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PR-2023-0323-106562



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

## PURCHASE REQUEST

PPMP No. : 138-5-1242-2023-2-0-0

Dept./Office: VIHS

PR No.: GF-2023-03-00479

Date: 03-23-2023

Section/End-User: Guada Fe D. Amihan

Category: Trainings

Funding Source: General Fund - MOOE

Project Title/Code: VSUIHS Training Workshop

| Item #   | Item Description                                  | Unit                          | Qty | Unit Cost  | PAR/ICS                 | Total Cost        |
|--|---|-------------------------------|-----|--|-------------------------|-------------------|
| 1  | Training and Workshop for VSUIHS Student Handbook | person                        | 40  | 4,500.00   |                         | 180,000.00        |
| <b>Specification:</b><br><br>3 days Training Workshop<br><br>1,500 per day per person=4,500 (this is the allowed amount based on the meeting of our head with OVPAF)<br><br>Venue: Villa Consuelo, Jaro, Leyte<br><br>Date: March 27,28,29 (tentative) |   |                               |     |  |                         |                   |
| <b>TOTAL</b>   |   |                               |     |  |                         | <b>180,000.00</b> |
| Purpose: VSUIHS Training Workshop  |   |                               |     |  |                         |                   |
| Checked by:<br><br><b>JULIUS B. CERNA</b><br>TWG - Trainings   |   |                               |     | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                         |                   |
| Signature:   | Requested by:                                     | Noted by:                     |     |  | Approved by:            |                   |
| Printed Name:  | <b>GUADA FE D. AMIHAN</b>                         | <b>SHALOM GRACE C. SUGANO</b> |     |  | <b>EDGARDO E. TULIN</b> |                   |
| Designation:   | END USER  | UNIT HEAD, PROJECT LEADER     |     |  | PRESIDENT, VSU          |                   |