



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

## PURCHASE REQUEST

Dept./Office: **DOMet**

PR #: **GF-2020-10-00006 /1204**

Date: **10-14-2020**

Section/End-User: **Lorna B. Abamo**

Category: **Office Furniture & Fixture**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DMet-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office chair, with arm rest	pc	2	5,000.00	FELIX C. ABANERA	10,000.00

**Specification:**

- 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 with Mobile Pedestal	pc	1	12,500.00	FELIX C. ABANERA	12,500.00
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**Specification:**

- Executive Desk with metal legs,
- Melamine Table Top Finish
- Size: 140cm x 70cm x 75cm
- with center pen tray
- Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table

<b>TOTAL</b>						<b>22,500.00</b>
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Purpose: office use

Checked by:  <b>NORMAN O. VILLAS</b>		Funds Available:  <b>MYRNA S. PANCITO</b>	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Requested by:  <b>LORNA B. ABAMO</b>	Noted by:  <b>DANIEL C. LOR</b>	Approved by:  <b>EDGARDO E. TULIN</b>
Printed Name:	<b>LORNA B. ABAMO</b>	<b>DANIEL C. LOR</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU