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PR-2025-0310-259955

3.E.25



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-030725-1009

PR No.: TF-2025-03-00323

Date: 03-10-2025

Dept./Office: DPM

Category: Office Supplies

Section/End-User: Raul Anthony S. Valenzona

Project Title/Code: 101T 20201050-6 Admin Cost-MJJCeniza

Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-20, 70 gsm	reams	20	253.00		5,060.00
<b>Specification:</b> bright white, high premium quality						
2	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
<b>Specification:</b> bright white, high premium quality						
<b>TOTAL</b>						<b>19,360.00</b>
Purpose: For printing of Instructional Materials						
Checked by:  <b>VIVIAN V. BALBARINO</b> 3/11/25 TWG - Office Supplies				Funds Available:  <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	<b>RAUL ANTHONY S. VALENZONA</b>		<b>MARIA JULIET C. CENIZA</b>		<b>PROSE IVY G. YEPES</b>	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	