

RESOURCE GENERATION MANAGEMENT SERVICES

SERVICE REQUEST FORM

(EXTERNAL REQUISITIONER)

QUISITION NO: E-008-24

CUSTOMER AND EVENT INFORMATION

(Please Write Legibly)

NAME OF REQUESTING OFFICER:	<u>ANABEL R. MATA</u>	CONTACT NO:	<u>0946417 9083</u>
AGENCY:	<u>NORMI</u>	POSITION:	<u>PROGRAM HEAD / CBA</u>
CONTACT PERSON:	<u>ANABEL R. MATA</u>	E-MAIL:	<u>andaelmata1171@gmail.com</u>
EVENT:	<u>GRAND ALUMNI HOME COMING</u>		

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	<u>914,900.00</u>	<u>March 1 & 2</u>	<u>8:00am - 8:00pm</u>
<input type="checkbox"/> Swimming Pool	Php. 4,500.00	1				
<input type="checkbox"/> Track and Field Oval	Php. 2,500.00					
<input type="checkbox"/> Audio Visual Room	Php. 4,000.00					
<input type="checkbox"/> Classrooms	Php. 500.00					
<input type="checkbox"/> Basketball and Volleyball Courts (Outdoor)	Php. 350.00					
<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 checked="" type="checkbox"/> Industrial Fan	Php. 100.00					
<input checked="" 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):						

Complete

March 1 & 2 8am - 12pm

I agree to abide with the rules and regulations issued by Caraga State University - Cabadbaran 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 with I will claim in the office after the issuance of clearance.

ANABEL R. MATA
Signature over Printed Name of the Requisitionaire

Received by: JOMAR K. BELOSO

Time: 2:41 PM
Date: 10/6/24

Checked and Validated by:

EMBERLY C. FONG, MM

Head, Office of the Resource Generation Management Services

Approved by:

RICHELDA L. MARISCAL, Ph.D

Director for Administrative Services

CLEARANCE

A
Name of Requisitionaire: Anabel Mata
Event: Grand Alumni Homecoming
Date of Event: March 1 & 2

SERVICE REQUESTED:

☒ Venue: Gymnasium Cleared: ☐
☐ Facilities: _____ Returned: ☐

Date Cleared: _____

Cleared by: _____

RYAN UMBABO
Security Guard on Duty



January 23, 2024

RUTCHIE ANGAY-CABUNGCAL
President
Batch 99 Alumni
Northern Mindanao Colleges, Inc.
Atega St., Cabadbaran City

Dear Mr. Rutchie Angay-Cabangcal,



This has reference to your letter dated January 17, 2024 Re: "...rent of the CSUCC Gymnasium, two (2) Air coolers and six (6) Industrial Fans on March 1-2, 2024" for the purpose of Grand Alumni Homecoming.

Please be informed that the CSU Cabadbaran Campus is pleased to inform you that **your request letter is hereby approved in accordance with the guidelines of the university and applicable 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,

for, 
ROLYN C. DAGUIL, PhD
University President
OIC Campus Director 

Received by:

Anabel R-Mata
1-26-2024

Janu



OFFICE OF THE CHANCELLOR

REFERENCE SLIP

To:

Ref. no. **2024-0086**

☐ CBA DEAN
☐ CEIT DEAN
☐ CITTE DEAN
☐ CTHM DEAN

☐ GenEd Chairperson
☐ LHS Principal
☐ Administrative Officer V

DIVISION CHIEF FOR ACADEMIC AFFAIRS

☐ OCID Head
☐ OIGE/OSIP Head
☐ NSTP Head
☐ Campus Registrar
☐ Campus Librarian
☐ Guidance Counselor

DIVISION CHIEF FOR STUDENT SERVICES

☐ Student Development Head
☐ Student Welfare Head
☐ Student Conduct Head
☐ Student Organization Head
☐ Student Admission Head
☐ Finance Assistance Head

DIVISION CHIEF FOR ADMINISTRATIVE OPERATIONS/FINANCE MANAGEMENT SERVICES

☒ RGMS Head
☐ HRMS Head
☐ PSMS Head
☐ General Services Head
☐ Records Office

☐ Accountant
☐ Budget Officer
☐ Cashier
☐ Security Services Head

DIVISION CHIEF FOR EXECUTIVE OPERATIONS AND AUXILIARY SERVICES

☐ OPD Head
☐ MIS Head
☐ PICO Head
☐ ARO Head
☐ DPO/COP Head
☐ DRRM Head
☐ Campus Press Head
☐ Culture & Arts Head

☐ QuAMS Head
☐ ISO In-Charge
☐ IAS Head
☐ GAD Head
☐ M&E Head
☐ Dormitory Head
☐ Health & Wellness Head
☐ Sports & Recreation Head

DIVISION CHIEF FOR RESEARCH, DEVELOPMENT & EXTENSION

☐ TTLD Head
☐ Research Publication Head

☐ College Extension Coordinator
☐ College Research Coordinator
☐ College IP Coordinator

For:

☒ Appropriate Action
☐ Approval
☐ Comment
☐ Compliance
☐ Coordination

☒ Information
☐ Dissemination
☐ Reference
☐ Study
☐ File

Please:

☐ Attend
☐ Prepare Memo
☐ Prepare Reply

☐ Register
☐ Represent me
☐ See me

Remarks:

ROLYN C. BAGOIL, PhD
OIC Campus Director

ER OF INTENT

;. Cabadbaran City will ho
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January 17, 2024

LETTER OF INTENT

DR. ROLYN C. DAGUIL
OIC, CSUCC CHANCELLOR
Cabadbaran City, Agusan del Norte

Dear Ma'am,

Greetings of Peace and Prosperity!!

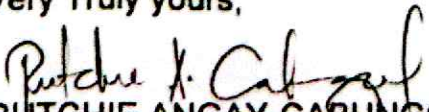
The Northern Mindanao Colleges, Inc. Cabadbaran City will hold on its Annual Activity "FOUNDATION WEEK" which will be this coming February 28, 29 and March 1&2, 2024. This activity consists different school events which will be participated all the students and Alumnus of NORMI.

In line with this, we humbly ask permission from your good office to let us rent your School Gymnasium for two (2) days including the night. March 01, 2024 will be the preparation of lights and sound set up and alumni rehearsals. March 02, 2024 will be the Grand Alumni Homecoming. Further, we would also rent your two (2) Air Coolers and six (6) Industrial Fans for the event.

We are looking forward for your positive response regarding this matter. Rest assured that the host batch will be liable to any cause, cleanliness and orderliness of the gymnasium. For further queries you contact to this cellphone# 0927-0499080 or 09464179083.

Thank you very much and more Power!

Very Truly yours,


RUTCHIE ANGAY-CABUNGCAL

President, Batch 99
Northern Mindanao Colleges, Inc.



Email Address: chancellorsoffice@csucc.edu.ph



GATEMENT

№ 0146691

DATE 1/26/2024

FUND

WORKING BATCH '99 / LABEL R. MATA BKE

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
Revised. Gym		P 10,500.00
4 units for uniforms		6,000.00
4 " of indoor track fee		400.00

TOTAL		P 16.9 N.W
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AMOUNT IN WORDS

SIX TEN THOUSAND NINE HUNDRED PERIOD MEY

☐ CashDRAWEE
BANK

NUMBER

DATE _____

☐ Check☐ Money Order

Received the amount stated above

MILAGROS C. ARANTE
Admin. Officer I/ Cashier

NOTE: Write the number and date of this receipt on the back of check or money order received.

ion	Unit Price	Total Amount
nasium for the coming	3,500.00	7,000.00
e Gymnasium	3,500.00	3,500.00
Air Coolers	1,500.00	6,000.00
Industrial Fan	100.00	400.00
TOTAL		16,900.00

ices



RENTAL AGREEMENT

RE: GRANT OF REQUEST TO USE THE CSUCC TRACK AND FIELD WITH COMPLIANCE TO CONDITIONS HEREIN STATED.

1. Payment of the rental fee will be according to the issued billing statement of the university and should be done before the booked schedule of use.
2. The Service Request Form from the ORGMS should be filled-up upon approval of the request letter from the Office of the Campus Director.
3. Damage to Premises. Tenant shall be responsible for any damage to the premises caused by Tenant or Tenant's guests. Tenant shall promptly notify the Security of any damage to the premises. The University shall have the option of repairing or replacing any damaged item, and Tenant shall reimburse the University for the reasonable cost of any such repair or replacement upon receipt of a bill from the Office of the Resource Generation Management Services.
4. The use of the Gymnasium / Oval Grounds as an open space and surrounded by residential areas should be governed and comply with relevant ordinances of the surrounding barangays on peace and order and the allowable time for use of amplified audio devices in open spaces, unless a special permit has been secured for this purpose with indicated specified time of use.
5. General Safety and Security concerns shall be borne by the user. As clearly relayed to the user, the University has no capacity to ensure the safety of the user's guests. Henceforth, the University do hereby release, waive, and discharge full responsibility on any liabilities from all claims including negligence resulting in personal injury, accidents, or illnesses (including death) and property loss arising from use of premises.
6. Strict compliance to prevailing IATF protocol must be implemented throughout the course of the activity.
7. Before and after care shall be borne by the user.
8. Garbage accumulated from the event/activity should be properly segregated and shall be disposed outside the school premises.
9. For further concerns, please contact:
 - Office of the Resource Generation Management Services (Ms. Kimberly Fong) - 09511670010

I have read the above rental agreement and fully understand its contents. I voluntarily agree to the terms and conditions stated above.

NAME & SIGNATURE: ANABEL R. MATA CONTACT #: 09464179083 DATE: 1/24/2024



Republic of the Philippines
CARAGA STATE UNIVERSITY
Cabadbaran Campus
Cabadbaran City, Agusan Del Norte



+63 83 818-5583

+63 917 148 0063

URL: <http://csucc.edu.ph>

Email Address: chancellorsoffice@csucc.edu.ph



Accountable Form No. 51-C
Revised January, 1992

No 0146830

DATE

EMENT

PAYOR 148830

February 27, 2024
FUND

ANABELLE MATA

NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
Rental - Gym	10	2,700.00

TOTAL

P 2,700.00

AMOUNT IN WORDS

Two Thousand Seven Hundred Pesos only

☒ Cash

☐ Check

☐ Money Order

DRAWEE
BANK

NUMBER

DATE

Received the amount stated above

MILAGROS C. ARANTE
Admin. Officer I/ Cashier

NOTE: Write the number and date of this receipt on the back of check or money order received.

	Unit Price	Total Amount
nasium day)	300.00	2,700.00
TOTAL		2,700.00