



Republic of the Philippines
CITY OF SANTA ROSA
 Province of Laguna



City Market Administration Office

REQUEST FOR PRODUCT PROMOTIONS

PROMOTION REQUEST DETAILS		Date:	
Company Name			
Duration Date		Number of Days	
Item/s for Promotion			
Area Size (in sqm.)		Need for Electricity <input type="checkbox"/> Yes <input type="checkbox"/> No	
*If Tarpaulin only, please specify the size and proceed to CENRO for the Cost Computation.			
REQUESTER'S INFORMATION			
Name		Signature	
Designation			
Contact Number		Email Address	
FOR CITY MARKET ADMINISTRATION OFFICE			
Cost Computation			
Item	Qty/Unit	Unit Cost	Total Cost
Promo Fee			
Area Size (sqm)			
No. of Days			
Electricity Use			
Others			
Total			
Remarks:			
Request Evaluated by		Request Approved by	
Date Evaluated		MANUEL A. GARCIA Date Approved	
Photocopy of Receipt Received by			Date Received
Receipt Number/s			