



PURCHASE REQUEST  
CITY GOVERNMENT OF TACLOBAN 317



Department: Human Resources Mgt. & Devt. Office  
Section: *Adm. 12:26 PM*  
PR No. 2021-797  
SAI No. 021-797  
RIS No.   
Date: September 3, 2021  
Date: September 3, 2021  
Date: September 3, 2021

Item No.	Qty.	Unit/s	Item Description	Estimated Unit Cost	Estimated Cost
1	2	pcs	DeskFan 16	1,450.00	2,900.00
2	2	pcs	Hand Mixer	1,550.00	3,100.00
3	2	pcs	Rice Cooker 1.5 Liter	1,650.00	3,300.00
4	2	pcs	Oven Toaster	1,350.00	2,700.00
5	2	pcs	Gas Stove Single Burner	1,275.00	2,550.00
Total				Fourteen thousand five hundred Fifty pesos only	14,550.00

Purpose: Retirement Recognition and Loyalty Program in December 2021

Requested by: *[Signature]*  
 Fund Availability: *[Signature]*  
 APPROVED BY: *[Signature]*  
 BY THE AUTHORITY OF THE CITY MAYOR:  
 ATTY. ANNALIZA A. QUILIOPE  
 VADORA ABINA, JR.  
 RED S. ROMUALDEZ  
 City Mayor  
 City Accountant

CHECKED *[Signature]*  
DATE: 9/3/21

9/10/21  
9/6/21  
9/8/21  
12:40

REP. JANIS CLAIRE S. CANTA  
City Planning & Development Coordinator  
1000-000-2.3-01-015  
P 14,550.00  
L-Annal Col. Q.

HRMDO of PRAISE PROGRAM  
ALP 2021

2:00  
9/8/21

100  
1072  
E-02-99-990-19  
P 14,550.00  
2021-07-1072-2204 in

*[Signature]*  
09/14/2021  
11:50 AM

VICENTE L. IV, III  
BUDGET OFFICE  
999-114 Human Resource Development Program

30 years in service | City Govt logo gold pin