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PR-2024-1002-227136






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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0474**PR No.: **GF-2024-10-01912**Date: **10-02-2024**Dept./Office: **CVM**Category: **Office Furniture
& Fixture**Section/End-User: **Harvie P. Portugaliza**Funding Source: **General Fund - MOOE**Project Title/Code: **Procurement 2025 - CVM Office**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Table Executive	pc	1	30,000.00		30,000.00
Specification: <ul style="list-style-type: none"> • Materials: Glass Table, Metal Frame • Finish: Black Dimensions: <ul style="list-style-type: none"> • Overall Dimensions: W180 x D80 x H75 cm • Long Drawer Dimensions: W100 x D40 x H75 cm • Short Drawer Dimensions: W40 x D40 x H61 cm Warranty: <ul style="list-style-type: none"> • Period: 6 Months 						
2	Steel Cabinet wiith Sliding Glass Door, lock and 5 shelves	set	1	20,000.00		20,000.00
Specification: <p>Height-6 ft and 7 inches</p> <p>Width-2 ft and 11 inches</p> <p>Length-1 ft and 4 inches</p> <p>with wheels</p>						
TOTAL						50,000.00
Purpose: Hosting of meetings, conferences, and seminars.						
Checked by: VIVIAN V. BALBARINO TWG - Office Furniture & Fixture 8/14/24				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		

Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	HARVIE P. PORTUGALIZA	HARVIE P. PORTUGALIZA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU