

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department OFFICE OF THE SECRETARY

PR No.

01-033-21

Section COORDINATION

SAI No.:

28 JAN 2021

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Executive Chair	10		
		color: black			
		Highback			
		Heavy duty			
		High quality and durable			
		Ergonomic			
		Pre-manufactured			
		Mesh seat and back			
		Adjustable headrest and armrest			
		Titling backrest and lifting mechanism			
		Aluminum or steel base with caster			
					Php 130,000.00

Purpose: For the use of the Office of the Secretary (OSEC), chargeable against the MOOE-Fund of OSEC for 2021 (Semi-Expendable Office Equipment)

RECEIVED BY:

REQUESTED BY:

APPROVED BY:

Printed Name


MARI A. SANTERA
 Property Officer


JAIME RAMON T. ASCALON, JR.
 Chief of Staff