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| **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  |  |   |
|   |  |  |  |  |  |  |   |
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|   |   |   |   |   |  |   |   |
|  |   |   |   |   |   |  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 |
|   |   |
|   |   |   |   |   |   |   |   |