

SCAN HERE



PR-2025-0423-268361



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-033125-1079**PR No.: **STF-2025-04-00535**Date: **04-23-2025**Dept./Office: **DALL**Category: **Office Supplies**Duration: **2025-01-02**Section/End-User: **Sheena Mae P. Lubrio**Project Title/Code: **DALL.CAS.0824-0225.01**to  
**2025-12-31**Funding Source: **Special Trust Fund - MOOE**

| Item #                                                                           | Item Description                                | Unit                                         | Qty                              | Unit Cost                                                                    | PAR/ICS                   | Total Cost      |
|----------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|----------------------------------|------------------------------------------------------------------------------|---------------------------|-----------------|
| 1                                                                                | Folder, Pressboard, US, Long, Pink/Maroon       | piece                                        | 20                               | 30.00                                                                        |                           | 600.00          |
| Specification:                                                                   |                                                 |                                              |                                  |                                                                              |                           |                 |
| 2                                                                                | Paper, Bond, A4, S-24, 80 gsm                   | reams                                        | 15                               | 289.00                                                                       |                           | 4,335.00        |
| Specification:<br>bright white, high premium quality                             |                                                 |                                              |                                  |                                                                              |                           |                 |
| <b>TOTAL</b>                                                                     |                                                 |                                              |                                  |                                                                              |                           | <b>4,935.00</b> |
| Purpose: For research project                                                    |                                                 |                                              |                                  |                                                                              |                           |                 |
| Checked by:<br><br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies & 9/24/25 |                                                 |                                              |                                  | Funds Available:<br><br><b>ALICIA M. FLORES</b> TF-RS<br>HEAD. BUDGET OFFICE |                           |                 |
| Signature:                                                                       | Prepared by:<br><br><b>SHEENA MAE P. LUBRIO</b> | Noted by:<br><br><b>SHEENA MAE P. LUBRIO</b> |                                  | Approved by:<br><br><b>PROSE IVY G. YEPES</b>                                |                           |                 |
| Printed Name:                                                                    | <b>SHEENA MAE P. LUBRIO</b>                     |                                              | <b>SHEENA MAE P. LUBRIO</b>      |                                                                              | <b>PROSE IVY G. YEPES</b> |                 |
| Designation:                                                                     |                                                 |                                              | <b>UNIT HEAD, PROJECT LEADER</b> |                                                                              | <b>PRESIDENT, VSU</b>     |                 |