

**PURCHASE REQUEST**



CITY GOVERNMENT OF TACLOBAN  
LGU

DEPARTMENT CITY BUDGET OFFICE  
DIVISION

PR No. 2021-1062 *Nov 10, 2021*  
PR Date: 02-10-2021 *Nov 10, 2021*

Item No	Unit of Issue	QTY	Item Description	Estimated Unit Cost	Estimated Cost
1	reams	30	Paper, Multi copy, legal, 80gsm	270.00	8,100.00
2	reams	75	Paper, Multi copy, short, 80gsm	250.00	18,750.00
3	pack	6	Folder, white, legal, 100pcs/pk	600.00	3,600.00
4	pack	5	Folder, white, short, 100pcs/pk	550.00	2,750.00

**CERTIFICATION**  
(For Non-Common Supplies and Equipment)  
**THIS IS TO CERTIFY** that the price(s) herein indicated is/are within the market price

*[Signature]*  
VICENTE L. DY, III  
OIC-City Budget Officer

Date

*Thirty-Three Thousand Two Hundred Pcs Only.*

**TOTAL AMOUNT 33,200.00**

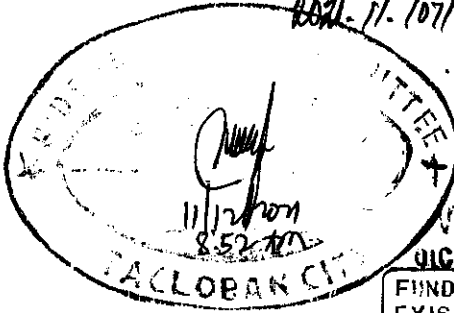
Purpose Supplies and materials for various programs of the city.

	Requested by:	Cash Availability	Approved by
Signature	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name	<u>VICENTE L. DY, III</u>	<u>ZOSIMA A. CORDANO</u>	<u>ALFRED S. ROMUALDEZ</u>
Designation	OIC-City Budget Officer	City Treasurer	City Mayor

CHECKED AS TO APP. *[Signature]*  
NOV 2021

CITY BUDGET OFFICE  
FUND CODE: 100  
OFFICE CODE: 1071  
EXPENSE/ALLOT. CODE: 5-02-07-D10  
FUNDS AVAILABLE: ₱ 77,100.00  
*2021-11-1071-4071*

CITY GOVERNMENT OF TACLOBAN  
CITY BUDGET OFFICE  
RECEIVED: DATE 11/10/21 TIME 2:09  
RELEASED: DATE 11/10/21 TIME 3:10  
*2021-1566*



*[Signature]*  
VICENTE L. DY, III  
OIC - CITY BUDGET OFFICE  
FUNDS AVAILABLE AS TO EXISTENCE OF ALLOTMENT  
*75 - office supplies*