



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0060**

Dept./Office: **SPO**

PR No.: **GF-2024-10-01899**

Date: **10-02-2024**

Section/End-User: **Doreen B. Alba**

Category: **Office Supplies**

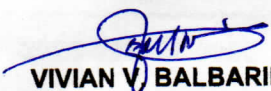

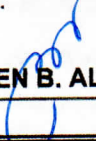
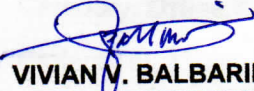
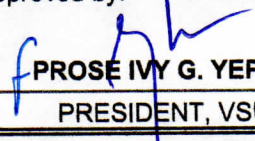
Funding Source: **General Fund - MOOE**

Project Title/Code: **SPO GF 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty)	pcs	5	520.00		2,600.00
2	Folder, Pressboard, US, Green, Long	pcs	100	35.00		3,500.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	50	200.00		10,000.00
4	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00		2,900.00
Specification: bright white, high premium quality						
5	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
6	Pen, Permanent Marker, black, fine tip	pieces	20	60.00		1,200.00
7	Pen, Permanent Marker, blue, fine tip	pieces	20	60.00		1,200.00
8	Pen, Ball, blue	pieces	50	10.00		500.00
9	Pen, Whiteboard Marker, red	pieces	20	50.00		1,000.00
10	Pen, Whiteboard Marker, blue,	pieces	20	50.00		1,000.00
11	Stapler, HD No.35	pc	10	400.00		4,000.00
12	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black	pcs	5	1,500.00		7,500.00
Specification: 210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth						
13	Tape Cartridge, EPSON LABELWORKS 36MM	pc	20	800.00		16,000.00
14	Tape, Magic, 24mm x 50m	rolls	10	357.00		3,570.00
15	Tape, Masking, 2" x 25 yards	rolls	20	95.00		1,900.00

16	Tape, Packaging, 2" x 100 yards, Tan	rolls	20	75.00		1,500.00
17	Trapal/Lona, heavy duty, 20 meters	rolls	2	4,000.00		8,000.00
<b>TOTAL</b>						<b>80,820.00</b>

Purpose: For SPO Office use.

Checked by:		Funds Available:	
 <b>VIVIAN V. BALBARINO</b>		 <b>ALICIA M. FLORES</b> 10-25	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 <b>DOREEN B. ALBA</b>	 <b>VIVIAN V. BALBARINO</b>	 <b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU