

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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REFERENCE NO.: CID-2023-270
 DATE: June 9, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
NAA/RJD	TOR/PR for the Procurement of Additional Textbooks	Sign/forwarded to JMJ	[Signature]	06/09/23
JMJ	- do -	Sign/forwarded to NEA	[Signature]	06/09/23
[Signature]	- do -	SUSM	[Signature]	06/20/23
MPP	- do -	[Signature]	[Signature]	6/21/23
JMJ	- do -	Sign and Add to SPN	[Signature]	6/21/2023
FEE	- do - RFR	Instructed user to verify dist. rights of books, prepared RFR for non-exclusive dist. titles	[Signature]	06-22-2023

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 THE PROCUREMENT OF ADDITIONAL TEXTBOOKS

I. BACKGROUND

The Philippine Science High School is mandated by the government to provide secondary education on a scholarship basis with an emphasis on STEM subjects with the aim of preparing its scholars for STEM-related careers. This aim is realized when instruction is aided with adequate and appropriate instructional materials such as textbooks.

II. RATIONALE

The implementation of the PSHS System curriculum requires the use of textbooks and other resources that aid classroom instruction. Each student is provided with a copy of the BOT-approved textbook. Copies of these textbooks are also shelved in the library for teacher use. A one-is-to-one ratio ensures that every student is given equal opportunity to access instructional materials and other resources which translates to better learning outcomes.

The CID and Library Unit wish to procure additional five (5) copies of book titles (See Items 1 to 10 of Table 1). These additional copies will serve as buffer copies for student use in anticipation of the following circumstances (based on historical records).

- Some books were unreturned as a result of natural calamities (i.e. house was inundated because of a severe storm)
- Number of students in a batch exceeded the expected batch population (special cases of intercampus transfer)

Furthermore, the English Unit wishes that each Grade 10 student be provided a copy of Antoine de Saint-Exupery's *The Little Prince*. This book is considered essential reading material for English 4.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

Interested parties should be able to provide any of the following listed book titles for classroom use.

Table 1. List of Book Titles for Procurement

Item	Title	Author	Publisher	No. of copies	Estimated Unit Price	Total Cost
1	History of the Filipino People (8 th edition)	Teodoro Agoncillo	C & E Publishing, Inc.	5	550.00	2,750.00
2	Titser	Lwayway A. Arceo	Ateneo de Manila University Press	5	350.00	1,750.00
3	Canal de la Reina	Lwayway A. Arceo	Ateneo de Manila University Press	5	350.00	1,750.00



Certificate No.: SCP0004200

4	Beginning Algebra (8 th edition)	John Tobey	Pearson Education South Asia Pte.Ltd.	5	3,500.00	17,500.00
5	The Last Time I Saw Mother	Arlene J. Chai	Ballantine Books	5	400.00	2,000.00
6	Viajero	F. Sionil Jose	Solidaridad Publishing House	5	450.00	2,250.00
7	Earth Lab (3 rd edition)	Claudia Owen	Brooks/ Cole	5	3,000.00	15,000.00
8	The Good Earth	Pearl S. Buck	Washington Square Press	5	400.00	2,000.00
9	Things Fall Apart	Chinua Achebe	Penguin Books	5	450.00	2,250.00
10	Mythology: Timeless Tales of Gods and Heroes	Edith Hamilton	Grand Central Publications	5	400.00	2,000.00
11	The Little Prince	Antoine de Saint-Exupery		125	500.00	62,500.00

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for this procurement project is **ONE HUNDRED ELEVEN THOUSAND SEVEN HUNDRED FIFTY PESOS (Php 111,750.00)**.

V. EVALUATION AND SELECTION CRITERIA

The mode of procurement shall be **DIRECT CONTRACTING** for those items whose potential suppliers have a certificate of exclusive distributorship and **SMALL VALUE PROCUREMENT (SVP)** for those items without a certificate, based on the provisions of the Implementing Rules and Regulations of RA 9184.

VI. PAYMENT SCHEME

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30 to 45 days after delivery of requested goods to the end-user.

Prepared by:


MYLA A. ARGENTE
 Asst. CID Chief for Academic Affairs


ROMILYN V. DE LEON
 Librarian

Noted:


MABELLE V. FURTO
 CID Chief


JORGE M. JOB
 SSD Chief



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Certified Funds Available:


ARNEL E. AGUILA
C/C-Accountant (Budget Officer)


Edsel E. Espino
Alternate Budget Officer

Recommending Approval:




MA. THERESA P. PAGULAYAN
Supervising Administrative Officer

Approved:


DR. JOSE M. ANDAYA
Campus Director

PURCHASE REQUEST

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

Office/Section : CID		PR No.: 2023-06-104		Date: June 22, 2023	
		Responsibility Center Code : 19-016-09-00014-04 02 Jh			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
SVP 1	copies	Title: History of the Filipino People (8th edition). Author: Teodoro Agoncillo Publisher: C & E Publishing, Inc.	5	₱550.00	₱2,750.00
DC 2	copies	Title: Titser Author: Liwayway Arceo Publisher: Ateneo de Manila University Press	5	₱350.00	₱1,750.00
DC 3	copies	Title: Canal de la Reina Author: Liwayway Arceo Publisher: Ateneo de Manila University Press	5	₱350.00	₱1,750.00
DC 4	copies	Title: Beginning Algebra (8th edition) Author: John Tobey Publisher: Pearson Education South Asia Pte Ltd.	5	₱3,500.00	₱17,500.00
SVP 5	copies	Title: The Last Time I Saw Mother Author: Arlene J. Chai Publisher: Ballantine Books	5	₱400.00	₱2,000.00
DC 6	copies	Title: Viajero Author: F. Sionil Jose Publisher: Solidaridad Publishing House	5	₱450.00	₱2,250.00
SVP 7	copies	Title: Earth Lab (3rd edition) Author: Claudia Owen Publisher: Brooks / Cole	5	₱3,000.00	₱15,000.00
SVP 8	copies	Title: The Good Earth Author: Pearl S. Buck Publisher: Washington Square Press	5	₱400.00	₱2,000.00
SVP 9	copies	Title: Things Fall Apart Author: Chinua Achebe Publisher: Penguin Books	5	₱450.00	₱2,250.00
SVP 10	copies	Title: Mythology Timeless Tales of Gods and Heroes Author: Edith Hamilton Publisher: Grand Central Publications	5	₱400.00	₱2,000.00
SVP 11	copies	Title: The Little Prince Author: Antoine de Saint-Exupery	125	₱500.00	₱62,500.00
					₱111,750.00
Purpose: <u>Additional copies of textbooks for students</u>					
Requested by:			Approved by:		
Signature : 			Signature : 		
Printed Name : ROMILYN V. DE LEON / MYLA A. ARGENTE			Printed Name : JOSE M. ANDAYA, D.T.		
Designation : Librarian / Asst. CID Chief for Academic Affairs			Designation : CAMPUS DIRECTOR		