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PR-2025-0514-271955



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-050225-1142**Dept./Office: **DFST**PR No.: **GF-2025-05-00619**Date: **05-14-2025**Section/End-User: **Lynette C. Cimafranca**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Extension Project_EXT 50**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	pack	2	240.00		480.00
2	Blue Ballpen 0.5mm/0.7mm	boxes	2	96.00		192.00
3	Certificate Jacket A4	pcs	10	40.00		400.00
Specification: • Certificate Jacket A4 • Blue in color						
4	Concentrate Antibac Dishwashing Liquid refill, 375ml	pack	8	250.00		2,000.00
5	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	5	150.00		750.00
Specification:						
6	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	6	180.00		1,080.00
7	Sticker Paper Matte (100 sheets/pack)	pack	2	200.00		400.00
TOTAL						5,302.00

Purpose: For Training Purposes

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>5/15/25</i>		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: LYNETTE C. CIMAFRANCA	Noted by: LYNETTE C. CIMAFRANCA	Approved by: PROSEMY G. YEPES
Printed Name:	LYNETTE C. CIMAFRANCA	LYNETTE C. CIMAFRANCA	PROSEMY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU