



PURCHASE REQUEST

PPMP No. : PPMP-2025-092424-0061

Dept./Office: DPSS

Section/End-User: Gilda P. Nayre

Funding Source: General Fund - MOOE

PR No.: GF-2024-10-02314

Date: 10-07-2024

Category: Office Supplies

Project Title/Code: DPSS-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Broom, Stick Broom, Tukog	pc	10	60.00		600.00
Specification: ?Good Quality Broom Stick ?Approx. 370pcs per stick bundle						
2	Chlorine Granules, 1kg/pack	packs	4	200.00		800.00
3	Folder, Pressboard, US, Green, Long	pcs	50	35.00		1,750.00
4	Masking Tape, 1"	rolls	5	60.00		300.00
5	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
6	Pen, Sign, .5mm, Gel-type, Blue	piece	11	35.00		385.00
7	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	20	150.00		3,000.00
8	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	3	220.00		660.00
9	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	2	155.00		310.00
TOTAL						13,585.00

Purpose: FOR DPSS

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies *W/429*

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

GILDA P. NAYRE

Noted by:

AL FRANJON M. VILLAROJA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU