OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
BY
DATE 8-10-21
TIME: 8:15

08-704

2021-1086

RECEIVED DATE 8/6/21 TIME 12:30
RELEASED DATE 8/6/21 TIME 1:46

PURCHASE REQUEST

City Government of Tacloban

LGU

CITY PLANNING & DEVELOPMENT OFFICE
RECEIVED
DATE: 8/6/2021
BY: Ed - 9:45am
TACLOBAN CITY

Department: INTERNAL AUDIT SERVICE OFFICE
Section

PR No.	2021-714	**Date:**	August 4, 2021
SAI No.		**Date:**	
RIS No.	021-714	**Date:**	August 4, 2021

Item No.	Qty.	Unit of Measure	ITEM DESCRIPTION	Estimated Unit Cost	Estimated Amount
5	2	cart	INK CART, BROTHER LC3617, Black	1,125.00	2,250.00
6	1	cart	INK CART, BROTHER LC3617, Magenta	1,125.00	1,125.00
7	1	cart	INK CART, BROTHER ,LC3617, Yellow	1,125.00	1,125.00
8	1	cart	INK CART, BROTHER LC3617, Cyan	1,125.00	1,125.00
9	5	cart	INK CART, EPSON 003, L3110, Black	345.00	1,725.00
10	2	cart	INK CART, EPSON 003, L3110, Magenta	345.00	690.00
11	2	cart	INK CART, EPSON 003, L3110, Yellow	345.00	690.00
12	2	cart	INK CART, EPSON 003, L3110, Cyan	345.00	690.00
			xxxxxxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxxxxxxxx		
				SUB TOTAL	**9,420.00**

Purpose: For 2nd Semester 2021

Nine thousand four hundred twenty pesos only only

	Requested By:	Funds Available:	Approved by:
		Fund Code: Office Code: Expense Acct. *Code:* Funds Available:	BY THE AUTHORITY OF THE CITY MAYOR ATTY. [illegible]
Signature: *Printed Name:* *Designation:*	**ELIZALDE A. TEO** *OIC- City IASO*	**SALVADOR ABINA JR.** *City Accountant*	**ALFRED S. ROMUALDEZ** *City Mayor*

CHECKED & ITS APP.
DATE: 04 AUG 2021

CITY BUDGET OFFICE
FUND CODE: 100
OFFICE CODE: 1110
[illegible] 5-02-03-010
₱9,420.00
ATO#2021-08-1110-2717
(200) OFFICE SUPPLIES

EnP. JANIS CLAIRE S. CANTA
City Planning & Development Coordinator
CITY PLANNING & DEV'T. OFFICE
AIP REFERENCE CODE: 1000-000-2-3-02
AMOUNT ALLOCATED: ₱9,420.00
VERIFIED BY: L. Bal Cal Ped.
IAS / MOOE
AIP 2021

VICENTE L. DY, JR.
OIC - CITY BUDGET OFFICE
FUNDS AVAILABLE AS TO EXISTENCE OF ALLOTMENT

CITY ACCOUNTANT OFFICE
RECEIVED
TIME: 1:59 PM
DATE: 8/6/21

BIDS & AWARDS COMMITTEE
REZAMAE [illegible]
11 AUG 2021

Remarks (brief description of Program/Activity/Projec

n Office Supplies available & N
BM(1st to 4th Quarter Requirem

ment of UPS, replacement/upgr
RAM 8gb, replacement of desk
board, replacement of CPU pow
quarter requirement

ity Building Program (Team Buil
n of hotel accommodation and n
g expenses & other incidental e
quarter requirement

ITER DESKTOP/LAPTOP core
'B hardrive 24/15" display/LED r
use&keyboard 64bit win10/inte
keyboard win10 fr the 1st quart
nent

workstation desk, executive lin
table 3 drawers, executive cha
requirement

corder with built-in projector for
requirement

n Office Supplies (1st to 4th Qu
ment)

Office Supplies (1st to 4th Qu
ment)

, Oils & Lubricants for the 1st t
ent

st Media for the 1st to 4th quart
ent - LOCAL RADIO STATION
s/day, M-F); LOCAL RADIO ST.
y,M-F)

tion & Publication for the 1st to
ent- Local Newspaper 1&2(onc
paper issue)

the whole quarter requirement(
ts @ 20,000 each, 6 media spe
ach, 8 media specialists @ 6,0
mber bonus)

device to monitor/check atten
loyees

R MITIGATION/PREVENTION
QUARTER REQUIREMENT