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PR-2022-0207-11650

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

## PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR No.: **GF-2022-02-00099**Date: **02-07-2022**Section/End-User: **Marlon V. Dampios**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ROTC Office supply**

| Item #                                                                                                                                                                                                                                                                           | Item Description                                  | Unit | Qty | Unit Cost | PAR/ICS | Total Cost       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------|-----|-----------|---------|------------------|
| 1                                                                                                                                                                                                                                                                                | External Hard Disk Drive (Portable, 1TB), USB 3.1 | unit | 3   | 3,000.00  |         | 9,000.00         |
| <b>Specification:</b><br>?Shock-absorbing<br>?Interface: USB 3.1 (Max.5Gb/s)<br>?Capacity: 1TB<br>?Texture: Plastic/Rubber<br>?Operating Voltage: DC 5V, 900mA<br>?System Requirements: Windows XP / Vista / 7 / 8 / 8.1 / 10, Mac OS X 10.6 or later, Linux Kernel 2.6 or later |                                                   |      |     |           |         |                  |
| 2                                                                                                                                                                                                                                                                                | Ink, Epson 003,Genuine Black 65mL                 | btl  | 4   | 350.00    |         | 1,400.00         |
| 3                                                                                                                                                                                                                                                                                | Ink, EPSON 003,Genuine Cyan 65mL                  | btl  | 2   | 350.00    |         | 700.00           |
| 4                                                                                                                                                                                                                                                                                | Ink, EPSON 003,Genuine Magenta 65mL               | btl  | 2   | 350.00    |         | 700.00           |
| 5                                                                                                                                                                                                                                                                                | Ink, EPSON 003,Genuine Yellow 65mL                | btl  | 2   | 350.00    |         | 700.00           |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                     |                                                   |      |     |           |         | <b>12,500.00</b> |

Purpose: for Office Supply

Checked by:

**MICHAEL ANTHONY JAY B. REGIS**

TWG - IT Supplies and Equipment

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

**MARLON V. DAMPIOS**

Designation:

END USER

Noted by:

**MANOLO B. LORETO JR.**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU