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PR-2024-1004-227834



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0041**Dept./Office: **URSO**PR No.: **GF-2024-10-02104**Date: **10-04-2024**Section/End-User: **Marily V. Seville**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **URSO-2025**

| Item #                                                                                                                                                                                                              | Item Description                                      | Unit         | Qty                              | Unit Cost                                                          | PAR/ICS                       | Total Cost       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------|----------------------------------|--------------------------------------------------------------------|-------------------------------|------------------|
| 1                                                                                                                                                                                                                   | Headset with Noise Cancelling Mic, High-End           | pc           | 1                                | 5,000.00                                                           |                               | 5,000.00         |
| 2                                                                                                                                                                                                                   | Paper, Bond, A4, S-24, 80 gsm                         | reams        | 40                               | 289.00                                                             |                               | 11,560.00        |
| <b>Specification:</b><br>bright white, high premium quality                                                                                                                                                         |                                                       |              |                                  |                                                                    |                               |                  |
| 3                                                                                                                                                                                                                   | Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack | pack of 10's | 50                               | 60.00                                                              |                               | 3,000.00         |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>Product: Vellum Board</li> <li>Size: 8.25 x 11.75 inches (A4)</li> <li>Color: Canary</li> <li>Quantity: 10 sheets per pack</li> <li>220 GSM</li> </ul> |                                                       |              |                                  |                                                                    |                               |                  |
| <b>TOTAL</b>                                                                                                                                                                                                        |                                                       |              |                                  |                                                                    |                               | <b>19,560.00</b> |
| Purpose: For office use                                                                                                                                                                                             |                                                       |              |                                  |                                                                    |                               |                  |
| Checked by:<br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies                                                                                                                                                  |                                                       |              |                                  | Funds Available:<br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                               |                  |
| Signature:                                                                                                                                                                                                          | <br><b>MARILY V. SEVILLE</b>                          |              | <br><b>CHRISTY M. DESADES</b>    |                                                                    | <br><b>PROSE IVY G. YEPES</b> |                  |
| Printed Name:                                                                                                                                                                                                       | <b>MARILY V. SEVILLE</b>                              |              | <b>CHRISTY M. DESADES</b>        |                                                                    | <b>PROSE IVY G. YEPES</b>     |                  |
| Designation:                                                                                                                                                                                                        | <b>ADRC CLERK</b>                                     |              | <b>UNIT HEAD, PROJECT LEADER</b> |                                                                    | <b>PRESIDENT, VSU</b>         |                  |