



PURCHASE REQUEST						
CITY GOVERNMENT OF TACLOBAN LGU						
Office: PDAO			PR No.	DATE:	Sept 15, 2021	
Division: PDAO			SAI No.	DATE:	Sept 15, 2021	
Item No.			RIS No.	DATE:		
Qts.	Unit/s	Item Description	Estimated Unit Cost	Estimated Cost		
15	gallons	Alcohol 70 % isopropyl, 4 ltrs / gal.	510.00	7,650.00		
2	ream	Paper Multicopy Legal, 80gsm	344.00	5,160.00		
3	pcs	Air freshener Scented Gel, 180 grams	208.00	1,040.00		
4	box	Black Ballpen 50's	405.00	2,025.00		
5	pcs	Correction Tape 5mm	33.00	990.00		
6	box	Sign pen Black 12's / box, liquide-	420.00	1,260.00		
7	pcs	Masking Tape 48cm 2Inch	70.00	700.00		
8	box	Pencil N. 1 # 2 1/2	120.00	360.00		
9	pcs	Scotch Tape 48 cm 2Inch	34.00	340.00		
10	pcs	Double sided Tape 1 inch	42.00	420.00		
11	pcs	Box Fil. or w/ cover for legal size	675.00	6,750.00		
Purpose			PDAO Daily operations of the office			
Fund Code:			Twenty six thousand six hundred ninety five pesos only off			
			TOTAL:	26,695.00		

Requested by: **CHONA AURELIA BAHIN, RSN**
 City Social Welfare Officer/CBDH I

Signature: *[Signature]*
 Printed Name: **CLAIRE EDEN C. TACZON**
 Designation: **OIC PDAO**

Fund Availability:
 Fund Code:
 Office Code:
 Expense/AAcc.
 Fund Available:

APPROVED BY:
 BY THE AUTHORITY OF THE CITY MAYOR
MARIVICU ADORNADO
 DTC-Assistant City Administrator
ALFRED S. ROMUALDEZ
 City Mayor

21 SEP 2021

CHECKED BY TO APP.
 NJANETTE B. SANTOS
 PAO Secretariat
 DATE: 15 SEP 2021

CITY BUDGET OFFICE
 FUND CODE: 100
 OFFICE CODE: 7611
 EXPENSE/ALLOT. CODE: 5-02-99-990-52
 FUNDS AVAILABLE: ₱ 26,695.00
 2021-01-7611-0087

EnP. JANIS CLAIRE S. CANTA
 City Planning & Development Coordinator
 CITY PLANNING & DEV'T. OFFICE
 AIR CODE: 3000-500-2-1-16-013
 AMOUNT ALLOCATED: ₱ 26,695.00
 VERIFIED BY: C. CAJROSEL

CITY ACCOUNTANT OFFICE
 RECEIVED
 TIME: 10:22
 DATE: 9/22/21

VICENTE L. DY, III
 OIC - CITY BUDGET OFFICE
 FUNDS AVAILABLE AS TO
 GENERAL BUDGET FOR 2021

PDAO/MOODE
 AIP 2021
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Item No.	Qts.	Unit/s	Item Description	Estimated Unit Cost	Estimated Cost	Remarks (brief description of Program/Activity)
1	15	gallons	Alcohol 70 % isopropyl, 4 ltrs / gal.	510.00	7,650.00	ALCOHOL, MULTIPURPOSE
2	2	ream	Paper Multicopy Legal, 80gsm	344.00	5,160.00	AIR FRESHENER SCENTED
3	3	pcs	Air freshener Scented Gel, 180 grams	208.00	1,040.00	BLACK SIGNPEN BLACK 0
4	4	box	Black Ballpen 50's	405.00	2,025.00	TAPE 48MM DOUBLE SIDED
5	5	pcs	Correction Tape 5mm	33.00	990.00	WITH CRASPER NO 2 & BOX
6	6	box	Sign pen Black 12's / box, liquide-	420.00	1,260.00	
7	7	pcs	Masking Tape 48cm 2Inch	70.00	700.00	
8	8	box	Pencil N. 1 # 2 1/2	120.00	360.00	
9	9	pcs	Scotch Tape 48 cm 2Inch	34.00	340.00	
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