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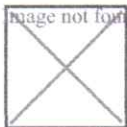


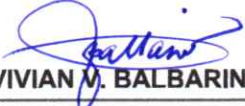
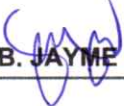
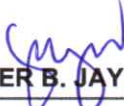
Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-011725-0864**Dept./Office: **VSUCO**PR No.: **GF-2025-01-00042**Date: **01-20-2025**Section/End-User: **Jenefer B. Jayme**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU Cebu Office**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ballpen 50 Pieces, Blue	box of 50's	1	500.00		500.00
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink						
2	Bleach Original, 250mL/btl	btls	30	25.00		750.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
4	Broom, Stick Broom, Tukog	pc	6	60.00		360.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
5	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
6	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	6	250.00		1,500.00
7	Dust pan, plastic, stand-up handle, large	pc	4	140.00		560.00
8	Duster, Feather	pcs	3	56.00		168.00
9	Envelope, Document, Brown, 150 lbs, Long	pc	25	7.00		175.00
10	Fabric Conditioner, 1L, any scent	btls	6	415.00		2,490.00
11	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
12	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	2	90.00		180.00
13	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00		450.00
14	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	30	220.00		6,600.00
15	Muriatic Acid concentrated	aal	10	350.00		3,500.00

16	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification: bright white, high premium quality						
17	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification: bright white, high premium quality						
18	Pen, Highlighter, yellow	pieces	5	45.00		225.00
19	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00		840.00
20	Pen, Whiteboard Marker, black	pieces	6	50.00		300.00
21	Record Book, Big, 300 pages	pcs	2	155.00		310.00
22	Rug, oval shape, doormat	pc	12	85.00		1,020.00
Specification: •Type: Doormat •Shape: Oval •Feature: Anti-slip, Welcome design •Size:40×70cm						
23	Soap, Detergent, Bar, at least 350g, any scent	bar	35	38.00		1,330.00
Specification: .						
24	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	24	180.00		4,320.00
25	Soap, Dishwashing Liquid Refill, 375ml	packs	5	200.00		1,000.00
Specification: Antibacterial Concentrate Dishwashing Liquid .						
26	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	250.00		500.00
27	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	30	85.00		2,550.00
28	Water Dipper (Tabo)	pc	10	45.00		450.00
Specification:  Image not found or type unknown						
TOTAL						43,672.00
Purpose: For office use						

Checked by:  VIVIAN M. BALBARINO		Funds Available:  ALICIA M. FLORES 100-25	
TWG - Office Supplies 8/1-20-25		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by:  JENEFER B. JAYME	Noted by:  JENEFER B. JAYME	Approved by:   PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU