



PR-2024-1115-235273



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-111124-0787**

PR No.: **STF-2024-11-03146**

Date: **11-15-2024**

Dept./Office: **UR**

Category: **Office Furniture**

Section/End-User: **Jannet Leslie Evelyn S. Codog**

& Fixture

Funding Source: **Special Trust Fund**

Project Title/Code: **STF-Registration Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	VENetian Blinds for Window (1&5) Lecture room	pcs	6	600.00		3,600.00
Specification: Venetian Blinds color: Pastel colors Size: Height- 121cm Width- 182cm						
2	White Board 4x6 Ft.	unit	1	9,000.00		9,000.00
Specification: ?Specification: ?Size: 4x6 ft. ?Magnetic With Stand and Roller Stopper ?Collapsible stand and rollers ?With white board eraser holder						
3	Window Blinds Block-out Roll-up Roller Shade, 60" x 76"	pcs	9	16,000.00		144,000.00
Specification: - Fabricated exactly according to indicated size: 60"(W)x 76"(H) - HEAVY-DUTY Block-out Roller Shades - Material: 100% polyester fabric coated with 100% blackout white backing - Protected Thermal Insulated Fabric, UV Protection - Lift or lower smoothly using a chord - Can easily be cleaned by simply wiping with a damp cloth - Color: off-white or close to similar - All mounting hardware included - On-site installation included						

		TOTAL								156,600.00	
Purpose: for daily operation of the office											
Checked by:		 VIVIAN V. BALBARINO				Funds Available:		 ALICIA M. FLORES			
		TWG - Office Furniture & Fixture <i>to 11/12/24</i>				HEAD, BUDGET OFFICE					
Signature:	Prepared by:	Noted by:		Approved by:							
	 JANNET LESLIE EVELYN S. CODOG	 RAYMUND M. IGCASAMA		 PROSE IVY G. YEPES							
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU							