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PR-2024-1009-229300



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092924-0715**PR No.: **STF-2024-10-02664**Date: **10-09-2024**Dept./Office: **CN**Category: **Office Supplies**Section/End-User: **Guada Fe D. Amihan**
 Project Title/Code: **CoN Procurement 2025 25%  
 Enhancement of the office reception capability**
Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air purifier with UV Sterilization light for home appliance HEPA+Activated Carbon Filter	pc	2	2,000.00		4,000.00
2	Chopping Board, Big Thick, Wood	pc	1	500.00		500.00
3	Drinking glass cup glassware, set	sets	6	300.00		1,800.00

**Specification:**

?6 pcs/set  
 ?High quality drinking glassware  
 ?Clear  
 ?230 ml

4	Utility Basket	pcs	4	565.00		2,260.00
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**Specification:**

Storage Type: Baskets  
 Storage Feature: With Handle  
 Material : Seagrass/bangkuan leaves  
 Rectangle basket with handle  
 Sizes in LWH format M - 11.5 x 9 x 6in = L - 13 x 10 x 7 in =  
 with DETACHABLE and washable cloth lining - with ATTACHED LID

	<b>TOTAL</b>					<b>8,560.00</b>
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Purpose: CoN Procurement 2025 25% Enhancement of the office reception capability

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies	Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE
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Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	<b>GUADALUPE D. AMIHAN</b>	<b>CHRISTIAN V. P. BALDONADO</b>	<b>PROSEMY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU