

SCAN HERE



PR-2022-0901-59159



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

## PURCHASE REQUEST

Dept./Office: **DDC**PR No.: **GF-2022-09-01266**Date: **09-01-2022**Section/End-User: **Liza Ann C. Jagonos**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **DDC 2022 - ADV. EDUC.**

| Item # | Item Description              | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-------------------------------|-------|-----|-----------|---------|------------|
| 1      | Paper, Bond, A4, S-24, 80 gsm | reams | 15  | 289.00    |         | 4,335.00   |

**Specification:**

bright white, high premium quality

|              |  |  |  |  |  |                 |
|--------------|--|--|--|--|--|-----------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>4,335.00</b> |
|--------------|--|--|--|--|--|-----------------|

Purpose: For advanced education use

Checked by:

  
**JED ASAPH D. CORTES**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

  
**LIZA ANN C. JAGONOS**

END USER

Noted by:

  
**EDITHA G. CAGASAN**

UNIT HEAD, PROJECT LEADER

Approved by:

  
**EDGARDO E. TULIN**

PRESIDENT, VSU