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PR-2024-1008-228853



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

## PURCHASE REQUEST

PPMP No. : 16-5-524-2025-1-0-0

Dept./Office: DPM

PR No.: GF-2024-10-02503

Date: 10-08-2024

Section/End-User: Raul Anthony S. Valenzona

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: DPM-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	6	220.00		1,320.00
2	Alcohol, Isopropyl, 70% solution, 500mL	btls	24	140.00		3,360.00
3	Broom, Soft (Tambo), Large, Heavy Duty	pcs	4	250.00		1,000.00
4	Cleaner, Glass, 500mL, spray type, any scent	btls	6	220.00		1,320.00
5	Correction Tape, 10 meters	pcs	10	32.00		320.00
6	Detergent Soap Powder with Antibacterial, 500g	packs	12	60.00		720.00
7	Dishwashing Liquid Soap, Refill 350ml	pack	12	150.00		1,800.00

Specification:

**Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml**



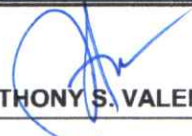
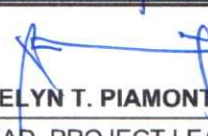
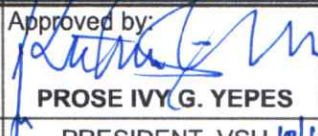
8	Floor Mop with wooden handle, heavy duty	pcs	2	240.00		480.00
9	Folder, Expanded, Long (Red Color)	piece	50	30.00		1,500.00

Specification:

- Folder Pressboard File Folder Long Red Easily to Organize Paper Works
- \* Pressboard file folder is perfect for home, school, and office document filing and presentation needs.
- \* Made of thicker materials to protect documents
- \* Has smooth texture \* Can fit long and legal paper size
- \* Color: Red \* Easily to organize paper works
- \* Durable and Affordable
- \* Tough and heavyweight folder

10	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
11	Folder, Ordinary, A4	pcs	100	7.00		700.00

Specification:

Folder, Ordinary, A4						
12	Glue Pen, Clear, 50mL	tubes	20	25.00		500.00
13	Masking Tape, 1"	rolls	10	60.00		600.00
14	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
<b>Specification:</b> bright white, high premium quality						
15	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
<b>Specification:</b> bright white, high premium quality						
16	Pen, Ball, blue	pieces	50	10.00		500.00
17	Pen, Ball, red	pieces	50	10.00		500.00
18	Pen, Whiteboard Marker, black	pieces	20	50.00		1,000.00
19	Record Book, 200 Pages	piece	10	90.00		900.00
20	Scotch Tape 1 inch x 100 meters	rolls	10	40.00		400.00
21	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	5	155.00		775.00
22	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	24	204.00		4,896.00
23	Toilet Bowl Cleaner, at least 1 gallon	gal	6	395.00		2,370.00
<b>TOTAL</b>						<b>52,561.00</b>
Purpose: for office use						
Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>for 10/9/29</i>				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:  <b>RAUL ANTHONY S. VALENZONA</b>		Noted by:  <b>ROBELYN T. PIAMONTE</b> UNIT HEAD, PROJECT LEADER		Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU	