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PR-2025-0903-295060



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-081525-1399**

Dept./Office: **FON**

PR No.: **GF-2025-09-01202**

Date: **09-03-2025**

Section/End-User: **Guada Fe D. Amihan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **HIV/AIDS and WOMENS CARE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Memo Notebooks, 60 leaves	pieces	130	30.00		3,900.00
2	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	15	45.00		675.00
3	Ball pen, Blue, 0.7, 12s	pack	11	100.00		1,100.00
Specification: Ball pen, Blue, 0.7mm point 12pcs per pack Smooth Ink Pen						
TOTAL						5,675.00
Purpose: HIV/AIDS and WOMENS CARE						
Checked by: DOREEN B. ALBA TWG - Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: GUADA FE D. AMIHAN	Noted by: MICHELLE A. CALDA	Approved by: PROSELYT G. YEPES			
Printed Name:						
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU			