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PR-2025-0206-252265



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

PURCHASE REQUEST

PPMP No.: **PPMP-2025-092524-0591**PR No.: **GF-2025-02-00150**Date: **02-06-2025**Dept./Office: **DOH**Section/End-User: **Aljay D. Valida**Category: **Office Supplies**Funding Source: **General Fund - MOOE (Tier 2)**Project Title/Code: **Procurement 2025 - DOH GAA**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Bond, A4, S-24, 80 gsm	reams	55	289.00		15,895.00
Specification: bright white, high premium quality						
2	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
TOTAL						22,455.00
Purpose: IT Improvement of the department						
Checked by: VIVIAN V. BALBARINO TWG - Office Supplies 8/2/25				Funds Available: ALICIA M. FLORES 8/2/25 HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by: ALJAY D. VALIDA	Noted by: ALJAY D. VALIDA UNIT HEAD, PROJECT LEADER		Approved by: PROSE IVY G. YEPES PRESIDENT, VSU		