



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

## PURCHASE REQUEST

PR No.: **STF-2023-08-01667**Date: **08-14-2023**PPMP No. : **39-1-1193-2023-5-0-3**Category: **Office Supplies**Duration: **2023-03-31**Dept./Office: **CN**Project Title/Code: **ISR.CON.0822-**to  
**2024-03-31**Section/End-User: **Charita D. Barbosa****0723.03 Integrating Social****Marketing to Health Care: Innovation in Health****Promotion and Health Education on the Behaviors to**

Item #	Funding Source	Description	Unit	Qty	Unit Price	PAR/ICS	Total Cost
1	Special Trust Fund	Envelope, Expanding, with garter tie, blue, long	pc	15	15.00		225.00
2		File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	10	368.00		3,680.00
3		Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	10	10.00		100.00
4		Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
5		Memo Notebooks, 60 leaves	pieces	50	22.00		1,100.00
6		Memo Notebooks, 80 leaves	pieces	10	29.00		290.00
7		Paper, Bond, A3, S-24, 80 gsm	reams	10	580.00		5,800.00

**Specification:**

bright white, high premium quality

8	Paper, Bond, Long, S-20, 70 gsm	reams	10	286.00		2,860.00
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**Specification:**

bright white, high premium quality

9	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
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<b>TOTAL</b>						<b>15,580.00</b>
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Purpose: use to office supplies

Checked by:

  
**SHALOM GRACE C. SUGANO**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>CHARITA D. BARBOSA</b>	<b>CIEDELLE HONEY LOU D. GAPASIN</b>	<b>EDGARDO E. TULIN</b>
Designation:	<b>END USER</b>	<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>