

SCAN HERE



PR-2024-1104-232879



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0084**PR No.: **GF-2024-11-03104**Date: **11-04-2024**Dept./Office: **ICTMC**Category: **Office Supplies  
and General Merchandise  
Products**Section/End-User: **ELVIE D. BALBARINO**Project Title/Code: **MIS 2025**Funding Source: **General Fund - MOOE**

| Item # | Item Description     | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|----------------------|------|-----|-----------|---------|------------|
| 1      | spin mop head refill | pcs  | 5   | 35.00     |         | 175.00     |

Specification:

**Spin mop Head rug refill****Micro Head Microfiber**

|  |              |  |  |  |  |               |
|--|--------------|--|--|--|--|---------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>175.00</b> |
|--|--------------|--|--|--|--|---------------|

Purpose: For MIS/ICTMC 2025

|                                                               |                                               |                                                      |                                               |
|---------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| Checked by:<br><br><b>VIVIAN V. BALBARINO</b>                 |                                               | Funds Available:<br><br><b>ALICIA M. FLORES</b> MS-8 |                                               |
| TWG - Office Supplies and General Merchandise Products 8/4/24 |                                               | HEAD, BUDGET OFFICE                                  |                                               |
| Signature:                                                    | Prepared by:<br><br><b>ELVIE D. BALBARINO</b> | Noted by:<br><br><b>SEAN O. VILLAGONZALO</b>         | Approved by:<br><br><b>PROSE IVY G. YEPES</b> |
| Printed Name:                                                 |                                               | UNIT HEAD, PROJECT LEADER                            | PRESIDENT, VSU                                |
| Designation:                                                  |                                               |                                                      |                                               |