

SCAN HERE



PR-2025-0324-262724

0230



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031925-1052**Dept./Office: **UR**PR No.: **STF-2025-03-00398**Date: **03-24-2025**Section/End-User: **Jannet Leslie Evelyn S. Codog** Category: **Trainings**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **STF Registration Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation, Meals and Refreshments for 2 days	unit	1	29,460.00		29,460.00

Specification:

Activity for 2 days

Accommodation: 29 pax @ 8,000

Meals :

Day 1 AM Snacks 29 pax @ P80.00

Lunch 29 pax @ P200.00

PM Snacks 29 pax @ P80.00

Dinner 29 pax @ P200.00

Day 2 Breakfast 29 pax @ P180.00

TOTAL						29,460.00
--------------	--	--	--	--	--	------------------

Purpose: Conduct Document Review-Workshop of all UR QPs , Guidelines and Forms

Checked by: ALEXANDER L. CABRAL TWG - Trainings		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: JANNET LESLIE EVELYN S. CODOG	Noted by: RAYMUND M. IGCASAMA UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			