



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

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PR-2025-0829-293958

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OP OK

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-081525-1396**

Dept./Office: **PCC**

PR No.: **TF-2025-08-01181**

Date: **08-29-2025**

Section/End-User: **Mariles V. Bulawan**

Category: **Office Supplies**

Funding Source: **Trust Fund**

Project Title/Code: **RF-Supplemental FY 2025/PCC-407**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Correction Tape, 8m x 5mm wide	pc	7	40.00		280.00
2	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	15	180.00		2,700.00
3	Paper, Bond, A4, S-24, 80 gsm	reams	62	289.00		17,918.00
<b>Specification:</b> bright white, high premium quality						
4	Paper, Bond, Long, S-24, 80 gsm	reams	32	328.00		10,496.00
<b>Specification:</b> bright white, high premium quality						
5	Paper, Bond, Short, S-24, 80 gsm	reams	20	277.00		5,540.00
<b>Specification:</b> bright white, high premium quality						
6	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	250.00		1,250.00
7	Alcohol, Ethyl, 75% solution, 1 gallon	gallon	4	650.00		2,600.00
<b>Specification:</b> 75% alcohol solution						
8	Pencil, #2, Medium, Yellow, 12pcs/box	Box of 12's	3	120.00		360.00
<b>Specification:</b> ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box						
9	Paper Board, 180gsm White LONG, 50sheets per packs	pack	5	250.00		1,250.00
10	Sharpening Stone Carborundum 109 25x50x150mm	pieces	10	90.00		900.00

<b>Specification:</b>					
Good quality					
11	Scotch Tape 1 inch x 100 meters	rolls	5	40.00	200.00
12	Nylon Cord/Wonder Cord, 4mm Approx. 36 yds.	rolls	5	60.00	300.00
<b>Specification:</b>					
• Color: Blue/Dark Blue					
13	Magazine/Data File Box, Horizontal, Legal Size (Single), Color Blue/Royal Blue	boxes	200	250.00	50,000.00
<b>Specification:</b>					
• Durable, Thick, Long-lasting file					
14	Certificate Holder, A4, Blue	piece	500	70.00	35,000.00
<b>Specification:</b>					
<ul style="list-style-type: none"> <li>• Holds certificates / diplomas / citations</li> <li>• Super clear transparency</li> <li>• With 2 hangers for portrait and landscape orientations</li> </ul>					
15	Photo Paper Stick Glossy photo paper Waterproof, A4	pack	25	150.00	3,750.00
<b>Specification:</b>					
<ul style="list-style-type: none"> <li>• 135gsm / 20 Sheets / 5760 DPI</li> <li>• Size A4 (210mm x 297mm)Stick Glossy Photo Paper</li> <li>• Suitable for all inkjet printers</li> <li>• Highly Water resistant</li> </ul>					
16	Ballpoint 0.7 mm, Blue, 50 pieces /Box	box of 50's	2	500.00	1,000.00
<b>TOTAL</b>					<b>133,544.00</b>
Purpose: For printing of reports, record keeping and other center operations.					
Checked by:				Funds Available:	
TWG Office Supplies <b>KVIVIAN V. BALBARINO</b> <i>justified</i>				<b>NICK FREDDY R. BELLO</b> <i>[Signature]</i> HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	<b>MARILES V. BULAWAN</b>	<b>IVY FEM. LOPEZ</b>	<b>PROSE IVY G. YEPES</b>		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		