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PR-2025-1022-305130



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100325-1441**Dept./Office: **FTE**Section/End-User: **Ashierah Rhyce B. Esco**Funding Source: **General Fund - MOOE**PR No.: **GF-2025-10-01261**

Category: **Non-Common-
Use Supplies and
Equipment (Non-CSE)**

Project Title/Code: **EXT 115**Date: **10-22-2025**

Duration: **2024-01-02
to
2025-12-31**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Expanding Envelope, Legal, Blue	pcs	50	25.00		1,250.00
Specification: • with elastic band						
2	Ink, Refill, for Whiteboard Marker, Black	btls	10	155.00		1,550.00
Specification: • 30mL						
3	Photo Paper, A4	packs	10	270.00		2,700.00
Specification: • A4 (8.25in x 11.75in) • at least 200 gsm • Type: Glossy • 20 sheets/pack						
4	Sticker Paper, Matte	packs	2	200.00		400.00
Specification: • 100 sheets/pack						
TOTAL						5,900.00

Purpose: To be used for printing of Publication of EXT 115

Checked by:		Funds Available:	
 DOREEN B. ALBA		 ALICIA M. FLORES	
TWG - Non-Common-Use Supplies and Equipment (Non-CSE)		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 ASHIERAH RHYCE B. ESCO	 LEO A. MAMOLO	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU