



OP# 749  
5/24/21

## PURCHASE REQUEST

Dept./Office: **IAO**PR #: **STF-2021-05-00159**Date: **05-07-2021**Section/End-User: **Ana Marquiza M. Quilicot**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **IAO 2021**

| Item # | Item Description                         | Unit | Qty | Unit Cost | PAR/ICS            | Total Cost |
|--------|--|------|-----|-----------|--------------------|------------|
| 1      | Air condition, split type, Inverter, 1HP | set  | 1   | 40,000.00 | LEONARDO S. TORAJA | 40,000.00  |

**Specification:**

- Cooling capacity: at least 9,400 kj/hr
- wall mounted
- EER rating above 10
- with remote control
- with one year warranty on parts and services
- with free installation

|              |  |  |  |  |  |                  |
|--------------|--|--|--|--|--|------------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>40,000.00</b> |
|--------------|--|--|--|--|--|------------------|

Purpose: for office use

Checked by:

  
**NORMAN O. VILLAS**

Funds Available:

  
**MYRNA S. PANCITO**

TWG - Office Equipment

HEAD, BUDGET OFFICE

Item  
1/100 Tech - Scientific  
2000 eqpt.

|               |                                 |                                  |                         |
|---------------|---------------------------------|----------------------------------|-------------------------|
| Signature:    | Requested by:                   | Noted by:                        | Approved by:            |
| Printed Name: | <b>ANA MARQUIZA M. QUILICOT</b> | <b>ANA MARQUIZA M. QUILICOT</b>  | <b>EDGARDO E. TULIN</b> |
| Designation:  | <b>END USER</b>                 | <b>UNIT HEAD, PROJECT LEADER</b> | <b>PRESIDENT, VSU</b>   |





04 May 2021

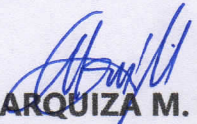
To Whom It May Concern,

The Office of the Head of the International Affairs Office, especially its office staff, has been occupying temporarily the Function Hall located of the Center for Continuing Education for years. Thus, the transfer to the new office on the 3rd Floor of the VSU Administration building is deemed necessary. However, the new office is not yet equipped with an air-conditioning unit that affects the IAO staff's productivity and efficiency. In addition, the working condition is also a health risk considering the climate that we have here in Baybay City.

In connection to this, we would like to request an emergency purchase and installation of an air-conditioning unit to provide the IAO staff with an optimum, healthy working environment essential to IAO staff's work efficiency and productivity.

Thank you so much!

Sincerely,

  
**ANA MARQUIZA M. QUILICOT**  
Head, International Affairs Office