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PR-2024-1015-230587



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-101124-0527**PR No.: **GF-2024-10-02996**Date: **10-15-2024**Dept./Office: **PPO**Category: **Office Supplies  
and General Merchandise  
Products**Section/End-User: **Mario C. Bantugan**Funding Source: **General Fund - MOOE**Project Title/Code: **PPO Office Supplies - 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Oven Toaster	pcs	1	1,500.00		1,500.00

**Specification:**

- 25L
- 1400W
- Dimension (470x345x330mm)
- 220v
- Heat Insulation
- Anti-Scald
- Double Heating Tube

	<b>TOTAL</b>					<b>1,500.00</b>
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Purpose: PPO Office Supplies - 2025

Checked by:  <b>VIVIAN V. BALBARINO</b>		Funds Available:  <b>ALICIA M. FLORES</b> 201-25	
TWG - Office Supplies and General Merchandise Products <i>R. Bantugan</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>MARIO C. BANTUGAN</b>	Noted by:  <b>MARLONG G. BURLAS</b>	Approved by:  <b>PROSE IVY G. YEPES</b>
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			