|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **NOTICE OF REQUEST FOR FOOD AND OTHER SERVICES ADJUSTMENT** | | | | | | | **Control No.\_\_\_\_\_\_\_\_\_** |
| **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | | | | | | | **Fund Cluster : \_\_\_\_\_\_** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | **ERICK JAY A. DELA CRUZ** |  |  |
|  | For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |  |
|  | Director, Business | | | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Please adjust Official Request for Food and Other Services No.. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_ | | | | | |
|  | with the following changes: | | | | |  |  |
|  |  |  |  |  |  | **Particulars** |  |
|  |  |  | Additional Number of Pax | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Reduce Number of Pax | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Additional Request (e.g standby/overflowing coffee) | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Price per pax | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Change date/venue | | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | B. |  |
| A. | Prepared by: | | | |  | Noted by: |  |
|  |  |  |  |  |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Requesting Party | | | | | | Chief, Food Service  **NORMAN D. VIERNES** | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Funds Available: | | | |  | Approved by: |  |
|  |  |  |  |  | **IMELDA C. CORPUZ** | **SHIRLEY C. AGRUPIS** |  |
| C. |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  D. | |
| Chief, Accounting Office | | | | | | President | |
|  | | | | | |  | |
|  |  |  |  |  |  |  |  |