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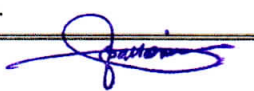
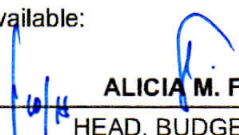
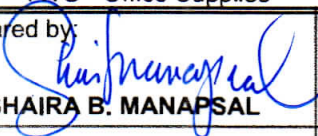
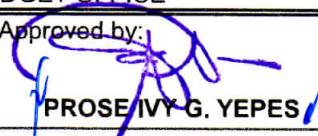


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0486**Dept./Office: **ITEEM**PR No.: **GF-2024-10-02762**Date: **10-09-2024**Section/End-User: **Shaira B. Manapsal**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Higher Education-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Isoprophyl, 70% solution, 500ml pump type	btls	5	250.00		1,250.00
Specification:						
Pump type						
2	Dishwashing Sponge	pcs	5	35.00		175.00
3	Envelope, Expanding, with garter tie, green, long	pc	20	30.00		600.00
4	Fastener, Paper, plastic, 50 sets/box	boxes	5	40.00		200.00
5	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
6	Folder, Pressboard, US, Green, Long	pcs	30	35.00		1,050.00
7	Gel Ink Sign Pen 0.5, blue	pcs	25	30.00		750.00
8	Gel Ink Sign Pen 0.5, red	pcs	10	30.00		300.00
9	Liquid Hand Soap, 500 ml.	btls	5	120.00		600.00
Specification:						
Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender						
10	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	5	220.00		1,100.00
11	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	20	25.00		500.00
12	Paper Clips Small Vinyl (33MM)	Box of 100's	5	35.00		175.00
13	Paper, Bond, A4, S-24, 80 gsm	reams	30	289.00		8,670.00
Specification:						
bright white, high premium quality						
14	Paper, Bond, Long, S-24, 80 gsm	reams	10	328.00		3,280.00
Specification:						

bright white, high premium quality						
15	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
16	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
17	Soap, Dishwashing, Liquid, 250mL	btls	5	150.00		750.00
18	Staple Wire, #35	boxes	5	35.00		175.00
19	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	20	204.00		4,080.00
20	Vellum Paper A4	reams	2	290.00		580.00
Specification: 100pc/pack 220gsm A4 Vellum, white color						
TOTAL				26,985.00		
Purpose: For office use.						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES <i>ml-25</i> HEAD, BUDGET OFFICE		
Signature:	Prepared by: 	Noted by: 	Approved by: 			
Printed Name:	SHAIRA B. MANAPSAL	TEOFANES A. PATINDOL	PROSEIVY G. YEPES			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			