

## CERTIFICATE OF NON-AVAILABILITY OF CONFERENCE ROOM

This is to certify the non-availability of conference room for the following request:

**REQUESTING OFFICE/UNIT** :  
**PURPOSE** :  
**NUMBER OF PERSONS** :  
**DATE AND TIME NEEDED** :

This certificate is issued to support the procurement of venue outside of DSWD FO XI.

Certified by:

General Services Section Head

Date: \_\_\_\_\_, 20\_\_\_\_