

SCAN HERE



PR-2025-0901-294358

9-E.14



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-081125-1366

PR No.: TF-2025-09-01192

Date: 09-01-2025

Dept./Office: DBM

Category: Office Supplies

Duration: 2025-08-01

Section/End-User: Sheillo G. Catorce

Project Title/Code: Trust Fund

to

2026-08-31

Funding Source: Trust Fund

20201050-3.1.1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Memo Notebooks, 60 leaves	pieces	30	30.00		900.00
2	Pen, Sign, .5mm, Gel-type, Blue	piece	30	35.00		1,050.00
3	Scissors, 6" heavy duty, good quality	piece	10	68.00		680.00
4	Staple Wire, #35	boxes	10	35.00		350.00
5	Stapler, HD No.35	pc	3	400.00		1,200.00
6	Tape, Double Sided, 1" x 10m	rolls	10	45.00		450.00
7	Roll up banner stand	pcs	11	1,200.00		13,200.00

**Specification:**

- Compatible with Tarpaulin Size: 2 ft x 5 ft
- Material: Aluminum
- Includes: Carrying bag

8	Ballpen 50 Pieces, Blue	box of 50's	2	500.00		1,000.00
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**Specification:**

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 Line Weight: 0.5mm  
 Ink Type: Oil gel ink

9	CONTINGENCY FUND (for unforeseen expenses)	lot	2	15,000.00		30,000.00
10	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	7	1,250.00		8,750.00


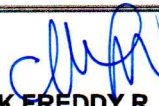
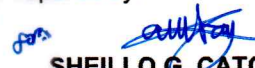

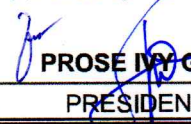
**Specification:**
**Specifications:**

- 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.

11	bond paper, long	ream	2	350.00		700.00
	<b>TOTAL</b>					<b>58,280.00</b>

Purpose: For project used: VSU-LIYAB Project

Checked by:		Funds Available:	
 <b>DOREEN B. ALBA</b> TWG - Office Supplies		 <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
 <b>SHEILLO G. CATORCE</b>	 <b>JULIE BEE M. AGUINALDO</b> UNIT HEAD, PROJECT LEADER	 <b>PROSEMY G. YEPES</b> PRESIDENT, VSU	