



**EXCERPT FROM THE APPROVED MINUTES OF THE  
Finance Committee Meeting**

OVPAF- Conference Room  
November 6, 2023

The Finance Committee deliberated on the request of Ms. Luvilla G. Alcober, Head of Learning, Development and Human Resource Accreditation Office, to procure essential equipment needed for the successful conduct of their upcoming training programs for 2024.

The Finance Committee concurred with the purchase of the following office supplies:

Requested Equipment		Approved Actions
Portable DLP	(Php 24,000.00)	(1) Portable DLP
Screen Stand	(Php 10,000.00)	(1) Screen Stand
Laptops	(Php 45,000.00)	(1) Laptop
Sets of Desktop Computer	(Php 40,000.00)	(1) Set of Desktop Computer
Laser Printer	(Php 13,000.00)	(1) Laser Printer
Scanners	(Php 45,000.00)	(1) Scanner
Automatic Voltage Regulators	(Php 3, 500.00)	(1) Automatic Voltage Regulators
UPS	(Php 5,000.00)	(1) UPS
Laser Pointers	(Php 2,000.00)	(2) Laser Pointers
Microphone Stands	(Php 2,000.00)	(1) Microphone Stand
Rolling Whiteboard 72' x 48'	(Php 8,000.00)	(1) Rolling Whiteboard 72' x 48'

The Finance Committee agreed to approve just one of each specified item, with the exception of the laser pointer, for which a pair will be purchased. However, the purchase of the built-in Soundsystem, camera, and portable speaker was held in abeyance. Furthermore, the expenses for these office supplies will be charged to the Special Trust Fund (STF).

The Finance Committee members approved this request last November 06, 2023.

Certified True and Correct:



**DANIEL LESLIE S. TAN**  
*Chairperson, Finance Committee*

Cc: **Ms. Luvilla G. Alcober**- Head, LDHRAO  
**Ms. Honey Sofia V. Colis** – Director, HRMO