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PR-2025-0103-243585



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0465

Dept./Office: IHK

PR No.: GF-2025-01-00012

Date: 01-03-2025

Section/End-User: Marvin B. Bandalan

Category: Office Equipment

Funding Source: General Fund - MOOE

Project Title/Code: IHK GAA 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	button battery 3V CR1220	pc	10	50.00		500.00
2	CMOS battery CR2032	pcs	10	50.00		500.00
3	External Hard Disk Drive (Portable, 1TB), USB 3.1	unit	1	3,500.00		3,500.00

### Specification:

- **Type:** Portable
- **Capacity:** 1TB
- **Interface:** USB 3.1 (Max. 5 Gb/s)
- **Texture:** Plastic/Rubber
- **Operating Voltage:** DC 5V, 900mA
- **System Requirements:**
  - Windows XP / Vista / 7 / 8 / 8.1 / 10
  - Mac OS X 10.6 or later
  - Linux Kernel 2.6 or later
- **Additional Features:** Shock-absorbing

TOTAL

4,500.00

Purpose: For IHK use

Checked by:

  
**NORMAN O. VILLAS**

Funds Available:

  
**ALICIA M. FLORES** 01-25

TWG - Office Equipment

HEAD, BUDGET OFFICE

Prepared by:

  
**MARVIN B. BANDALAN**

Noted by:

  
**ANDREW A. MAZO**

Approved by:

  
**PROSE IVY G. YEPES**

Signature:

Printed Name:

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU