



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100424-0759**

Dept./Office: **DFST**

PR No.: **GF-2024-10-02923**

Date: **10-11-2024**

Section/End-User: **Pearl P. Vistal**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DFST GF Adv Ed 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	160.00	PEARL P. VISTAL	480.00
2	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	240.00	PEARL P. VISTAL	720.00
3	Bleach, liquid, 99.9% antibac, 1 gallon	gallon	5	300.00	PEARL P. VISTAL	1,500.00
4	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	3	1,400.00	HENRY P. MODINA	4,200.00
5	Folder, Pressboard, A4, US Green, Double Fold	pcs	25	50.00	PEARL P. VISTAL	1,250.00

Specification:

Folder, pressboard, A4, US Green, double fold

6	Glass cleaner 500ml lemon w/spray	btls	5	200.00	HENRY P. MODINA	1,000.00
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Specification:

Zim Glass Cleaner 500ml
 Lemon Scented
 Anti-dust
 Anti-mist
 Streak-free

7	Paper Clips Small Vinyl (33MM)	Box of 100's	10	35.00	PEARL P. VISTAL	350.00
8	Paper Clips Small Vinyl (50mm)	Box of 100's	10	40.00	PEARL P. VISTAL	400.00
9	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00	PEARL P. VISTAL	1,250.00
10	Pen, Ball, red	pieces	25	10.00	PEARL P. VISTAL	250.00
11	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00	PEARL P. VISTAL	700.00

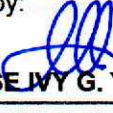
12	Pen, Whiteboard Marker, blue,	pieces	5	50.00	PEARL P. VISTAL	250.00
13	Record Book, Big, 500 pages	pcs	3	185.00	PEARL P. VISTAL	555.00
14	Soap, Dishwashing Liquid Refill, 375ml	packs	10	200.00	HENRY P. MODINA	2,000.00

Specification:

Antibacterial Concentrate Dishwashing Liquid .

15	Staple Wire, #35	boxes	5	35.00	PEARL P. VISTAL	175.00
16	Stapler, HD No.35	pc	1	400.00	PEARL P. VISTAL	400.00
17	Sticky Note, 3 x 5, Yellow	pads	1	150.00	PEARL P. VISTAL	150.00
18	Tape, Double Sided, 1" x 10m	rolls	5	45.00	PEARL P. VISTAL	225.00
19	Tape, Masking, 3/4" x 25 yards	rolls	5	36.00	PEARL P. VISTAL	180.00
20	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	15	204.00	PEARL P. VISTAL	3,060.00
TOTAL						19,095.00

Purpose: for office use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies <i>10/14</i>		Funds Available:  ALICIA M. FLORES <i>10/25</i> HEAD, BUDGET OFFICE	
Signature:  Printed Name: PEARL P. VISTAL Designation:	Prepared by:  PEARL P. VISTAL	Noted by:  LYNETTE C. CIMAFRANCA UNIT HEAD, PROJECT LEADER	Approved by:  PROSELVY G. YEPES PRESIDENT, VSU