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PR-2025-0509-271414

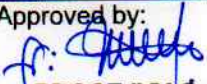


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-050725-1154**Dept./Office: **FHSS**PR No.: **GF-2025-05-00601**Date: **05-09-2025**Section/End-User: **Mercedita O. Pacaldo**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **(code:EXT114)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	15	1,250.00	MARIA VANESSA E. GABUNADA	18,750.00
Specification: Specifications: • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.						
2	Binder Clip, 1-inch, 12 pcs/box	Box of 12's	5	100.00	MARIA VANESSA E. GABUNADA	500.00
3	Binder Clip, 1.5", black	pcs	10	7.50	MARIA VANESSA E. GABUNADA	75.00
4	blue ballpens	pcs	10	25.00	MARIA VANESSA E. GABUNADA	250.00
5	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	7	25.00	MARIA VANESSA E. GABUNADA	175.00
6	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	5	30.00	MARIA VANESSA E. GABUNADA	150.00
7	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	5	20.00	MARIA VANESSA E. GABUNADA	100.00
8	long book paper	reams	1	450.00	MARIA VANESSA E. GABUNADA	450.00
Specification: • long size • substance 20						
9	White Folders, 0.14mm long 100pcs/pack	packs	5	600.00	MARIA VANESSA E. GABUNADA	3,000.00
10	White folders, short 100 pcs/pack	pack	5	350.00	MARIA VANESSA E. GABUNADA	1,750.00

TOTAL				25,200.00
Purpose: For Trainings				
Checked by:  VIVIAN V. BALBARINO			Funds Available:  ALICIA M. FLORES 2014-25	
TWG - Office Supplies			HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Prepared by: 	Noted by: 	Approved by: 	
	MERCEDITA O. PACALDO	MARIA VANESSA E. GABUNADA	PROSE IVY G. YEPES	
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU	