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PR-2024-1011-230059



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0085**

PR No.: **GF-2024-10-02946**

Date: **10-11-2024**

Dept./Office: **OVPAF**

Category: **Trainings**

Section/End-User: **Rosela T. Batistil**

Project Title/Code: **OVPAF\_Office Suplies & Equipment\_2025**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Food for Training/Workshop</b>	pieces	50	200.00		10,000.00

**Specification:**

packed lunch good for 30 persons;

packed lunch- viands include: 1 meat, 1 vegetable, 1 dessert, and softdrinks/water 270 ml

(enclosed in biodegradable container and biodegradable spoon and fork.

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2	<b>Paper, Special (for Certificates)</b>	pack	10	350.00		3,500.00
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**Specification:**

- A4
- 200 gsm

<b>TOTAL</b>						<b>13,500.00</b>
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Purpose: To purchase office supplies and equipment for CY 2025

Checked by: <div style="text-align: center;">   <b>Alexander B. Cobral</b>                      TWG - Trainings                 </div>	Funds Available: <div style="text-align: center;">   <b>ALICIA M. FLORES</b>                      HEAD, BUDGET OFFICE                 </div>		
Signature: Printed Name: Designation:	Prepared by: <div style="text-align: center;">   <b>ROSELA T. BATISTIL</b> </div>	Noted by: <div style="text-align: center;">   <b>ELWIN JAY V. YU</b>                      UNIT HEAD, PROJECT LEADER                 </div>	Approved by: <div style="text-align: center;">   <b>ROSE IVY G. YEPES</b>                      PRESIDENT, VSU                 </div>