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PR-2024-0220-179857

2/22/24 *[Signature]*



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

PURCHASE REQUEST

PPMP No. : 178-1-164-2024-0-0-1

PR No.: STF-2024-02-00591

Date: 02-20-2024

Dept./Office: IAS

Category: **Office Furniture
& Fixture**

Duration: 2024-01-09

Section/End-User: **Leonardo S. Toraja Jr.**

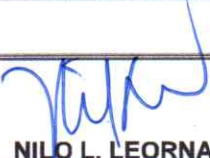
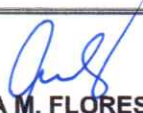
to

2025-01-09

Funding Source: **Special Trust Fund**

Project Title/Code: **IAS_MOOE-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	MC Low Back Office Chair	pc	1 4	7,600.00		7,600.00
Specification: Dimensions, W58XD64XH101-111cm, black color						30,400.00 <i>[Handwritten signature]</i>

		TOTAL								7,600.00
Purpose: office use										30,400.00 July
Checked by:					Funds Available:					
 NILO L. LEORNA					 ALICIA M. FLORES					
TWG - Office Furniture & Fixture					HEAD, BUDGET OFFICE					
Signature:	Prepared by:		Noted by:			Approved by:				
	 LEONARDO S. TORAJA JR.		 MARIA TERESA A. CRUZ			 DANIEL LESLIE S. TAN				
	Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU			A	

MC Low Back Office Chair



Item Material

Back Rest: Metal Frame Inside V
Covered With Pu Faux Leather
Seat: Plywood With Foam, Cove
Faux Leather
Arm: Chrome Metal Tube, Plywo
Covered With Pu Faux Leather A
Gas Lift: 10cm Length Black Gas
Polypropylene (Pp) Plastic Cove
Star Base: Chrome
Wheel Caster: Nylon

Color Finish

Seat & Back: Black

Features

Assembly Required: Yes
Butterfly Mechanism: 360 Degr
Adjustable Seat Height, Lock & T

- ☒ Original PPMP
☐ Revised (Changed items, same budget)
☐ Supplemental



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PPMP-2024-0111-166797

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: Internal Audit Service

Project Code: IAS_MOOE-2024

Purpose: for office use of additional staff

Total Budget : 61,400.00

Funding : STF

PPMP #: 178-1-164-2024-0-0-1

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
All-in-One Ink Tank Printer with ADF	2	piece	15,500.00	31,000.00			2									
Sub-Total				31,000.00												
Office Furniture & Fixture																
MC Low Back Office Chair	4	pc	7,600.00	30,400.00			3				1					
Sub-Total				30,400.00												
Grand Total				61,400.00												

Prepared by:

LEONARDO S. TORAJA JR.

Noted by:

MARIA TERESA A. CRUZ
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: 01/11/2024

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies