



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	btl	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	btl	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

Laid Paper / Specialty Paper, Long, Cream	pack	15	35.00		525.00
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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
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Specification:

- Surgical
- Disposable
- 3-ply
- 50 pcs/box

12	Photo Paper, A4	packs	2	270.00	540.00
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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
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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
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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
pose: 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	