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PR-2025-0327-263555



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-020425-0934**PR No.: **STF-2025-03-00431**Date: **03-27-2025**Dept./Office: **DCST**Category: **Office Supplies**Duration: **2025-01-02**Section/End-User: **Michael D. Dag-uman**
 Project Title/Code: **VSU-Funded
 (GAA and ISR) Research Project
 Farm to Table**

 to
2025-12-31
Funding Source: **Special Trust Fund****DCST - 0824-0826-01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	3	1,250.00		3,750.00

Specification:



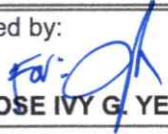
Specifications:

- 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	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	30.00		150.00
3	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
4	Note Pad, 4" x 5", post-it, assorted colors	pads	4	50.00		200.00
5	Staple wire remover, Plier type, Metal	piece	2	100.00	NELSON H. TEJARA	200.00
6	Staple Wire, #35	boxes	4	35.00		140.00
TOTAL						4,940.00

Purpose: For project use supplies and materials

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies 3/25/25	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE HT-R3 UNIT 1
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Prepared by:	Noted by:	Approved by:
 MICHAEL D. DAG-UMAN	 NELSON H. TEJARA	 PROSE IVY G. YEPES
Designation:	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU