

SCAN HERE



PR-2025-0220-255586



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0066**PR No.: **STF-2025-02-00231**Date: **02-20-2025**Dept./Office: **OHIGP**Category: **Office Supplies**Duration: **2025-01-01**Section/End-User: **Josefina L. Soria**Project Title/Code: **VSU SPRING  
WATER 2025**to  
**2025-12-31**Funding Source: **Special Trust Fund**

| Item # | Item Description                        | Unit    | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|-----------------------------------------|---------|-----|-----------|---------|------------|
| 1      | Alcohol, Ethyl, 70% solution, 1 gallon  | gallons | 1   | 600.00    |         | 600.00     |
| 2      | Apron, Plastic, for Adult               | pc      | 2   | 120.00    |         | 240.00     |
| 3      | Bleach, liquid, 99.9% antibac, 1 gallon | gallon  | 2   | 300.00    |         | 600.00     |
| 4      | Disposable Hair Cap                     | packs   | 2   | 220.00    |         | 440.00     |

**Specification:**

- Material: non-woven fabric
- Color: Blue
- Strong quality elastic band to ensure a good and comfortable fit
- 100 pcs per pack

|   |                                        |      |      |        |  |          |
|---|----------------------------------------|------|------|--------|--|----------|
| 5 | Hand towel (microfiber)                | pcs  | 2    | 100.00 |  | 200.00   |
| 6 | Hand Towel, cloth, cotton, 12 pcs/pack | pack | 2    | 300.00 |  | 600.00   |
| 7 | Non-Spill Sticker, Blue                | pc   | 6000 | 0.50   |  | 3,000.00 |
| 8 | Scrub Sponge, Heavy Duty               | pcs  | 3    | 80.00  |  | 240.00   |

**Specification:**

?Size: at least 100mm x 75mm x 30mm

|              |               |    |       |      |  |                  |
|--------------|---------------|----|-------|------|--|------------------|
| 9            | Umbrella Seal | pc | 21000 | 0.50 |  | 10,500.00        |
| <b>TOTAL</b> |               |    |       |      |  | <b>16,420.00</b> |

Purpose: For VSU Spring Water use

|                                                                        |                          |                                                                  |                                                                        |  |  |
|------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------|------------------------------------------------------------------------|--|--|
| Checked by:<br><br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies |                          |                                                                  | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |  |  |
| Signature:                                                             | Prepared by:             | Noted by:                                                        | Approved by:                                                           |  |  |
| Printed Name:                                                          | <b>JOSEFINA L. SORIA</b> | <br><b>LEOPOLDO S. ESCALA, JR.</b><br><del>CRISLIN B. CRUZ</del> | <br><b>PROSEMY G. YEPES</b>                                            |  |  |
| Designation:                                                           |                          | UNIT HEAD, PROJECT LEADER                                        | PRESIDENT, VSU                                                         |  |  |