



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE UNIVERSITY/BOARD
SECRETARY**

Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 563 7053
Email: secretary@vsu.edu.ph
Website: www.vsu.edu.ph

**EXCERPT FROM THE APPROVED MINUTES OF THE
85th VSU Board of Regents Meeting
3 SEPTEMBER 2018**

CHED Commissioner's Conference Room
CHED Central Office, C.P. Garcia Ave.,
UP Diliman, Diliman, Quezon City

**Request of VSU Manila Office to Purchase
Some Furniture, Fixtures and Supplies
for the VSU Manila Office**

The Board passed

BOR RESOLUTION NO. 119, s. 2018

**A Resolution Approving the Request of the VSU Manila Office
to Purchase Some Furniture, Fixtures and Supplies for the VSU Manila
Office, per attached Purchase Request.**

BOARD ACTION : **APPROVED**
Date : 3 September 2018

Certified True and Correct:


DANIEL M. TUDTUD, JR.
Board Secretary V

Cc: BAC1-Chairman (OVPAF)
Finance Office
Budget Office
Accounting Office
VSU Manila Office


G

Fund Cluster: Regular Agency FundPR No.:
Responsibility Center Code:[illegible]

For the newly renovated building in Pasay City, Manila

Approved by:

Designation : Officer-in-charge


EDGARDO E. TULIN
President

for Phil GERS posting

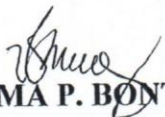

PURCHASE REQUEST

Entity Name: VISAYAS STATE UNIVERSITY

Fund Cluster: Regular Agency Fund

Office/Section : VMO		PR No.: 17-01-004 Responsibility Center Code:		Date:	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	tube	Air Freshener, Spray 500ml	3	259.00	777.00
	pcs	Soap, safeguard, small	100	7.00	700.00
	packs	Paper, toilet, single 12'	5	7.00	420.00
	bots	Cleaner, Toilet bowl, big 1000 ml	6	150.00	900.00
	packs	Detergent, powder, big	6	120.00	720.00
	pcs	Deodorizer, Bathroom, small	20	29.00	580.00
	bots	Bleach, liquid , Zonrox, big	6	150.00	900.00
	bots	Cleaner, glass, spray 500 ml	2	150.00	300.00
	pcs	Mop, floor, tornado	2	700.00	1,400.00
	pcs	Rugs, floor, & bathroom	20	129.00	2,580.00
	pcs	Blankets, flannela or fleece, pink, blue colors	50	259.00	12,950.00
	pcs	Pillows, cover, white	42	159.00	6,678.00
	pcs	Pillows, white	50	399.00	19,950.00
	pcs	Towels, white, single size (240cm x 120cm)	50	200.00	10,000.00
	pairs	Gloves, rubber, medium size	5	150.00	750.00
	pcs	Fitted bed sheets, white 36x75	20	300.00	6,000.00
	pcs	Rods, short curtain	9	179.00	1,611.00
	pcs	Rods, long curtain	12	459.00	5,508.00
	panel	Curtains, Golden brown color 60"x45"	40	250.00	10,000.00
	panel	Curtains, maroon color	20	250.00	5,000.00
	pcs	Trash bins (round lid with pedal) medium for 11 rooms & CR	22	150.00	3,300.00
					91,024.00

Purpose:
For use in the OPERATIONS OF the newly renovated building of the VSU Manila Office

Requested by:		Approved by:	
Signature			
Printed Name :	VELMA P. BONTUYAN	DR. EDGARDO E. TULIN	
Designation :	Supervising Administrative Officer	President	

VSU -Manila Office
4363 Corner Davao-Hilario Sts.

ADMIN OFFICER 001
S. PANCITO

AMOUNT OF
APPROX 171000
15 DAYS

for Phil/GRPS party

PURCHASE REQUEST

Entity Name: VISAYAS STATE UNIVERSITY

Fund Cluster:

Office/Section :
VMO

PR No.:

Responsibility Center Code:

Date: July 31, 2018

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	set	Dining, set. Round, six sitters	1	16,252.00	16,252.00
2	Unit	Refrigerator, 2 door, 8 cu ft. white	1	15,000.00	15,000.00
3	Unit	Cabinet, Wardrobe, wood, 2 doors with mirror	1	10,100.00	10,100.00
4	set	Television set, Led, Flat Screen 32'	3	10,000.00	30,000.00
5	set	Table conference 10' sitters	1	20,000.00	20,000.00
6	unit	Cabinet filing, metal	1	7,000.00	7,000.00
7	pcs	Bed frame , single steel	5	4,929.60	24,648.00

CERTIFIED AS TO AVAILABILITY OF
APPROPRIATE FUND OF
123,000
MYRNA D. PANCITO
ADMIN. OFFICER III

8/10/2018

Purpose:

For use in the operation of newly renovated VSU-Manila Office

123,000.00

Requested by:

Signature

:

Printed Name :

Designation :

VELMA P. BONTUYAN
Officer in-charge

Approved by:

EDGARDO E. TULIN
President

for phil 68PS party