



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



Unit 04, 5th Floor, B. Inting Street, Alturas Mall, Tagbilaran City, Bohol
Tel No: (038) 500 1505/ (038) 427 0425; Email: tagbilaran.co@dfa.gov.ph, tagbilaran.coclientsconcerns@gmail.com

PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS

Fund Cluster: 01

Office/Section : CO TAGBILARAN		PR No.: TAB-2025-03-04		Date: 05 May 2025	
		Responsibility Center Code : 120011300085			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
OFFICE SUPPLIES					
1	piece	CLEARBOOK, Legal size	5		
2	piece	SIGN PEN, Medium Tip, Black	24		
3	piece	SIGN PEN, Medium Tip, Blue	20		
4	piece	SIGN PEN, Medium Tip, Red	10		
5	bottle	INK, for stamp pad	17		
6	box	CARBON FILM, Legal size	1		
7	bottle	GLUE, all-purpose	2		
8	box	STAPLE WIRE, heavy duty (binder type), 23/13	4		
9	box	STAPLE WIRE, standard	51		
10	roll	TAPE, electrical	2		
11	roll	TAPE, masking, 24mm	2		
12	roll	TAPE, transparent, 24mm	6		
13	roll	TAPE, transparent, 48 mm	6		
14	piece	RULER, plastic, 450mm	5		
15	unit	CALCULATOR, Compact	3		
16	piece	CORRECTION TAPE	48		
17	box	ENVELOPE, Documentary, legal,	2		
18	box	ENVELOPE, Expanding, Kraft	1		
19	box	FASTENER	5		
20	pack	FOLDER, L-type, Legal	1		
21	pack	FOLDER with tab, Legal	1		
22	piece	MARKER, Flourescent	30		
23	piece	MARKER, Permanent, Black	3		
24	piece	MARKER, Permanent, Blue	3		
25	piece	MARKER, Whiteboard, Black	3		
26	box	PAPER CLIP, vinly/plastic coated, 33mm	10		
27	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	10		
28	box	PENCIL, lead/graphite, with eraser	1		
29	piece	PENCIL SHARPENER	1		
30	piece	PUNCHER, paper, heavy duty	2		
31	pair	SCISSORS, symmetrical/asymmetrical	10		
32	piece	STAPLER, standard type	17		
33	piece	STAPLER, heavy duty (binder)	3		
34	piece	STAPLE REMOVER, plier-type	4		
35	pack	CARTOLINA, assorted colors	1		
36	pad	NOTEPAD, stick-on, 76mm x 100mm	2		
37	pad	NOTEPAD, stick-on, 76mm x 76mm	7		
38	ream	PAPER, MULTICOPY A4	150		
39	ream	PAPER, MULTICOPY LEGAL	50		
40	book	RECORD BOOK, 300 PAGES	15		
41	piece	BALLPEN	140		
42	pack	STICKER PAPER	5		
43	roll	DOUBLE SIDED TAPE	5		
44	pack	PHOTO PAPER	3		
45	piece	CERTIFICATE FRAME	8		
46	piece	CERTIFICATE HOLDER	6		
47	pack	VELLUM BOARD PAPER	10		
TOTAL					78,593.26

Purpose: Purchase of Office Supplies for CO Tagbilaran Official Use

Requested by:

Approved by:

Signature :

Printed Name : **AILEEN A. LANCILA**

Designation : Acting Property Officer

MIAN BERNADETTE T. CIRUJALES

Acting Head of Consular Office