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PR-2025-0828-293424 C# 0603



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-080725-1356**

Dept./Office: **FON**

Section/End-User: **Guada Fe D. Amihan**

Funding Source: **General Fund - MOOE**

PR No.: **GF-2025-08-01142**

Date: **08-28-2025**

Category: **Office Supplies**

Project Title/Code: **Nursing Incentives 2023 and 2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	pack	8	160.00		1,280.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	100	253.00		25,300.00
Specification:  bright white, high premium quality						
3	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00		14,300.00
Specification:  bright white, high premium quality						
4	360° Rotatable Spin Mop with Handle	unit	3	1,700.00		5,100.00
Specification:  Features: <ul style="list-style-type: none"><li>• Easy Magic Floor Spin Mop</li><li>• Microfiber Rotating Head</li><li>• 100% Brand New and High Quality</li><li>• Easy to Install</li><li>• Super-absorbent</li><li>• Includes Stainless Drainer</li></ul>						
5	Waterproof Printable Vinyl Sticker Paper, Glossy A4 Size, (20 Sheet)	packs	10	300.00		3,000.00
Specification: <ul style="list-style-type: none"><li>• Compatible with any printer that has a photo printing feature.</li><li>• Recommended to use pigment ink</li><li>• High-quality sticker material</li><li>• Glossy.</li><li>• waterproof</li><li>• tough durability</li><li>• color perspective, detailed</li><li>• sharp presentation</li></ul>						

<ul style="list-style-type: none"><li>• vivid color</li><li>• Compatible with all Epson printers</li><li>• Compatible with HP ENVY 5055, Brother MFC-J805DW, Canon TS9120 Wireless Printer, HP OfficeJet 5255, Epson WorkForce WF-7710, Canon Pixma iX6820, Brother MFC-J895DWWireless, Epson Expression ET-2750, Canon Pixma Pro-100, Epson SureColor P600</li></ul>						
6	Cloth Flags for Colleges (Back to Back)	pcs	1	1,500.00		1,500.00
<b>Specification:</b> <ul style="list-style-type: none"><li>• 4 feet x 6 feet size</li><li>• back-to back full colors sublimation printing with embroidery</li></ul>						
7	J Handle Umbrella Black 23 inches with Faculty Logo	pcs	20	400.00		8,000.00
<b>Specification:</b> <p>heavy duty umbrella with faculty/department logo, with VSU logo, approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.</p>						
8	Labor Services seamstress for Flag	person	1	2,000.00		2,000.00
<b>Specification:</b> <p>Faculty/Department Flag</p> <p>embroidered flag back to back</p>						
<b>TOTAL</b>						<b>60,480.00</b>
Purpose: for office use						
Checked by:  8 VIVIAN V. BALBARINO TWG - Office Supplies			Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE			
Signature:	Prepared by: GUADA FE D. AMIHAN	Noted by: CHRISTIAN MIE P. BALDONADO UNIT HEAD, PROJECT LEADER		Approved by: PROSE IVY G. YEPES PRESIDENT, VSU		