

SCAN HERE



PR-2025-0828-293374



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-081425-1381**Dept./Office: **DCE**PR No.: **GF-2025-08-01132**Date: **08-28-2025**Section/End-User: **John Christian L. Gaviola**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT117**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Basin, Utility, Durable Plastic, Size: at least 15cm depth x 40.5cm diameter, any Color	pcs	5	205.00		1,025.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	pack	5	160.00		800.00
3	Certificate Holder (A4)	pcs	20	65.00		1,300.00
4	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00

**Specification:**

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

	<b>TOTAL</b>					<b>3,625.00</b>
--	--------------	--	--	--	--	-----------------

Purpose: For extension activities.

Checked by:		Funds Available:	
 <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies		 <b>ALICIA M. FLORES</b> 204-25 HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>JOHN CHRISTIAN L. GAVIOLA</b>	<b>JOHN CHRISTIAN L. GAVIOLA</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU