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Republic of the Philippines
Department of Environment and Natural Resource
MIMAROPA Region
1515 L & S Bldg., Roxas Boulevard, Ermita, Manila



JAN 11 2023

MEMORANDUM

FOR : **THE CHIEF, CAREER DEVELOPMENT DIVISION**
HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT
DENR Central Office, Visayas Ave., Quezon City

FROM : **LAND MANAGEMENT OFFICER I**
DENR-PUP MPA Batch 3 Scholar

SUBJECT : **REQUEST FOR REIMBURSEMENT OF SCHOOL SUPPLIES OF**
PUP MPA BATCH 3 SCHOLAR


In support to the grantees of the Local Scholarship Program- Master in Public Administration (MPA) Batch 3 as stipulated in the Service Obligation Contract, the DENR allows the reimbursement of school supplies allowance upon presentation of official receipts.

In this connection, the undersigned requests for the reimbursement of the expenses incurred for the procurement of books for the First Semester of SY 2022-2023 for the following purchase, to wit:

PARTICULARS	AMOUNT
Books: Introduction to Public Administration in the Philippines Volume I and Volume II	1, 900.00 Php

Attached herewith is the official receipt from the merchant upon request of the undersigned.

For your kind consideration.


SABRIZA E. LUCIDOS

1831 B. Carba Bldg., Recto Ave., Zone 041 Brgy. 395, Sampaloc, Manila
GRACE ROXANNE F. BENEDICTO-Prop. * NON VAT Reg. TIN: 426-086-938-000

№ 0314

Business Style: _____ Cardholder's Sig.: _____

QTY.	UNIT	ARTICLES	UNIT PRICE	AMOUNT
2	2	Introduction to Public Administration in the Philippines Volume 1 & 2	1900	1900
				}
			Total Sales	
			Less: SC/PWD Discount	
			Amount Due	
			Less: Withholding Tax	
			TOTAL AMOUNT DUE	1900

10 Bklt. (50 x 2) No. 0001 - 0500
BIR Authority to Print No.: OCN 1AU0002270391
Date Issued: 1/4/2021 Expiry Date: 1/4/2026
ErCel Enterprises, Ernesto C. Celedonio-Prop.
1051 Cebu St. Zone 055 Brgy. 558 Sampaloc, Manila
Non-VAT Reg. TIN 101-722-808-000 / Tel. 8746-2905

By: Mylene Dela Cruz
Cashier/Authorized Representative
BIR Accreditation No. 032MP20180000000018
Date Issued: 12-14-2018 Exp. Date: 12-14-2023

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES.
"THIS SALES INVOICE SHALL BE VALID FOR FIVE(5) YEARS FROM THE DATE OF ATP."