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PR-2025-1029-306808



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-102925-1492**Dept./Office: **OUS**PR No.: **STF-2025-10-00005**Date: **10-29-2025**Section/End-User: **CAROLINE B. ANDUYAN**Category: **Awards & Tokens**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **OUBS-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Plaque for Commissioner	pc	1	5,000.00		5,000.00

**Specification:**

1 pc. Plaque

\* Custom Crafted memento in Kiln Dried Mahogany wood in gold color finish &amp; Brass sheets inlaid |

Personalized Art &amp; Text Imprints | approximate 10 x 13 inches

	<b>TOTAL</b>					<b>5,000.00</b>
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Purpose: Token for Commissioner Valenzuela

Checked by:

  
**MARIANE U. DELA PEÑA**

TWG - Awards &amp; Tokens

Funds Available:

  
**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 <b>CAROLINE B. ANDUYAN</b>	 <b>HAZELLE V. ASALDO</b>	 <b>ROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU