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PR-2025-1029-306828



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-100725-1452**PR No.: **TF-2025-10-00010**Date: **11-13-2025**Dept./Office: **FAFS**Category: **Office Supplies**Duration: **2025-10-07**Section/End-User: **Joyce Lorraine G. Dagpin**Project Title/Code: **101T20201050-10.6.7 (VSU ASTHRDP-NSC)**to  
**2026-12-31**Funding Source: **Trust Fund**

| Item # | Item Description                    | Unit | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------|-------------------------------------|------|-----|-----------|---------|-----------------|
| 1      | Folder, Expanded, Long (Light Blue) | pcs  | 100 | 30.00     |         | 3,000.00        |
|        | <b>TOTAL</b>                        |      |     |           |         | <b>3,000.00</b> |

Purpose: Office supply

|                       |                                   |                                  |                           |
|-----------------------|-----------------------------------|----------------------------------|---------------------------|
| Checked by:           |                                   | Funds Available:                 |                           |
| <b>DOREEN B. ALBA</b> |                                   | <b>NICK FREDDY R. BELLO</b>      |                           |
| TWG - Office Supplies |                                   | HEAD, ACCOUNTING OFFICE          |                           |
| Signature:            | Prepared by:                      | Noted by:                        | Approved by:              |
| Printed Name:         | <b>JOYCE LORRAINE G. DAGPIN</b>   | <b>VICTOR B. ASIO</b>            | <b>PROSE IVY G. YEPES</b> |
| Designation:          | <b>PROJECT TECHNICAL STAFF IV</b> | <b>UNIT HEAD, PROJECT LEADER</b> | <b>PRESIDENT, VSU</b>     |