



# UNIVERSITY OF THE PHILIPPINES

## MANILA

Taft Avenue, Manila, Metro Manila, NCR  
VAT Reg. TIN: 000-864-006-00005

URGENT

### Purchase Request

Entity Name: UP Manila Fund Cluster: 05 PPMP No.:  
 Office/Section: UPM Office of the Chancellor Date: Sep 12, 2022  
 PR No.: 18786 *Sept. 29 2022*  
 Responsibility Center Code: MA01001001 --

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Customized Wrist Watch (Unisex) with watch box and free battery <i>(as per sample)</i>	250	400.00	100,000.00
<b>Grand Total</b>					<b>100,000.00</b>

**Purpose:** Christmas giveaway for the UP Manila Central Administration staff

Requested by: *[Signature]*  
 Signature: \_\_\_\_\_  
 Printed Name: Munda, Ms. Katherine Villaluz  
 Designation: University Researcher I

Approved by: *[Signature]*  
 Signature: \_\_\_\_\_  
 Printed Name: Samaniego, Dr. Arlene Alcib, MD  
 Designation: Vice Chancellor for Administration

*SEP 13 2022*

Certified that all items listed in Purchase Request No. 18786 were included in the 2022 Annual Procurement Plan submitted by UP Manila.  
 Mode of Procurement SMALL VALUE PROCUREMENT  
*[Signature]*  
 MILADELLA A. SANTIAGO, MPA  
 Director, UPM-Procurement Office *9-09/12/2022*

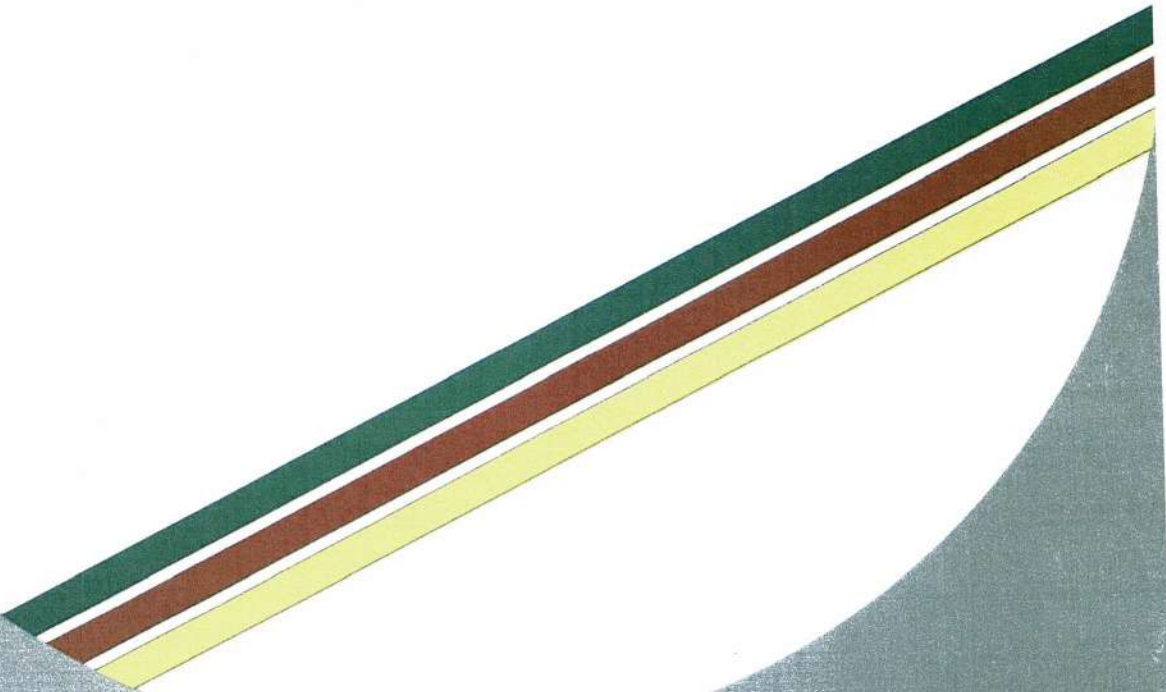
**BUDGET CLEARANCE** N/U  
 Fund Source: RA-RF-22-134  
 Approved Amount: ₱ 100,000.00  
*[Signature]*  
 LOVELLE C. SAGUID  
 Chief Budget Officer, UPM  
 Date: *9/15/2022*

*Oct 06 2022 for Comptroller*  
*Sept 29 2022 for Comptroller*  
 UPM - Procurement Office  
 RECEIVED  
*[Signature]*  
 SPENCER D. SESE  
 Office Aide (JO)  
*for cut off for mtr.*  
*Received 24 Oct 2022 4:10PM*

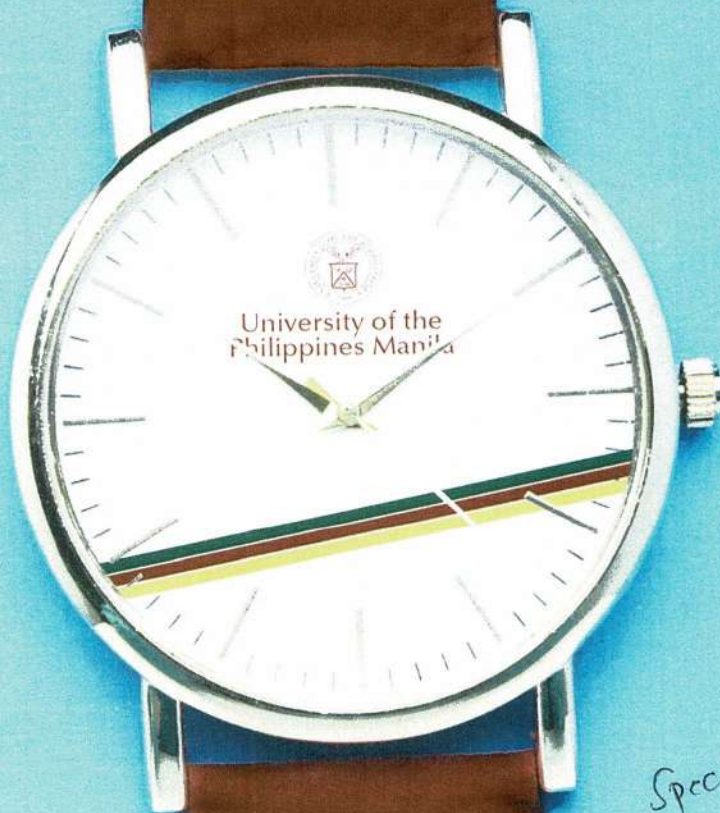
14 SEP 2022  
 10:44 AM  
 SEP 16 2022  
*Normal work*



# UNIVERSITY OF THE PHILIPPINES MANILA



*pls. provide close-up picture of the wrist watch  
or sample finished product*



Specification

- \* leather strap
- \* manna - color
- \* unisex

Dani Cortez  
Administration Officer III  
OC