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PR-2025-1119-309157



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-111325-1507**PR No.: **STF-2025-11-00014**Date: **11-19-2025**Dept./Office: **CAC**

Category: **Office Supplies  
and General Merchandise  
Products**

Section/End-User: **Niffa C. Gofredo**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **CAO-PPMP Additional RCAF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Plastic ID Holders with lanyard	pc	150	50.00		7,500.00
<b>Specification:</b> • 5 in x 7 in						
2	Disposable Plastic Cups	pack	10	42.00		420.00
<b>Specification:</b> 12 oz plastic cups						
<b>TOTAL</b>						<b>7,920.00</b>
Purpose: Additional for RCAF 2025						
Checked by:				Funds Available:		
DOREEN B. ALBA				ALICIAM. FLORES		
TWG - Office Supplies and General Merchandise Products				HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	NIFFA C. GOFREDO	JUDE NONIE A. SALES		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		