Date: 9/21/2026

For SSI Francesco Benzon P. Anbochi:

PR NO. 026-09-110

AMOUNT

Upon review of the supporting documents, the undersigned found the PR to be in order. Forwarded for the Chief / ASG's consideration. Thank you.

IA-II Veronica Joyze Bugarin
Internal Audit Division

OFFICE OF THE SOLICITOR GENERAL
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21 SEP 2026
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By: 10:59

PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: **Employee Competency Committee (ECC)**	PR No. 026-09-110	Date: September 7, 2026
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
lot		**Development of Application for Competency Assessment (CA) Tool, Employee Competency Committee (ECC)** The Office aims to procure the servies of a provider for the development of an application for competency assessment tool that will be utilized, maintained and sustained by the Office. This is a long-term project that will be crucial in identifying, analyzing, recommending and providing various development interventions both in the aspects of employees' performance and competency gaps. Ultimately,the institutionalization of the application for competency assessment tool will strengthen the human resources capital by hiring and placing employees in the organization where their skills, knowledge and attitude aptly fit. **Scope of Work and Deliverables and Systems Requirements Specifications Deliverables** **Phase 1 - Project Planning and Review** 1 Inception Meeting 2 Review of OSG's Competency Framework / Desk Review 3 Orientation Session **Phase 2 - Gathering of Requirements** 1 Consultations/Interview of end-users 2 Process Flow and Data Flow Documentation 3 Scoping/Identification of Requirements 4 Validation of Scope/Requirements **Phase 3 - Design and Development** 1 System Design 2 Functional Specification Development 3 Prototype Configuration 4 Internal Refinement **Phase 4 - Testing, Refinements and Initial Implementation of the Competency Assessment (CA) Tool** 1 Testing 2 Issue Resolution 3 Tool Refinement 4 Validation of the refinements 5 Initial Implementation Data Gathering of Competency **Phase 5 - Deployment (Onsite and Online)** 1 Production 2 Preparation 3 Onsite Installation 4 Configuration 5 Rollout 6 System Verification **Phase 6 - Knowledge Transfer** 1 User Orientation Training, Walkthroughs 2 Maintenance and Configuration Training for IT Personnel		**Php 7,502,916.00**	**Php 7,502,916.00**

		Please see attached Terms of Reference (TOR) for the following: I. Rationale II. Objectives III. Approved Budget for the Contract IV. Scope of Work and Deliverable and Systems Requirements Specifications A. Documentary Requirements B. Project Duration C. Qualification Requirements D. Mode of Procurement E. Turnover and Confidentiality of Materials Used in Relation to the Project F. Ownership of Software and Intellectual Property Ownership G. Software Installation and Configuration H. Schedule of Payment I. Reservation Clause J. Warranties of the Provider K. Other Provisions **Note:** Attached are the Memorandum-Transmittal to BAC, Terms of Reference (TOR), Market Study with Quotations and approved WFP-PPMP			
Amount in Words:	**SEVEN MILLION FIVE HUNDRED TWO THOUSAND NINE HUNDRED SIXTEEN PESOS ONLY**			**Php**	**7,502,916.00**
Purpose:	**For Usage of OSG Employees**				

FUNDS AVAILABLE:

RYAN C. THOMAS
Director IV
Financial Management Service

Prepared By:	Recommending Approval:	Approved by:
MAY RAQUEL M. TONOG	**DIANA H. CASTAÑEDA-DE VERA**	**DARLENE MARIE B. BERBERABE**
Administrative Officer V, HRMD	ASG/ Chairperson - ECC	Solicitor General