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PR-2025-0828-293373



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0051**Dept./Office: **NCRC-V**PR No.: **GF-2025-08-01130**Date: **08-28-2025**Section/End-User: **Edralin M. Malasaga**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **VCO.42.026.002**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, File, Long, 14pts, White	piece	50	10.00		500.00
2	Paper, Bond, A4, S-20, 70 gsm	reams	10	253.00		2,530.00
Specification: bright white, high premium quality						
3	Paper, Bond, Long, S-20, 70 gsm	reams	5	286.00		1,430.00
Specification: bright white, high premium quality						
4	Paper, Bond, Short, S-20, 70 gsm	reams	3	245.00		735.00
Specification: bright white, high premium quality						
5	Pen, Ball, blue	pieces	12	10.00		120.00
6	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	1	600.00		600.00
TOTAL						5,915.00

Purpose: research use

Checked by:		Funds Available:	
 VIVIAN V. BALBARINO TWG - Office Supplies		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	EDRALIN M. MALASAGA	JOVANNEMAR P. ANIRE	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU