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PR-2023-0810-137115



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

## PURCHASE REQUEST

PPMP No. : 219-5-2440-2024-7-0-0

Dept./Office: **HRMO**PR No.: **GF-2023-08-01560**Date: **08-10-2023**Section/End-User: **Rhea P. Ballebas**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **HRMO**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Electric fan</b>	pc	1	2,500.00		2,500.00
<b>Specification:</b> ?Stand fan 16" metal blade ?Adjustable height ?three speed controller						
2	<b>Sliding Paper Cutter</b>	unit	1	2,550.00		2,550.00
<b>Specification:</b> Working Area: A3 and A4 Cutting Capacity: 16 sheets Packing Weight: 5 kg Material: Metal Available Size: A3 and A4 Packing Measurement: 56x34x11 cm Other Specifications: Heavy duty for Vinyl, Cardboard Paper						
<b>TOTAL</b>						<b>5,050.00</b>
Purpose: office use						
Checked by:  <b>LEO A. MAMOLO</b> TWG - Office Equipment				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	<b>RHEA P. BALLEBAS</b>	<b>HONEY SOFIA V. COLIS</b>		<b>EDGARDO E. TULIN</b>		
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>		<b>PRESIDENT, VSU</b>		