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PR-2024-1002-227121



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0500**Dept./Office: **CVM**PR No.: **GF-2024-10-01903**Date: **10-02-2024**Section/End-User: **Harvie P. Portugaliza**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **Procurement 2025 - DVCS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	30.00		300.00
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	15	25.00		375.00
3	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	5	75.00		375.00
4	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	boxes	20	25.00		500.00
5	Record Book, Big, 300 pages	pcs	10	155.00		1,550.00
<b>TOTAL</b>						<b>3,100.00</b>

Purpose: Provision of effective housekeeping and maintenance of DVCS operations.

Checked by:   <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>for 10/2/24</i>		Funds Available:   <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by:   <b>HARVIE P. PORTUGALIZA</b>	Noted by:   <b>HARVIE P. PORTUGALIZA</b>	Approved by:   <b>PROSE IVY G. YEPES</b>
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU