



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

## PURCHASE REQUEST

PPMP No. : **229-5-3473-2024-1-0-0**

Dept./Office: **IEO**

PR No.: **GF-2024-03-00735**

Date: **03-01-2024**

Section/End-User: **Kate Andrea D. Otero**

Category: **Accommodation**

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU-FTP-2024-1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Accommodation Package</b>	person	25	3,572.00		89,300.00

**Specification:**

Activity Date: ~~March 22-23, 2024 (Friday and Saturday)~~ *June 3-4, 2024 (Monday and Tuesday) before*

**Specifications:**

- room accommodation (2 days, 1 night: 22 pax multiple sharing, 2 pax twin sharing, 1 single occupancy)
- food (day 1: breakfast, lunch, PM snacks, dinner; day 2: breakfast, AM snacks, lunch, PM snacks) for 25 persons
- venue for 2 days (boardroom)
- with sound system
- with internet connectivity
- within the vicinity Macrohon, Southern Leyte

	<b>TOTAL</b>					<b>89,300.00</b>
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Purpose: Green University Strategic Planning

Checked by:

**JULIOUS B. CERNA**

TWG - Accommodation

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

**KATE ANDREA D. OTERO**

Noted by:

**MA. RACHEL KIM L. AURE**

UNIT HEAD, PROJECT LEADER

Approved by:

**DANIEL LESLIE S. TAN**

PRESIDENT, VSU