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PR-2025-0328-263624

#422



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-031825-1044**Dept./Office: **PRCRTC**PR No.: **GF-2025-03-00443**Date: **03-28-2025**Section/End-User: **Analyn M. Gumama**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **NRCCTP015**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Pen, Permanent Marker, black, broad tip	pieces	4	60.00		240.00
2	Pen, Permanent Marker, black, fine tip	pieces	4	60.00		240.00
3	Pen, Ball, blue	pieces	20	10.00		200.00
4	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	3	180.00		540.00
5	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	1	250.00		250.00
<b>TOTAL</b>						<b>1,470.00</b>

Purpose: for NCT field preparation

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies 3/2/25		Funds Available:  <b>ALICIA M. FLORES</b> 3/28/25 HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>ANALYN M. GUMAMA</b>	Noted by:  <b>MARLON M. TAMBIS</b>	Approved by:  <b>PROSE IVY G. YEPES</b>
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			