



PURCHASE REQUEST
Department of Foreign Affairs
 Agency

Department Department of Foreign Affairs **PR No.:** 11-04024 **Date:** 12-Nov-24

Section HRMO **SAI No.:** _____ **Date:** _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	lot	Lease of three (3) Motor Vehicles 45-seater which includes: food of the driver, toll fees, gas, and accommodation of the driver.	1	Php110,000.00	PHP 110,000.00
		Round trip from DFA to Timberland Highlands Resort Guitnang Bayan II, San Mateo, Rizal.			
		Pick up point (December 14, 2024): DFA-Pasay, time:7:00am, Drop Off: Timberland Highlands Resort			
		Return trip (December 15, 2024) : Pick up point: Timberland Highlands Resort, Time: 1:30 - 2:00pm, Drop Off: DFA-Pasay			
		(attached TOR for other requirements)			
		XX			
					Php 110,000.00

Purpose: To served as service shuttle of HRMO personnel who will be attending the Planning Session and Workshop on Mindful Resilience scheduled on 14 to 15 December 2024, Saturday and Sunday, in San Mateo, Rizal, Philippines.

Requested By: MAREVIC P. AZUELO Property Officer	Approved By: CHRISTOPHER B. MONTERO Assistant Secretary, HRMO
Signature	
Printed Name:	
Designation:	