



PURCHASE REQUEST					
Entity Name: <u>DFA- OFFICE OF CULTURAL DIPLOMACY (OCD)</u>				Fund Cluster: _____	
Office/Section : OCD		PR No.: <u>2025. 05. 0284</u>		Date: <u>06 MAY 2025</u>	
		Responsibility Center Code : _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	License	Adobe Creative Cloud for teams All Apps - 1 Year Subscription ( for compatibility with the existing files)	1		
		Admin Console for managing license			
		24/7 tech support			
		Two 1:1 expert sessions per user per year			
		1 TB of cloud storage			
		Must include the following Apps for compatibility requirements:			
		Acrobat Pro, Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Lightroom, XD, Animate, Lightroom Classic, Dreamweaver, Audition, InCopy, Character Animation, Capture, Fresco, Bridge, Adobe Express, Adobe Firefly, Photoshop Express, Media Encoder, Aero, Scan, Fill & Sign, Acrobat Reader			
	License	Adobe CC All Apps - PRO for teams, with Adobe Stock Photo Library, 1 Year Subscription (for compatibility with the existing files)	1		
		Admin Console for managing license			
		24/7 tech support			
		Two 1:1 expert sessions per user per year			
		1 TB of cloud storage			
		Must include the following Apps for compatibility requirements:			
		Acrobat Pro, Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Lightroom, XD, Animate, Lightroom Classic, Dreamweaver, Audition, InCopy, Character Animation, Capture, Fresco, Bridge, Adobe Express, Adobe Firefly, Photoshop Express, Media Encoder, Aero, Scan, Fill & Sign, Acrobat Reader			
	License	Canva for teams, 1 Year Subscription (for compatibility with the existing files)	1		
		1-5 users for 1 Year Subscription			
		Unlimited premium templates			
		100+M selection of photos, videos, graphics, audio, Resize Design option, Remove background, 20+ AI tools, 1 TB of Cloud Storage, Team collaboration/editing			
	xxxxxxx	xxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxx			
			ABC		Php300,000.00
Purpose: For official use of OCD personnel					
Requested by: Signature :  Printed Name : <b>LAWRENCE V. CUEVAS</b> Designation : Property Officer			Approved by:  <b>CELIA ANNA M. FERIA</b> Assistant Secretary		