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PR-2024-0115-169792



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

## PURCHASE REQUEST

PPMP No. : 220-1-904-2024-0-0-0

PR No.: STF-2024-01-00066

Date: 01-15-2024




Dept./Office: RSPPRO

Category: Office Furniture  
 & Fixture

Section/End-User: Jenefer B. Jayme

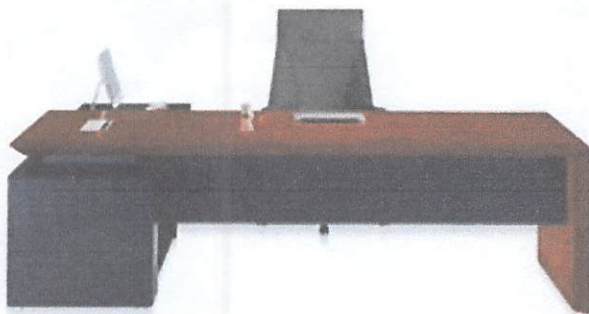
Project Title/Code: RSPPRO- ST-2024

Funding Source: Special Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	curtain rod bracket, 3/4" in diameter, silver, with screw and tox	pcs	40	80.00	JENNIFER E. ANDO	3,200.00
Specification: <ul style="list-style-type: none"> <li>material: stainless</li> <li>inclusion: with screw and tox</li> </ul> 						
2	curtain rod, pole, 3/4" x 150", silver, with chrome end caps	pcs	20	400.00	JENNIFER E. ANDO	8,000.00
Specification: <p>Material: Stainless</p> <p>Color: silver, with chrome end cap</p> 						
3	Curtains	length	36	700.00	JENNIFER E. ANDO	25,200.00
Specification: <p>Blackout curtains, Gold Brown (54 x 85")</p> 						
4	L-Shape Executive Desk for Department Head	unit	1	17,000.00	JENNIFER E. ANDO	17,000.00

**Specification:**

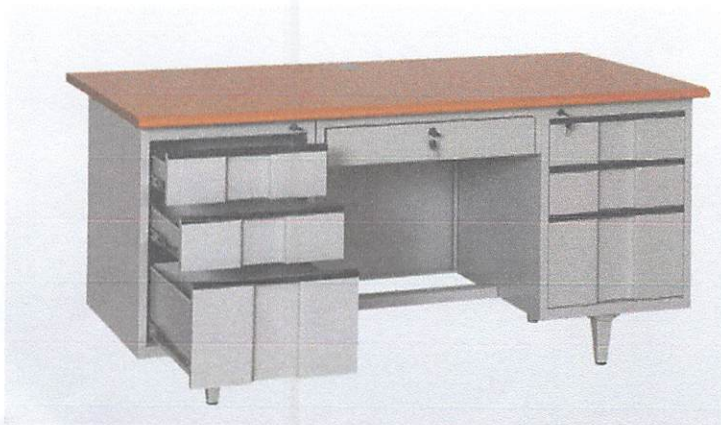
- 160 L-Shape Executive Desk
- Material: Wood
- Color: Wenge
- Main Table Dimension: W1600 x D800 x H760mm
- Side Table Dimension: W1200 x D400 x H600mm



5	Metal Leg Office Table	pcs	5	10,650.00	JENNIFER E. ANDO	53,250.00
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**Specification:**

Junior Office Desk (1,400mmx700mmx750mm (WHD) , all -metal body with a wood grain melamine surface. It has a nifty pull-out desk and dual keylock triple-side drawers, with cabinet and 3-layer Drawer Brand new, good quality



6	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	5	5,000.00	JENNIFER E. ANDO	25,000.00
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**Specification:**

Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest footrest



- STABLE & BREATHABLE
- OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.
- ERGONOMIC DESIGN
- The seat height adjust ranges from 16" to 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.
- SOLID & DURABLE
- Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU
- OVERALL DIMENSIONS
- Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)
- Seat height adjust: 16"-20"
- Seat area: 18.5" x 20.5"
- Backrest area: 15 x 27.5"
- Assembly required



7	Senior Executive High back chair	pc	1	6,500.00	JENNIFER E. ANDO	6,500.00
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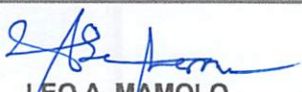
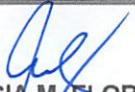
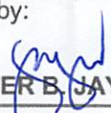

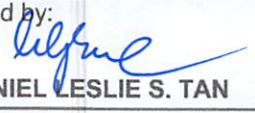
**Specification:**

- ?double-layer cushion with leatherette armrest,
- ?with back-rest reclining adjustment and knee tilt mechanism



<b>TOTAL</b>						<b>138,150.00</b>
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Purpose: For the Head of the RSPPRO

Checked by:  <b>LEO A. MAMOLO</b>		Funds Available:  <b>ALICIA M. FLORES</b> <i>epm - other</i>	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE <i>note</i>	
Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	<b>JENEFER B. JAYME</b>	<b>JENNIFER E. ANDO</b>	<b>DANIEL LESLIE S. TAN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU