

DOCUMENT TRACKING FORM

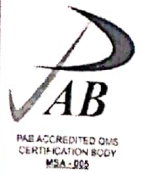
DIVISION

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

REFERENCE NO.:
DATE: 04 MAY 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
NAA	TOR - Procurement of Specially Paper for the Virtual Toast to Excellence	to AEA	for [Signature]	04 MAY 2023
AEA	do -	signed & forwarded to DMP	for [Signature]	05/04/23
MPP JMA	-do- -do-	signed and forwarded to SPA for processing	for [Signature]	5/5/23 5/5/2023
LTR	RFQ, PR & NR	prepared & fwd to BHC	[Signature]	5/5/2023

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.



**TERMS OF REFERENCE FOR
SPECIALTY PAPER FOR THE VIRTUAL RECOGNITION DAY/TOAST TO EXCELLENCE
OF
PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

I. BACKGROUND OF THE PROJECT

The Philippine Science High School is mandated by the government to deliver secondary education with emphasis on science and technology with the sole purpose of preparing its students for STEM-related careers. The curriculum was also designed to equip the students with the knowledge, skills, and attitude that are deemed essential in preparing for a STEM-related career. This school year, PSHS CALABARZON Region Campus will conduct a virtual recognition of the achievements of the Junior High and Senior High School students on June 16, 2023.

RATIONALE

The rationale of this activity is to celebrate the hard work, dedication, and commitment of students in their academic and extracurricular pursuits throughout the school year. It will also serve as a motivation for students to strive for excellence and achieve their goals and an opportunity to acknowledge the contributions of teachers, parents, and other stakeholders in the students' success. Certificates of recognition will also be awarded to students who have achieved a particular milestone, such as winning in different competitions, leadership and notable overall academic performances.

SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must provide ^{170 myla a ay} ~~80~~ packs of specialty paper with the following specifications:

Color: White, Matte
GSM: 90 gsm
Size: A4
Sheets: 10/pack

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the purchase of specialty paper is **FIVE THOUSAND ONE HUNDRED PESOS (Php 5,100.00)**.



Certificate No.: SCP000420Q

V. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. PAYMENT SCHEDULE

The PSHS-CALABARZON RC will not provide advance payment. Full payment shall be made within 30-45 days after delivery.

Prepared by:


MYLA A. ARGENTE
Committee Chairman

Recommending Approval:


MABELLE V. FURTO
CID Chief

Certified funds available:


ARNEL D. AGULA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Supervising Administrative Officer

Approved by:


JOSE M. ANDAYA, D.T.
Campus Director