



Metro Pacific Dairy Farms, Inc.  
9th Floor Tower 1 Rockwell Business Center Ortigas Avenue Ugong 1604 City of Pasig  
Tel. No. (02) 874-337783

**PURCHASE REQUEST**

PR. No.: 2025000001

Date: 5/28/2025

Quantity	Unit	Description	Specs	Purpose	Budget Allocation
12	1	Laptop ACER TRAVELMATE TMP414-51-59KM (LIGHTWEIGHT)	INTEL CORE I5 1135G7/14"IPS FHD/16GB/512 GB SSD/INTEL IRIS XE GRAPHICS/ WIN10 PRO (FREE UPGRADE TO WIN 11 PRO, 3-- 0/BACK PACK)	•1 Accounting Manager – June 2025 •1 GL Supervisors – June 2025 •1 AP Supervisors – June 2025 •1 AR Supervisors – June 2025 •1 HR Manager – June 2025 •1 HR Generalist – June 2025 •2 Admin Assistant – 2 for June and 2 for August •2 Veterinarian – May 2025	

Requested by:

JIMMY F. FELIX

I.T

Approved by:

MC AUSTINE PHILIP M. REDONDO

I.T MANAGER