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PR-2024-0502-193778



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

PURCHASE REQUEST

PPMP No. : 246-1-1551-2024-0-0-22

Dept./Office: DSO

PR No.: STF-2024-05-01077

Date: 05-02-2024

Section/End-User: Junard C. Gucela

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: SSGAO-24(Honors and Awards)

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Plaque, Customized	pieces	1	1,500.00		1,500.00
Specification: For special guests during the 2024 Honors and awards Convocation on May 17, 2024						
TOTAL						1,500.00
Purpose: for Honors and Awards Convocation						
Checked by: SHALOM GRACE C. SUGANO TWG, Office Supplies				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	JUNARD C. GUCELA	CHONA A. BRIT		PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		