

SCAN HERE



PR-2022-0831-58708






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

## PURCHASE REQUEST

Dept./Office: **OVPA**PR No.: **GF-2022-08-01239**Date: **08-31-2022**Section/End-User: **Erlinda S. Valenzona**Category: **Office Furniture  
& Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPA CY2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Clerical table</b>	unit	2	4,800.00		9,600.00
<b>Specification:</b>  With center & 3-side drawers, with lock  Size: 120cm W x 60cm D x 75 cm H						
2	<b>Conference Table with 12 steel frame chair for instruction office</b>	set	1	35,000.00		35,000.00
<b>Specification:</b>  wooden U-Type 12 seaters size: 3000x1800x750mm brand new good quality						
3	<b>Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,</b>	pc	2	12,000.00		24,000.00
<b>Specification:</b>  <ul style="list-style-type: none"> <li>• Display Cabinet, Filing Cabinet</li> <li>• Dimensions: 900mm x 450mm x 1850mm</li> <li>• Powder coated</li> <li>• Adjustable shelves</li> </ul>						
<b>TOTAL</b>						<b>68,600.00</b>
Purpose: For OVPA						
Checked by: <b>LEO A. MAMOLO</b> TWG - Office Furniture & Fixture				Funds Available: <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	<b>ERLINDA S. VALENZONA</b>	<b>BEATRIZ S. BELONIAS</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/12