

CAMPUS: CALABARZON

ROUTING SLIP

Date: April 11, 2023

For/ To: AEA, EEF, JMA, BAC, SPU

Subject: TOR/PR/PPMP/SAPP
for Tokens to the BACs

Other instructions (please specify)

Action on Apr. 24-27, 2023

Approval (Php 7,500,00)

Comment

Discuss with me

Endorsement

File

Give Status

Handle

Information

Initial / Clearance

Note & File

Note & Return

Prepare Draft / Reply

Review

Due Date:

From: MPP / FAD-2023-049

DIVISION

<input checked="" type="checkbox"/>	FAD	<input type="checkbox"/>	SSD
<input type="checkbox"/>	CID	<input type="checkbox"/>	OCD
<input type="checkbox"/>		<input type="checkbox"/>	QMSO

REFERENCE NO.: FAD-2023-049

DATE: April 11, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MPP	TOR/PR/PPMP/SAPP For tokens to the BAIGS on Apr. 24-27, 2023 (Php 7.5M. n)	Prepared & signed	f. j.	04/11/23
EEE	- do -	signed & forwarded to ACU	f. j. Lagana	04/12/23
AEB	- do -	signed by ^{for} for for OCB		4/12/23
JMA	- do -	Dr. JMA signed; forwarded to SPU	f. j.	04/12/23
LFR	REQ, PR & DR	- prepared & sent to BAC	guybert	4/13/23
SLCF	- do -	Endorsed to SAB for process	JAV	4-13-23

TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.:

2023-04-059

Date :

April 11, 2023

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within _____ calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Table with 5 columns: Item #, QTY, UNIT, ITEM/DESCRIPTION, UNIT COST, TOTAL COST. Row 1: 1, 5, PIECE, TOKENS TO THE BASELINE ASSESSMENT OF INTERNAL CONTROL SYSTEM TAAL BALISONG #29 -WITH FRAME AND PERSONALIZED NAME PLATE.

Delivery Term : ON OR BEFORE APRIL 24, 2023

Delivery Time :

Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

Handwritten signature of Eusebio B. Espino

EUSEBIO B. ESPINO PURCHASER

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

(Signature Over Printed Name)

IMPORTANT

- 1. Prices must be typewritten in ink clearly. 2. If offering a substitute/equivalent, specify the brand and make.

Company Name : Address :

Telephone nos. : T.I.N. :



TERMS OF REFERENCE FOR TOKENS TO THE BASELINE ASSESSMENT OF INTERNAL CONTROL SYSTEM

I. Background

The PSHS-CALABARZON Region Campus started its operation in CY 2015. Currently, the Campus operates based on the approved manual of procedures under the PSHS Quality Management System, based on the standards and requirements of ISO 900:2015. On the other hand, the Department of Science and Technology (DOST), the umbrella department of the PSHS System, has a bureau, the Internal Audit Service (IAS), which is basically in charge of providing support/assistance to the DOST System towards compliance to the statutory requirements, rules and regulations in the operation of a government entity.

II. Rationale

The DOST-IAS is mandated to ensure that offices within the DOST system are continually complying to government standards and requirements. To do this, the Office goes to the different offices and attached agencies of the DOST to conduct baseline assessment of internal control system (BAICS). This strategy aims to identify and document the Campus' internal controls in the performance of functions, and in the implementation of its operating and support systems.

The Campus, which is 1 of the 3 Campuses scheduled for assessment in the current year will be subjected to BAICS on April 24 to 27, 2023. Representatives from IAS will visit the Campus, vouch for documented procedures vis-à-vis proofs of compliance of chosen process owners/responsible units, conduct interviews, observation and other means of verification to identify the degree of internal control within the organization. The result of baseline assessment is beneficial to the Campus, as it can be used to improve the process of service delivery.

To acknowledge and recognize the efforts of DOST-IAS personnel, simple token of appreciation shall be given to them.

III. Specifications

The supplier must provide the following, to be picked up on or April 25, 2023:

Item	Quantity	Unit Cost	Total Cost
Taal balisong #29 with frame and personalized name plate	5	1,500.00	P 7,500.00



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Prepared by:

MA. THERESA P. PAGULAYAN

Chief, Finance and Administrative Division

Certification of Availability of Funds:

ARNEL E. AGUILA
Accountant II

EDSEL E. ESPINO
Alternate Budget Officer

Approved by:

JOSE W. ANDAYA, D.T.
Campus Director