10 long tables VPA copy

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

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GSO - 3/A/25

MATS - 3/17/25

REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: MARCH 12, 2025 Department/Office: SDO - NUEVA VIZCAYA

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
SACRED HEART CENTER	03-24-25 / 6:30 AM	375	DIVISION MGT COMMITTEE MEETING
	1 day rent	(8 hours)	

☐ Without Aircon ☑ With Aircon Charge to: SDO - N.V.

Requested by: RACHELLE F. BUNCAD
Signature Over Printed Name
Contact no. of requesting individual: 09350241596

Recommending Approval: _____
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Approved/Disapproved: _____
VP for Administration

available po
12 MAR 2025

Remarks: *Pls. reply needed equipment and materials in the attached letter. T.Y.

Charge to Rental: Sacred Heart

ACCOUNTING OFFICE
Rental Fee: 9,129.6
OR No.: _____
Date Paid: _____
Noted by: _____

VPA

MaTS - [redacted] M. 4-25-2025

GSO - [redacted] 4-25-25

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REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: 4-24-25 Department/Office: SPO-NV

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
TONUS GYM			Youth
aircon	4-29-2025	297	Mass Community
Sound System	7am - 5pm		
c/o caterer { Tables chairs w/ covers	* 4/28/25 (pm) -	preparation of venue	

☐ Without Aircon ☑ With Aircon Charge to: _____

Requested by: ALANO C. MENDOZA
Signature Over Printed Name
Contact no. of requesting individual: 09955798899

Recommending Approval: _____
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Approved/Disapproved: approved by VPA. via messenger
VP for Administration
25 APR 2025

available
25 APR 2025

ACCOUNTING OFFICE
Rental Fee: 24161-
OR No.: _____
Date Paid: _____
Noted by: _____

Remarks: _____

Rental (Venue) (P10358) 10358
Aircon Fee (3452 / hour x 8 hours x 1/2) = 13808

VPA

Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

April 24, 2025

DR. JOHN OCTAVIOUS S. PALINA
President
Saint Mary's University
Bayombong, Nueva Vizcaya

SIR:

Greetings of Peace and Prosperity!

The Schools Division of Nueva Vizcaya is humbly requesting your prestigious office to allow us to conduct the **Fourth Division Management Meeting** (4th ManCoM) on April 29, 2025 in your well-known school as the venue of the activity. The participants are the DepEd top officials, section heads of the schools Division Office and School Principals from the different municipalities of Nueva Vizcaya with a total of 297 participants.

Anticipating much thanks for your kind and favorable action regarding our request. MABUHAY PO KAYO!

Very truly yours,

ALANO C. MENDOZA
Principal IV, District In-Charge-DDN II

JOSIE L. CONDE EdD.
Public Schools District Supervisor-DDN I

MATS :
2 LCD. Projectors
2 wireless mics
2 with wire mics
2 mic stand
+ stand by staff

650 - Hall prep/housekeeping
before we, clean CR,
toilet tissue

* Tonys Gym is available on April 29, 2025

RECEIVED
Date: APR 24 2025
Signature:
Office of the President
SMU - Bayombong, NV

* Approved by the President through messenger 4/24

ALANO - 09705798899

Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: https://sdonuevavizcaya.com/

Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

March 11, 2025

DR. JOHN OCTAVIOUS S. PALINA
University President
Saint Mary's University, Bayombong
Nueva Vizcaya

S I R:

Greetings of love and peace!

The Schools Division Office of Nueva Vizcaya is conducting its monthly management committee meeting hosted by Bayombong I and II Districts. The participants are the SDO Executive Committee Members, Education Program Supervisors, District Supervisors and District In-Charge and all full-pledged school heads of Elementary, Secondary and Integrated Public Schools totalling to 350 participants.

Saint Mary's University is known of its wide and accommodating facility that can cater special activities and huge events. It is for this purpose that we request the renting of your facility (Sacred Heart Center) on the 24th of March, 2025 including its sound system, 2 wireless microphones, 2 microphones with stand, ~~4 pieces long tables~~, ~~4 pcs short tables~~ and 375 monoblocs chairs, 10 long tables, projector

The decoration handled by the catering services team is expected to be at the venue in the afternoon of the 23rd of March, 2025. We further request for the use of the parking space for the vehicles of the participants.

We hope for your kindest approval. Thank you very much.

Respectfully yours,

MERLYN S. ABAT, PhD.
Public Schools District Supervisor
(Host, Bayombong I District)

*Sacred Heart is available on March 24, 2025

APPROVED: c/o VPA & VPF&T offices

DR. JOHN OCTAVIOUS S. PALINA
University President

MAR 12 2025

RECEIVED
OVPA
MAR 13 2025
joy

RECEIVED
Date: MAR 12 2025
Signature:
Office of the President
SMU – Bayombong, NV

DepED MATATAG
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
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GSO - 2/13/25

MTS - Benjamin 2/13/25

REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: FEBRUARY 3, 2025 Department/Office: DIOCESE OF BAYOMBONG - CHANCERY OFFICE

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS		PURPOSE
SACRED HEART CENTER	APRIL 2-4, 2025	260 pax		DIOCESAN PASTORAL PLANNING
		DISCOUNT	TO BE PAID	
Venue } 3 days	₱ 38,808	₱ 38,808	₱ -	
aircon use	17,325	3,465.	13,860	
	₱ 56,133.	₱ 42,273	₱ 13,860	

VENICA S. ACOSTA

☐ Without Aircon ☑ With Aircon Charge to: _____

FEB 04 2025

Requested by: Fr. Grey Dagocad, FSM Recommending Approval: _____

Signature Over Printed Name — Signature Over Printed Name (Dean/Principal/Office Head/Supervising VP)

Contact no. of requesting individual: 0926-684-1341

Approved/Disapproved: _____

VP for Administration

ACCOUNTING OFFICE
Rental Fee: _____
OR No.: _____
Date Paid: _____
Noted by: _____

Remarks: Venue rental : ₱38,808 - free aircon use : ₱17,325. aircon use 20% discount

GSO - 25 round tables w/ 10 chairs each table + 7 tables
- 3 long tables for registration
- Access to CR

Aircon for 3 days = ₱575 x 3 = ₱17,325
Venue for 3 days = ₱4964 x 3 = ₱38808-

MTS - Sound system, 4 mics, 4 mic stand, LCD Projector and 3X extension wires

SAINT MARY'S UNIVERSITY
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MTS - Benjamin 2/13/25

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REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: April 29, 2025 Department/Office: DepEd

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
Tennis Gym	May 2, 2025 6:11 pm - 8:10 pm	20	Basketball

☒ Without Aircon ☐ With Aircon Charge to: _____

Requested by: Aaron Bernas
Signature Over Printed Name

Recommending Approval: _____
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Contact no. of requesting individual: _____

approved by VPA via messenger JGG

Approved/Disapproved: DR. JOHN G. TAYABAN
VP for Administration
29 APR 2025

available JGG
29 APR 2025

Remarks: _____

₱500.00/hr as per maam Alva (via messenger)
JGG 4/30/25

ACCOUNTING OFFICE
Rental Fee: _____
OR No.: _____
Date Paid: _____
Noted by: _____