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PR-2025-0815-291786



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-071725-1311

PR No.: GF-2025-08-01042

Date: 08-15-2025

Dept./Office: DSEd

Category: Office Supplies

Section/End-User: Ashierah Rhyce B. Esco

Project Title/Code: DSEd-GF Incentives from the  
 topnotchers and 100% passing rate LEPT 2025

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	19	125.00		2,375.00
<b>Specification:</b>  ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	3	300.00		900.00
3	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	10	65.00		650.00
4	Broom and Dustpan Set	set	2	600.00		1,200.00
5	Data Filer, Big size, Legal	pieces	15	500.00		7,500.00
6	Data filer box, double, 11 x 40 x 24cm	pcs	15	500.00		7,500.00
7	Data filer A4 Size	pcs	15	250.00		3,750.00
8	Trash Bag (Garbage Bag), X-Large (15*15*37 inches), 100pcs/pack, Colored(Green) GENERIC	pack	10	500.00		5,000.00
<b>TOTAL</b>						<b>28,875.00</b>

Purpose: For Office Use

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies	Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE
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Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>ASHIERAH RHYCE B. ESCO</b>	<b>CHRISTY M. DESADES</b>	<b>PROSE IVY G. YEPES</b>
Designation:		<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>