



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

PURCHASE REQUEST

PPMP No. : 228-1-1097-2023-9-0-1

PR No.: STF-2023-10-02650

Date: 10-27-2023

Dept./Office: UR

Category: IT Supplies and
Equipment

Section/End-User: Jannet Leslie Evelyn S. Codog

Funding Source: Special Trust Fund

Project Title/Code: **University Registrar** *Registrar Services*

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laptop Charger	pcs	10	1,500.00	CHRISTAN MIKHAEL D. RESTOR	15,000.00

Specification:

*compatible to Acer laptop

UP/N: A045R021L REV:04

INPUT: 100-240V- 1.2A 50-60hz

OUTPUT: 19V=2.37 A 45W

2	Solid State Drive, 500GB, 2.5" SATA	pcs	11	4,000.00	CHRISTAN MIKHAEL D. RESTOR	44,000.00
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Specification:

*Read Speed: 560MB

*Writes Speed: 530MB

*Compatible with laptop and desktop

5 year limited warranty

TOTAL 59,000.00

Purpose: for office use specifically during enrollment

Checked by:	DIONESIO I. ESTUPA		Funds Available:		ALICIA M. ELORES 15548	
TWG - IT Supplies and Equipment			HEAD, BUDGET OFFICE			
Signature:	Requested by:	Noted by:	Approved by:			
Printed Name:	JANNET LESLIE EVELYN S. CODOG	MIRIAM M. DE LA TORRE	EDGARDO E. TULIN			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			

6/1/24

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PR-2023-1027-153990



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Dept./Office: **UR**

Category: **IT Supplies and**

Section/End-User: **Jannet Leslie Evelyn S. Codog**

Equipment

Funding Source: **Special Trust Fund**

Project Title/Code: **University Registry Registrar Service**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
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Printed Name:	JANNET LESLIE EVELYN S. CODOG	 MIRIAM M. DE LA TORRE	 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU ¹⁵¹²		



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Dept./Office: UR

Category: IT Supplies and

Equipment

Section/End-User: Jannet Leslie Evelyn S. Codog

Funding Source: Special Trust Fund

Project Title/Code: University Registrar Registration Services

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
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TWG - IT Supplies and Equipment			

Requested by:		Noted by:	 MIRIAM M. DE LA TORRE UNIT HEAD, PROJECT LEADER
Signature:		Approved by:	 EDGARDO E. TULIN PRESIDENT, VSU
Printed Name:	JANNET LESLIE EVELYN S. CODOG		
Designation:	END USER		

1. The first part of the document is a title page. It contains the title of the document, the author's name, and the date of the document.

2. The second part of the document is an abstract. It provides a brief summary of the main points of the document.

3. The third part of the document is an introduction. It provides background information on the topic and states the purpose of the document.

4. The fourth part of the document is the main body. It contains the main text of the document, which is divided into several sections.

5. The fifth part of the document is a conclusion. It summarizes the main findings of the document and provides recommendations.

6. The sixth part of the document is a bibliography. It lists the sources of information used in the document.

7. The seventh part of the document is an appendix. It contains additional information that is related to the main text but is not essential for understanding the main points.

8. The eighth part of the document is a glossary. It defines the key terms used in the document.

9. The ninth part of the document is an index. It provides a list of the main topics and subtopics covered in the document.

10. The tenth part of the document is a list of figures and tables. It provides a list of the visual elements included in the document.

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Date: 10-27-2023

Dept./Office: UR

Dept./Office: **SR**
Section/End-User: **Jannet Leslie Evelyn S. Codog**
Category: **IT Supplies and Equipment**

Funding Source: Special Trust Fund

Project Title/Code: University Registrar Registrar's Services

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
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TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE		
Requested by:	Noted by:			
Signature:	 JANNET LESLIE EVELYN S. CODOG		 MIRIAM M. DE LA TORRE	
Printed Name:	JANNET LESLIE EVELYN S. CODOG		EDGARDO E. TULIN	
Designation:	END USER		PRESIDENT, VSU	