



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

## PURCHASE REQUEST

PPMP No. : 219-5-2440-2024-7-0-0

Dept./Office: **HRMO**

PR No.: **GF-2023-08-01562**

Date: **08-10-2023**

Section/End-User: **Rhea P. Ballebas**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **HRMO**

| Item #                                                      | Item Description                                           | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost |
|-------------------------------------------------------------|------------------------------------------------------------|---------|-----|-----------|---------|------------|
| 1                                                           | Acetate, transparent, guage #6, approx. 50m/roll           | rolls   | 1   | 1,700.00  |         | 1,700.00   |
| 2                                                           | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent   | tubes   | 1   | 220.00    |         | 220.00     |
| 3                                                           | Alcohol, Ethyl, 70% solution, 1 gallon                     | gallons | 3   | 600.00    |         | 1,800.00   |
| 4                                                           | Broom, Soft (Tambo), Large, Heavy Duty                     | pcs     | 1   | 250.00    |         | 250.00     |
| 5                                                           | Cleaner, Glass, 500mL, spray type, any scent               | btls    | 2   | 200.00    |         | 400.00     |
| 6                                                           | Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box  | boxes   | 5   | 20.00     |         | 100.00     |
| 7                                                           | Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box | boxes   | 5   | 70.00     |         | 350.00     |
| 8                                                           | Envelope, Expanding, with garter tie, blue, long           | pc      | 25  | 15.00     |         | 375.00     |
| 9                                                           | Envelope, Expanding, with garter tie, brown, long          | pc      | 25  | 15.00     |         | 375.00     |
| 10                                                          | Envelope, Expanding, with garter tie, green, long          | pc      | 50  | 15.00     |         | 750.00     |
| 11                                                          | Folder, File, Long, 14pts, White                           | piece   | 75  | 10.00     |         | 750.00     |
| 12                                                          | Folder, Pressboard, US, Green, Long                        | pcs     | 50  | 30.00     |         | 1,500.00   |
| 13                                                          | Paper, Bond, A4, S-24, 80 gsm                              | reams   | 10  | 289.00    |         | 2,890.00   |
| <b>Specification:</b><br>bright white, high premium quality |                                                            |         |     |           |         |            |
| 14                                                          | Paper, Bond, Long, S-24, 80 gsm                            | reams   | 10  | 328.00    |         | 3,280.00   |
| <b>Specification:</b><br>bright white, high premium quality |                                                            |         |     |           |         |            |
| 15                                                          | Pen, Permanent Marker, black, broad tip                    | pieces  | 20  | 60.00     |         | 1,200.00   |
| 16                                                          | Pen, Ball, blue                                            | pieces  | 50  | 10.00     |         | 500.00     |
| 17                                                          | Pen, Highlighter, yellow                                   | pieces  | 5   | 45.00     |         | 225.00     |

|    |                                       |             |     |        |  |          |
|----|---------------------------------------|-------------|-----|--------|--|----------|
| 18 | Pen, Sign, .5mm, Gel-type, Blue       | piece       | 100 | 35.00  |  | 3,500.00 |
| 19 | Pencil, #2, Medium, Yellow, 12pcs/box | Box of 12's | 5   | 120.00 |  | 600.00   |

**Specification:**

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

|    |                                       |        |   |        |  |        |
|----|---------------------------------------|--------|---|--------|--|--------|
| 20 | Record Book, Big, 500 pages           | pcs    | 3 | 115.00 |  | 345.00 |
| 21 | Sharpener, Pencil Heavy Duty good qty | pieces | 1 | 350.00 |  | 350.00 |

**Specification:**

Table Type

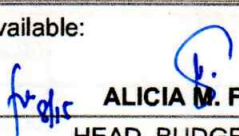
|    |                                        |       |   |        |  |          |
|----|----------------------------------------|-------|---|--------|--|----------|
| 22 | Soap, Dishwashing Liquid Refill, 375ml | packs | 5 | 200.00 |  | 1,000.00 |
|----|----------------------------------------|-------|---|--------|--|----------|

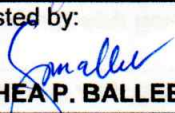
**Specification:**

Antibacterial Concentrate Dishwashing Liquid .

|              |                                       |      |   |        |  |                  |
|--------------|---------------------------------------|------|---|--------|--|------------------|
| 23           | Sticky Note, 2 x 3, Yellow            | pads | 5 | 79.00  |  | 395.00           |
| 24           | Sticky Note, 3x5 Colored              | pads | 5 | 50.00  |  | 250.00           |
| 25           | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 3 | 204.00 |  | 612.00           |
| <b>TOTAL</b> |                                       |      |   |        |  | <b>23,717.00</b> |

Purpose: office use

|                                                                                                                                            |                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Checked by:                                                                                                                                | Funds Available:                                                                                                                                  |
| <br><b>JED ASAPH D. CORTES</b><br>TWG - Office Supplies | <br><b>ALICIA M. FLORES</b> 11-10-2024<br>HEAD, BUDGET OFFICE |

|               |                                                                                                                |                                                                                                                    |                                                                                                                  |
|---------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Signature:    | Requested by:                                                                                                  | Noted by:                                                                                                          | Approved by:                                                                                                     |
| Printed Name: | <br><b>RHEA P. BALLEBAS</b> | <br><b>HONEY SOFIA V. COLIS</b> | <br><b>EDGARDO E. TULIN</b> |
| Designation:  | <b>END USER</b>                                                                                                | <b>UNIT HEAD, PROJECT LEADER</b>                                                                                   | <b>PRESIDENT, VSU</b>                                                                                            |