

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 work.

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 them.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress to ensure that the objectives are being met.

5. The final step is to evaluate the results of the project. This involves assessing the effectiveness of the plan and identifying any areas for improvement or further action.



PURCHASE REQUEST

Project Title/Code: VSU-IP-2021-8b

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Beaker, Glass, 1000mL	pc	5	1,000.00		5,000.00
Specification: ?1000mL capacity, borosilicate glass						
2	Beaker, Glass, 50mL	pc	10	400.00		4,000.00
Specification: ?50mL capacity, borosilicate glass						
3	Butyrometer for milk 0-10%	pc	5	1,500.00		7,500.00
Specification: Milk butyrometer 0 – 10 %: 0.1 (accessory: 3280),glass						
4	Isoamyl Alcohol Mol Grade	btl	1	3,000.00		3,000.00
Specification: Molecular/laboratory Grade 500 ml						
5	Mini-spin Centrifuge	unit	1	15,000.00	IVY C. EMNACE	15,000.00
Specification: • Control mode: Power direct drive • Max. relative centrifuge force: at least 3000 xg • Max. rotational speed: at least 7000rpm • Rotor capacity and accessories: <i>inclusions</i> ◦ Angled rotor 0.2/0.5/1.5/2 ml*12 ◦ PCR rotor 0.2ml*12*4 ◦ Rotor for PCR plates • Max speed acceleration/reduction: ?12s /?15s						

		TOTAL						34,500.00
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Purpose: For laboratory Analysis

Checked by:	Funds Available:
GENESIS C. ALBARICO	ALICIA M. FLORES <i>W/ CMTL DEC. 2024</i>
TWG - Laboratory Supplies	HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	IVY C. EMNACE	IVY C. EMNACE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU