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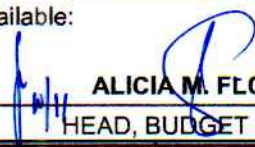


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0626**PR No.: **GF-2024-10-02819**Date: **10-09-2024**Dept./Office: **CAS**Category: **Office Supplies**Section/End-User: **Clarisa I. Visca**
 Project Title/Code: **PPMP 2025-Faculty of Humanities
 and Social Sciences**
Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	7 in 1 set Office Supplies Organizer	unit	1	350.00		350.00
Specification: ?Packing: 1 X 1pc storage rack ?Color: black ?Size: 22cm x 14cm x 12.7cm ?Material: stainless steel + metal mesh ?Design: 7in1 metal grid with drawer ?Suitable for: pens, school supplies, cosmetics, remote control, etc. ?Features: 1. With classification, finishing functions 2. Simple and Beautiful 3. Suitable for Offices, Schools, Factories, etc. 4. Large Capacity 5. Multi-functional 6. Can Put Pens, Cards, etc.						
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	4	240.00		960.00
3	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm	pcs	1	820.00		820.00
4	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	1	300.00		300.00
5	Folder, Pressboard, US, Blue, Long	pieces	30	40.00		1,200.00
Specification: Feature: The board must be thick and firm						
6	Gel Ink Sign Pen 0.5, blue	pcs	20	30.00		600.00
7	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00

8	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
9	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
10	Pen, Ball, blue	pieces	30	10.00		300.00
11	Pen, Whiteboard Marker, black	pieces	10	50.00		500.00
12	Rag, (for cleaning & wiping)	pieces	10	5.00		50.00
13	Record Book, Big, 300 pages	pcs	5	155.00		775.00
14	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	14	79.00		1,106.00
15	String Doormat/Rug/Basahan	pieces	4	100.00		400.00
Specification: ?Product Description ?Size (LxW): 21 x 15 inch ?Rugs in assorted printed colors and designs ?Handy made with high quality ?Cotton						
16	Tape, Double Sided, 1" x 10m	rolls	20	45.00		900.00
17	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	65.00		650.00
18	Wall Clock	pc	1	800.00		800.00
Specification: ?Diameter: 215 mm ?Weight: 250 g ?Depth: 40 mm ?Display: Analog ?Battery Type: AA ?Case Material: Plastic ?Shatterproof						
TOTAL						31,546.00
Purpose: FOR OFFICE SUPPLIES						
Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies				Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:			Approved by:	
Printed Name:	CLARISA I. VISCA	GLENN G. PAJARES			PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	