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PR-2025-0310-259834

3.E.28



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-030625-1000**PR No.: **TF-2025-03-00318**Date: **03-10-2025**Dept./Office: **DPM**Category: **Office Furniture
& Fixture**Section/End-User: **Justine Bennette H. Millado**Funding Source: **Trust Fund**Project Title/Code: **101T 20201050-6 Admin Cost**

101T 20201050-6.014

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Modern Office Table with Center and Double Pedestal Drawers and Cabinet	pc	1	15,000.00		15,000.00

Specification:

- **Design:** Modern office table with center and double pedestal drawers and cabinet
- **Construction:** Laminated particle board with PVC edging for durability and resistance to scratches and stains
- **Features:**
 - **Pedestals:** Double pedestal with 4 total drawers (2 box drawers for supplies, 2 locking file drawers with drawer glides)
 - **Cabinet:** For larger items
 - **Versatility:** Can be used as a drafting table or large computer workstation
 - **Color:** Wenge
- **Dimensions:**
 - **Length:** 1400 mm
 - **Width:** 680 mm
 - **Height:** 750 mm

2	Monoblock Chair all gray or all white in color	pcs	20	600.00		12,000.00
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Specification:

?Durable Quality Monoblock chair
 ?Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side Legs Distance Right: 378 mm Back Legs Distance: 210 mm Back Rest Height: 779 mm Seat Back Height: 405 mm Seat Height: 376 mm Gross Weight: 2.25 kgs

	TOTAL					27,000.00
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Purpose: For office use

Checked by:


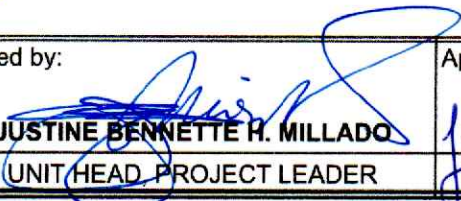
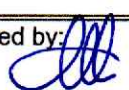
VIVIAN V. BALBARINO

TWG - Office Furniture & Fixture 8/11/25

Funds Available:

NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	JUSTINE BENNETTE H. MILLADO	JUSTINE BENNETTE H. MILLADO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU