



Your Relaxing Tagaytay

CONTRACT

NAME OF FUNCTION : **STRESS MANAGEMENT WORKSHOP SEMINAR**
CONTACT PERSON : Dir. Ma. Elvira A. Ador
COMPANY : **OVERSEAS WORKERS WELFARE ADMINISTRATION**
OFFICE ADDRESS : **Overseas Operations Coordination Service (OOCs)**
4th Floor, OWWA Center, 7th St. corner FB Harrison St., Pasay City
CONTACT NUMBER : Tel. (632) 8917601 - 24 loc. 5406 Direct: 5516655, 5516646
EMAIL ADDRESS : email: oocs@owwa.gov.ph

Dear Mr. Cacdac

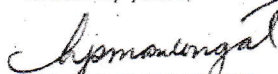
Warm Greetings from Estancia Resort Hotel!

We are pleased to confirm the reservation based on the agreed information as follows:

DATE OF FUNCTION : January 17-19, 2018
TYPE OF FUNCTION : Live-in Seminar
GUARANTEED NO. OF PAX : 40 Persons
NAME OF SIGNATORY : **MR. HANS LEO J. CACDAC - Administrator**
ROOM REQUIREMENTS : Two nights room accommodation for 40 persons
(20) Air-conditioned Room - Twin Sharing
Check-in Time: 02:00 pm Check-out Time: 12:00 nn
FUNCTION ROOM : Use of function room for three (3) days. (8 hours/day)
SUPPORT FACILITIES : Complimentary use of function room amenities such as: Projector with white screen, white board with markers, PA system with microphone, Note pads and pencil, Nuts, Candies
Continuous coffee and tea during the session.
Complimentary Wi-Fi internet Access in the Lobby, Restaurant and Function room
Use of open grounds for team building activities
Welcome Banner
Use of Videoke (6:00 pm to 10:00pm)
MEAL REQUIREMENT : **Meals of your choice for 40 persons**
Jan.17: AM Snack / Managed Buffet Lunch / PM Snack / Managed Buffet Dinner
Jan.18: Managed Buffet Breakfast /AM Snack/Managed Buffet Lunch /PM Snack
/Managed Buffet Dinner / Fellowship night
Jan.19: Managed Buffet Breakfast /AM Snack/Managed Buffet Lunch /PM Snack
TOTAL CONTRACT PRICE : **PHP 264,000.00 for 40 PERSONS**
BILLING ARRANGEMENT : The hotel requires a signed proposal, contract and a Certificate of Availability of Funds to block the date and to confirm the reservation. Full payment of the total contract price is payable fifteen (15) days upon receipt of the Statement of account.. incidental charges that your company may incur during your function which is not included in the contract shall be paid in full, in cash or credit card upon check-out.
We have blocked the space for you for your event. However, we need your signature to confirm your reservation. The Hotel reserves the right to give the said blocking/s to other reservations if we do not received your signed contract and / or full payment.
TERMS AND CONDITIONS : Please see attached sheet.

Please affix your signature as conforme to this agreement.

Sincerely yours,


HELEN P. MANLONGAT
Guest Services Supervisor

CONFORME:

OVERSEAS WORKERS WELFARE ADMINISTRATION

APPROVED BY:

GIRLIE C. PE
General Manager

MR. HANS LEO J. CACDAC
Administrator

OVERSEAS WORKERS WELFARE ADMINISTRATION

FOOD:

January 17, 2018

AM SNACK FOR 40 PERSONS

Raisin Walnut Bun
Juice

MANAGED BUFFET LUNCH FOR 40 PERSONS

Consome Juliene Vegetable
Roast Chicken with Honey Mustard Sauce
Fish Fillet with Tartar Sauce
Buttered Potato with Parsley
Steamed Rice
Dessert of the Day

PM SNACK FOR 40 PERSONS

Turon de Saba
Juice

MANAGED BUFFET DINNER FOR 40 PERSONS

Crab and Corn Soup
Sweet and Sour Pork with Pineapple Chunks
Fish Fillet in Black Bean Sauce
Sauteed Oriental Vegetable
Steamed Rice
Dessert of the Day

January 19, 2018

BREAKFAST FOR 40 PERSONS

Corned Beef Hash
Scrambled Egg
Garlic Rice or Steamed Rice
Coffee or Tea
Seasonal Fresh Fruit

AM SNACK FOR 40 PERSONS

Buco Cream Pie
Juice

MANAGED BUFFET LUNCH FOR 40 PERSONS

Sotanghon Soup
Paksiw Lechon Kawali with Fried Sweet Potato
Chicken Afritada
Sauteed Cabbage with Ham Bits
Steamed Rice
Dessert of the Day

PM SNACK FOR 40 PERSONS

Siopao Asado
Juice

January 18, 2018

MANAGED BUFFET BREAKFAST FOR 40 PERSONS

Fried Dried Biya
Scrambled Egg
Garlic Rice or Steamed Rice
Served with Coffee or Tea
Seasonal Fresh Fruit

AM SNACK FOR 40 PERSONS

Chicken Sausage Bun
Juice

MANAGED BUFFET LUNCH FOR 40 PERSONS

Egg Drop Soup
Chicken in Creamy Pastel Sauce
Pork Salpicao
Sauteed Green Beans
Steamed Rice
Dessert of the Day

PM SNACK FOR 40 PERSONS

Ensaymada
Juice

MANAGED BUFFET DINNER FOR 40 PERSONS

Beef Consome
Fish Fillet Muniere
Buttered Mixed Vegetables
Pasta Aglio Olio
Steamed Rice
Dessert of the Day