REQUISITION FORM Requisition No. 00000-00

Name of School: ICAS TETUAN Date Requested: \_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Area: (Pls. check the line)

\_\_\_\_\_\_ Faculty \_\_\_\_ Administration/Non-Teaching Maintenance

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| **Item** | **Quantity** | **Amount** | **Remarks** |
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Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Released by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Head/Asst. Property Custodian

Recommending approval by:  
   
 **AMELIA P. TORRALBA ED. D** **MRS. RUBEEROSE J. ACORIN**

School Principal Finance Officer

Approved by: **MSGR. MAXIMO A. CAMPO**

School Director

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Finance Office

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requester

**VISION**

*Holistically formed individuals for excellent services and transformation of society.*

**MISSION**

*We commit ourselves to:*

*1. Provide relevant quality educational programs and services to develop morally and spiritually upright individuals equipped with holistic competencies and varied technological skills for the service of God and humanity.*

*2. Offer diverse formation activities that promote the development of Marian virtues and uphold Filipino culture and values.*

*3. Implement innovative training programs that develop responsive leaders with high-moral values committed to serve.*

*4. Promote a culture of research to enhance and upgrade resources and capabilities for the improvement of life and society.*

**PHILOSOPHY**

*Immaculate Conception Archdiocesan School believes in the total formation of persons. Inspired by the charism of the Blessed Virgin Mary.*

**CORE VALUES**

*E- Excellence  
S-service Oriented*

*O-obedient*

*A-accountable*

*R-respectful*

*H-honest*

*I-innovative*

*G-goal -Oriented*

*H-humble*