



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

## PURCHASE REQUEST

PPMP No. : 16-1-1368-2024-7-0-0

Dept./Office: **DPM**

PR No.: **STF-2023-08-01731**

Date: **08-16-2023**

Section/End-User: **Raul Anthony S. Valenzona**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **DPM-2024\_Laboratory**

| Item #                                                                                                                                                                                  | Item Description                                                      | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------|-----|-----------|---------|------------------|
| 1                                                                                                                                                                                       | <b>Absorbent Cotton Roll 400g</b>                                     | roll   | 5   | 450.00    |         | 2,250.00         |
| <b>Specification:</b><br><br>Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers |                                                                       |        |     |           |         |                  |
| 2                                                                                                                                                                                       | <b>Bleach, liquid, 99.9% antibac, 1 gallon</b>                        | gallon | 2   | 220.00    |         | 440.00           |
| 3                                                                                                                                                                                       | <b>Masking Tape, 1"</b>                                               | rolls  | 10  | 60.00     |         | 600.00           |
| 4                                                                                                                                                                                       | <b>Meter Stick, wood, 100 cm, yellow background w/ black markings</b> | pieces | 10  | 150.00    |         | 1,500.00         |
| 5                                                                                                                                                                                       | <b>Plastic pail, 15 liter capacity</b>                                | pcs    | 4   | 250.00    |         | 1,000.00         |
| 6                                                                                                                                                                                       | <b>Soap, Dishwashing, Liquid, 250mL</b>                               | btls   | 24  | 150.00    |         | 3,600.00         |
| 7                                                                                                                                                                                       | <b>Tissue, Bathroom, 2 Ply, 12rolls/pack</b>                          | pack   | 20  | 204.00    |         | 4,080.00         |
| <b>TOTAL</b>                                                                                                                                                                            |                                                                       |        |     |           |         | <b>13,470.00</b> |

Purpose: for laboratory use

|                                                                                              |                   |                                                                          |                                                               |
|----------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------|---------------------------------------------------------------|
| Checked by:<br><br><b>SHALOM GRACE C. SUGANO</b><br>TWG - Office Supplies                    |                   | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE   |                                                               |
| Signature:<br>Printed Name: <b>RAUL ANTHONY S. VALENZONA</b><br>Designation: <b>END USER</b> | Requested by:<br> | Noted by:<br><br><b>ROBELYN T. PIAMONTE</b><br>UNIT HEAD, PROJECT LEADER | Approved by:<br><br><b>EDGARDO E. TULIN</b><br>PRESIDENT, VSU |