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PR-2025-0425-268826



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-033125-1080**PR No.: **TF-2025-04-00560**Date: **04-25-2025**Dept./Office: **DOH**Category: **Office Supplies**Duration: **2025-03-15**Section/End-User: **Aljay D. Valida**Project Title/Code: **20201050-1.116**to
2026-03-16Funding Source: **Trust Fund****SPRINT-Hort**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Envelope, Documentary, Brown, 150 lbs, Long	pc	100	7.00	ALJAY D. VALIDA	700.00
2	Notebook, ordinary 60 leaves, 60 gsm	pieces	100	13.00	ALJAY D. VALIDA	1,300.00
3	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00	ALJAY D. VALIDA	375.00
4	Paper, Specialty Vellum	pack	10	80.00	ALJAY D. VALIDA	800.00

Specification:

- A4 size
- 220 gsm
- White or Pale Cream Color
- Ideal use for your printing needs, in special occasion / program sheets and creative applications
- 20 pcs per pack

5	Pen, Sign, .5mm, Gel-type, Blue	piece	24	35.00	ALJAY D. VALIDA	840.00
6	Pencil, Lead, #2, w/ eraser	pieces	100	10.00		1,000.00
TOTAL						5,015.00

Purpose: For project training use

Checked by: VIVIAN V. BALBARINO TWG - Office Supplies <i>8/3/25</i>		Funds Available: NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by: ALJAY D. VALIDA	Noted by: ALJAY D. VALIDA UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU