



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0697**

PR No.: **STF-2024-10-02673**

Date: **10-09-2024**

Dept./Office: **CN**

Category: **Office Furniture
& Fixture**

Section/End-User: **Guada Fe D. Amihan**

Project Title/Code: **CoN Procurement 2025 Preparation
of Skills Laboratory-related documents**

Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Table, tower type	unit	1	3,000.00		3,000.00
Specification: ?Dimension: 60 x 40 x 123 cm ?Color: black ?with top printer shelf and sliding flat drawer for key board ? for indoor use						
2	Multiple layer shelf cabinet, wooden, 40x25x180cm	pc	1	1,100.00		1,100.00
Specification: Multiple layer shelf cabinet, wooden, 40x25x180cm						
3	Storage cabinet, wooden, 2 doors, 2 shelves, 60x30x80cm	pc	2	1,500.00		3,000.00
Specification: Storage cabinet, wooden, 2 doors, 2 shelves, 60x30x80cm						
TOTAL						7,100.00
Purpose: CoN Procurement 2025 Preparation of Skills Laboratory-related documents						
Checked by: PAULINE S. CAINTIC		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE				
TWG - Office Furniture & Fixture						
Signature: Printed Name: Designation:	Prepared by: GUADA FE D. AMIHAN	Noted by: CHRISTIAN VIE R. BALDONADO UNIT HEAD, PROJECT LEADER	Approved by: PROSELYG. YEPES PRESIDENT, VSU			