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PR-2025-1119-309138



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-111325-1507**PR No.: **STF-2025-11-00013**Date: **11-19-2025**Dept./Office: **CAC**

Category: **Non-Common-
 Use Supplies and
 Equipment (Non-CSE)**

Section/End-User: **Niffa C. Gofredo**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **CAO-PPMP Additional RCAF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Expanding Envelope, Legal, Green	pcs	100	25.00		2,500.00
Specification: <ul style="list-style-type: none"> • with elastic band 						
2	White Folder / File Folder, Legal	pcs	150	8.00		1,200.00
Specification: <ul style="list-style-type: none"> • size: Legal • color: White • 14 pts 						
3	Certificate Holder, A4	pcs	50	55.00		2,750.00
Specification: <ul style="list-style-type: none"> • A4 (8.27"x11.69") • With a flap to prevent certificates from falling off • With 2 Hangers for Portrait and Landscape Orientations • Super clear transparency • Holds certificates/diplomas/citations • Conforms to EN 71 & ASTM Safety Standards 						
4	Photo Paper, A4	packs	11	270.00		2,970.00
Specification: <ul style="list-style-type: none"> • A4 (8.25in x 11.75in) • at least 200 gsm • Type: Glossy • 20 sheets/pack 						
5	Ballpen, Blue	boxes	5	95.00		475.00
Specification: <ul style="list-style-type: none"> • 12 pcs/box • pen size tip: 0.5 mm 						

TOTAL				9,895.00	
Purpose: Additional for RCAF 2025					
Checked by: DOREEN B. ALBA			Funds Available: ALICIA M. FLORES <i>W cultural</i>		
TWG - Non-Common-Use Supplies and Equipment (Non-CSE)			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	NIFFA C. GOFREDO	JUDE NONIE A. SALES	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		