

ROUTING SLIP

Date: 10/9/23
 For/To: DBC, AEA, MPP, RSF
 Subject: _____
 Other instructions (please specify)
 Action
 Approval
 Comment
 Discuss with me
 Endorsement
 File
 Give Status
 Handle
 Information
 Initial / Clearance
 Note & File
 Note & Return
 Prepare Draft / Reply
 Review

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS
 DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-572
 DATE: Oct. 9, 2023

Due Date:
 From: CID (MPP)

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
	signed/forwarded to BMU	<i>[Signature]</i>	10/9/23
	signed sign	<i>[Signature]</i>	10/9/23 10/9/23
MPP	-do-	<i>[Signature]</i>	10-10-23
RSF	-do-	<i>[Signature]</i>	10/10/2023
LFK	-do- - returned to end-user, no VAPP IRMP	<i>[Signature]</i>	10/11/23
CID	-do- signed/forwarded to OCD	<i>[Signature]</i>	10/16/23
RSF	-do- signed stamp; ad to SP4	<i>[Signature]</i>	10/16/2023
EEE	-do- numbered the IR & forwarded to BAC Rec	<i>[Signature]</i>	10-17-2023

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.

October 9, 2023

MARY ANGEL L. GAVINA
Chair, Bids and Awards Committee

Subject: Justification for Direct Contracting for the Purchase of Grammar Checking Software

Dear Ma'am,

I hope this letter finds you in good health. I am writing to provide a concise justification for our decision to proceed with direct contracting for the procurement of grammar-checking software for our institution.

The urgency of our need, coupled with the specialized nature of the software required, has led us to pursue direct contracting as the most efficient and practical procurement method. Our curriculum, as outlined in our Terms of Reference (TOR), is built on a foundation of research and innovation, with a strong emphasis on the development of research writing competencies. Ensuring the highest language quality in our research documents is most important to maintaining our academic standards.

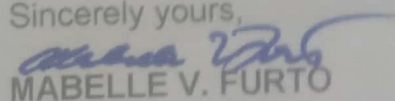
After carefully examining all of the alternatives, it became clear that the chosen grammar-checking software is specifically designed to satisfy our particular requirements and fits in perfectly with both our academic objectives and the standards for research integrity. Any delay in the purchase of this software could potentially interfere with our goal of giving our students the best resources for success, given the crucial role it plays in assisting their academic and research endeavors.

Moreover, direct contracting with the chosen software provider offers several advantages, including simplified negotiations, faster delivery, and direct access to technical support and updates. This ensures that our students have immediate access to the grammar-checking software, allowing them to enhance their language proficiency without delay.

The decision to opt for direct contracting is driven by the need for advantage and the unique suitability of the selected software. We firmly believe that this approach is not only the most practical but also the most efficient way to meet our organization's immediate requirements and uphold our commitment to academic excellence.

We appreciate your understanding and support in this matter and look forward to your prompt approval. Thank you for your time and consideration.

Sincerely yours,



MABELLE V. FURTO

Curriculum and Instruction Division Chief

TERMS OF REFERENCE FOR SUBSCRIPTION TO GRAMMAR-CHECKING SOFTWARE

I. BACKGROUND

The Philippine Science High School (PSHS) curriculum has a strong emphasis on nurturing research and innovation skills among students. The commitment to fostering these essential competencies is prominently reflected in the curriculum framework, particularly in the Advancement and Specialization Years Program, especially in Grades 9 to 12. During this critical phase, students engage in a curriculum designed to significantly enhance their research and writing capabilities.

Courses offered during this period, such as Research 1, 2, and 3, English 5, Filipino 6, and select Specialization Years Program (SYP) core or elective courses involving synthesis papers, immerse students in both fundamental and advanced science and research concepts. Through these courses, students not only gain exposure to the details of conducting research but also learn the art of conducting extensive literature reviews.

In light of the importance of clear and precise communication in academic and scientific fields, this background emphasizes the crucial significance that language quality and grammar play in the students' research and writing projects. This makes the acquisition of grammar-checking software an obvious strategic move in assisting our students' academic and research endeavors. This program will help students improve their language proficiency and guarantee the highest standard of communication and documentation for their studies, which is exactly in line with PSHS's commitment to academic excellence and the advancement of research.

II. RATIONALE

The PSHS Curriculum focuses a significant emphasis on research and innovation skills development. Students are exposed to rigorous courses in research and scientific writing during their Advancement and Specialization Years Program (Grades 9 to 12). These courses are designed to give students the knowledge and abilities they need to succeed in scientific research.

In the academic and scientific fields, effective communication requires writing that is both clear and grammatically sound. When communicating research findings accurately and professionally, language quality is crucial. Grammar-checking software will serve as a valuable tool to help students refine their research papers, ensuring that they are free from grammatical errors and conform to high linguistic standards. This is firmly rooted in our commitment to academic excellence, research development, and ensuring that our students have access to the tools necessary to excel in research writing. This software will not only enhance their language proficiency but also contribute to the overall quality and integrity of their research work.

Thus, there is really a need for the Curriculum and Instruction Division and the Library Unit to purchase this grammar checker based on the foregoing premises.

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III. SCOPE OF WORK AND JOB SPECIFICATIONS

- The service provider shall be able to provide a one-year subscription to Grammar Checker, the world's leading automated proofreader. It checks for more than 400 types of spelling, grammar, and punctuation errors and it makes sure everything you type is clear, effective, and mistake-free.

Details of the subscription are indicated in Table 1 of this Terms of Reference.

Table 1
 Details for Grammar Checker

Quantity	Unit	Description	Cost
1	lot	<p>One-year subscription to Grammar Checker</p> <p><i>Number of users</i> Access for 820 users (720 students + 100 teachers/staff) through the school's institutional email address</p> <p>GRAMMAR CHECKER</p> <ul style="list-style-type: none"> ➤ The world's leading automated proofreader. It checks for more than 400 types of spelling, grammar, and punctuation errors and it makes sure everything you type is clear, effective, and mistake-free. ➤ Grammar Checker Capabilities: <ol style="list-style-type: none"> 1. Grammar Checking: It checks for hundreds of common and advanced writing issues including common grammatical errors, such as subject-verb agreement, article use, and modifier placement 2. Contextual Spelling: It checks for contextual spelling mistakes, phonetic spelling mistakes, and irregular verb Conjugations 3. Vocabulary Enhancement: It provides context-optimized vocabulary suggestions to improve word choice 4. Plagiarism detection: It detects plagiarism by checking your text against over 8 billion web pages <p>Features:</p> <ul style="list-style-type: none"> • Scans texts for proper use of more than 250 advanced grammar rules, spanning everything from subject-verb agreement to article use to modifier placement. 	Php 638,000.00



Certificate No.: SCP000420Q

	<ul style="list-style-type: none"> • Gives sophisticated corrections for complex spelling, grammar, and punctuation errors • Spots erroneous use of Commonly confused words. • Includes vocabulary enhancement. • Automatically checks everything you type, making it easy to spot and fix errors quickly. When a document is being checked, a notification appears in the status bar at the bottom of the page. • Can view a detailed report/ description of the highlighted mistake. • Tailored writing suggestions based on the goals and audience (settings can be adjusted), specifically the audience, formality, domain, and tone. • Metrics for grammar checking: correctness, clarity, delivery and engagement. • Automatically generates citations in the three most popular styles: MLA, APA, and Chicago. • Can integrate with your internet browser and MS Word and MS Outlook. <p>Crosschecks student's paper against over 8 billion web pages</p>	
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IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **SIX HUNDRED THIRTY-EIGHT THOUSAND PESOS (Php 638,000.00)**.

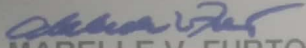
V. EVALUATION AND SELECTION CRITERIA

The mode of procurement shall be Direct Contracting based on the Revised Implementing Rules and Regulations of RA 9184 as set by GPPB Resolution No. 5, s. 2022.

VI. PAYMENT SCHEME

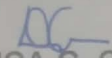
The payment scheme shall be done monthly (through a billing statement). Subscription to the research database shall be provided within thirty (30) days from the issuance of the Purchase Order.

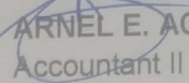
Prepared by:


MABELLE V. FURTO

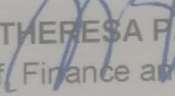
Chief, Curriculum and Instruction Division

Certified Funds Available:

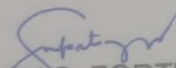

DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administrative Division

Approved:


REX S. FORTEZA
Campus Director