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PR-2025-0815-291798



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0046**Dept./Office: **NCRC-V**PR No.: **GF-2025-08-01048**Date: **08-15-2025**Section/End-User: **Maria Farah V. Abayabay**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NCRC.2025.1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	1	30.00		30.00
2	Envelope, Expanding, with garter tie, green, long	pc	20	30.00		600.00
3	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
4	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00		1,445.00
Specification: bright white, high premium quality						
5	Pen, Permanent Marker, blue, fine tip	pieces	4	60.00		240.00
6	Pen, Permanent Marker, black, fine tip	pieces	4	60.00		240.00
7	Pen, Ball, blue	pieces	16	10.00		160.00
8	Pencil, Lead, #2, w/ eraser	pieces	3	10.00		30.00
9	Record Book, Big, 500 pages	pcs	1	185.00		185.00
10	Stapler, HD No.35	pc	1	400.00		400.00
11	Wax Paper, at least 23m x 30cm	rolls	1	240.00		240.00
12	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	2	150.00		300.00
Specification:						
13	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	bags	2	1,200.00		2,400.00
14	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	1	300.00		300.00
	TOTAL					7,070.00
Purpose: Research use						

Checked by: <i>[Signature]</i> VIVIAN V. BALBARINO		Funds Available: <i>[Signature]</i> ALICIA M. FLORES <i>ms-25</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by: <i>[Signature]</i> MARIA FARAH V. ABAYABAY	Noted by: <i>[Signature]</i> MARISEL A. LEORNA	Approved by: <i>[Signature]</i> PROSE IVY G. YEPES <i>ssc</i>
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU