



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

SCAN HERE



PR-2023-0804-135781

PURCHASE REQUEST

PPMP No. : 205-5-2709-2024-2-0-0

PR No.: GF-2023-08-01393

Date: 08-04-2023

Dept./Office: **RMO**

Category: **Office Furniture
& Fixture**

Section/End-User: **ELVIE D. BALBARINO**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Risk Management Office PPMP 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	3 layer magazine tray/storage/desk organizer/holder/rack	pcs	2	300.00		600.00

Specification:

- Packing: 1 X 1pcs magazine tray
- Material: stainless steel black paint
- Color: Black
- Product Size: 27cm X 30cm
- Design: 3 layer

2	Office Table with Mobile Pedestal	pc	1	12,500.00		12,500.00
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Specification:

- ?Executive Desk with metal legs,
- ?Melamine Table Top Finish
- ?Size: 140cm x 70cm x 75cm
- ?with center pen tray
- ?Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table

	TOTAL					13,100.00
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Purpose: Risk Management Office PPMP FOR 2024

Checked by: LEO A. MAMOLO		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Furniture & Fixture			
Signature:	Requested by: ELVIE D. BALBARINO	Noted by: DILBERTO O. FERRAREN	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU