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PR-2025-0328-263818

S.E.25



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-030725-1008**Dept./Office: **DPM**PR No.: **TF-2025-03-00453**Date: **05-08-2025**Section/End-User: **Joshua L. Abelitado**Category: **Office Supplies**Funding Source: **Trust Fund**Project Title/Code: **101T 20201050:6 Admin Cost — 6.02**

| Item # | Item Description                           | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|--|-------|-----|-----------|---------|------------|
| 1      | <b>A4 Bond Paper, 70 GSM (5 reams/box)</b> | boxes | 10  | 1,250.00  |         | 12,500.00  |

**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 | <b>Alcohol, Ethyl, 70% solution, 1 gallon</b>             | gallons | 10 | 600.00 |  | 6,000.00 |
| 3 | <b>Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box</b> | boxes   | 15 | 150.00 |  | 2,250.00 |

**Specification:**

|              |  |      |    |        |  |                  |
|--------------|--|------|----|--------|--|------------------|
| 4            | <b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b> | pack | 20 | 250.00 |  | 5,000.00         |
| <b>TOTAL</b> |  |      |    |        |  | <b>25,750.00</b> |

Purpose: For Office Use

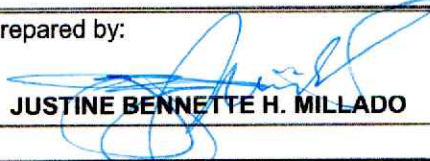

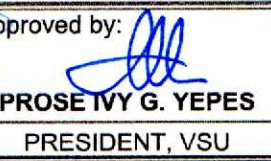
Checked by:

  
**VIVIAN V. BALBARINO**
TWG - Office Supplies **5/9/25**

Funds Available:

  
**NICK FREDDY R. BELLO**

HEAD, ACCOUNTING OFFICE

|               |  |  |  |
|---------------|--|--|--|
| Signature:    | Prepared by:  | Noted by:  | Approved by:  |
| Printed Name: | <b>JUSTINE BENNETTE H. MILLADO</b>   | <b>JUSTINE BENNETTE H. MILLADO</b>   | <b>PROSE IVY G. YEPES</b>  |
| Designation:  |  | UNIT HEAD, PROJECT LEADER  | PRESIDENT, VSU   |