

SCAN HERE



PR-2025-0813-290959



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

- supply

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-071725-1312**PR No.: **GF-2025-08-00983**Date: **08-13-2025**Dept./Office: **DECEEd**Category: **Office Supplies**Section/End-User: **Noreen Kaye N. Aure**Project Title/Code: **DECEEd GF Incentives from the  
topnotchers and 100% passing rate LEPT**Funding Source: **General Fund - MOOE**

| Item #                                                                                                                                                                           | Item Description                                                   | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------|-----|-----------|---------|------------------|
| 1                                                                                                                                                                                | Laminating Film, A4, 100 shts/box, 250 microns                     | boxes   | 1   | 1,430.00  |         | 1,430.00         |
| 2                                                                                                                                                                                | Paper, Bond, A4, S-24, 80 gsm                                      | reams   | 100 | 289.00    |         | 28,900.00        |
| <b>Specification:</b><br>bright white, high premium quality                                                                                                                      |                                                                    |         |     |           |         |                  |
| 3                                                                                                                                                                                | Pen, Ball, red                                                     | pieces  | 30  | 10.00     |         | 300.00           |
| 4                                                                                                                                                                                | Pen, Sign, .5mm, Gel-type, Blue                                    | piece   | 30  | 35.00     |         | 1,050.00         |
| 5                                                                                                                                                                                | Scissors, 8" heavy duty, good quality                              | pieces  | 3   | 75.00     |         | 225.00           |
| 6                                                                                                                                                                                | Stapler, HD No.35                                                  | pc      | 3   | 400.00    |         | 1,200.00         |
| 7                                                                                                                                                                                | Sticker Paper, high gloss A4 size, 50 sheets/pack                  | pack    | 2   | 400.00    |         | 800.00           |
| 8                                                                                                                                                                                | Alcohol, Ethyl, 70% solution, 1 gallon                             | gallons | 3   | 600.00    |         | 1,800.00         |
| 9                                                                                                                                                                                | Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack | packs   | 30  | 50.00     |         | 1,500.00         |
| 10                                                                                                                                                                               | A4 Photo Paper                                                     | packs   | 10  | 150.00    |         | 1,500.00         |
| <b>Specification:</b><br>?No Backprint, No Back Print Photopaper Photopapers<br>?Size: A4 (8.25in x 11.75in)<br>?Content: 20 Sheets / pack<br>?Thickness: 230gsm<br>?Kind: Gloss |                                                                    |         |     |           |         |                  |
| 11                                                                                                                                                                               | Dishwashing Sponge                                                 | pcs     | 6   | 35.00     |         | 210.00           |
| <b>TOTAL</b>                                                                                                                                                                     |                                                                    |         |     |           |         | <b>38,915.00</b> |

Purpose: For office supplies

Checked by:

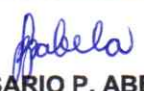
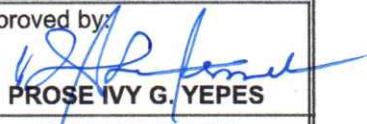
  
**VIVIAN V. BALBARINO**

TWG - Office Supplies

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

|               |                                                                                                |                                                                                             |                                                                                                  |
|---------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Signature:    | Prepared by:  | Noted by:  | Approved by:  |
| Printed Name: | <b>NOREEN KAYE N. AURE</b>                                                                     | <b>ROSARIO P. ABELA</b>                                                                     | <b>PROSE IVY G. YEPES</b>                                                                        |
| Designation:  |                                                                                                | UNIT HEAD, PROJECT LEADER                                                                   | PRESIDENT, VSU                                                                                   |