



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

SCAN HERE



PR-2024-1011-230189

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0621**

PR No.: **GF-2024-10-02976**

Date: **10-12-2024**

Dept./Office: **DFST**

Category: **Office Supplies  
and General Merchandise  
Products**

Section/End-User: **Pearl P. Vistal**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Procurement 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	spin mop head refill	pcs	12	35.00	HENRY P. MODINA	420.00

Specification:

**Spin mop Head rug refill**

**Micro Head Microfiber**

**TOTAL**

**420.00**

Purpose: office use

Checked by:

**VIVIAN V. BALBARINO**

Funds Available:

**ALICIA M. FLORES**

TWG - Office Supplies and General Merchandise Products

HEAD, BUDGET OFFICE

Prepared by:

**PEARL P. VISTAL**

Noted by:

**LYNETTE C. CIMA FRANCA**

Approved by:

**PROSELY G. YEPES**

Signature:

Printed Name:

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU