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PR-2024-1002-226978



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0536**PR No.: **STF-2024-10-01823**Date: **10-02-2024**Dept./Office: **DStat**Category: **Office  
Equipment and Appliances**Section/End-User: **Molley Venice . Nuñez**Funding Source: **Special Trust Fund**Project Title/Code: **DStat-LabShare-2025**

| Item # | Item Description          | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---------------------------|------|-----|-----------|---------|------------|
| 1      | heavy duty foldable table | pcs  | 14  | 3,000.00  |         | 42,000.00  |

**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>42,000.00</b> |
|--|--------------|--|--|--|--|------------------|

Purpose: For office use

|  |  |   |  |
|--|--|---|--|
| Checked by:<br><br><b>NORMAN O. VILLAS</b> |  | Funds Available:<br><br><b>ALICIA M. FLORES</b> |  |
| TWG - Office Equipment and Appliances      |  | HEAD, BUDGET OFFICE                             |  |
| Signature:                                 | Prepared by:<br><br><b>MOLLEY VENICE . NUÑEZ</b> | Noted by:<br><br><b>PAULO G. BATIDOR</b>        | Approved by:<br><br><b>PROSENIY G. YEPES</b> |
| Printed Name:                              |  | UNIT HEAD, PROJECT LEADER                       | PRESIDENT, VSU                               |
| Designation:                               |  |   |  |