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PR-2024-1004-227757



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0598**Dept./Office: **HRMO**PR No.: **GF-2024-10-02075**Date: **10-04-2024**Section/End-User: **Rhea P. Ballebas**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **HRMO-GAA-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #8, approx. 50m/roll	rolls	1	2,940.00		2,940.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	160.00		3,200.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	20	240.00		4,800.00
4	Folder, File, Long, 14pts, White	piece	20	10.00		200.00
5	Folder, Pressboard, US, Yellow, Long	pieces	30	30.00		900.00
6	Paper, Bond, A4, S-24, 80 gsm	reams	10	289.00		2,890.00
Specification: bright white, high premium quality						
7	Pen, Sign, .5mm, Gel-type, Blue	piece	50	35.00		1,750.00
8	PVC Plastic Cover, Long, 300micron	ream	2	850.00		1,700.00
9	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
10	Tape, Double Sided, 2" x 10m	rolls	10	120.00		1,200.00
<b>TOTAL</b>						<b>20,420.00</b>

Purpose: For Office use

Checked by:

  
VIVIAN V. BALBARINO
TWG - Office Supplies *10/7/25*

Funds Available:

  
ALICIA M. FLORES *10/7/25*

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	RHEA P. BALLEBAS	HONEY SOFIA V. COLIS	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU