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PR-2025-1001-300289



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100125-1428**Dept./Office: **FMO**PR No.: **GF-2025-10-01227**Date: **10-01-2025**Section/End-User: **Reynaldo F. Sacro Jr.**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Finance Management - 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laptop Computer (Basic Users)	unit	1	40,000.00		40,000.00

Specification:
Specifications:

- Processor: Intel Core i3 (11th/12th Gen) or AMD Ryzen 3 equivalent
- Memory: 8GB DDR4 RAM (expandable)
- Storage: 256GB SSD (NVMe preferred)
- Display: 14" HD/Full HD, anti-glare
- Graphics: Integrated (Intel UHD / AMD Vega)
- Keyboard: Standard, spill-resistant
- Camera: Built-in HD webcam with microphone
- Connectivity: Wi-Fi, Bluetooth, LAN (via adapter if needed)
- Ports: Min. 2xUSB, 1xHDMI/VGA, Audio combo jack
- Battery: ?6 hours operation
- Operating System: Licensed Windows 11 Pro (64-bit)
- **Productivity Suite: Licensed Microsoft Office (latest version, perpetual or 365 government license)**
- Warranty: 1 year parts & service

TOTAL**40,000.00**

Purpose: Office Use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Prepared by:

REYNALDO F. SACRO JR.

Noted by:

LOUELLA C. AMPAC

Approved by:

PROSE IVY G. YEPES

Printed Name:

UNIT HEAD, PROJECT LEADER

PRESIDENT VSU

Designation: