...NE DOLINCE HIGH SCHOOL
CAMPUS: CALABARZON

ROUTING SLIP

Date: 29 MAY 2023

For/ To: MVF; AFA; MPP; Dr. JMA; EEE

Subject: TOR/PR/APP/PPMP IQA Training

- ✓ Action
- ✓ Approval
- ___ Comment
- ___ Discuss with me
- ___ Endorsement
- ___ File
- ___ Give Status
- ___ Handle
- ___ Information
- ___ Initial / Clearance
- ___ Note & File
- ___ Note & Return
- ___ Prepare Draft / Reply
- ___ Review

Other instructions (please specify)

Activity Proposal for approval of MVF.

...ve Date:

...m: DJL

...S-00-F-RMU-01-Ver02-Rev1-10/18/20

...CE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-345
DATE: 29 MAY 2023

...ARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
...PPMP- ...aining ...IQA	Forwarded to AEA	for	29 MAY 2023
-	Sign		5/30/2023
-do-	signed NR and PR, forwarded to SPV		5/30/23 5/31/2023
-do- + IPQ	prepared, forwarded to JKF		6/1/23
- do -	forwarded to SAB for processing		6/1
-do-	Received for posting.		01 JUN 2023
JMA	-do-		
EEE			
JKF			
SAB			

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

Quotation No.: 2023-05-098
Date : May 31, 2023

SIR / MADAM:

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 Suppl . 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.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			PRICES MUST BE Tax (VAT) INCLUSIVE		
1	1	LOT	THIRD-PARTY TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT		
			BASED ON ISO 9001:2015 IN ACCORDANCE WITH ISO 19001:2018		
			STANDARDS FOR AT LEAST 20 PARTICIPANTS ON JULY 24-25, 2023,		
			MODE OF DELIVERY FOR THE TRAINING MUST BE FACE-TO-FACE		
			THE TRAINING PROVIDER MUST ALSO ADHERE TO THE FOLLOWING:		
			• PROVIDE TRAINING MATERIALS FOR AT LEAST TWENTY (20)		
			PARTICIPANTS		
			• PROVIDE CERTIFICATES / E-CERTIFICATES OF COMPLETION TO		
			AT LEAST TWENTY (20) PARTICIPANTS		
			• TRAINERS' PROFESSIONAL FEES SHALL BE COVERED BY THE		
			TRAINING PROVIDER		
			• THE FOLLOWING PROGRAMS SHALL BE INCLUDED IN THE		
			MINIMUM TOPICS AND ACTIVITIES INCLUDED IN THE TRAINING:		
			✓ AUDITING GUIDELINES BASED ON ISO 19011:2018		
			✓ AUDIT CHECKLIST PREPARATION		
			✓ AUDIT FINDINGS REPORTING		
			• TRAINING PROVIDER MUST ALSO SHOULDER THEIR		
			TRANSPORTATION AND ACCOMMODATION ON THE		
			DURATION OF THE TRAINING		
			TOTAL		

Delivery Term : JULY 24-25, 2023
Delivery Time : -
Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,

EDSEL E. ESPINO
PURCHASER

Telephone: **043-724-6199 loc 803**

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

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Authorized Company Representative : _____
(Signature Over Printed Name)

Company Name : _____
Address : _____
Telephone nos. : _____
T.I.N. : _____

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS **Fund Cluster:** 1101101

Office/Section : CID	PR No.: 2023-05-098	Date: May 31, 2023
	Responsibility Center Code : 19-016-09-00014-02	

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	THIRD PARTY TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT BASED ON ISO 9001:2015 in ACCORDANCE with ISO 19011:2018	1	₱80,000.00	₱80,000.00
		*The third-party training provider must provide a two-day face-*to-face Internal Quality Audit Training based on ISO 9001:2015 in accordance with ISO 19011:2018 standards for at least twenty (20) participants on July 24-25, 2023. The training provider must also adhere to the following specifications:			
		➢ Training materials for at least 20 participants			
		➢ E-Certificates or Certificates of Completion for at least 20 participants			
		➢ The professional Fees of the Trainers should be covered by the training provider			
		➢ The program should include the following minimum topics and activities in the training:			
		• Auditing Guidelines Based on ISO 19011:2018			
		• Audit Checklist Preparation			
		• Audit Findings Reporting			
		The training provider shall shoulder their transportation and accommodation during the time of the training.			
					₱80,000.00

Purpose: Training in preparation for the Internal Quality Audit

	Requested by:	Approved by:
Signature :		
Printed Name :	DEXTER VILE J. LAURDEN	JOSE M. ANDAYA, D.T.
Designation :	SST II / Lead Internal Quality Auditor	CAMPUS DIRECTOR

TERMS OF REFERENCE FOR A THIRD PARTY TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT BASED ON ISO 9001:2015 in ACCORDANCE with ISO 19011:2018

I. Background

The Philippine Science High School is mandated by the government to provide secondary education with an emphasis on science and technology with the aim of preparing its students for STEM-related careers. To provide quality and harmonized service to the students and the stakeholders, the Philippine Science High School – CALABARZON was awarded the Quality Management System (QMS) of ISO 9001:2015 in December of 2018. One of the requirements of this system is the conduct of the Internal Quality Audit to ensure that the processes are being followed and that the school's stakeholders are being served properly.

II. Rationale

For the continuous improvement of the system and to enhance their competency in doing Internal Quality Audits, the Internal Quality Auditors must be fully equipped with the necessary tools and training for the recent development and the recent requirements system. The Auditors must undergo retraining on the requirements of the quality management system.

III. Scope of Work and Job Specifications

The third-party training provider must provide **a two-day face-to-face Internal Quality Audit Training based on ISO 9001:2015 in accordance with ISO 19011:2018 standards for at least twenty (20) participants on July 24 – 25, 2023.** The training provider must also adhere to the following specifications:

- Training materials for at least 20 participants
- E-Certificates or Certificates of Completion for at least 20 participants
- The professional Fees of the Trainers should be covered by the training provider
- The program should include the following minimum topics and activities in the training:
  - Auditing Guidelines Based on ISO 19011:2018
  - Audit Checklist Preparation
  - Audit Findings Reporting

The training provider shall shoulder their transportation and accommodation during the time of the training.

IV. Approved Budget for the Contract

The approved budget for the contract is eighty thousand pesos (Php 80,000.00).

V. Evaluation and Selection Criteria

Proposal with the lowest calculated bid with complete documents and correct specifications shall be accepted.

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City
Website: www.cbzrc.pshs.edu.ph
Tel. No.: (043) 724-6199
Fax No.: (043) 724-6199

VI. Payment Scheme

Payment for the training shall be made **30-45 working days** from the day the said training is properly implemented according to the scope of work and training materials and certificates are received by the procuring entity. The PSHS-CALABARZONRC will not provide advance payment.

Prepared by:

REYNIER A. OLIVARES
Special Science Teacher III
Quality Management Representative

DEXTER VILE J. LAURDEN
Special Science Teacher II
Lead, Internal Quality Auditor

Recommending Approval:

MABELLE V. FURTO
Chief, Curriculum and Instruction Division

Certified funds available:

ARNEL E. AGUILA
Accountant II

MA. THERESA P. PAGULAYAN 5/30/23
Supervising Administrative Officer

Approved By:

JOSE M. ANDAYA, D.T.
Director III

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City
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Tel. No.: (043) 724-6199
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Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Sitio Sampaga West, Barangay Sampaga, Batangas City

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR FY 2023

GOODS, SERVICES, EQUIPMENT, & INFRA

SAAP no. ___

Code (PAP)	PROCUREMENT Program/ Project	PMO/End - User	Procurement Method	SCHEDULE												Source Funds	Total	ESTIMATED BUDGET		Remarks (brief description of program/project)
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			MOOE	CO	
	A. GOODS																			
																GoP GAA 2023				
	THIRD PARTY TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT BASED ON ISO 9001:2015 in ACCORDANCE with ISO 19011:2018		NP-SVP						/								80,000.00	80,000.00		
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	➢ The program should include the following minimum topics and activities in the training:																			
	• Auditing Guidelines Based on ISO 19011:2018																			
	• Audit Checklist Preparation																			
	• Audit Findings Reporting																			
	The training provider shall shoulder their transportation and accommodation during the time of the training.																			

Prepared by :
DEXTER VILE J. LAURDEN
Lead Internal Quality Auditor

Certified Appropriate Funds Available :
ARNEL E. AGUILA
Accountant II
Date: _____

Recommending Approval:
MARY ANGEL L. GAVINA
Chairman, Bids and Awards Committee
Date : _____

Approved by :
JOSE M. A[illegible]A, D.T.
Director III/ Head Of Procuring Entity
Date : _____

Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Sitio Sampaga West, Barangay Sampaga, Batangas City

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR FY 2023

GOODS, SERVICES, EQUIPMENT, & INFRA

PROCUREMENT Program/ Project	PMO/End - User	Procurement Method	SCHEDULE												Source Funds	Total	ESTIMATED BUDGET		Remarks (brief description of program/project)
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			MOOE	CO	

Date : _____

ROMEO M. MADRONA JR.
Vice Chair, Bids and Awards Committee
Date : _____

ELANNIE M. GARCIA
Member, Bids and Awards Committee
Date : _____

MYLA A. ARGENTE
Member, Bids and Awards Committee
Date : _____

CLADYS B. FALCUNAYA
Member, Bids and Awards Committee
Date : _____

JOHN NIEL T. MASONG
Member, Bids and Awards Committee
Date : _____

ARLENE F. MAUHAY
Member, Bids and Awards Committee
Date : _____

FORM E

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

SUPPLEMENTAL

For FY 2023

END-USER/UNIT: CID

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	THIRD PARTY TRAINING PROVIDER FOR INTERNAL QUALITY AUDIT BASED ON ISO 9001:2015 in ACCORDANCE with ISO 19011:2018	1 Lot	80,000.00						/							
	The third-party training provider must provide a two-day face-to-face Internal Quality Audit Training based on ISO 9001:2015 in accordance with ISO 19011:2018 standards for at least twenty (20) participants on July 24-25, 2023. The training provider must also adhere to the following specifications:															
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	• Auditing Guidelines Based on ISO 19011:2018															
	• Audit Checklist Preparation															
	• Audit Findings Reporting															
	The training provider shall shoulder their transportation and accommodation during the time of the training.															
	TOTAL		80,000.00													

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

DEXTER VILE F. LAURDEN
Lead Internal Quality Auditor
Date: _____

Noted by:

MABELLE V. FURTO
Chief, Curriculum and Instructions Division