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PR-2025-0708-283924



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0071**PR No.: **GF-2025-07-00795**Date: **07-08-2025**Dept./Office: **OHIGP**Category: **Office Supplies**Section/End-User: **Josefina L. Soria**Project Title/Code: **Office of the Head Income
Generating Projects**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	pack	3	240.00		720.00
2	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00	LEOPOLDO S. ESCALA JR.	400.00
3	Gel Ink Sign Pen 0.5, blue	pcs	10	30.00	LEOPOLDO S. ESCALA JR.	300.00
TOTAL						1,420.00

Purpose: For OHIGP use

Checked by:

VIVIAN V. BALBARINO

Funds Available:

ALICIA M. FLORES

TWG - Office Supplies

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JOSEFINA L. SORIA	CRISLIN B. CRUZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSO