



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-021225-0963**PR No.: **STF-2025-02-00276**Date: **02-27-2025**Dept./Office: **OVPAF**Category: **Office Supplies**Section/End-User: **Jerimi Ann B. Satuita**Project Title/Code: **VSU 101st Upcoming Founding Anniversary**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	900.00	MOISES NEIL V. SERIÑO	900.00
2	Cloth, Panda/Catche, for mural painting contest	meter	50	45.00	MOISES NEIL V. SERIÑO	2,250.00
3	Cup hooks	boxes	10	200.00	MOISES NEIL V. SERIÑO	2,000.00

Specification:

Material:

- Typically made from **metal** (steel, brass, or zinc alloy) for strength and durability.
- Silver hooks are usually **chrome-plated** or **nickel-plated** to give that shiny, silver appearance.
- Gold hooks are usually **gold-plated** or made from **brass** for the gold finish.

Size:

- Length:** Usually around **1 inch (25 mm)** to **2 inches (50 mm)**.
- Width:** The diameter of the hook part can vary from **1/8 inch (3 mm)** to **1/4 inch (6 mm)**.
- The **screw length** can vary, but it's typically around **3/4 inch (19 mm)** to **1 inch (25 mm)**.

4	Fiesta Flag Colorful Plastic Banderitas Triangle Flags Decor	pack	5	200.00	MOISES NEIL V. SERIÑO	1,000.00
---	--	------	---	--------	-----------------------	----------

Specification:

Size: Total Length Approx - 80 Meter, Single Flag - 16*25cm " (W X L).

Color:Multicolor Material:Taffeta

Weight:0.25kg Package Includes - 10 string banner, each string is 8Meter with 15 pieces flags, total length approx - 80meter, single flag - 16*25cm " (w x l).

High quality choice: The banner is made of thick nylon rope for durability. The pennant flag is cut neatly and will not fall off or break easily.

5	Laminating Film, A4	pack	2	450.00	MOISES NEIL V. SERIÑO	900.00
---	---------------------	------	---	--------	-----------------------	--------

Specification:

Laminating Film A4 (125/250 microns) 100 pieces per pack

6	Masking Tape, 1"	rolls	3	60.00	MOISES NEIL V. SERIÑO	180.00
7	Paper, Art, glossy, assorted colors, 500shts/ream	reams	2	235.00	MOISES NEIL V. SERIÑO	470.00
8	Paper, Bond, A4, S-24, 80 gsm	reams	5	289.00	MOISES NEIL V. SERIÑO	1,445.00

Specification:

bright white, high premium quality

9	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00	MOISES NEIL V. SERIÑO	1,250.00
10	Ribbon bouquet	pcs	1	500.00	MOISES NEIL V. SERIÑO	500.00

Specification:

3 color (dark green, yellow and white) ribbon bouquet for the art fair

11	Ribbon, Satin Cloth, Green, 2"	roll	2	300.00	MOISES NEIL V. SERIÑO	600.00
12	Ribbon, Satin Cloth, Red, 2"	roll	3	300.00	MOISES NEIL V. SERIÑO	900.00
13	Ribbon, Satin Cloth, Yellow/Gold, 2"	rolls	3	300.00	MOISES NEIL V. SERIÑO	900.00
14	Safety pins	boxes	4	200.00	MOISES NEIL V. SERIÑO	800.00

Specification:

Safety pins #0


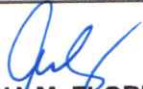


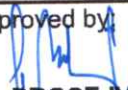
15	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	7	400.00	MOISES NEIL V. SERIÑO	2,800.00
16	White candle 6 inch	pack of 10's	10	60.00	MOISES NEIL V. SERIÑO	600.00

Specification:

Plain white candle

	TOTAL					17,495.00
--	--------------	--	--	--	--	------------------

Purpose: 101ST Founding Anniversary

Checked by:  VIVIAN V. BALBARINO		Funds Available:  ALICIA M. FLORES	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  JERIMI ANN B. SATUITA	Noted by:  MOISES NEIL V. SERIÑO	Approved by:  PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			