PURCHASE REQUEST					
		Department of I		nirs	
		Age	ncy	_	
Department :		Office of Consular Affairs	PR No.	<u> </u>	Date: 6 0 2 3
Section :			SAI No.		Date: 3 1 AUG 2023
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	Self-inking Stamp "Stamps With Names" (see attached specifications)	24		
2	piece	Self-inking Stamp "Stamps Without Names" (see attached specifications)	81		/
3	piece	Self-inking Stamp "Original Seen" (see attached specifications)	54		
4	piece	Self-inking Stamp "Verified" (see attached specifications)	9		
			Total		₱168,000.00
Purpose:		For official use of OCA frontline unit			
				1	
Signature		Requested by	15/	W/	Let 9
Printed Name			HENRY S. BE	ENSURTO, JR. ecretary, OCA	h
Designation :			, losiotarit ot	`\v'	KA Li

# STAMPS SPECIFICATION (OCA)

### Frontline Unit Stamps

- a. Text Details
- i. Unit Code, Window No.
- ii. Personnel Name
- iii. Signature
- b. Text specificationi. Font style: Arialii. Font size: 8iii. Color: Black
- c. Sample

#### Stamps with Names

IP W	
RTadeo	
Signature:_	

Units and number of stamps (Stamps with Names)

Passport Division Unit	Office Unit Code	Number of Stamps
Individual Processing	IP	17
Courtesy Lane (Processing)	CL	7
	TOTAL	24

### Stamps without Names

Units and number of stamps (Stamps without Names)

Passport Division Unit	Office Unit Code	Number of Stamps
Courtesy Lane (Encoding)	CLE	10
Individual Processing Relievers	IPR	8
Passport Enrollment Center	PEC	35
Passport Integrity and Fraud Management	PIFM	5
Releasing	RU	6
Special Concerns and Pending	PEN	7
Mobile Passporting Services	POW	10
<u> </u>	TOTAL	81

# Original Seen Stamps

- a. Text Details
- ORIGINAL SEEN i.
- ii. Date iii. Name
- iv. Signature
- b. Text specification
- i. Font style: Arial
- ii. Font size: 8
- iii. Color: Black

#### c. Sample

	ORIGINAL SEEN
Date:	
Name:	
Signature:	
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# d. Units and number of stamps

Passport Division Unit	Number of Stamps
Courtesy Lane (Processing)	7
Individual Processing	17
Individual Processing Relievers	8
Passport Integrity and Fraud Management	5
Special Concerns and Pending	7
Mobile Passporting Services	10
TOTAL	54

# **Verification Stamps**

- a. Text Details
- **VERIFIED** i.
- Date ii.
- iii. Name
- iv. Signature
- b. Text specificationi. Font style: Arialii. Font size: 8
- ii.
- Color: Black iii.
- c. Sample

	VERIFIED
Date:	
Name: _	
Signatur	·e:

d. Units and number of stamps

Passport Division Unit	Number of Stamps
Courtesy Lane	3
Individual Processing	4
Mobile Passporting Services	2
TOTAL	9