



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0082**

Dept./Office: **DStat**

PR No.: **GF-2024-10-01809**

Date: **10-02-2024**


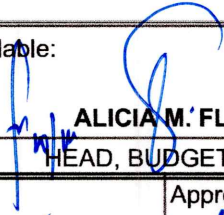
Section/End-User: **Molley Venice . Nuñez**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DStat-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	First Aid Kit Set (Medical Bag)	set	1	1,500.00		1,500.00
Specification: First Aid Kit Set (Medical Bag) Includes: <ul style="list-style-type: none"> • 1x Tube (15g) Burn Ointment • 1x Elastic Bandage (3 x 5 inches) • 1x Digital Thermometer • 1x Rechargeable Flashlight • 1x Whistle • 2x Exam or Latex Gloves • 4x Gauze Pads (4x4 inches) • 1x Bottle (10ml) Ammonia Spirit • 1x Bottle (10ml) Povidone Iodine • 1x Bottle (60ml) 70% Isopropyl Alcohol • 1x Pack of Cotton Balls (50's) • 1x Surgical Tape • 1x Bandage Scissor • 1x Triangular Bandage • 1x First Aid Kit Bag 						
2	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	4	165.00		660.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	65	289.00		18,785.00
Specification: bright white, high premium quality						
4	Pen, Whiteboard Marker, black	pieces	25	50.00		1,250.00
5	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	8	120.00		960.00
Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow						

?Packaging Size: 12 pencils per box						
6	Photo Paper Glossy A4	sheets	5	150.00		750.00
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM						
7	Record Book, Big, 500 pages	pcs	4	185.00		740.00
8	Sign Here Sticky Notes	pack	5	59.00		295.00
9	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	1	1,500.00		1,500.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
10	Tape, Double Sided, 1" x 10m	rolls	6	45.00		270.00
11	Tape, Packaging, 2" x 100 yards, Clear	rolls	3	75.00		225.00
12	Vellum Paper A4	reams	5	290.00		1,450.00
Specification: 100pc/pack 220gsm A4 Vellum, white color						
TOTAL						28,385.00
Purpose: For office use						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>on 1/3/29</i>				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	MOLLEY VENICE . NUÑEZ		PAULO G. BATIDOR		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	