



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-042225-1119**

Dept./Office: **DDC**

PR No.: **GF-2025-04-00564**

Date: **04-29-2025**

Section/End-User: **Liza Ann C. Jagonos**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DDC - Emergency utilities**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	300.00		1,500.00
2	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	14	300.00		4,200.00
3	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	180.00		900.00
4	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	2	1,500.00		3,000.00
5	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	50	85.00		4,250.00
TOTAL						13,850.00

Purpose: for DDC office and classrooms use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies *5/7/25*

Funds Available:

ALICIA M. FLORES *401-25*

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

LIZA ANN C. JAGONOS

Noted by:

ULDERICO B. ALVIOLA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSELY G. YEPES

PRESIDENT, VSU *May 7, 2025*