



GF-2020-10-00151

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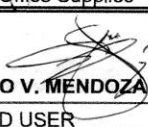
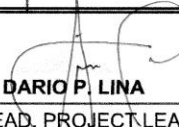
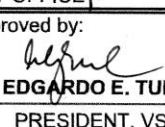
Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**PURCHASE REQUEST**Dept./Office: **SSO**PR #: **GF-2020-10-00151/0976**Date: **10-14-2020**Section/End-User: **Edilberto V. Mendoza**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **OUDRRM-2021**

| Item # | Item Description                                              | Unit   | Qty | Unit Cost | PAR/ICS              | Total Cost |
|--------|---------------------------------------------------------------|--------|-----|-----------|----------------------|------------|
| 1      | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent      | tubes  | 5   | 220.00    | EDILBERTO V. MENDOZA | 1,100.00   |
| 2      | Alcohol, Ethyl, 70% solution, 500mL                           | btls   | 10  | 125.00    | EDILBERTO V. MENDOZA | 1,250.00   |
| 3      | Broom, Soft (Tambo), Large, Heavy Duty                        | pcs    | 1   | 250.00    | EDILBERTO V. MENDOZA | 250.00     |
| 4      | Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms | box    | 5   | 30.00     | EDILBERTO V. MENDOZA | 150.00     |
| 5      | Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)        | boxes  | 10  | 14.00     | EDILBERTO V. MENDOZA | 140.00     |
| 6      | Correction Tape, 8m x 5mm wide                                | pc     | 5   | 40.00     | EDILBERTO V. MENDOZA | 200.00     |
| 7      | Dust pan, plastic, stand-up handle, large                     | pc     | 2   | 140.00    | EDILBERTO V. MENDOZA | 280.00     |
| 8      | Duster, Microfiber (Cotton)                                   | pcs    | 3   | 102.00    | EDILBERTO V. MENDOZA | 306.00     |
| 9      | Eraser, whiteboard, magnetic flannel                          | pc     | 2   | 60.00     | EDILBERTO V. MENDOZA | 120.00     |
| 10     | Fastener, Paper, plastic, 50 sets/box                         | boxes  | 5   | 38.00     | EDILBERTO V. MENDOZA | 190.00     |
| 11     | Folder, File, Long, 14pts, White                              | piece  | 25  | 10.00     | EDILBERTO V. MENDOZA | 250.00     |
| 12     | Folder, File, Short, 14pts, White                             | piece  | 15  | 8.00      | EDILBERTO V. MENDOZA | 120.00     |
| 13     | Folder, Pressboard, US, Blue, Long                            | pieces | 30  | 30.00     | EDILBERTO V. MENDOZA | 900.00     |
| 14     | Ink, for stamp pad, violet, 30mL, w/ applicator               | btls   | 3   | 35.00     | EDILBERTO V. MENDOZA | 105.00     |
| 15     | Ink, Refill, for Permanent Marker, Black, 30mL                | btls   | 3   | 115.00    | EDILBERTO V. MENDOZA | 345.00     |
| 16     | Ink, Refill, for Whiteboard Marker, Black, 30mL               | btls   | 2   | 165.00    | EDILBERTO V. MENDOZA | 330.00     |
| 17     | Mop Handle, plastic                                           | pieces | 2   | 120.00    | EDILBERTO V. MENDOZA | 240.00     |
| 18     | Mop rug, heavy duty 100% cotton                               | pieces | 2   | 50.00     | EDILBERTO V. MENDOZA | 100.00     |
| 19     | Paper, Bond, A4, S-24, 80 gsm                                 | reams  | 20  | 289.00    |                      | 5,780.00   |
| 20     | Paper, Bond, Long, S-24, 80 gsm                               | reams  | 20  | 328.00    | EDILBERTO V. MENDOZA | 6,560.00   |
| 21     | Paper, Bond, Short, S-24, 80 gsm                              | reams  | 10  | 277.00    | EDILBERTO V. MENDOZA | 2,770.00   |
| 22     | Paper, Manila                                                 | pcs    | 5   | 6.00      | EDILBERTO V. MENDOZA | 30.00      |
| 23     | Paper, Photo, high gloss, A4, 230G, 20 shts/pack              | pack   | 10  | 250.00    | EDILBERTO V. MENDOZA | 2,500.00   |
| 24     | Pen, Permanent Marker, black, broad tip                       | pieces | 3   | 60.00     | EDILBERTO V. MENDOZA | 180.00     |

| Item #       | Item Description                                     | Unit   | Qty | Unit Cost | PAR/ICS              | Total Cost       |
|--------------|------------------------------------------------------|--------|-----|-----------|----------------------|------------------|
| 25           | Pen, Permanent Marker, blue, fine tip                | pieces | 3   | 60.00     | EDILBERTO V. MENDOZA | 180.00           |
| 26           | Pen, Ball, black                                     | pieces | 48  | 10.00     | EDILBERTO V. MENDOZA | 480.00           |
| 27           | Pen, Ball, blue                                      | pieces | 48  | 10.00     | EDILBERTO V. MENDOZA | 480.00           |
| 28           | Pen, Ball, red                                       | pieces | 12  | 10.00     | EDILBERTO V. MENDOZA | 120.00           |
| 29           | Pen, Whiteboard Marker, black                        | pieces | 5   | 50.00     | EDILBERTO V. MENDOZA | 250.00           |
| 30           | Record Book, Big, 500 pages                          | pcs    | 25  | 115.00    | EDILBERTO V. MENDOZA | 2,875.00         |
| 31           | Scissors, 8" heavy duty, good quality                | pieces | 2   | 75.00     | EDILBERTO V. MENDOZA | 150.00           |
| 32           | Staple wire remover                                  | pieces | 2   | 34.00     | EDILBERTO V. MENDOZA | 68.00            |
| 33           | Stapler, HD No.35                                    | pc     | 1   | 350.00    | EDILBERTO V. MENDOZA | 350.00           |
| 34           | Stick Broom (tingting) 6" fr the top, approx 370 pcs | piece  | 3   | 18.00     | EDILBERTO V. MENDOZA | 54.00            |
| 35           | Sticky Note, 2 x 3, Yellow                           | pads   | 5   | 79.00     | EDILBERTO V. MENDOZA | 395.00           |
| 36           | Tape, Transparent, 12mm x 50m                        | rolls  | 8   | 68.00     | EDILBERTO V. MENDOZA | 544.00           |
| <b>TOTAL</b> |                                                      |        |     |           |                      | <b>30,142.00</b> |

Purpose: For our office use

|                                                                                                                                                    |                                                                                                                                                |                                                                                                                                                           |                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Checked by:<br><br><b>DOREEN B. ALBA</b><br>TWG - Office Supplies |                                                                                                                                                | Funds Available:<br><br><b>MYRNA S. PANCITO</b><br>HEAD, BUDGET OFFICE |                                                                                                                                                    |
| Signature:<br>Printed Name:<br>Designation:                                                                                                        | Requested by:<br><br><b>EDILBERTO V. MENDOZA</b><br>END USER | Noted by:<br><br><b>DARIO P. LINA</b><br>UNIT HEAD, PROJECT LEADER      | Approved by:<br><br><b>EDGARDO E. TULINA</b><br>PRESIDENT, VSU |



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

0975 1711  
 10/10/20

## PURCHASE REQUEST

Dept./Office: **SSO**PR #: **GF-2020-10-00148/0975**Date: **10-14-2020**Section/End-User: **Edilberto V. Mendoza**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **OUDRRM-2021**

| Item # | Item Description                           | Unit  | Qty | Unit Cost | PAR/ICS              | Total Cost |
|--------|--------------------------------------------|-------|-----|-----------|----------------------|------------|
| 1      | 1TB, Hard disk Drive, 7200rpm, for desktop | piece | 1   | 3,000.00  | EDILBERTO V. MENDOZA | 3,000.00   |

**Specification:**

- 1TB
- SATA 6Gb/s interface optimizes burst performance;
- 64MB Cache
- Average Data Rate, Read/Write : 156
- Max Sustained Data Rate, OD Read (MB/s) : 210
- Cache, Multisegmented (MB) : 64

|   |                                       |        |    |           |                      |           |
|---|---------------------------------------|--------|----|-----------|----------------------|-----------|
| 2 | Ink, Epson, genuine (C) T664, 70 ml   | pieces | 15 | 350.00    | EDILBERTO V. MENDOZA | 5,250.00  |
| 3 | Ink, Epson, genuine (M) T664, 70 ml   | pieces | 15 | 350.00    | EDILBERTO V. MENDOZA | 5,250.00  |
| 4 | Ink, Epson, genuine, (BK) T664, 70 ml | pieces | 10 | 350.00    | EDILBERTO V. MENDOZA | 3,500.00  |
| 5 | Ink, Epson, genuine, (Y) T664, 70 ml  | pieces | 15 | 350.00    | EDILBERTO V. MENDOZA | 5,250.00  |
| 6 | Laptop (Pentium Dual Core)            | pe     | 1  | 30,000.00 | EDILBERTO V. MENDOZA | 30,000.00 |

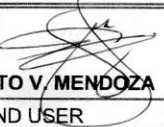
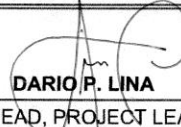
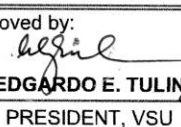
**Specification:**

- Processor: Intel Pentium Gold 4417u Processor or higher
- Memory: at least 4GB DDR4
- Storage: at least 128GB SSD
- Display: 14" HD (1366x768) LED Display
- Video Processor: nVidia MX110 2GB VRAM
- Connectivity: 802.11AC WiFi + BT | USB3.0 Port | HDMI Port |
- Operating System: Genuine Windows 10 Home

|              |  |  |  |  |  |                  |
|--------------|--|--|--|--|--|------------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>52,250.00</b> |
|--------------|--|--|--|--|--|------------------|

Purpose: For our S1 Officer in updating personnel data and making guard detail

|                                     |                         |
|-------------------------------------|-------------------------|
| Checked by:                         | Funds Available:        |
| <b>MICHAEL ANTHONY JAY B. REGIS</b> | <b>MYRNA S. PANCITO</b> |
| TWG - IT Supplies and Equipment     | HEAD, BUDGET OFFICE     |

|               |                                                                                                 |                                                                                             |                                                                                                  |
|---------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Signature:    | Requested by:  | Noted by:  | Approved by:  |
| Printed Name: | <b>EDILBERTO V. MENDOZA</b>                                                                     | <b>DARIO P. LINA</b>                                                                        | <b>EDGARDO E. TULIN</b>                                                                          |
| Designation:  | END USER                                                                                        | UNIT HEAD, PROJECT LEADER                                                                   | PRESIDENT, VSU                                                                                   |