



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-090924-0410**PR No.: **GF-2024-09-01730**Date: **09-25-2024**Dept./Office: **OVPSAS**Category: **Office Furniture
& Fixture**Section/End-User: **Sheila Marie C. Lemos**Funding Source: **General Fund - MOOE**Project Title/Code: **SAS-DSO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	24" Heavy Duty Industrial Fan	pc	2	10,000.00	SHEILA MARIE C. LEMOS	20,000.00

Specification:

24in. Industrial Electric Fan provides heavy duty ventilation in any space.

- Precision-angled blades
- Industrial motor
- 3-speed control
- Metal base
- High-performance motor 3-speed push button switch With thermal fuse protection With oscillation With height adjustment 4 legs improved stability

2	Office Executive Chair	pc	1	11,000.00	SHEILA MARIE C. LEMOS	11,000.00
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Specification:

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- Highback chair with armrest and headrest
- Materials: Backrest - Mesh/Net
- Seatrest Fabric
- PVC Armrest
- Accessories: Gaslift, caster wheel

	TOTAL					31,000.00
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Purpose: To be used by the Dean of Students

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES

TWG - Office Furniture & Fixture 10/8/24

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	SHEILA MARIE C. LEMOS	ALELI A. VILLOCINO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU