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PR-2025-0423-268401



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0578**PR No.: **TF-2025-04-00547**Date: **04-23-2025**Dept./Office: **AccO**Category: **Office Furniture
& Fixture**Section/End-User: **Valerie Y. Vergis**Project Title/Code: **101T 20201050-6 Administrative
Cost - PPMP 2025**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	5 layers Boltless warehouse office steel rack shelves	pcs	3	7,000.00		21,000.00

Specification:

5 layers, Boltless warehouse office steel rack shelves

2	Block-out Roll-Up Roller Shade, 71" (W) x 76" (H)	pieces	8	8,000.00		64,000.00
3	Office chair with arm rest, durable leather seat	pcs	10	5,000.00		50,000.00

Specification:

- **Back Tilt Tension:** Adjustable from 90 degrees to 180 degrees
- **Hydraulic Lift:** Level 4, 100mm SGS Certified
- **Base Material:** Solid Nylon Base
- **Inner Structure:** Sturdy Metal Frame, Padded Soft Sponge
- **Outer Material:** Durable PU Leather, Skin-friendly
- **Weight Capacity:** 140 kg
- **Package Weight:** 16.7 kg

	TOTAL					135,000.00
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Purpose: For operation use. Financial administration of externally funded projects.

Checked by: VIVIAN Y. BALBARINO TWG - Office Furniture & Fixture			Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	VALERIE Y. VERGIS	NICK FREDDY R. BELLO	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		