

SCAN HERE



PR-2024-1008-229025



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0570**PR No.: **GF-2024-10-02577**Date: **10-08-2024**Dept./Office: **CFES**Category: **Office Furniture  
& Fixture**Section/End-User: **Jesibel L. Muertigue**Project Title/Code: **CFES Indicative PPMP for  
2025\_GAA (MOOE)**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest &amp; footrest (Ergonomics)</b>	unit	9	5,000.00		45,000.00

### 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

2	<b>Venetians Duo Roller Blinds Curtain, 100*160 cm</b>	piece	9	850.00		7,650.00
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### Specification:

?Product details:

?Venetians Duo Roller Blinds Plain Curtain roller blinds for the living room office home

?Size (W\*L): 100x160cm

?100% brand new.

?Good quality.

?DUO ROLER BLINDS (include brackets and screws)

?Curtain & Blind Type: Day Curtain/ Blind

?Color: White

?Environmental protection polyester fabric easy to clean

?Please ensure that the blinds are parallel when pulling

3	Wooden L-Type Executive Table	pc	1	30,000.00		30,000.00
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**Specification:**

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- Dimension: 160 cm. x 80 cm. x 76 cm.
- Drawer Dimension : 120 cm. x 40 cm. x 55 cm.
- with extension cabinet drawers
- Color Brown

**TOTAL**

**82,650.00**

Purpose: Purchase of office supplies and materials

Checked by:

**VIVIAN V. BALBARINO**

Funds Available:

**ALICIA M. FLORES**

TWG - Office Furniture & Fixture 8/14/29

HEAD, BUDGET OFFICE 2/25

Signature:

Printed Name:

Designation:

Prepared by:

**JESIBEL L. MUERTIGUE**

Noted by:

**ARTURO E. PASA**

Approved by:

**PROSE IVY G. YEPES**

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU