Appendix 60

PURCHASE REQUEST

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

Office/Section : CIVIL SERVICE INSTITUTE		PR No.: 2022-03-0211 Responsibility Center Code : _____			Date: March 28,2022
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	Unit	Procurement of Ten (10) Units of Laptops	10.00	₱80,000.00	₱800,000.00
		Please see attached Technical Specifications			
		nothing follows			

Purpose: For CSI Operations - to be used during online Learning and Development activities, meetings, research, microlearning developments, etc.

Requested by:

Signature : _____

Printed Name : **CHARLENE JOY E. GALANG**

Designation : Chief, Human Resource Specialist

Approved by:

_____

TINA KATHARINE L. SISON

Director III

Certified that the above [illegible] included in the Annual Procurement Plan (APP) & with complete supporting document

Civil Service Commission - Central Office
OFAM-Procurement [illegible] Division
Received By: JOANNE
Date: 3/29/22 Time: 9:30am