



Department of Environment and Natural Resources
Maasin City, Southern Leyte

Appendix 60

PURCHASE REQUEST

Entity Name: **DENR-PENRO, MAASIN CITY, SO. LEYTE** Fund Cluster: 101
 Office/Section: **PENRO Maasin City** PR No.: **2021-04-041** Date: **6/22-2021**
 Responsibility Center Code: 10-001-05-00051-3

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	bots	ALCOHOL-scented, 500ml	60		
2	box	CONTINUOUS FORM-3ply,280x241mm,carbonless	10		
3	pad	NOTE PAD-stick on, 50mmx76mm (2"x3")min	10		
4	reams	MULTI PURPOSE PAPER A4 70GRM	50		
5	reams	MULTI PURPOSE PAPER LEGAL 70 GRM	50		
6	jars	GLUE-all purpose,gross weight:200grams min	10		
7	bots	CLEANER-toilet bowl & urinal,900-1000ml cap	12		
8	bts	DISINFECTANT SPRAY AEROSOL TYPE 400-500GRM	25		
9	packs	DETERGENT POWDER-all purpose, 1kg	40		
10	bts	MURIATIC ACID	20		
11	PCS.	RECORD BOOK 300pgs.	10		
12	roll	TRASHBAG-plastic,transparent	14		
13	pc	WASTE BASKET-non-rigid,plastic	5		
14	pc	CORRECTION TAPE-film base type,UL6m min	50		
15	pc	DATA BOX FOLDER-chipboard,taglia lock	100		
16	PCS.	EXPANDING ENVELOP PLASTIC 12 POCKET	12		
17	packs	FOLDER-tagboard,for legal size documents	15		
18	pc	STAPLER-standard type,load cap:200 staples min	4		
19	pc	STAPLE REMOVER-plier type	7		
20	box	PAPER FASTENER METAL	20		
21	pc	CLEARBOOK-20 transparent pockets,legal size	20		
22	box	CLIP BACKFOLD 1 inch	6		
23	pc	SIGNPEN-black,liquid/gel ink,0.5mm needle	45		
24	pc	BALLPEN-black & blue	50		
25	pc	COMPUTER RIBBON-LX300	6		
26	bts	INK EPSON 664 BLACK	19		
27	PCS.	CORK BOARD 45x56 inches	1		

Purpose: For official used in the PENRO.

Requested by: LORNA N. SALAZAR- LONGCOP Approved by: ATTY. DARIO O. SUAREZ
 Signature: [Signature] Designation: OIC, Chief, Management Services Division
 Printed Name: LORNA N. SALAZAR- LONGCOP Designation: OIC, PENR Officer

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