



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-100725-1452	PR No.: TF-2025-10-00008	Date: 11-13-2025
Dept./Office: FAFS	Category: Non-Common-Use Supplies and Equipment (Non-CSE)	Duration: 2025-10-07 to 2026-12-31
Section/End-User: Joyce Lorraine G. Dagpin	Project Title/Code: 101T20201050-10.6.7 (VSU ASTHRDP-NSC)	
Funding Source: Trust Fund		

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Glass Cleaner	btls	1	250.00		250.00
Specification: 500mL/btl - spray type						
2	Empty Water Bottle (5 gallon), round, blue	pc	2	190.00		380.00
3	Expanding Envelope, Legal, Blue	pcs	50	25.00		1,250.00
Specification: with elastic band						
4	White Folder / File Folder, Legal	pcs	100	8.00		800.00
Specification: - size: Legal - color: White 14 pts						
5	Ink, Refill, for Permanent Marker, Black	btls	1	100.00		100.00
Specification: at least 30 mL						
6	Permanent Marker / Permanent Pen, Black, Broad	pcs	1	50.00		50.00
Specification: - chisel tip - xylene free - refillable						
7	Scrub Sponge	pcs	10	80.00		800.00
Specification: at least 150 mm x 95 mm						

• heavy duty scouring pad with sponge						
8	Laid Paper / Specialty Paper, Long, Cream	pack	15	35.00		525.00
Specification: • 90 gsm • 10 sheets/pack						
9	Tape, Double Sided, 1" x 10m	rolls	3	45.00		135.00
10	Garbage Bags / Trash Bags, Black, L	packs	10	60.00		600.00
Specification: • size: L (at least 635 mm x 787 mm) • 10 pcs/pack • with built-in tie • biodegradable						
11	Face Mask	boxes	3	150.00		450.00
Specification: • Surgical • Disposable • 3-ply • 50 pcs/box						
12	Photo Paper, A4	packs	2	270.00		540.00
Specification: • A4 (8.25in x 11.75in) • at least 200 gsm • Type: Glossy • 20 sheets/pack						
13	Sign Pen, Extra Fine Tip, Red	boxes	1	295.00		295.00
Specification: • 12 pcs/box • type: liquid or gel • 0.5 mm, needle or conical tip • with non-slip grip • with metal/plastic clip						
14	Sign Pen, Extra Fine Tip, Blue	boxes	2	295.00		590.00
Specification: • 12 pcs/box • type: liquid or gel • 0.5 mm, needle or conical tip • with non-slip grip • with metal/plastic clip						

TOTAL					6,765.00
Purpose: Office supply					
Checked by:			Funds Available:		
DOREEN B. ALBA			NICK FREDDY R. BELLO		
TWG - Non-Common-Use Supplies and Equipment (Non-CSE)			HEAD, ACCOUNTING OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	JOYCE LORRAINE G. DAGPIN	VICTOR B. ASIO	PROSE IVY G. YEPES		
Designation:	PROJECT TECHNICAL STAFF IV	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		