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PR-2025-1113-307836



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100725-1452**PR No.: **TF-2025-10-00009**Date: **11-13-2025**Dept./Office: **FAFS**Category: **Office Furniture
& Fixture**Duration: **2025-10-07
to**Section/End-User: **Joyce Lorraine G. Dagpin**Project Title/Code: **101T20201050-
10.6.7 (VSU ASTHRDP-NSC)****2026-12-31**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	1	12,000.00	VICTOR B. ASIO	12,000.00

Specification:

- **Type:** Display Cabinet, Filing Cabinet
- **Dimensions:** 900 mm (W) x 450 mm (D) x 1850 mm (H)
- **Finish:** Powder coated
- **Features:** Adjustable shelves

2	Basic Ergonomic Office Chair	pcs	2	6,000.00	VICTOR B. ASIO	12,000.00
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Specification:

- **Material:** Fabric seat and backrest, flame-retardant
- **Frame:** Steel with durable plastic components
- **Features:** Adjustable seat height (42–52 cm), 360° swivel, 5-star base with wheels, breathable fabric
- **Standard Dimensions:** Seat width 48 cm, seat depth 45 cm, backrest height 45 cm, overall height 90–100 cm
- **Color:** Black
- **Load Capacity:** 120 kg
- **Ergonomic Compliance:** Lumbar support, contoured backrest, proper seat depth
- **Assembly:** Complete assembly included upon delivery
- **Safety & Compliance:** CE, RoHS, ISO 14001, non-toxic materials
- **Warranty:** 1-year parts and service
- **Green Procurement:** recyclable materials, low-VOC paints

	TOTAL					24,000.00
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Purpose: Office supply

Checked by:

DOREEN B. ALBA

TWG - Office Furniture & Fixture

Funds Available:

NICK FREDDY R. BELLO *GB*

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JOYCE LORRAINE G. DAGPIN	VICTOR B. ASIO	PROSE IVY G. YEPES
Designation:	PROJECT TECHNICAL STAFF IV	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU