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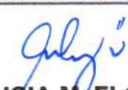
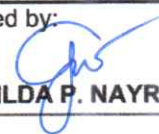

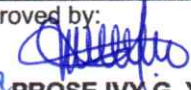


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031825-1048**Dept./Office: **DPSS**PR No.: **GF-2025-05-00629**Date: **05-15-2025**Section/End-User: **Gilda P. Nayre**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DPSS.FHSS.0125-0127.01**

| 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: <ul style="list-style-type: none"> • 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 | A4 Expanded Folder, Green color | pcs | 15 | 20.00 | | 300.00 |
| Specification: none | | | | | | |
| 3 | EPSON INK btl 664 black | btl | 4 | 500.00 | | 2,000.00 |
| 4 | Fastener, Paper, non-rust metal, 50 sets/box | boxes | 1 | 50.00 | | 50.00 |
| 5 | Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double) | pcs | 4 | 195.00 | | 780.00 |
| 6 | Puncher, Heavy Duty | pieces | 1 | 450.00 | | 450.00 |
| 7 | White Board Marker Black | pc | 2 | 85.00 | | 170.00 |
| TOTAL | | | | | | 5,000.00 |
| Purpose: For research project | | | | | | |

| | | | |
|--|--|---|--|
| Checked by:  VIVIAN V. BALBARINO | | Funds Available:  ALICIA M. FLORES <i>g. CA - WDC</i> | |
| TWG - Office Supplies <i>8/15/28</i> | | HEAD, BUDGET OFFICE | |
| Signature: Printed Name: Designation: | Prepared by:  GILDA P. NAYRE | Noted by:  BETHLEHEM A. PONCE | Approved by:  PROSE IVY G. YEPES |
| | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU |