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PR-2025-0310-259834

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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-030625-1000**PR No.: **TF-2025-03-00318**Date: **03-10-2025**Dept./Office: **DPM**
 Category: **Office Furniture  
& Fixture**
Section/End-User: **Justine Bennette H. Millado**Project Title/Code: **101T 20201050-6 Admin Cost**Funding Source: **Trust Fund**

101T 20201050-6.014

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Modern Office Table with Center and Double Pedestal Drawers and Cabinet</b>	pc	1	15,000.00		15,000.00

**Specification:**

- **Design:** Modern office table with center and double pedestal drawers and cabinet
- **Construction:** Laminated particle board with PVC edging for durability and resistance to scratches and stains
- **Features:**
  - **Pedestals:** Double pedestal with 4 total drawers (2 box drawers for supplies, 2 locking file drawers with drawer glides)
  - **Cabinet:** For larger items
  - **Versatility:** Can be used as a drafting table or large computer workstation
  - **Color:** Wenge
- **Dimensions:**
  - **Length:** 1400 mm
  - **Width:** 680 mm
  - **Height:** 750 mm

2	<b>Monoblock Chair all gray or all white in color</b>	pcs	20	600.00		12,000.00
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**Specification:**

?Durable Quality Monoblock chair  
 ?Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side Legs Distance Right: 378 mm Back Legs Distance: 210 mm Back Rest Height: 779 mm Seat Back Height: 405 mm Seat Height: 376 mm Gross Weight: 2.25 kgs

	<b>TOTAL</b>					<b>27,000.00</b>
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Purpose: For office use

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Furniture & Fixture 9/11/25	Funds Available:  <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE
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Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>JUSTINE BENNETTE H. MILLADO</b>	<b>JUSTINE BENNETTE H. MILLADO</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU