



# IT Procurement Clearance Form

Form No. ITPC-AD-FM107

Version No. 01

Effectivity Date: February 26, 2025

## IT PROCUREMENT CLEARANCE FORM

### A. REQUEST DETAILS

Date of Request:

Requesting Office/Region:

### B. ITEM/S TO BE PROCURED

| Item Description | Quantity | Specifications | Purpose | End-user | Position |
|------------------|----------|----------------|---------|----------|----------|
|                  |          |                |         |          |          |

### C. JUSTIFICATION

### D. CERTIFICATION BY REQUESTING OFFICE

I certify that the above procurement request is necessary for the operations of our office and aligns with our IT requirements.

Requested:

Approved by:

\_\_\_\_\_  
Name:

Designation:

\_\_\_\_\_  
Name: NEIL ALDRIN G. OMEGA

Designation: Regional Director



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Date:

Date:

**This portion is to be filled-out by Administrative Division –  
Information and Communications Technology Services Section (AD-ICTSS)**

## E. REVIEW & APPROVAL

☐ Approved ☐ Disapproved

Remarks (if any):

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Reviewed by:

Approved by:

Name: \_\_\_\_\_  
Information Systems Analyst III  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Chief Administrative Officer, AD  
Date: \_\_\_\_\_

## INSTRUCTIONS:

*This form shall be accomplished and submitted to Administrative Division – Information and Communications Technology Services Section (AD-ICTSS) – Central Office (CO) in requesting for the approval to procure IT equipment.*

The form shall be accomplished as follows:

### **B. ITEM/S TO BE PROCURED**

- 1. Item Description** – description of item/s to be procured
- 2. Quantity** - the number of IT equipment to be procured
- 3. Specifications** - the specifications of the IT service requested
- 4. Purpose** - reason why the IT equipment/services is needed
- 5. End-user** – name who will use the equipment
- 6. Position** – designation of the end-user

**C. Justification** - Explain why the procurement is necessary and how it aligns with organizational needs