

SCAN HERE



PR-2024-1008-229039



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

## PURCHASE REQUEST

PPMP No.: **PPMP-2025-092724-0680**

Dept./Office: **CME**

Section/End-User: **Geecel F. Galvez**

Funding Source: **Special Trust Fund**

PR No.: **STF-2024-10-02579**

Date: **10-08-2024**

Category: **Office Supplies**

Project Title/Code: **CME Labshare 2025**

| Item #                                                                                                                                                     | Item Description                                                     | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                          | Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack  | pack   | 2   | 160.00    |         | 320.00     |
| 2                                                                                                                                                          | Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack | pack   | 2   | 240.00    |         | 480.00     |
| 3                                                                                                                                                          | Certificate Holder (A4)                                              | pcs    | 9   | 65.00     |         | 585.00     |
| 4                                                                                                                                                          | Cutter, Big, Plastic (Ordinary), w/ lock                             | pcs    | 2   | 30.00     |         | 60.00      |
| 5                                                                                                                                                          | Folder, File, Long, 14pts, White                                     | piece  | 49  | 10.00     |         | 490.00     |
| 6                                                                                                                                                          | Gel Ink Sign Pen 0.5, black                                          | pcs    | 12  | 25.00     |         | 300.00     |
| 7                                                                                                                                                          | Paper, Bond, A4, S-24, 80 gsm                                        | reams  | 20  | 289.00    |         | 5,780.00   |
| Specification:<br>bright white, high premium quality                                                                                                       |                                                                      |        |     |           |         |            |
| 8                                                                                                                                                          | Paper, Bond, Short, S-24, 80 gsm                                     | reams  | 5   | 277.00    |         | 1,385.00   |
| Specification:<br>bright white, high premium quality                                                                                                       |                                                                      |        |     |           |         |            |
| 9                                                                                                                                                          | Pen, Whiteboard Marker, blue,                                        | pieces | 3   | 50.00     |         | 150.00     |
| 10                                                                                                                                                         | Philippine Flag, 3ft x 5ft size                                      | pcs    | 1   | 1,200.00  |         | 1,200.00   |
| Specification:<br>Cotton or bridal satin cloth, with 2 brass metal ring or eyelet for mounting, sun and star are patched or sewn, heavy duty, good quality |                                                                      |        |     |           |         |            |
| 11                                                                                                                                                         | Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)                       | boxes  | 1   | 350.00    |         | 350.00     |
| Specification:<br>Specifications:<br>Color: Blue<br>Type: 0.3 mm Sign Pen, Fine-Tech                                                                       |                                                                      |        |     |           |         |            |

Sold per box: 12 pos box

TOTAL

Purpose for office use

11,100

Decided by:

  
VIVIAN V. BALBARINO

TWG - Office Supplies *10/10/29*

Funds Available:

  
ALICIA M. FLORES

HEAD, BUDGET OFFICE

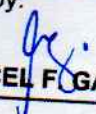
*UNIFAST*

Signature:

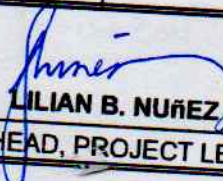
Printed Name:

Designation:

Prepared by:

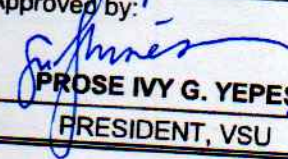
  
GEECEL F. GALVEZ

Noted by:

  
LILIAN B. NUÑEZ

UNIT HEAD, PROJECT LEADER

Approved by:

  
PROSE IVY G. YEPES

PRESIDENT, VSU