

RESOURCE GENERATION MANAGEMENT SERVICES

SERVICE REQUEST FORM

(EXTERNAL REQUISITIONER)

CUSTOMER AND EVENT INFORMATION

(Please Write Legibly)

NAME OF REQUESTING OFFICER:	<u>Dominador J. Palermio Jr.</u>	CONTACT NO:	<u>09708955392</u>
AGENCY:	<u>Ladder to Heaven Church</u>	POSITION:	<u>Senior Pastor</u>
CONTACT PERSON:	<u>Mr. Joel Mejorada</u>	E-MAIL:	<u>dominadorpalermio@gmail.com</u>
EVENT:	<u>Thanksgiving Celebration</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			<u>12/27/24</u>	
<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 checked="" 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	<u>300</u>	<u>3</u>		<u>12/27/24</u>	
<input checked="" type="checkbox"/> Industrial Fan	Php. 100.00	<u>6</u>			<u>12/27/24</u>	
<input type="checkbox"/> Air Coolers	Php. 1,500.00					
<input type="checkbox"/> Chaircovers						
<input type="checkbox"/> LED Eboard (12 hours)						
<input checked="" type="checkbox"/> Others (please specify): <u>Sound system and -</u>		<u>-</u>				

☒ 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.

Dominador J. Palermio Jr.

Signature over Printed Name of the Requisitionaire

Checked and Validated by:

KIMBERLY C. CONG MM

Head, Office of the Resource Generation Management Services

Approved by:

FRITZ FILE JAY L. MARISCAL, Ph.D

Division Chief, Administration and Finance

Received by:

JOMAR K. DELOSO

Staff, RGMS

Time: 3:30 PM

Date: 11/29/24

Acknowledge by:

C/O

Facility Incharge

Noted by:

RAFFY V. COSICOL

Head, Security Services

DATE:	<u>11/29/24</u>
OR NO:	<u>01841</u>
AMOUNT:	<u>₱6,100.50</u>

F-RGMS-014a

NAME & SIGNATURE: Dominador J. Palermio Jr. CONTACT #: 09708955392 DATE: 11/29/24

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:  Dominador J. Palermio Jr. CONTACT #: 097703953392 DATE: 11/29/24



Competence Service Uprightness

Office of Resource Generation Management Service

BILLING STATEMENT

DATE	November 29, 2024
CLIENT	Dominador J. Palermo
REPRESENTATIVE	Mr. Joel Mejorada
CLIENT ADDRESS	
CONTACT NUMBER	09308955392

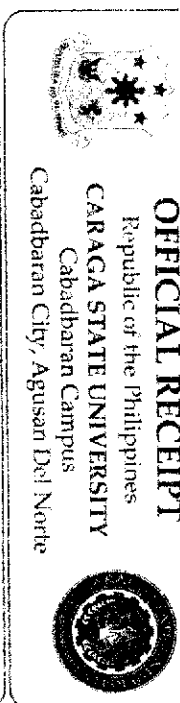
DETAILS:

Inclusive Date	Description	Unit Price	Total Amount
December 27, 2024	1 day use of Gymnasium	3,500.00	3,500.00
	300 pcs of monoblocked chairs	5.00	1,500.00
	6pcs Industrial Fan	100.00	600.00
	Sound System	500.00	500.00
	TOTAL		6,100.00

Prepared by:

KIMBERLY C. FONG, MM.

Hread, Office of Resource Generation Management Services
Caraga State University Cabadbaran City



Accountable Form No. 51-C
Revised January, 1992

No 0148491

148491

December 29, 2024

DOMINADOR J. PALERMO

FUND 61

NATURE OF COLLECTION

ACCOUNT CODE

AMOUNT

Partial - Industrial Fan

201904-06

600.00

Partial - monoblocked chairs

10,000,000.00

500.00

Partial - Industrial Fan

10,000,000.00

500.00

Partial - monoblocked chairs

10,000,000.00

500.00

Partial - Industrial Fan

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Partial - monoblocked chairs

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Partial - Industrial Fan

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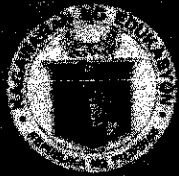
500.00

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

Received the amount stated above

<input type="checkbox"/> Cash	DRAWN BY	NUMBER	DATE
<input type="checkbox"/> Check	BANK		
<input type="checkbox"/> Money Order			

MILAGROS C. ARANTE
Admin. Officer I/ Cashier



MEJORADA,
JOEL A.

PRINCIPAL II

ALEXANDER B. SAGAN INTEGRATED SCHOOL
TAKAYONG, MALABON CITY

CABADBARAN CITY
DIVISION

DepED

DEPARTMENT OF EDUCATION



2001-2015
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