

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves assigning tasks to team members, setting deadlines, and monitoring progress to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves comparing the actual outcomes against the objectives and goals to determine the effectiveness of the project and identify areas for improvement.



PURCHASE REQUEST

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bulb, LED, 15W	pieces	50	300.00	JOSEFINA L. SORIA	15,000.00
Specification: ?Wattage: 15 Watts ?Lumens: 1521 ?Color Temp. : Daylight ?Beam Angle: 200 degrees ?Voltage: 170-240 V AC 50/60Hz ?Bulb Holder: E27 ?Life Hours: 15,000 hrs. ?Material: PC cover & Aluminum PCB						
2	Electrical Tape, Vinyl	rolls	5	75.00	JOSEFINA L. SORIA	375.00
Specification: ?Flame retardant and compatible with plastic cable and wire harness insulations ?Flexible PVC with aggressive rubber adhesive ?Primary electrical insulation for all wire and cable splices rated up to 600 volts. ?19mm x 16m x 0.155mm ?Heavy Duty ?ASTM approved						
3	Nails, Common Wire, 1-1/2"	kl	5	90.00	JOSEFINA L. SORIA	450.00
4	Paint, Roller Cotton, 4"	pcs	5	80.00	JOSEFINA L. SORIA	400.00
Specification: For repair of ceiling						
5	Paint, Roller Cotton, 7"	pcs	5	110.00	JOSEFINA L. SORIA	550.00
Specification: For repair of ceiling						
6	Screened Sand	cu.m.	1	1,500.00	JOSEFINA L. SORIA	1,500.00
Specification:						

7	Sheets, (G.I.) Corrugated, (0.5mm thickness) 4' x 12'	sheets	25	750.00	JOSEFINA L. SORIA	18,750.00
8	Teflon Tape, 1" x 10m	roll	20	100.00	JOSEFINA L. SORIA	2,000.00
TOTAL						39,025.00

Purpose: For VSU Garden Beach Resort Use

Checked by:			Funds Available:		
PHLOEM D. GALUPO			ALICIA M. FLORES		
TWG - Construction and Electrical Supplies			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:	
Printed Name:	JOSEFINA L. SORIA	CRISLIN D. CRUZ		for: DANIEL LESLIE S. TAN	
Designation:	adDRC Front Desk - RGASD	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	