Click or tap to enter a date.

**ATTY. ROWENA CANDICE M. RUIZ**

*Executive Director V*

**Government Procurement Policy Board – Technical Support Office**

Unit 2504 Raffles Corporate Center

F. Ortigas Jr. Road, Ortigas Center

Pasig City

**Dear Executive Director Ruiz:**

This is to respectfully request for the conduct of the Public Procurement Specialist Certification Course with the following details:

|  |  |
| --- | --- |
| **Preferred Date of PPSCC:**  *\*Must commence after 45 working days from receipt date of request.* | PRIMARY: FROM -> Click or tap to enter a date. to TO -> Click or tap to enter a date. |
| ALTERNATIVE: ROM -> Click or tap to enter a date. to TO -> Click or tap to enter a date. |
| **Platform/ Venue:** | If there is no official venue yet, kindly indicate tentative venue instead. If online, kindly indicate what platform will you utilize. |
| **Name of Course Coordinator:** | Indicate full name of course coordinator. |
| **Email address of Course Coordinator:** | Indicate official email address. |
| **Contact Number of Activity Coordinator:** | Indicate both mobile and telephone number, if any. |
| **Level:** | Indicate whether basic, intermediate, or advanced. |
| **Batch:** | Indicate PPSCC batch number. |
| **No. of Students:** | Indicate the target number of students. |

Thank you very much.

Sincerely yours,

**REQUESTOR NAME**

*Position*