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PR-2024-1011-230012



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0085**PR No.: **GF-2024-10-02942**Date: **10-11-2024**Dept./Office: **OVPAF**Category: **Office Furniture
& Fixture**Section/End-User: **Rosela T. Batistil**Project Title/Code: **OVPAF_Office Supples &
Equipment_2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Chair, Conference stacking,	pc	10	3,500.00		35,000.00
Specification: ?black Steel frame with leatherette foam, for adult size						
2	Office chair with arm rest, durable leather seat	pcs	5	5,000.00		25,000.00
Specification: <ul style="list-style-type: none"> • Back Tilt Tension: Adjustable from 90 degrees to 180 degrees • Hydraulic Lift: Level 4, 100mm SGS Certified • Base Material: Solid Nylon Base • Inner Structure: Sturdy Metal Frame, Padded Soft Sponge • Outer Material: Durable PU Leather, Skin-friendly • Weight Capacity: 140 kg • Package Weight: 16.7 kg 						
3	Office Table	pc	4	4,000.00		16,000.00
Specification: <ul style="list-style-type: none"> • Material: Laminated Wood • Drawers: <ul style="list-style-type: none"> ◦ One Long Drawer ◦ Three Side Drawers ◦ Two Top Drawers with Locks • Color Options: Gray, Wenge • Dimensions: At least W22.75? x L47.25? x H29.5? 						
TOTAL						76,000.00

Purpose: To purchase office Supplies & Equipment for CY 2025

Checked by:

VIVIAN V. BALBARINO

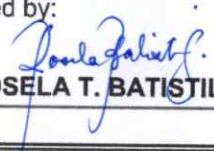
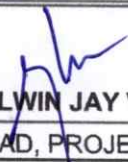
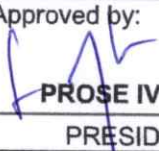
TWG - Office Furniture & Fixture

10/11/24

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	ROSELA T. BATISTIL	ELWIN JAY V. YU	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU