



PURCHASE REQUEST

Dept./Office: **OHURS**PR #: **IGP-2021-04-00148**Date: **04-30-2021**Section/End-User: **Angelica P. Baldos**Category: **IT Supplies and Equipment**Funding Source: **Income Generating Project**Project Title/Code: **OHURS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Zoom Business Monthly Subscription	set	2	1,000.00		2,000.00

Specification:

- Host up to 300 participants
- Increase participants up to 1,000 with Large Meetings add-on
- Single Sign-On
- Recording Transcripts
- Managed Domains
- Company Branding
- All features included in Pro and more

	TOTAL					2,000.00
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Purpose: Office use

Checked by:

MICHAEL ANTHONY JAY B. REGIS

Funds Available:

MYRNA S. PANCITO

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANGELICA P. BALDOS	ANGELICA P. BALDOS	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



JUSTIFICATION

This is to justify the urgent purchase of a Zoom Business Monthly Subscription (2 months, 300 capacity, expandable to 1000, charged to IGP fund) through Negotiated Procurement – Small Value Procurement (NP – VSP) instead of bidding which is the usual process in procuring of items.

The Zoom subscription will be used for URS' live sessions of review classes for Licensure Examination for Teachers (LEPT) to be held on June 14 – July 26, 2021 to support digital learning and supplement our review masters' delivery of review lectures and coaching sessions to our reviewees.

Hoping for the approval of this justification letter. Thank you very much.

ANGELICA P. BALDOS
Head



27 April 2021

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. DILBERTO O. FERRAREN**
BAC Chairman
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:


Good day.

This is to justify the urgent purchase of a Zoom Business Monthly Subscription (2 months, 300 capacity, expandable to 1000) through Negotiated Procurement – Small Value Procurement (NP – VSP) instead of bidding which is the usual process in procuring of items.

The Zoom subscription will be used for URS' live sessions of review classes for Licensure Examination for Teachers (LEPT) to be held on June 14 – July 26, 2021 to support digital learning and supplement and augment our review masters' delivery of review lectures and coaching sessions with our reviewees.

Hoping for your approval of this justification letter. Thank you very much.

Respectfully yours,


ANGELICA P. BALDOS
Head

Noted:


DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation and Auxiliary Services