



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0533**

Dept./Office: **IAS**

PR No.: **GF-2025-08-00963**

Date: **08-06-2025**

Section/End-User: **Raul Anthony S. Valenzona**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **IASO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	25.00		125.00
2	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	25.00		125.00
3	Soap, Dishwashing, Liquid, 250mL	btls	1	150.00		150.00
4	Folder, File, Long, 14pts, White	piece	30	10.00		300.00
5	Pen, Highlighter, yellow	pieces	10	45.00		450.00
6	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00		125.00
7	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	2	250.00		500.00
8	A4 Photo Paper	packs	1	150.00		150.00

Specification:

?No Backprint, No Back Print Photopaper Photopapers
?Size: A4 (8.25in x 11.75in)
?Content: 20 Sheets / pack
?Thickness: 230gsm
?Kind: Gloss

9	Scotch Tape	pcs	5	30.00		150.00
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Specification:

Scotch tape 50m 1/2"

10	A4 Bond Paper, 70 GSM (5 reams/box)	boxes	2	1,250.00		2,500.00
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Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.

- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

11	Folder, Expanded, Long (Green)	pcs	30	30.00		900.00
12	Ball pen, Blue, 0.7, 12s	pack	2	100.00		200.00

Specification:

Ball pen, Blue, 0.7mm point

12pcs per pack

Smooth Ink Pen

13	Ball pen, Green, 0.7, 12s	pack	1	100.00		100.00
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Specification:





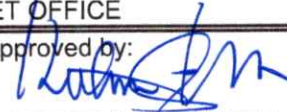
Ball pen, Green, 0.7mm point size

12pcs per pack

Smooth ink flow

	TOTAL					5,775.00
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Purpose: for office use

Checked by:  VIVIAN V. BALBARINO TWG - Office Supplies			Funds Available:  ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:  RAUL ANTHONY S. VALENZONA	Noted by:  MARIA TERESA A. CRUZ	Approved by:  PROSE IVY G. YEPES		
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		
Designation:					