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PR-2025-0408-265887



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0066**PR No.: **STF-2025-04-00488**Date: **04-08-2025**Dept./Office: **OHIGP**Category: **Office Supplies**Duration: **2025-01-01**Section/End-User: **Josefina L. Soria**Project Title/Code: **VSU SPRING
WATER 2025**to
2025-12-31Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Capseal (for pet-slim)-blue	pcs	20	120.00	LEOPOLDO M. ESCALA	2,400.00
2	Concentrate Antibac Dishwashing Liquid refill, 375ml	pack	20	250.00		5,000.00
3	Jaco, 1/2	pcs	4	200.00	LEOPOLDO M. ESCALA	800.00
4	Paper, Bond, A4, S-20, 70 gsm	reams	3	253.00	LEOPOLDO S. ESCALA JR.	759.00
Specification: bright white, high premium quality						
5	Sediment Filter 1 micron	pcs	20	500.00	LEOPOLDO S. ESCALA JR.	10,000.00
6	Sediment Filter 5 micron	pcs	20	500.00	LEOPOLDO M. ESCALA	10,000.00
TOTAL						28,959.00

Purpose: Spring Water office supplies

Checked by: VIVIAN V. BALBARINO		Funds Available: ALICIA M. FLORES	
TWG - Office Supplies <i>9/14/25</i>		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JOSEFINA L. SORIA	 LEOPOLDO S. ESCALA, JR. CRISLIN B. CRUZ	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU