PEZA Website Content Update Request Form

MIS.1.F.014
Rev. 02, 01 February 2022

Full Name of Requesting Personnel *: Christy Fe Lourdes L. Rubilla

Unit*: MEZ BAC

Position Title / Role in the Committee*: Head Secretariat

Content Title and/or Description*:

Notice of Award for: Snacks and Lunch for 200 pax for the CPIS, EZMPR and Createmore Seminar

Type of Web Content * (Refer to MIS.1.P.004 Streamlining of Procedure in Updating the Contents of the PEZA Website)**:**

Procurement-related Documents (including procurement monitoring report)

Nature of Requested Action * (Inclusion, Revision, Deletion)**:** Inclusion

Content Placement * (Banner, Issuances, Downloads, Directory, etc.)**:**

Bid Opportunities

Remarks:

PUBLICATION DATE: April 24, 2025

Kindly answer below only for procurement-related documents that need to be advertised through the PEZA Website.

Approved Budget of the Contract (ABC): ₱250,000.00

Date and Time of Pre-Bid Conference: (e.g. 02/01/2022 03:00 pm)

Date and Time of Bid Opening: (e.g. 02/01/2022 03:00 pm)

***Required**

Note:

- Kindly attach this fillable form on the email request for updating contents in the PEZA Website.
- Please refer to the PEZA Citizen's Charter for the duration of the website content update process.
- The website content updating process shall start on the day this request form was sent to MIS Department email together with complete pertinent clearances and applicable attachments. If the request was sent after office hours or falls on a holiday / work suspension, the process shall start on the next working day except for postings of immediate concern regarding work suspensions and arrangements, natural disasters and public health, safety and order.