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PR-2025-0828-293338



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0496**Dept./Office: **NCRC-V**PR No.: **GF-2025-08-01116**Date: **08-28-2025**Section/End-User: **Karla Y. Tomada**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **EXT63**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Documentary, Brown, 150 lbs, Long	pc	50	7.00		350.00
2	Folder, File, Long, 14pts, White	piece	110	10.00		1,100.00
3	Folder, File, Short, 14pts, White	piece	50	8.00		400.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	15	253.00		3,795.00

Specification:

bright white, high premium quality

5	Certificate Holder (A4)	pcs	20	65.00		1,300.00
6	Pen, Pentel Pen, Fine blue & black	pcs	10	50.00		500.00
7	Ballpen 50 Pieces, Blue	box of 50's	3	500.00		1,500.00

Specification:

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

TOTAL
8,945.00

Purpose: project use

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Prepared by:

KARLA Y. TOMADA

Noted by:

CRISLIN B. CRUZ-CORTEZ

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU

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Checked by:	Funds Available:	
<i>[Signature]</i> VIVIAN V. BALBARINO TWG - Office Supplies	<i>[Signature]</i> ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:
Printed Name:	KARLA Y. TOMADA	CRISLIN B. CRUZ-CORTEZ
Designation:		UNIT HEAD, PROJECT LEADER
		Approved by:
		<i>[Signature]</i> PROSE IVY G. YEPES PRESIDENT, VSU