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PR-2025-0804-288719



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-031725-1039

PR No.: GF-2025-08-00950

Date: 08-04-2025

Dept./Office: CSCRHS

Category: **Office Supplies
and General Merchandise
Products**

Section/End-User: Max Teody T. Quimilat

Project Title/Code: CSCRHS-2025 *GoGreen - Quimilat*

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bamboo Notebooks & Ballpens w/ engrave VSU branding, #GoGreen and #SDG	pcs	10	250.00	MAX TEODY T. QUIMILAT	2,500.00

Specification:

Bamboo Notebooks & Ballpens:

* w/ engrave VSU branding, #GoGreen and #SDG

	TOTAL					2,500.00
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Purpose: office supplies

Checked by: <i>[Signature]</i> VIVIAN V. BALBARINO		Funds Available: <i>[Signature]</i> ALICIA M. FLORES	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE	
Signature:	Prepared by: <i>[Signature]</i>	Noted by: <i>[Signature]</i>	Approved by: <i>[Signature]</i>
Printed Name:	MAX TEODY T. QUIMILAT	MAX TEODY T. QUIMILAT	PROSELYN G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU