

PURCHASE REQUEST

Entity Name: **CIVIL SERVICE COMMISSION**

Fund Cluster: **GF 1100E**

Office/Section : PAIO		PR No.: 2022-04-0297 Responsibility Center Code : PAIO	Date: 26 April 2022		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		2022 CSC APPRECIATION TOKENS			
		1. Paquibato Chocolates	500	PHP200	PHP100,000
		Sourced from Paquibato cacao			
		Single state, 60g			
		TOTAL APPROVED BUDGET: PHP100,000			
		1. Delivery MUST be made on or before 22 August 2022			
		2. Do NOT bid if unable to meet the specifications and deadlines			
		3. All materials provided to the bidder are property/ies of the CSC and SHOULD NOT be reproduced without written approval/consent.			
Purpose: <u>Appreciation tokens to be given to partners of the CSC</u>					
Requested by:		Approved by:			
Signature : <i>Ethel Montemayor</i>		Signature : <i>Maria Luisa Salonga-Agamata</i>			
Printed Name : ETHEL T. MONTEMAYOR		Printed Name : MARIA LUISA SALONGA-AGAMATA			
Designation : Chief Human Resource Specialist		Designation : Director IV			

Civil Service Commission - Central Office
OFAM-Procurement Management Division

Received By: *Amyr*
Date: *4/26/22* Time: *3:37*

Certified that the above request is included in the Annual Procurement Plan (APP) & with complete supporting document *[Signature]*