



RESOURCE GENERATION MANAGEMENT SERVICES

SERVICE REQUEST FORM (EXTERNAL REQUISITIONER)

REQUISITION NO: E-027-24

CUSTOMER AND EVENT INFORMATION

(Please Write Legibly)

NAME OF REQUESTING OFFICER:	<u>JULIUS G. ROLLORATA</u>	CONTACT NO:	<u>0985 228 1949 -</u>
AGENCY:	<u>ZETA PSI OMICRON FRAT. & SOR.</u>	POSITION:	<u>CHAPTER PRESIDENT</u>
CONTACT PERSON:		E-MAIL:	<u>rolloratajulius@gmail.com</u>
EVENT:	<u>SPORTFEST & ANNIVERSARY</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	1		10-19-24	8:00AM - 12 MN
<input type="checkbox"/> Swimming Pool	Php. 4,500.00	1				
<input type="checkbox"/> Track and Field Oval	Php. 2,500.00	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 checked="" type="checkbox"/> Monoblocked Chairs	Php. 5.00	50	1		10-19-24	6:00PM - 12:00 MN
<input checked="" type="checkbox"/> Industrial Fan	Php. 100.00	1	1		10-19-24	8:00AM - 12:00 MN
<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 - 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 LATF 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 future.

JULIUS G. ROLLORATA
Signature over Printed Name of the Requisitionaire

Checked and Validated by:

EMBERLY C. BONO, MM

and, Office of the Resource Generation Management

Approved by:

ATCHILDARY L. MARISCAL, Ph.D

Director for Administrative Services

Received by: [Signature]

Time: 1:30 PM

CLERANCE

Name of Requisitionaire: Julius Rollorata

Event: Sportfest & Anniversary

Date of Event: 10/19/24

SERVICE REQUESTED:

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

Date Cleared: OCT 21, 2024

Cleared by: Ray Ryan Maged

[Signature]
Security Guard on Duty

01 OCT 2024

OFFICE OF THE CAMPUS DIRECTOR

REFERENCE SLIP

To:

Ref. no. 2024-1708

DIVISION CHIEF FOR ACADEMIC AFFAIRS

☐ CBA DEAN
☐ CEIT DEAN
☐ CITTE DEAN
☐ CTHM DEAN
☐ GenEd Chairperson
☐ LMS Principal

☐ Graduate School
☐ NSTP Head
☐ OCID Head
☐ OSIP Head
☐ Campus Registrar
☐ Campus Librarian

DIVISION CHIEF FOR STUDENT AFFAIRS & AUXILIARY SERVICES

☐ Student Welfare & Engagement Head
☐ Student Leadership & Development Head
☐ Guidance Counselor
☐ Student Admission & Scholarship Head

☐ University Culture & Arts Head
☐ Sports & Recreation Head
☐ Health & Wellness Head

DIVISION CHIEF FOR ADMINISTRATIVE OPERATIONS/FINANCE MANAGEMENT SERVICES

☐ HRMS Head
☐ PSMS Head
☐ Engineering & Construction Head
☐ Campus Safety & Security Services Head
☐ Procurement Head
☐ General Services Head
☐ Records Management Office

☐ DRRM Head
☐ Accountant
☐ Budget Officer
☐ Cashier
☒ Business & Resource Management Head
☐ Corporate Enterprise Development Head
☐ Campus Press Head

DIVISION CHIEF FOR EXECUTIVE OPERATIONS

☐ Project Management Head
☐ OPD Head
☐ QuAMS Head
☐ OIGE Head
☐ MIS Head

☐ PICO Head
☐ ARO Head
☐ GAD Head

DIVISION CHIEF FOR RESEARCH & DEVELOPMENT, INNOVATION, & EXTENSION

☐ TTLO Head
☐ RDIE Publication Management Head
☐ RDI Services Head

☐ TBI Head
☐ College Extension Coordinator

☐ Administrative Officer V

For:

☒ Appropriate Action
☐ Approval
☐ Comment
☐ Compliance
☐ Confirmation
☐ Endorsement
☒ Coordination
☐ Evaluation

☐ Information
☐ Dissemination
☐ Reference
☐ Study
☐ Submission
☐ Registration
☐ Recommendation
☐ File

Please:

☐ Attend
☐ Calendar/Remind me
☐ Prepare Memo
☐ Prepare Reply

☐ Represent me
☐ Register
☐ See me
☐ Call me

Remarks:

DEE MILA B. MAMAOAG, PhD
Campus Director

01 OCT 2024



Zeta Psi Omicron

Intercollegiate Fraternity and Sorority

Cabadbaran City Chapter,

Cabadbaran City Agusan del Norte

SEPTEMBER 30, 2024

To: DEOMILA B. MAMAOAG

Campus Director, Caraga State University, Cabadbaran Campus

Cabadbaran City, Agusan Del Norte

Greetings!

The Zeta Psi Omicron Cabadbaran City chapter, Agusan del Norte will be having an annual celebration for its 59th PSI ZETA OMICRON founding anniversary on October 19, 2024 Saturday 8:00 AM to 12:00 Midnight, as commemorating the greatness of all founders of beloved organization.

Annent to this, we plan to use or rent your school gymnasium premises, and sports ground from 8am to 5pm for sports activities and fellowship nyt from 6pm to 12 midnight as part and one of our highlights of our upcoming event for developing a sense camaraderie and unity of all members. Furthermore we would like ask your permission to approve our sincere request in your good office.

Thank you in advance for your support. Your generosity shall be remembered.

Sincerely,


JULIUS G. ROLLORATA

Contact # 09852281949

Chapter President/Grand Lord Chancellor

Cabadbaran City, Agusan del Norte

RENTAL AGREEMENT

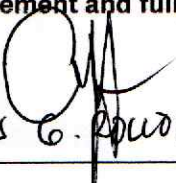
RE: GRANT OF REQUEST TO USE THE CSUCC TRACK AND FIELD WITH COMPLIANCE TO CONDITIONS HEREIN STATED.

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:

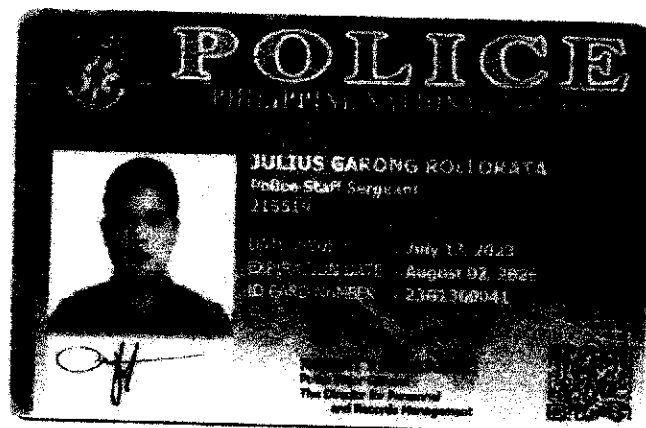

JULIUS G. POLIO

CONTACT #:

09852281949

DATE:

10-8-24



Weight (kg) :	80	Birth Date :	08/02/1987
Height (cm) :	170	TIN No :	265-685-882
Eyes :	BROWN	Phil-Health No. :	000501045627
Hair :	BLACK	Pag-Ibig No. :	121142029733
Blood Type :	O	FA Serial No. :	PNP36252

CONTACT PERSON : TOTSEE QUEROL ROLLORATA
 ADDRESS : P-2, POB. 2, KTR, AGUSAN DEL NORTE
 CONTACT NO. : 09121641083



RIGHT THUMBPRINT

E16

WARNING
 Unauthorized use of this card is a criminal offense. If found, promptly return to the nearest police station, to the contact person or to ID and Badge Section, PNP, DPM, NHQ PNP, Camp Rafael T. Crame, Quezon City 2001 at telephone number 8537 4500 loc 6870.



Republic of the Philippines
CARAGA STATE UNIVERSITY
CABADBARAN CITY
T. Curato Street, Cabadbaran City 8805, Agusan del Norte
Competence Service Uprightness

(+63 85) 818-5583
+63 917 148-0063
URL: <http://csucc.edu.ph>
Email Address: chancellorsoffice@csucc.edu.ph



Office of Resource Generation Management Service

BILLING STATEMENT

DATE	October 8, 2024
CLIENT	Zeta Psi Omicron Fraternity & Sorority
REPRESENTATIVE	Jululis G. Rollorata
CLIENT ADDRESS	Cabadbaran City
CONTACT NUMBER	09852281949

DETAILS:

INCLUSIVE DATE	DESCRIPTION	UNIT / PCS.	NO. OF DAYS USE	UNIT PRICE	TOTAL AMOUNT
October 19, 2024	Rental of Gymnasium	1	1	3,500.00	3,500.00
October 19, 2024	Use of Industrial Fan	1	1	100.00	100.00
October 19, 2024	Use of Monoblock Chairs	50	1	5.00	250.00
October 19, 2024	Rental of Gymnasium	1	1	1,750.00	1,750.00
				-	-
				-	-
TOTAL					P 5,600.00

Prepared by:

KIMBERLY C. BONG, MM.

Head – Resource Generation Management Services
Caraga State University Cabadbaran City