



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY MAYOR

01 July 2024

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City



Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the recommendation of Mr. Buenaventura F. Lagundi, City Treasurer, to collect participation fee for the Trade and Food Fair during the 2024 Pavgurulun Afi Festival, for your information and appropriate action.

This matter is certified as **URGENT** pursuant to Article 107 of the Implementing Rules and Regulations of the Republic Act No. 7160 or the Local Government Code of 1991.

Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor 

Copy furnished:

- *City Treasury*
- *City Legal Office*
- *Steering Committee for the 2024 Pavgurulun Afi Festival*



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY TREASURER

Ground Floor, City Hall Bldg., Enrile Boulevard, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, 3500
Hotline No. 09276744777 / e-mail add: tuguegarao_city_treasury@yahoo.com

June 28, 2024

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City

OFFICE OF THE CITY TREASURER
RECEIVED
Date: JUL 01 2024
Time: 11:00 AM
By: [Signature]

Madam:

This has reference to the Trade & Food Fair Programs to be conducted in the 2024 Pavvurulun Afi Festival wherein the Program Chairman recommended to collect Participation Fee to the exhibitors as follows:

a. Furniture	5,000
b. Gifts, Housewares, and Decorations	3,000
c. Plants and Ornaments	3,000
d. Processed Foods	3,000
e. Restaurants	3,000
f. Ambulant Vendors	2,000

In this regard, we recommend to request an authority from Legislative Body to collect the fees as mentioned herein.

Thank you.

Very truly yours, ,

BUENAVENTURA F. LAGUNDI
City Treasurer



"Ang buwis na binabayaran, babalik ng serbisyo sa bayan"
CHARACTER FIRST Tuguegarao City

Republic of the Philippines
 Province of Cagayan
TUGUEGARAO CITY
OFFICE OF THE CITY AGRICULTURIST

PROGRAM OF WORK

I. NAME OF PROJECT	TRADE FAIR										
II. LOCATION	Tuguegarao City										
III. BRIEF DESCRIPTION	<p>One of the most anticipated activities of the yearly "AFI-PAVVURULUN FESTIVAL" is the Trade Fair. The exciting exhibit of unique products which are mostly locally-produced is very much awarded by Tuguegaraoños specially increasing tourism and attracting tourist. This year "AFI-PAVVURULUN FESTIVAL 2024" Trade Fair will bring a host of various local food and non-food products marked by our unique taste, culture and heritage. The trade fair highlights the strength of local Small Medium Enterprises and opens a great opportunity for the products to reach a bigger market.</p>										
IV. OBJECTIVES	<p>The following are the objectives for the conduct of AFI-PAVVURULUN FESTIVAL 2024 Trade Fair.</p> <ol style="list-style-type: none"> 1. To showcase Tuguegarao-made and other locally-produced products to wider market; 2. To support the local Small Medium Enterprises in their marketing promotion; 3. To promote a "support local" and "buy local" mindset among customers; 4. To increase tourism and attract tourist in the celebration of the AFI-Pavvurulun 2024; and 5. To add to the festive ambience of the festival. 										
V. PROCEDURE/MECHANICS/GUIDELINES	<p>The conduct of the AFI-PAVVURULUN festival 2024 Trade Fair shall adhere to the following guidelines:</p> <ol style="list-style-type: none"> 1. The trade fair will be established and celebrated at the Tabacalera Area owned by Ms. Rose Lim located along Mabini street. 2. The trade fair shall run from August 01-16, 2024 at 8:00 A.M. to 10:00 P.M. Daily. 3. Each exhibitor shall pay a participation fee with following amount: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">CATEGORY</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>a. Furniture</td> <td style="text-align: center;">5,000</td> </tr> <tr> <td>b. Gifts, Housewares and Decors (GHD)</td> <td style="text-align: center;">3,000</td> </tr> <tr> <td>c. Plants and Ornaments</td> <td style="text-align: center;">3,000</td> </tr> <tr> <td>d. Processed Foods</td> <td style="text-align: center;">3,000</td> </tr> </tbody> </table>	CATEGORY	AMOUNT	a. Furniture	5,000	b. Gifts, Housewares and Decors (GHD)	3,000	c. Plants and Ornaments	3,000	d. Processed Foods	3,000
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VI. DESIRED OUTPUT	To promote cultural heritage geared toward non-food tourism, preserves culinary traditions and opens avenue for livelihood to boost local economy.										
VII. PROPOSED VENUE	The trade fair shall be established and celebrated at the Tabacalera Area owned by Ms. Rose Lim located along Mabini Street.										
VIII. TOTAL REQUIREMENTS	P 300,000.00										
IX. BREAKDOWN OF COST COMPONENT (Use Additional sheet, if necessary)											
A. MATERIALS/SUPPLIES											
Quantity	Unit	Items	Unit Cost	Total Cost							
1.		Supplies and Electrical/Tarp Materials.		150,000.00							
B. LABOR											
Number of Workers	Number of Days	Unit Cost	Total Cost								
2.		Honoraria		100,000.00							
C. OTHERS (Specify)											
1.		Meals and Snacks		50,000.00							
TOTAL				P 300,000.00							

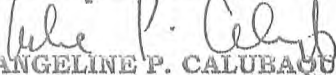
Participation Fee
 Payment before
 they will display

Technical Working Group


Project Manager:
Assistant Project Manager:
Members:

Evangeline P. Calubaquib
Mario Eugenio - CP # 0916-430-2386
Engr. Kendrick Calubaquib
Pantaleon Melchor
Erwin Rommel P. Caronan
General Services Office Staff
Electricians
City Agriculture Office Staff

Prepared and Submitted by:


EVANGELINE P. CALUBAQUIB, DPA
Trade Fair Chairman

Recommending Approval:


JUANITO A. CALUBAQUIB
Steering Committee Chairman

Approved by:


HON. MAILA ROSARIO S. TING-QUE
City Mayor