Appendix 60

PURCHASE REQUEST

Entity Name: MARIVELES MENTAL HOSPITAL **Fund Cluster:** 01

Office/Section : HRMU		PR No.: 201903013 4 Responsibility Center Code : HOP- HRM		Date: 29 March 2019	
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	piece	Hard Laminated ARTA ID, 6"x4",	435	40.00	17,400.00
		high quality and long-lasting print			
		HRM - 02			
	piece	Polyvinyl Chloride (PVC) Office ID,	435	80.00	34,800.00
		2.13" x 3.38", high quality and long-lasting print,			
		ID Pin with belt clip			
		HRM - 31			
		Requirement:			
		> Basic / Personal Information and logo shall be provided by the HRMU.			
		> Proposed Design shall be submitted by the supplier for approval.			
		> Supplier shall strictly observe and comply with Data Privacy Law.			
		> First Job Order - 377 pcs (Human Resource including approved appointments as of March 29, 2019)			
		> Suceeding Job Orders - as requested upon assumption of newly hired employees			
		> Payment shall be processed upon acceptance of delivered items / batch.			
		FUNDS AVAILABLE			
		LAARNI D. MAGLAQUI Supervising Administrative Officer			
					52,200.00

Purpose: for issuance of new ARTA and Office ID to employees of MMH.

	Requested by:	Approved by:
Signature :		
Printed Name :	LEA-JEAN M. PAYONG, MBA	MARIA LOURDES L. EVANGELISTA, MD, DSBPP
Designation :	Supervising Administrative Officer	Chief of Hospital II