PURCHASE REQUEST

Department of Foreign Affairs
Agency

12-023 20

Department	**HUMAN RESOURCES MANAGEMENT OFFICE**	**PR No.:**	**07-Dec-20**
Section	**Assistant Secretary's Office**	**SAI No.:**	

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
Food Basket	Package	Food baskets of uncooked food/grocery items *Please see attached Technical Specifications for food items needed in each basket	**2,067**	**Php480.00**	**Php992,160.00**
		xxxxxxxxxxxxxxxxxxx			
					Php992,160.00

Purpose: To further strengthen the spirit of fellowship in the Department, HRMO intends to distribute food baskets (uncooked food/grocery items), worth of Php480.00 per basket, to all 2,067 personnel in the Home Office (including all personnel in COs), which procurement of these items will be funded from the remaining balance of HRMO's representation expenses.

Signature

Printed Name:
Designation:

Approved By:

ANTONIO A. MORALES
Assistant Secretary