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PR-2025-0402-264264



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-011525-0846**PR No.: **STF-2025-04-00455**Date: **04-02-2025**Dept./Office: **MPSU**Category: **Repair and  
Maintenance Services**Section/End-User: **Vincent Paul C. Asilom**Funding Source: **Special Trust Fund**Project Title/Code: **VSU-Innovation & Library 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Preventive Maintenance Services (PMS) for 2 units Elevator</b>	unit	1	180,000.00		180,000.00

**Specification:**

- Machine Room
- Control Panel
- Hoist way Shaft Components
- Elevator Car (Top & Inside)
- Inspect and assures that elevator parameters runs and operates normally
- Check and test safety standard of the lift & Components; and
- Ensures Emergency Switch is working and activated.

	<b>TOTAL</b>					<b>180,000.00</b>
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Purpose: For Repair &amp; maintenance of Elevator

Checked by:		Funds Available:	
<del>GENESIS C. ALBARICO</del>		ALICIA M. FLORES	
TWG - Repair and Maintenance Services		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	VINCENT PAUL C. ASILOM	MARLON G. BURLAS	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU