

PURCHASE REQUEST

Department of the Interior and Local Government

Department : DILG Region V
 Section : TECHNICAL SERVICES DIVISION

PR No. _____ Date _____
 SAI No. _____ Date _____
 ALOBS _____ Date _____

Qnty	Unit	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
350	pcs	Ballpen			
342	pcs	Envelop expanded with rubber (long)			
338	pcs	Steno Notebook			
10	pcs	Folder wih Label tag long			
55	pcs	CD R with case			
55	pcs	CD Label			
4	rims	Book Paper (long)			
4	rims	Book Paper (A4)			
3	rims	Book Paper (short)			
350	pcs	ID Tag with Plastic & String (medium size)			
360	pcs	Laid paper long			
2	pcs	Laser Toner HP 1020			
4	pcs	HP Ink 21			
4	pcs	HP Ink 22			
3	pcs	board marker			
3	pcs	permanent marker			
1	box	staple wire 38			
1	pc	scissor			
1	pc	Cutter			
2	pcs	highlighter			
2	pcs	correction tape			
2	rolls	Masking Tape (Big size)			
2	rolls	Scotch Tape (Big size)			
1	box	Paper Clip (colored)			
1	box	fastener (colored)			
1	roll	Plastic Twine			
160	rolls	Manila Paper			

Purpose:

BPLS Roll Out for SLGP-LGU Partners

Requested by:

Approved by:

Signature :

Printed Name :

Designation :

ENGR. DAVID F. DE GUZMAN, JR.

LGCDD, Chief

BLANDINO M. MACEDA, CESO III

Regional Director

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Qty	Unit	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
		Participants:			
		Accommodation @ 338 pax for 2 days (aircon)			
		Food @ 338 pax for 2 days (3 meals and 2 snacks)			
		free flowing of coffee			
		Resource Person/Facilitators and Secretariat:			
		Accommodation @ 12 pax for 8 days (aircon)			
		Food @ 12 pax for 8 days			
		with free amenities:			
		Internet Connection (WiFi)			
		Training Room (aircon)			

Purpose BPLS Roll Out for SLGP-LGU Partners

Requested by:		Approved by:	
Signature			
Printed Name	ENGR. DAVID F DE GUZMAN, JR.	BLANDINO M. MACEDA, CESO III	
Designation	LGCCD, Chief	Regional Director	

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Qty	Unit	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
10	pcs	Prepaid Cards @ 300.00 each (7 Globe & 3 Smart)			

Purpose:

BPLS Roll out (SLGP)

Requested by:		Approved by:	
Signature :			
Printed Name :	ENGR. DAVID F. DE GUZMAN, JR.		BLANDINO M. MACEDA, CESO III
Designation :	LGDD, Chief		Regional Director