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PR-2025-0218-255021









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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-020425-0933**Dept./Office: **DPM**PR No.: **STF-2025-02-00196**Date: **02-20-2025**Section/End-User: **Robelyn T. Piamonte**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **ISR.EFS.619.621**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--|--|--------|-----|-----------|---------|-----------------|
| 1 | A4 Bond Paper, 70 GSM (5 reams/box) | boxes | 1 | 1,250.00 | | 1,250.00 |
| Specification: Specifications: <ul style="list-style-type: none"> • 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. | | | | | | |
| 2 | Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent | pcs | 2 | 200.00 | | 400.00 |
| 3 | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent | tubes | 2 | 220.00 | | 440.00 |
| 4 | Heavy Duty Scouring Pad, approx. 150mm x 200mm | pieces | 1 | 60.00 | | 60.00 |
| 5 | Soap, Detergent, Powder, 1 kilo/pack, any scent | kl | 1 | 180.00 | | 180.00 |
| 6 | Stapler, HD No.35 | pc | 1 | 400.00 | | 400.00 |
| 7 | Tape, Masking, 1" x 25 yards | rolls | 10 | 48.00 | | 480.00 |
| 8 | Tissue, Bathroom, 2 Ply, 12rolls/pack | pack | 1 | 250.00 | | 250.00 |
| | TOTAL | | | | | 3,460.00 |
| Purpose: Project Supplies | | | | | | |

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| Checked by:  VIVIAN V. BALBARINO | | Funds Available:  ALICIA M. FLORES  | |
| TWG - Office Supplies | | HEAD, BUDGET OFFICE | |
| Signature: Printed Name: Designation: | Prepared by:  ROBELYN T. PIAMONTE | Noted by:  ROBELYN T. PIAMONTE | Approved by:  PROSE IVY G. YEPES |
| | | UNIT HEAD PROJECT LEADER | PRESIDENT, VSU |
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