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PR-2024-1016-230966



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092924-0714**PR No.: **GF-2024-10-03014**Date: **10-16-2024**Dept./Office: **USHER**Category: **Office  
Equipment and Appliances**Section/End-User: **Clara P. Mercado**Project Title/Code: **USHER PPMP (OFFICE SUPPLIES  
AND LICENSING) 2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	heavy duty foldable table	pcs	4	3,000.00		12,000.00

**Specification:**

- **Size:** 6 ft (180 x 70 x 74 cm)
- **Table Top Material:** High-density polyethylene (HDPE)
  - **Features:**
    - Stain resistant
    - UV protected
    - Easy to clean
- **Frame Material:** Coated steel
  - **Features:**
    - Rust resistant
    - Powerful and durable
- **Design:**
  - **Foldable:** Folds in half for easy storage
  - **Weight:** Lightweight for easy handling

<b>TOTAL</b>						<b>12,000.00</b>
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Purpose: for office use

Checked by:		Funds Available:	
	<b>NORMAN O. VILLAS</b>		<b>ALICIA M. FLORES</b> m-25
	TWG - Office Equipment and Appliances		HEAD, BUDGET OFFICE
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:			
Designation:	<b>CLARA P. MERCADO</b>	<b>ELWIN JAY V. YU</b> 10-18-24	<b>PROSE IVY G. YEPES</b>
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU