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PR-2024-1007-228564



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0670**Dept./Office: **DSO**PR No.: **GF-2024-10-02349**Date: **10-07-2024**Section/End-User: **Junard C. Gucela**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **SWSO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Ordinary, A4	pcs	500	7.00		3,500.00
Specification: Folder, Ordinary, A4						
2	Paper, Bond, A4, S-24, 80 gsm	reams	12	289.00		3,468.00
Specification: bright white, high premium quality						
3	Pen, Sign, .5mm, Gel-type, Blue	piece	18	35.00		630.00
TOTAL						7,598.00

Purpose: used for the office Supplies

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: JUNARD C. GUCELA	Noted by: CHONA A. BRIT UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU