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PR-2024-1023-231862



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100224-0754**PR No.: **STF-2024-10-03063**Date: **10-23-2024**Dept./Office: **DSO**Category: **Trainings**Section/End-User: **Junard C. Gucela**Project Title/Code: **SSGAO-2025 Honors and Awards Convocation**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation and Meals Package	pc	1	4,500.00		4,500.00

Specification:

Accommodation and Meal package per person for GAD/GRC Training/Workshop/Seminar for 2 days and 1 night.

Inclusions:

Room accommodation

Venue and Sounds

Internet Connection

Snacks & Coffee/Water

Meals

TOTAL**4,500.00**

Purpose: Accommodation and meal package for the speaker during honors and awards Convocation

Checked by:

ALEXANDER L. CABRAL

TWG - Trainings

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

JUNARD C. GUCELA

Noted by:

JUNITO A. PANONCE

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YERES

PRESIDENT, VSU