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PR-2025-0411-266562



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-041025-1090**Dept./Office: **DAS**PR No.: **STF-2025-04-00498**Date: **04-11-2025**Section/End-User: **JOVELYN A. SABLAS**Category: **Office Supplies**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **DAS LABORATORY**

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

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	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	packs	7	50.00		350.00
TOTAL						1,600.00

Purpose: research Lanzaderas

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

JOVELYN A. SABLAS

Noted by:

MANUEL D. GACUTAN JR.

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU