



Republic of the Philippines
 Province of Pampanga
 Mabalacat City



MABALACAT CITY COLLEGE

HEALTH SERVICES UNIT

17 February 2023

DR. MICHELLE AGUILAR-ONG
 President
 This College

THRU: **MS. HAPPY S. PELAYO**
 VP for Finance and Administration
 This College

Dear Madame:

Greetings!

The Health Services Unit will facilitate the seminar regarding Sexually Transmitted Diseases and HIV/AIDS Awareness on February 24, 2023. The Unit has tapped the assistance of the Events & Production team on the said event.

To facilitate an ambiance conducive to student learning, the Events & Production team has asked the Unit for some materials to be used on the said event. With this, we humbly asked your assistance to please permit the emergency purchase of the materials needed by the Events & Production team.

The undersigned is asking for five hundred pesos for the materials to be used for the said event.

Your positive response to our humble request will enable us to serve the students of Mabalacat City College.

Attached is the approved budget request for the said event.

Thank you very much.

Respectfully,

HSU-003-00416

FLORIENT G. NON, RN, MSN
 Nurse II
 This College

Noted by:

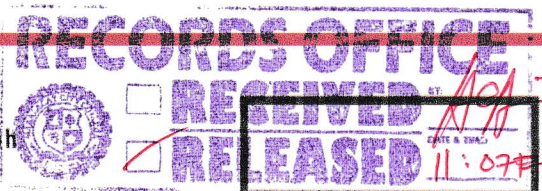
SI-02-00512

BEEJAY A. SEBASTIAN, MPA
 AVP for Student Life
 This College

Handwritten initials and date
 2/17/23

Start Here,
 Be Successful *Anywhere!*

www.mcc.edu.ph
 (045) 209 8720



17 FEB 2023

000100



MABALACAT CITY COLLEGE

HEALTH SERVICES UNIT

10 February 2023

- I. Title:** MCC Safe Space & Sexually Active...CONDOM ang Contraceptive
- II. Organizer:** Health Services Unit
- III. Date:** February 24, 2023 – 2:00 PM to 4:00 PM
- IV. Venue:** MCC Cultural Hall & HSU Hallway
- V. Event:** Reproductive Health Seminar and Condom Dispenser Ribbon Cutting

The Health Services Unit is going to facilitate the Reproductive Health Awareness Seminar amongst the student organizations leaders and MCC Personnel. The Speaker of the event is from the AMLAT Mabalacat (HIV/AIDS & STD center of Mabalacat City). This seminar is being conducted so as to promote awareness about the different sexually transmitted diseases and acquired immunity deficiency syndrome.

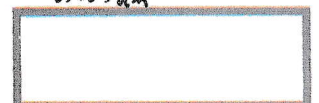
VI. Event: Participants for the Event:

- Student Organizations/Leaders – 80 students
- Employee Representatives – 80-90 employees

VII. Budgetary Requirements:

Date	Particulars	Unit Price	Quantity	Amount
February 24, 2023	Snacks (Tuna Sandwich & C2)	120	80	9,600.00
February 24, 2023	Snacks (Pancit Guisado)	900	2	1,800.00

Receipt :
DPAW 2/24/23
02-17-23
10:05 AM





MABALACAT CITY COLLEGE

February 24, 2023	Snacks (Pancit Palabok)	1000	1	1,000.00
February 24, 2023	Snacks (Pandesal)	5	75 pcs	375 <i>88</i>
			SUBTOTAL	12 775 <i>88</i>

Particulars	Unit Price	Quantity	Amount
Varnish (Dark rich Mahogany)	100	5	500.00
SUBTOTAL			500.00
GRAND TOTAL			13 275 <i>88</i>

Prepared by:

[Signature]
FLORIENT G. NORDIN, MSN
Nurse I

Noted by:

[Signature]
MR. BEEJAY A. SEBASTIAN, MPA
AVP for Student Life

Recommending Budget Approval:

[Signature]
MS. HAPPY S. PELAYO
VP for Finance & Administration

Approved By:

[Signature]
DR. MICHELLE AGUILAR-ONG
College President

