



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-030725-1015**

Dept./Office: **RCCRDC**

PR No.: **TF-2025-03-00326**

Date: **03-11-2025**

Section/End-User: **Anarose B. Romo**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **101T 20201050-6 Admin Cost**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Morocco, Long, w/ plastic binder, White	pieces	10	18.00		180.00
2	Folder, Pressboard, US, Green, Long	pcs	10	35.00		350.00
3	Staple Wire, #10	boxes	1	20.00		20.00
4	Staple Wire, #35	boxes	2	35.00		70.00
5	Stapler, HD-# 10	pieces	1	120.00		120.00
6	Stapler, Heavy Duty, E0358, Effortless Plier Stapler Office Supplies 30 Sheets 24/6 & 26/6	pc	1	350.00		350.00

Specification:

E0358 Effortless Plier Stapler with TPE touch, ABS plastic cover and SPCC metal structure. 50% effortless i.e. fifty percent less fatigue/force used to operate stapler. Half strip stapler for usage with 24/6 or 26/6 stapler pins. Front loading structure. Majority metal structure for long-life usage.

- 50% Effortless Plier Stapler with Front loading structure
- Compatible Stapler Pins: 24/6, 26/6. Majority metal structure
- Staple Capacity: Up to 30 sheets of 75 gsm paper

	TOTAL					1,090.00
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Purpose: for office use

Checked by:		Funds Available:	
	VIVIAN V. BALBARINO		NICK FREDDY R. BELLO
	TWG - Office Supplies 8/31/25		HEAD, ACCOUNTING OFFICE
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:			
Designation:	ANAROSE B. ROMO	DENNIS P. PEQUE	PROSE IVY G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU