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PR-2023-0418-112338

OP 5/4/23



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

PURCHASE REQUEST

PPMP No. : 58-5-1083-2023-2-0-3

PR No.: GF-2023-04-00710

Date: 04-18-2023

Dept./Office: OP

Category: IT Supplies and
 Equipment

Section/End-User: Les Andre B. Pamaos

Funding Source: General Fund - MOOE

Project Title/Code: OP-2023-office supplies

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Subscription to Microsoft 365	Yearly	1	5,700.00		5,700.00

Specification:

- For one to six people to share
- Each person can use on up to 5 devices simultaneously
- Works on Windows, Mac, iPhone, iPad, and Android phones and tablets
- Up to 6 TB of cloud storage (1 TB per person)
- Word, Excel, PowerPoint, and OneNote with offline access and premium features
- Microsoft Defender* advanced security for your personal data and devices
- OneDrive ransomware protection for your files and photos
- Outlook ad-free secure email
- Microsoft Editor advanced spelling, grammar, and writing assistance
- Clipchamp* video editor with premium filters & effects
- Additional features in the Microsoft Family Safety mobile app
- Premium, customizable templates
- Expanded content library of high-quality photos, icons, fonts, videos, and audio
- Contact support via chat or email to get help when you need it

	TOTAL					5,700.00
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Purpose: office use

Checked by:	DIONESIO I. ESTUPA	Funds Available:	ALICIA M. FLORES
	TWG - IT/Supplies and Equipment		HEAD, BUDGET OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LES ANDRE B. PAMAOS	ALLEN GLENNIE P. LAMBERT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU