



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
CAGAYAN PROVINCIAL OFFICE

Ref. No. 23R0215-1214

05 June 2023

GIRME M. BAYUCAN
OIC – Regional Director
RSSO2, Tuguegarao City, Cagayan

Sir:

This has reference to the conduct of the 2022 Census of Agriculture and Fisheries (CAF) Data Processing in the province. As per workload forwarded by Central Office, we were allotted with twenty-six (26) machine processors and the instruction is, the area required per processor should be 1.5 sq.m., hence the area requirement for our processors is 39 sq. m. plus 11 sq. meters for processors thereby we will be needing a total area of 50 sq. meters for our Data Processing Center.

In our cost estimate forwarded to the Central Office, we recommended for rental of processing center for the 2022 CAF. However, after thorough analysis, we opted to utilize half of our Conference Hall with floor area of 118 sq. m. And in order for us to utilize the other half for processing center, we need to put up a permanent partition to separate the conference hall with the processing center. As per initial canvass, the said permanent partition would cost us about P80,000.00.

Herewith is the comparative study on the matter:

Office Space Rental	Permanent Partition
Prevailing rental in Tuguegarao City: P700/sq.m*50*3 months (October-December 2023) = P105,000.00	Labor and Materials=P80,000.00

With the installation of the permanent partition, the office can save resources taking into consideration that we will no longer be spending rental expense. Moreover, it could be utilized for a long period of time. In the same manner, it will be beneficial for us because we could closely monitor the processing if within the same building with the office.

With the foregoing reasons, may we earnestly ask for your consideration.

Very truly yours,

ENGR. ELENA U. RIVERA
Chief Statistical Specialist

Jcmr



Management System
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Perspective Plan

