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PR-2025-0404-265198



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-040225-1084**PR No.: **STF-2025-04-00470**Date: **04-04-2025**Dept./Office: **BuO**Category: **Office Furniture
& Fixture**Section/End-User: **Jocelyn T. Co**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **Finance Management 2025**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|---|------|-----|-----------|---------|------------|
| 1 | Ergo Chair Handrail and Adjustable Headrest Ergonomic Mesh Office Chair | pc | 1 | 10,000.00 | | 10,000.00 |

Specification:

This ergonomic office chair is designed for maximum comfort and support during long work hours. The seat mesh is durable, ensuring it remains supportive designed without any sagging.

Recline Functionality: Adjust the recline angle from 90" to 125" providing comfort options

Weight Capacity: 180 KG

Ergonomic Lumbar Support: Continuous back comfort and lumbar support

Flexible Sear Back: Adaptable seat back conforms to our back, providing a relaxing and personalized seating

Wide-Range Adjustable Headrest: Benefit from high-precision neck support

Premium Polyester Fiber Nylon Mesh: Provides strong elasticity, high resilience and excellent breathability, comfortable and supportive seating experience

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|--|--------------|--|--|--|--|------------------|
| | TOTAL | | | | | 10,000.00 |
|--|--------------|--|--|--|--|------------------|

Purpose: For Office Use

| | | | |
|---------------|--|---------------------------|---------------------------|
| Checked by: | | Funds Available: | |
| | VIVIAN V. BALBARINO | | ALICIA M. FLORES |
| | TWG - Office Furniture & Fixture <i>4/8/25</i> | | HEAD, BUDGET OFFICE |
| Signature: | Prepared by: | Noted by: | Approved by: |
| Printed Name: | JOCELYN T. CO | LOUELLA C. AMPAC | PROSE IVY G. YEPES |
| Designation: | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |