the conduct of Writeshop/Workshop for San Antonio Cave Management Plan on April 2023 and conduct of Workshop Output presentation on June 2023 at LGU-Sipocot, Camarines Sur. To formulate local ordinance and policies for the protection, conservation and management of caves.

II. OBJECTIVES

The following objectives aim to achieve the following:

1. Motivate and mobilize individual/people to support activities relative to cave management plan.
2. To Formulate and approve plans, guidelines and local policies supporting and advocating conservation of San Antonio cave and its resources.

III. MODALITY

The activities are conducted through 3 days workshop/writeshop of Cave Management Plan preparation and 1-day Output Presentation of *San Antonio Cave*. This workshop activity to be attended by 25 Participants each activity including CENR-Personnel and from the following:

1. Office of the Mayor
2. Municipal Engineer;
3. SB Committee on Environment/Tourism;
4. Municipal Tourism Officer;
5. MENRO;
6. MPDC;
7. Representative/s from the Academe, Religious Sector, and NGO/PO concerned;
8. Representative/s from Brgy. Lubigan Jr., Sipocot, CS; and
9. Claimant/land owner (if any)

The Workshop is a participatory approach to discuss ideas and with relevant stakeholders on how to execute the Management Plan preparation, development and execute different activities under Five-year workplan of San Antonio Cave. needed by the Cave Management Program Pursuant to BMB TB 2016-01 Outline of Cave/Wetland and Management Plans.

IV. PROGRAMME/SCHEDULE OF ACTIVITIES

The programme for the conduct of Workshop is as follows:

ACTIVITY	PROPOSED SCHEDULE OF WORKSHOP	VENUE
WRITESHOP (3 days)	April 2023	LGU-SIPOCOT
Workshop Output Presentation (1 day)	June 2023	LGU-SIPOCOT

VI. BUDGETARY REQUIREMENTS

The budget needed for the Workshop and Output Presentation for catering services. The budget required is as follows:

Activity/ies	Unit Cost	Quantity	Total Cost
Writeshop (3 days)	Php 700.00	25	Php 52,500.00
Workshop Output Presentation (1 day)	Php 700.00	25	Php 17,500.00
TOTAL			Php 70,000.00

Prepared by:


VIVENCIO M. CABANAYAN JR.
 End-user/SvEMS/LCNP PAsu

Recommending Approval:


EDUARDO C. AMPONGAN
 CENR Officer

Approved by:


RONNEL B. ASTOR
 HoPe/PENR Officer



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
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TERMS OF REFERENCE

CATERING SERVICE FOR THE CONDUCT OF CY 2023 THREE (3) DAYS WRITESHOP/WORKSHOP FOR THE PREPARATION OF CAVE SITE DEVELOPMENT PLAN AND ONE (1) DAY WORKSHOP OUTPUT PRESENTATION FOR THE SAN ANTONIO CAVE LOCATED AT BRGY. LUBIGAN JR, SIPOCOT, CAMARINES SUR.

- A. In pursuit of the Implementation of Republic Act 9072 otherwise known as “National Caves and Cave Resources Management Act” which mandates the formulation, development, and implementation of a national program for the management, protection, and conservation of caves and cave resources, Plan preparation should be undertaken. The cave is first evaluated for its resources before being classified according to the Cave Classification guide. The classification of caves will be followed by the management planning being conducted by the CENRO with active involvement of concerned stakeholders, such as LGU officials and private land owner if needed. Various strategic management-related program, such as ecotourism, scientific research, educational, and economic activities, will be implemented. This is also to ensure that all Plan strategies are acceptable to the concerned stakeholders and to address the community’s issues pertaining to the cave management.
- B. In this regard, it is necessary to facilitate the procurement process particularly the award of the catering services of the above-mentioned activity.

C. PROPOSED SCHEDULE OF WORKSHOP/WRITESHOP

ACTIVITY	PROPOSED SCHEDULE OF WORKSHOP	VENUE
WRITESHOP (3 days)	April 2023	LGU-SIPOCOT
Workshop Output Presentation (1 day)	June 2023	LGU-SIPOCOT

- D. **PARTICIPANTS** : 25 Participants each activity including CENR-Personnel and from the following:
1. Office of the Mayor
 2. Municipal Engineer;
 3. SB Committee on Environment/Tourism;
 4. Municipal Tourism Officer;
 5. MENRO;
 6. MPDC;
 7. Representative/s from the Academe, Religious Sector, and NGO/PO concerned;
 8. Representative/s from Brgy. Lubigan Jr, Sipocot, CS; and
 9. Claimant/land owner (if any)

- E. **LOCATION** : LGU-SIPOCOT

F. SCOPE OF WORK : Three (3) days Catering Services for the Cave Management Plan preparation /writeshop
: One (1) day Catering for the Workshop Output Presentation.

G. TOTAL COST : 70,000.00

TERMS AND CONDITIONS:

1. The service provider shall ensure the prompt delivery of the catering service and shall serve the desired food 15 minutes prior to the specified time and the proper distribution to the participants;
2. The quantity/serving of food and/or drink that shall be delivered should commensurate the number of participants stated herein and shall strictly observed standard food quality and service procedures such as proper food handling and preparation to ensure the safety of the participants;
3. As the primary agency mandated for the conservation, management, development and proper use of our environment and natural resources, it is the duty of the organization to ensure the limited use of plastic materials/or non-biodegradable materials per RA 9003. In this regard, the service provider must strictly dispense with the usage of single-use plastic and/or plastic materials for food container and drinking cups, and instead engage in utilizing container made from biodegradable or recycled products.
4. Delivery of the catering services shall be in staggered basis consistent with the Schedule of the meeting.


PAYMENT:

Relative to the delivery of service, the payment shall be processed upon Inspection and Acceptance by the End-User, and shall be paid following the schedule of Writeshop/Workshop and Output presentation as stated herein and accordance with the usual accounting and auditing rules and regulations.


Prepared by:


VIVENCIO M. CABANAYAN JR.
SvEMS/End-User

Recommending Approval:


EDUARDO C. AMPONGAN
CENR Officer, Sipocot, C.S

Approved by:


RONNEL B. ASTOR
PENR Officer