

### CHECKLIST OF SETUP NONCORE DOCUMENTS

(as attachment to Project Proposal and SETUP NONCORE supporting documents)

Project Title: **Setting the Standards of Food Safety Compliant Food Workstation of Street Food Vendors in San Jose, Occidental Mindoro**

Proponent/Beneficiary: Local Government of San Jose

Amount: **PHP 458,900.00**

#### DOCUMENTARY REQUIREMENTS (For SUCs and LGUs)

✓	Letter of Intent and LGU/Board Resolution
✓	Customer Profile
✓	Curriculum Vitae (CV) or PDS of the Project Leader and other co-researchers/implementers (including track record)
✓	TNA Forms 1 and 4
✓	Project Proposal (including Business Model Canvass, if applicable), Risk and Assumptions, Work plan, GAD score sheet, LIB
✓	RTEC Evaluation and Reply to RTEC Comments
✓	Revised Project Proposal (if necessary) with approved LIB, Risk and Assumptions, Work plan, GAD score sheet
✓	Photos of Equipment, location of the equipment and project site
x	Layout of the facility – not applicable
✓	Equipment Quotations
✓	Approval Letter
✓	Memorandum of Agreement (3 copies)
x	Customer Satisfaction Feedback
x	Certification of successfully implemented project or proof of previous implementation of similar projects (if necessary)
x	List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation (if necessary)

Remarks/s: LGU San Jose SB Resolution authorizing Hon. Mayor Rey C. Ladaga to enter into Memorandum of Agreement

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PSTG Staff/Date 11 Aug 2023

Received by: JANNA KIBADA  
RO Staff/Date

Noted by: MARIA ETHELWILDA G. CORONACION  
Provincial S&T Director/Date 14 Aug 2023

Validated by: Danica C. Enriquez  
GIA Coordinator/Date