



Bureau of Corrections

Document Reference Code
BUC-STO-PR-028

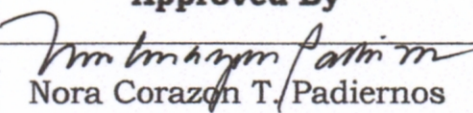
Revision No.
0

Effectivity Date
01/05/2018

REQUEST FOR PURCHASE OF IT EQUIPMENT

Page 1 of 4

REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Nora Corazon T. Padiernos

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-028	
		Revision No. 0	Effectivity Date 01/05/2018
REQUEST FOR PURCHASE OF IT EQUIPMENT		Page 2 of 4	

1. PURPOSE

This procedure provides and maintains the ICT infrastructure specifications standards to deliver quality service for the agency.

2. SCOPE

This ICT infrastructure specifications standard covers workstations, training/conference facilities and equipment, meeting rooms, customer receiving areas, computer and internet facilities, and other software, storage facilities.

3. DEFINITION OF TERMS, ACRONYMS

M.I.S.U.	• Management Information System Unit
I.C.T	• Information Communication Technology
I.T.	• Information Technology
D.F.	• A disposition form use to communicate to the head of agency and other Divisions and Offices.
R.S.	• Routing Slip
P.R.	• Purchase Request

4. RESPONSIBILITIES

The following are responsible for the Repairs of IT equipment:

- 4.1 Chief and Staff of Management Information System Unit (MISU)
- 4.2 Office/ units (End-User)



Bureau of Corrections

Document Reference Code
BUC-STO-PR-028

Revision No.
0

Effectivity Date
01/05/2018

REQUEST FOR PURCHASE OF IT EQUIPMENT

Page 3 of 4

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
<p>START</p> <p>↓</p> <p>Receives request for IT equipment</p> <p>↓</p> <p>Evaluate request</p> <p>↓</p> <p>Prepare recommendations</p> <p>↓</p> <p>Return letter request and recommendation</p> <p>↓</p> <p>END</p>	<p>Staff</p> <p>C, IT/ Staff</p> <p>C, IT</p> <p>Staff</p>	<ul style="list-style-type: none"> Records and documentation Conducts evaluation on the request Prepare recommendations re: the specification for IT equipment Dispatch request w/ recommendation/s to origin 	<ul style="list-style-type: none"> Letter request Evaluation Report DF Logbook

	<h1>Bureau of Corrections</h1>	Document Reference Code BUC-STO-PR-028	
		Revision No. 0	Effectivity Date 01/05/2018
REQUEST FOR PURCHASE OF IT EQUIPMENT		Page 4 of 4	

6. GUIDELINES

- 6.1 The services starts from the end-user's requests for IT equipment specification need for procurement process.
- 6.2 The IT staff receives and log the documents comprises of Letter Request and Purchase Request (PR).
- 6.3 The IT staff conducts initial evaluations on the request. Then, draft recommendations.
- 6.4 The IT staff prepares Recommendation Report (RR) may also include the following:
 - 6.4.1 The configuration of IT equipment according to application.
 - 6.4.2 Latest/high grade specification of IT equipment
 - 6.4.3 Needs on upgrading other IT equipment and accessories within office
 - 6.4.4 Needs on disposal of condemned IT equipment
- 6.5 The IT staff prepares a Routing Slip (RS) stating the recommendation on the specifications needed by the end-user, and submits to C, IT for review before signing.
- 6.6 The IT staff files a copy of the documents pertains to the request before dispatching to end-user.