



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-021925-0977**

Dept./Office: **PPO**

PR No.: **GF-2025-02-00251**

Date: **02-26-2025**

Section/End-User: **Mario C. Bantugan**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Furniture Shop 2025**

| Item #                                                                     | Item Description                                        | Unit                      | Qty | Unit Cost                                                                                  | PAR/ICS | Total Cost    |
|----------------------------------------------------------------------------|---------------------------------------------------------|---------------------------|-----|--------------------------------------------------------------------------------------------|---------|---------------|
| 1                                                                          | <b>Sharpening Stone Carborundum<br/>109 25x50x150mm</b> | pieces                    | 10  | 90.00                                                                                      |         | 900.00        |
| <b>Specification:</b><br>Good quality                                      |                                                         |                           |     |                                                                                            |         |               |
| <b>TOTAL</b>                                                               |                                                         |                           |     |                                                                                            |         | <b>900.00</b> |
| Purpose: Furniture Shop                                                    |                                                         |                           |     |                                                                                            |         |               |
| Checked by:<br><b>VIVIAN V. BALBARINO</b><br>TWG - Office Supplies 2/27/25 |                                                         |                           |     | Funds Available:<br><b>ALICIA M. FLORES</b> <i>ppm-os</i><br>HEAD, BUDGET OFFICE <i>os</i> |         |               |
| Signature:                                                                 | Prepared by:                                            | Noted by:                 |     | Approved by:                                                                               |         |               |
| Printed Name:                                                              | <b>MARIO C. BANTUGAN</b>                                | <b>MARLON S. BURLAS</b>   |     | <b>PROSE IVY G. YEPES</b> <i>02/27/25</i>                                                  |         |               |
| Designation:                                                               |                                                         | UNIT HEAD, PROJECT LEADER |     | PRESIDENT, VSU                                                                             |         |               |