**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:

**EUGENE LOUIE C. TAMING**General Services Section Head

Date: \_\_\_\_ \_\_\_, 20­­\_\_\_