

Project Reference Num: PR No. 100-2025-04-951 P.R. Date April 23, 2025

Location of Project: City Mayor's Office - Gender and Development Day Celebration

Supplier: SKYLIGHT HOTEL GROUP INC.  
 Address: 210-A Rizal Avenue., Bgy. Manggahan, Puerto Princesa City P.O. No. BAC-2025 - AMP 04 - 277B  
 E Mail Address: skylighthotelgroupinc@gmail.com P.O. Date: JUN 26 2025  
 Telephone No: 048-717-0857/ 09178275862 Mode of  
 TIN: 006-232-295-000 Procurement: Negotiated - Small Value

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein


Place of Delivery: Thru City GSO Delivery Term: Delivery period shall commence upon receipt of the POINTP until 90% or until the contract amount are fully depleted/exhausted.  
 Date of Delivery: \_\_\_\_\_ Payment Term: \_\_\_\_\_

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	200	pax	Meals and Snacks	349.99	69,998.00
x-x-x	x-x-x	x-x-x	x-x-x-x-x Nothing Follows x-x-x-x-x-x	Total	69,998.00
<b>In Words</b>			<b>Sixty-Nine Thousand Nine Hundred Ninety-Eight Pesos</b>		
<b>In Figures</b>			<b>₱69,998.00</b>		

In case failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent of every day of delay shall be imposed.

Conforme:

By: SKYLIGHT HOTEL GROUP INC.  
  
 Signature over printed name of supplier  
CEO  
 Position/Designation  
12/2/25  
 Date

Very truly yours,  
  
LUCILO R. BAYRON  
 City Mayor  
 Authorized official

Fund Available: \_\_\_\_\_ ALOBS NO: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 City Accountant

1. The first section of the report is the title page, which includes the title, author, and date.

2. The second section is the abstract, which provides a brief summary of the report's content.

3. The third section is the introduction, which sets the context and objectives of the study.

4. The fourth section is the literature review, which discusses the existing research on the topic.

5. The fifth section is the methodology, which describes the research methods used in the study.

6. The sixth section is the results, which presents the findings of the study.

7. The seventh section is the discussion, which interprets the results and their implications.

8. The eighth section is the conclusion, which summarizes the main points of the report.

9. The ninth section is the references, which lists the sources used in the study.

10. The tenth section is the appendix, which contains supplementary information related to the study.

11. The eleventh section is the bibliography, which provides a list of the sources cited in the report.

12. The twelfth section is the index, which allows readers to find specific information within the report.

13. The thirteenth section is the glossary, which defines the key terms used in the report.

14. The fourteenth section is the list of figures, which identifies the visual elements included in the report.

15. The fifteenth section is the list of tables, which identifies the data tables included in the report.

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16. The sixteenth section is the list of abbreviations, which explains the shorthand used throughout the report.

17. The seventeenth section is the list of acronyms, which defines the abbreviations used in the report.

18. The eighteenth section is the list of symbols, which identifies the symbols used in the report.

19. The nineteenth section is the list of units, which defines the units used in the report.

20. The twentieth section is the list of figures, which identifies the visual elements included in the report.