



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

## PURCHASE REQUEST

PPMP No. : 175-5-2395-2023-1-0-3

PR No.: GF-2023-02-00119

Date: 02-03-2023

Dept./Office: OHLDHRA

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

Section/End-User: **Arianne J. Caintic**Project Title/Code: **OHLDHRA-3-2023**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Fastener, Paper, plastic, 50 sets/box	boxes	5	38.00		190.00
2	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
3	Pen, Ball, blue	pieces	41	10.00		410.00
4	Pencil, Lead, #2, w/ eraser	pieces	40	10.00		400.00
<b>TOTAL</b>						<b>2,000.00</b>

Purpose: Orientation on Customer Service and Work Values in the Workplace (Feb 20-23, 2023)

Checked by:  <b>DOREEN B. ALBA</b>		Funds Available:  <b>ALICIA M. FLORES</b> o/c 2/3/23	
TWG - Office Supplies and General Merchandise Products		HEAD, BUDGET OFFICE 201	
Signature:	Requested by:  <b>ARIANNE J. CAINTIC</b>	Noted by:  <b>HONEY SOFIA V. COLIS</b>	Approved by:  <b>EDGARDO E. TULIN</b> o/c 2/3/23
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU