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PR-2022-0913-63047



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

## PURCHASE REQUEST

PR No.: **STF-2022-09-01701**Date: **09-13-2022**Dept./Office: **CN**Category: **Office Furniture  
& Fixture**Duration: **2022-08-22  
to**Section/End-User: **Janet Alexis A. De los Santos****2022-12-31**Project Title/Code: **ISR.CON.0822-  
0723.02**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	1	5,000.00	JANET ALEXIS A. DE LOS SANTOS	5,000.00

**Specification:**

Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest footrest

- STABLE & BREATHABLE
- OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.
- ERGONOMIC DESIGN
- The seat height adjust ranges from 16" to 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.
- SOLID & DURABLE
- Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU
- OVERALL DIMENSIONS
- Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)
- Seat height adjust: 16"-20"
- Seat area: 18.5" x 20.5"
- Backrest area: 15 x 27.5"
- Assembly required

2	Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	unit	1	14,999.00	JANET ALEXIS A. DE LOS SANTOS	14,999.00
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**Specification:**

?Office Table, 3-drawers side by side, 1 drawer at the center, material: wood

3	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	1	11,000.00	JANET ALEXIS A. DE LOS SANTOS	11,000.00
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**Specification:**

?size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),

? 37KG Pure steel product.

?The steel thickness of the file cabinet is 0.7-1.2mm

?4 Drawers steel vertical filing cabinet

**TOTAL****30,999.00**

Purpose: storage for research related documents

Checked by:

  
**LEO A. MAMOLO**

Funds Available:

  
**ALICIA M. FLORES**

TWG - Office Furniture & Fixture

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

  
**JANET ALEXIS A. DE LOS SANTOS**

END USER

Noted by:

  
**JANET ALEXIS A. DE LOS SANTOS**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU 