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PR-2024-1008-228672

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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092624-0622

PR No.: GF-2024-10-02404

Date: 10-08-2024

Dept./Office: ACRO

Category: **Office Furniture
& Fixture**Section/End-User: **Maria Fatima B. Estrosas**Funding Source: **General Fund - MOOE**Project Title/Code: **ACRO 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Chair	pieces	1	5,000.00		5,000.00

Specification:

- 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	1	4,000.00		4,000.00
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Specification:

- **Material:** Laminated Wood
- **Drawers:**
 - 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					9,000.00
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Purpose: For Staff

Checked by:			Funds Available:		
			ALICIA M. FLORES		
TWG - Office Furniture & Fixture			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	MARIA FATIMA B. ESTROSAS	JEFFREY LLOYD L. CAGANDE	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		