



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0476**

Dept./Office: **GRC**

PR No.: **GF-2024-10-01807**

Date: **10-09-2024**

Section/End-User: **Anna Bea S. Hoyla**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **GRC 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	10	1,250.00		12,500.00

Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	Air Freshener, Lavender Scent	pcs	5	190.00		950.00
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Specification:

- Air Freshener Lavender 180g Fresh Gel

3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	4	600.00		2,400.00
4	Ballpen 50 Pieces, Blue	box of 50's	5	500.00		2,500.00

Specification:

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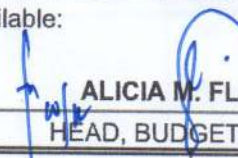
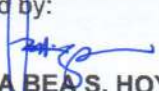
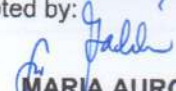
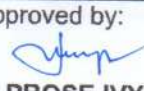
Line Weight: 0.5mm

Ink Type: Oil gel ink

5	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	5	300.00		1,500.00
6	Cartolina, US, Violet, at least 160gsm	pcs	50	14.00		700.00
7	Certificate Holder (A4)	pcs	50	65.00		3,250.00

8	Envelope, Expanding, with garter tie, violet, long	pc	100	15.00		1,500.00
9	Fastener, Paper, plastic, 50 sets/box	boxes	3	40.00		120.00
10	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
11	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	20	45.00		900.00
12	Paper, Specialty 200gsm 8-1/2x11, 10s, White	packs	20	45.00		900.00
13	Pen, Permanent Marker, blue, broad tip	pieces	15	60.00		900.00
14	Puncher, Heavy Duty	pieces	2	450.00		900.00
15	Scissors, 6" heavy duty, good quality	piece	5	68.00		340.00
16	Sign Here Sticky Notes	pack	10	59.00		590.00
17	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	150.00		750.00
18	Staple wire remover	pieces	5	40.00		200.00
19	Staple Wire, #10	boxes	10	20.00		200.00
20	Stapler, HD-# 10	pieces	3	120.00		360.00
21	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
TOTAL						33,250.00

Purpose: For GAD/GRC programs, activities and projects

Checked by:		Funds Available:	
		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Office Supplies			
Signature:	Prepared by:	Noted by:	Approved by:
			
Printed Name:	ANNA BEA S. HOYLA	MARIA AURORA TERESITA W. TABADA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU