



OP 9/12/23 dffn



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

PURCHASE REQUEST

PPMP No. : 175-5-2395-2024-8-0-1

Dept./Office: **LDHRAO**

PR No.: **GF-2023-09-02336**

Date: **09-12-2023**

Section/End-User: **Arianne J. Caintic**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **LDHRAO-Training-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Crayons, 48 colors	box of 50's	30	400.00		12,000.00
2	ECO Pouch	piece	4000	5.00		20,000.00
Specification: Specification: • Medium Size • at least 10" wide and 13" long • Color - Green						
3	ID holder	pcs	1000	45.00		45,000.00
Specification: necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long						
4	Lei Necklace	piece	300	200.00		60,000.00
Specification: Specification: • Cloth • Green/Gold/Yellow						
5	Neck lanyard or ID sling (black)	pc	1000	25.00		25,000.00
6	Notebook, ordinary 60 leaves, 60 gsm	pieces	4000	13.00		52,000.00
7	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	6,800.00		6,800.00
8	Paper Laid A4, 90 gsm White	boxes	3	850.00		2,550.00
9	Paper, Bond, A4, S-24, 80 gsm	reams	20	289.00		5,780.00
Specification: bright white, high premium quality						
10	Paper, Laid 8 x 11 90gsm Diamond White	boxes	5	850.00		4,250.00

11	Paper, Laid 8 x 11 90gsm Ivory	boxes	2	850.00		1,700.00
12	Paper, Laid 8 x 13 90gsm Ivory	boxes	10	1,415.00		14,150.00
13	Paper, Manila	pcs	1000	6.00		6,000.00
14	Pen, Permanent Marker, black, fine tip	pieces	2000	60.00		120,000.00
15	Pen, Ball, blue	pieces	4000	10.00		40,000.00
16	Sticky Notes for Meta Cards	piece	500	150.00		75,000.00

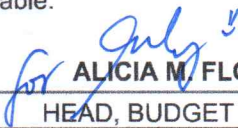
Specification:

Specification:

- at least 6" wide & 4" long
- Assorted Pastel Colors

	TOTAL					490,230.00
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Purpose: Training Use 2024

Checked by:			Funds Available:		
 SHALOM GRACE C. SUGANO			 ALICIA M. FLORES		
TWG - Office Supplies			HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:		
Printed Name:	ARIANNE J. CAINTIC	LUVILLA G. ALCOBER	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		

9/12/27