



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0551**

Dept./Office: **PRCRTC**

PR No.: **GF-2024-10-01878**

Date: **10-02-2024**

Section/End-User: **Blanche Franchette D. Llera**

Category: **Office Supplies**

Duration: **2025-01-01**

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU IP 2023-3**

to
2025-06-30

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	1	1,250.00		1,250.00

Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	2	160.00		320.00
3	Bleach, cleaner, 1 gal.	gallons	1	220.00		220.00
4	Broom and Dustpan Set	set	2	600.00		1,200.00
5	Clear Packaging Tape, 2"	piece	3	80.00		240.00
6	Desk Tape Dispenser	piece	1	500.00		500.00


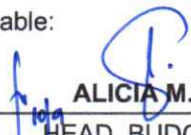


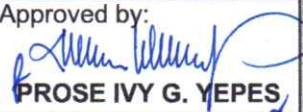
Specification:

Specifications:

- Desk Tape Dispenser, Masking Tape Dispenser, Dual Core, Heavy-Duty, Large size Random Colors
- Sold Individually
- Size: 8.4 x 3.5 x 4.25 inches; Holds standard clear tape.
- Product Color: Black or Blue
- Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core, use them for small tapes and big tapes at any time.
- Rust-proof stainless steel serrated edge blade. Width up to 1.25 inch. It lasts long and cuts off the tape immediately and neatly.

7	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	pcs	2	600.00		1,200.00
8	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
9	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00		1,500.00
10	Masking Tape, 1"	rolls	20	60.00		1,200.00
TOTAL						7,930.00

Purpose: for project use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>10/7/29</i>		Funds Available:  ALICIA M. FLORES <i>2025</i> HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  BLANCHE FRANCHETTE D. LLERA	Noted by:  BLANCHE FRANCHETTE D. LLERA UNIT HEAD, PROJECT LEADER	Approved by:  PROSE IVY G. YEPES PRESIDENT, VSU