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PR-2025-1119-309137



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-111325-1507**PR No.: **STF-2025-11-00012**Date: **11-19-2025**Dept./Office: **CAC**

Category: **Common-Use
 Supplies & Equipment
 (CSE)**

Section/End-User: **Niffa C. Gofredo**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **CAO-PPMP Additional RCAF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	11	400.00		4,400.00
2	Pencil, Lead/Graphite, with Eraser	boxes	10	135.00		1,350.00

Specification:

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

TOTAL
5,750.00

Purpose: Additional for RCAF 2025

Checked by:

Funds Available:

DOREEN B. ALDA

ALICIA M. FLORES

TWG - Common-Use Supplies & Equipment (CSE)

HEAD, BUDGET OFFICE

Signature:

Prepared by:

Noted by:

Approved by:

Printed Name:

NIFFA C. GOFREDO

JUDE NONIE A. SALES

PROSE MY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU