

RESOURCE GENERATION MANAGEMENT SERVICES

SERVICE REQUEST FORM

(EXTERNAL REQUISITIONER)

REQUISITION NO. E-001-24

CUSTOMER AND EVENT INFORMATION

(Please Write Legibly)

NAME OF REQUESTING OFFICER:	<input checked="" type="checkbox"/> ESTILITO O. DE VERA	CONTACT NO:	<input checked="" type="checkbox"/> 09989772544
AGENCY:	<input checked="" type="checkbox"/> LGU TUMBUH CBR	POSITION:	<input checked="" type="checkbox"/> PECO/OTCD MANAGER
CONTACT PERSON:	<input checked="" type="checkbox"/> CLAUDET O. LANGIT	CONTACT NO:	<input checked="" type="checkbox"/> 0948417915
EVENT:	<input checked="" type="checkbox"/> DAGKOT FESTIVAL 2024		

SERVICE REQUEST INFORMATION

VENUES FOR RENTAL	Rate (per 8 hours)	QUANTITY	No. of days to be utilized	Total Bill	Date Coverage	Inclusive Time
<input checked="" type="checkbox"/> Gymnasium	Php. 3,500.00	1	2		Jan. 30, Feb. 1	
<input checked="" type="checkbox"/> Swimming Pool	Php. 4,500.00	1				
<input checked="" type="checkbox"/> Track and Field Oval	Php. 2,500.00	1	3		Jan. 30 - Feb. 1	
<input type="checkbox"/> Audio Visual Room	Php. 4,000.00	1				
<input type="checkbox"/> Classrooms	Php. 500.00					
<input type="checkbox"/> Basketball and Volleyball Courts (Outdoor)	Php. 350.00	1				
<input type="checkbox"/> Others (please specify):						
EQUIPMENT/Etc. FOR RENTAL	Rate (per 8 hours)	QUANTITY	No. of days to be utilized	Total Bill	Date Coverage	Inclusive Time
<input type="checkbox"/> Monoblocked Chairs	Php. 5.00					
<input type="checkbox"/> Industrial Fan	Php. 100.00					
<input type="checkbox"/> Air Coolers	Php. 1,500.00					
<input type="checkbox"/> Chaircovers						
<input type="checkbox"/> LED Eboard (12 hours)						
<input type="checkbox"/> Others (please specify):						

☒ I agree to abide with the rules and regulations issued by Caraga State University - Cagayan City including the payment of bills (if any), no smoking inside the campus, restoration of facilities and venues used, no garbage left behind, compliance to IATF Guidelines, replacement of damage/lost rented facilities and other University policies.

☒ I hereby allow the Resource Generation Management Services to use my personal details for all the transactions needed for my rental.

☒ I hereby allow RGMS to have my Identification Card which I will claim in the office after the issuance of clearance.

ESTILITO O. DE VERA
Signature over Printed Name of the Requisitionaire

Received by: JOMAR DELOSO
RGMS Staff

Time: 10:27 A
Date: 1/9/24

Checked and Validated by:

EMBERLY C. FONG MM

Head, Office of the Resource Generation Management Services

Approved by:

ATCHFIELD JAY L. MARISCAL, Ph.D

Director for Administrative Services

RGMS-014a

NAME & SIGNATURE: ESTILITO O. DE VERA CONTACT #: 09989772544

CLEARANCE

Name of Requisitionaire: Estilito De Vera
Event: Dagkot Festival 2024
Date of Event: 1/30/24 & Feb. 1, 2024
SERVICE REQUESTED:
☒ Venue: Gym & Oval Cleared: ☐
☐ Facilities: _____ Returned: ☐
Date Cleared: _____
Cleared by: _____

[Signature]
Security Guard on Duty



January 18, 2024

HON. JUDY CHIN AMANTE

City Mayor

City of Cabadbaran

Dear Hon. Mayor Judy Chin Amante,

This has reference to your letter dated January 11, 2024 Re: **"...use of the CSUCC oval ground and grandstand" on January 30 - February 2, 2024 for the activities of Dagkot Festival Celebration**".


During the coordination and courtesy meeting of the representatives from your office and other local government officials of the city last January 11, 2024 with our counterparts in the campus, it was noted that the LGU would also request the use of the CSUCC gymnasium as a holding area for the contingents of the different contests and events. Moreover, there was also a request to use two (2) classrooms as headquarter for the Incident Management Team (IMT) from January 29 - February 1, 2024.

We would like to inform your good office that Caraga State University is one with the local government of Cabadbaran and its community in the successful celebration of Dagkot Festival 2024, thus, the request to use the campus facilities as requested is approved in accordance with the guidelines of the university and government laws and regulations.

If you have concerns, please contact the Office of the Campus Director through the Chief for Administration and Finance at 0917-1480063.

Hiraya Manawari sa Sabay-sabay Nating Pag-LIKHA!

Very truly yours,


ROLYN C. DAGUIL, PhD
University President
OIC Campus Director

Received by:

Almar Ampo
CRPD Staff

OFFICE OF THE CHANCELLOR

REFERENCE SLIP

Ref. no. **04589**

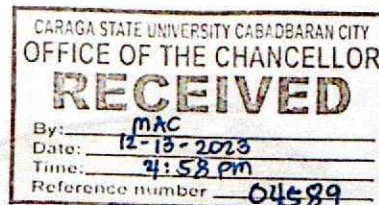
- To:
- | | |
|---|--|
| <input type="checkbox"/> CBA DEAN | <input type="checkbox"/> GenEd Chairperson |
| <input type="checkbox"/> CEIT DEAN | <input type="checkbox"/> LHS Principal |
| <input type="checkbox"/> CITTE DEAN | <input type="checkbox"/> Campus Secretary |
| <input type="checkbox"/> CTHM DEAN | |
| <input type="checkbox"/> ACADEMIC AFFAIRS DIRECTOR | <input type="checkbox"/> STUDENT SERVICES DIRECTOR |
| <input type="checkbox"/> OCID Head | <input type="checkbox"/> Student Development Head |
| <input type="checkbox"/> OIGE/OSIP Head | <input type="checkbox"/> Student Welfare Head |
| <input type="checkbox"/> NSTP Head | <input type="checkbox"/> Student Conduct Head |
| <input type="checkbox"/> Campus Registrar | <input type="checkbox"/> Student Organization Head |
| <input type="checkbox"/> Campus Librarian | <input type="checkbox"/> Student Admission Head |
| <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Finance Assistance Head |
| <input checked="" type="checkbox"/> ADMINISTRATIVE SERVICES/FINANCE MANAGEMENT DIRECTOR | |
| <input type="checkbox"/> RGMS Head | <input type="checkbox"/> Accountant |
| <input type="checkbox"/> HRMS Head | <input type="checkbox"/> Budget Officer |
| <input type="checkbox"/> PSMS Head | <input type="checkbox"/> Cashier |
| <input type="checkbox"/> General Services Head | <input type="checkbox"/> Security Services Head |
| <input type="checkbox"/> EXECUTIVE OPERATIONS DIRECTOR | |
| <input type="checkbox"/> OPD Head | <input type="checkbox"/> QuAMS Head |
| <input type="checkbox"/> MIS Head | <input type="checkbox"/> ISO In-Charge |
| <input type="checkbox"/> PICO Head | <input type="checkbox"/> IAS Head |
| <input type="checkbox"/> ARO Head | <input type="checkbox"/> GAD Head |
| <input type="checkbox"/> DPO/COP Head | <input type="checkbox"/> M&E Head |
| <input type="checkbox"/> AUXILIARY SERVICES DIRECTOR | |
| <input type="checkbox"/> DRRM Head | <input type="checkbox"/> Dormitory Head |
| <input type="checkbox"/> Campus Press Head | <input type="checkbox"/> Health & Wellness Head |
| <input type="checkbox"/> Culture & Arts Head | <input type="checkbox"/> Sports & Recreation Head |
| <input type="checkbox"/> RESEARCH, DEVELOPMENT & EXTENSION DIRECTOR | |
| <input type="checkbox"/> TTLO Head | <input type="checkbox"/> College Extension Coordinator |
| <input type="checkbox"/> Research Publication Head | <input type="checkbox"/> College Research Coordinator |
| | <input type="checkbox"/> College IP Coordinator |

- For:
- | | |
|--|--|
| <input checked="" type="checkbox"/> Appropriate Action | <input type="checkbox"/> Information |
| <input type="checkbox"/> Approval | <input type="checkbox"/> Dissemination |
| <input type="checkbox"/> Comment | <input type="checkbox"/> Reference |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Study |
| <input checked="" type="checkbox"/> Coordination | <input type="checkbox"/> File |
- ease:
- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Attend | <input type="checkbox"/> Register |
| <input type="checkbox"/> Prepare Memo | <input type="checkbox"/> Represent me |
| <input type="checkbox"/> Prepare Reply | <input type="checkbox"/> See me |

Remarks: **Ms. Kim Fong / pbrms**

DEOMILA B. MANAOAG, PhD
CHANCELLOR

JUDY CHIN-AMANTE
City Mayor



Cabadbaran Campus

celebration that has become one of the most The City Government of Cabadbaran will commemorate the Dagkot Festival 2024 which will to February 1, 2024. The activities aim to give e cultural and traditional practices of the locality.

e again ask your permission to allow us to use the grandstand for the activities of Dagkot Festival January 1, 2024. Your support will ensure us for the bration. Attached is the list of activities for your

sitive response on this particular request. For your ntact us at mobile no. 0917 142 0873 and look for u very much.



Republic of the Philippines
Province of Agusan del Norte

CITY OF CABADBARAN

OFFICE OF THE CITY MAYOR

December 11, 2023

DR. DEOMILA B. MAMAOAG

Chancellor

Caraga State University- Cabadbaran Campus
Cabadbaran City

Dear Chancellor Mamaoag:

Warm greetings!

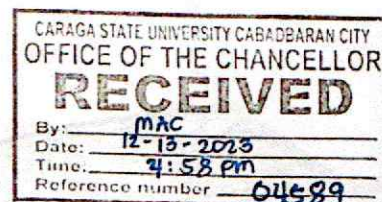
Dagkot Festival is an annual celebration that has become one of the most anticipated events in the city. The City Government of Cabadbaran will conduct series of activities to commemorate the Dagkot Festival 2024 which will commence on January 30 up to February 1, 2024. The activities aim to give highlight to the festivity along the cultural and traditional practices of the locality.

With this, we would like to once again ask your permission to allow us to use the CSUCC Oval Grounds and Grandstand for the activities of Dagkot Festival celebration from January 30-February 1, 2024. Your support will ensure us for the successful conduct of the celebration. Attached is the list of activities for your reference.

I am highly anticipating your positive response on this particular request. For your queries on this matter please contact us at mobile no. 0917 142 0873 and look for Mr. Estilito O. De Vera. Thank you very much.

Very truly yours,


JUDY CHIN-AMANTE
City Mayor



DAGKOT FESTIVAL 2024

LIST OF ACTIVITIES

Date	Activity	Time	Venue
January 30, 2024, Tuesday	Motorcade	8:00 AM	CSUCC Oval Grounds
	Drum and Lyre Competition <i>(Invite Other Private Schools)</i>	9:00 AM	CSUCC Oval Grounds
	MUSIKainan, Kantahan, Kasayawan <i>(A Homecoming Reunion to Cabadbaranons)</i> >National Band	7:00 PM	City Gymnasium
January 31, 2024, Wednesday	National Band	7:00 PM	CSUCC Oval Grounds
February 1, 2024, Thursday	Street Dancing and Grand Showdown Competition	1:00 pm	CSUCC Oval Grounds
	Party Cabadbaranon (National Band) (Fireworks Display)	7:00 PM	CSUCC Oval Grounds
Note*	<i>Fiesta Carnival Rides (every night) - Not included in the budget proposal</i>		CSUCC Oval Grounds

2 hours

- CSU Grounds
- Gymnasium

- 1MT

2

January 22 - 25 - Grand Prep
January 29 - Advance Party
January 30 - Feb 2 - Main event
Feb 3 - 9 - After case



CITY OF
CABADBARAN
AGUSAN DEL NORTE

7th

DAGKOT
Festival 2024


Schedule of Activities

January 30 - February 1

January 30 - Tuesday

-  **Motorcade**
Time : 8:00 AM
Venue : CSU-CC Oval Grounds
-  **Drum and Lyre Competition**
Time : 9:00 AM
Venue : CSU-CC Oval Grounds
-  **MUSIKainan,
Kantahan, Kasayawan**
(A Homecoming Reunion to Cabadbaranons)
Time : 7:00 PM
Venue : City Gymnasiun

January 31 - Wednesday

-  **National Band**
Time : 7:00 PM
Venue : CSU-CC Oval Grounds
(no parade)

February 1 - Thursday

-  **Street Dancing and
Grand Showdown
Competition**
Time : 1:00 PM
Venue : CSU-CC Oval Grounds
-  **Party Cabadbaranon**
(National Band)
(Fireworks Display)
Time : 7:00 PM
Venue : CSU-CC Oval Grounds
- Andrew E.
-  **January 30 - February 1
(every night)
Fiesta Carnival Rides**
- no sugar

- General Prep -