PURCHASE REQUEST

Entity Name : **CIVIL SERVICE COMMISSION** Fund Cluster :

Office/Section : OACSC	PR No. : 2021060214 Responsibility Center Code	Date :

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	**Procurement of Learning Service Provider to discuss requirements of ISO 9001:2015 Standard on "Control of Documented Information**	1	50,000	50,000.00
		Requirement of the Course: Overview of the requirements of ISO 9001:2015, its benefits and features specifically clause 7.5 Documented Information; Ensure the continuing suitability, adequacy, and effectiveness of the established process in the current situation;			
		Methodology: Lectures, exercises, workshops, discussions, interactions and sharing of best practices			
		Platform : Video Conference/On-line Training via Zoom, Google meet			
		xxx nothing follows xxx			
		Total			50,000.00

Purpose/Remarks : to give participants in-depth understanding of the requirements of Documented Information in ISO 9001:2015 standards

	Requested by :	Approved by :
Signature :		
Printed Name	**EMELITA C. JOPIA**	**RODOLFO B. ENCAJONADO**
Designation:	Senior HR Specialist	Assistant Commissioner; CSC/QMR