



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0543**PR No.: **STF-2024-10-02903**Date: **10-10-2024**Dept./Office: **DAEEx**Category: **Office Furniture
& Fixture**Section/End-User: **Aira M. Oraño**Funding Source: **Special Trust Fund**Project Title/Code: **DAEEx-2025 (Laboratory Share)**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------------|------|-----|-----------|---------|------------|
| 1 | Office table, good quality | unit | 5 | 9,500.00 | | 47,500.00 |

Specification:
Minimum Specifications:

- Pedestal 3-Drawer Cabinet and table in one.
- 2.5 cm thickness of laminated hardwood.
- Steel frame , which is powder Coated preventing it from rusting
- Gage 20 thickness of the steel frame.
- Table comes with a pedestal 3-Drawer Cabinet. central lock, powder Coated. color beige.

Dimensions of table

- W60cm x L120cm x H 74cm pedestal 3-Drawer
- W40cm x 56cm x H71cm
- gage 20 thickness

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|--------------|--|--|--|--|--|------------------|
| TOTAL | | | | | | 47,500.00 |
|--------------|--|--|--|--|--|------------------|

Purpose: For Office use

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|---------------|---|---|---|---|--|
| Checked by: | VIVIAN M. BALBARINO TWG - Office Furniture & Fixture <i>on 10/10/24</i> | | Funds Available: | ALICIA M. FLORES HEAD, BUDGET OFFICE <i>UNIPAST</i> | |
| Signature: | Prepared by: | Noted by: | Approved by: | | |
| | AIRA M. ORAÑO | LIJUERA J. CUADRA UNIT HEAD, PROJECT LEADER | PROSE IVY G. YEPES PRESIDENT, VSU | | |
| Printed Name: | | | | | |
| Designation: | | | | | |