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PR-2024-1004-227681



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0547**PR No.: **GF-2024-10-02057**Date: **10-04-2024**Dept./Office: **DBM**Category: **Office Furniture
& Fixture**Section/End-User: **Sheillo G. Catorce**Funding Source: **General Fund - MOOE**Project Title/Code: **DEntrep 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Chair	pieces	2	5,000.00		10,000.00
Specification: <ul style="list-style-type: none"> • with arm rest • at least (580mmx600mx890-990mm) • butterfly mechanism = 360 Degree Swivel Seat • backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric • seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric • arm: Polypropylene plastic • base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment 						
2	Office Table	pc	2	4,000.00		8,000.00
Specification: <ul style="list-style-type: none"> • Material: Laminated Wood • Drawers: <ul style="list-style-type: none"> ◦ One Long Drawer ◦ Three Side Drawers ◦ Two Top Drawers with Locks • Color Options: Gray, Wenge • Dimensions: At least W22.75? x L47.25? x H29.5? 						
TOTAL						18,000.00
Purpose: Travel						
Checked by: PAULINE S. CAINTIC TWG - Office Furniture & Fixture				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	SHEILLO G. CATORCE		MARK C. RATILLA		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	