**RELC-NEAP IV-A CALABARZON CONFIRMATION SHEET**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TITLE OF ACTIVITY/EVENT:** |  | | | | | | |
| **DATE OF ACTIVITY/EVENT:** |  | | | | | | |
| **OFFICE/DIVISION:** |  | | | | | | |
| **NO. OF EXPECTED PARTICIPANTS/GUEST:** |  | | | | | | |
| **RATE:** | ***Meals: (Please indicate if Breakfast, AM/PM Snacks, Lunch or Dinner)*** | | | | | | |
| First Meal: Date:  Last Meal: Date: | Choose an item.  Click or tap to enter a date.  Choose an item.  Click or tap to enter a date. | | No. of Pax:  No. of Pax: | | |  |
| Lodging: | |  | | | | |
| Facilities: | |  | | | | |
| Equipment: | |  | | | | |
| **Check-in Time:** |  | | **Check-out Time:** | | |  | |
| **COORDINATOR:** |  | | | | | | |
| **DESIGNATION:** |  | | | | | | |
| **OFFICE:** |  | | | | | | |
| **ADDRESS:** |  | | | | | | |
| **CONTACT NO.:** |  | | | | | | |
| **E-MAIL ADDRESS:** |  | | | | | | |
| **SIGNATORY IN THE CONTRACT:** | **HEAD OF OFFICE:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **WITNESS:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **DESIGNATION:** |  | | | |  | | |
| **REMARKS:**  ***(Other concern/instruction re: food and accommodation*)** |  | | | | | | |

**Note: Please e-mail the signed Confirmation Sheet to** [**neap.calabarzon@deped.gov.ph**](mailto:neap.calabarzon@deped.gov.ph)

**cc:** [**hrd.calabarzon@deped.gov.ph**](mailto:hrd.calabarzon@deped.gov.ph)**. For inquiries kindly call (043) 312-0139 (RELC-NEAP IV-A CALABARZON)**

**SIGNATURE OVER PRINTED NAME**

(Coordinator)

Approved by:

**JISELA N. ULPINA**

OIC-Chief, HRDD/NEAP-R