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PR-2024-0325-187531



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

## PURCHASE REQUEST

PPMP No. : **28-1-1093-2024-2-0-5**PR No.: **STF-2024-03-00947**Date: **03-25-2024**Dept./Office: **DGE**Category: **Accommodation**Section/End-User: **James B. Escuadra**Project Title/Code: **DGE-2024-STF-Curriculum Development**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Venue and Accommodation (with food) for DGE Instructional Material Workshop (March 26-27, 2024)	ea	1	16,000.00		16,000.00

### Specification:

- Meeting Room (16 hrs) - 1
- Room Accommodation (48 hrs) - 2
- 2 days meal and snacks (8 pax)
  - Breakfast, AM & PM Snacks and Lunch Only (Dinner Excluded)
- Add On
  - Breakfast for 5 pax for check-in guests
  - Every room includes free breakfast for 2 only
- Number of Participants: 8

	<b>TOTAL</b>					<b>16,000.00</b>
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Purpose: DGE Instructional Material Workshop

Checked by:			Funds Available:		
 <b>JULIOUS B. CERNA</b> 3/25/24			 <b>ALICIA M. FLORES</b>		
TWG - Accommodation			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	<b>JAMES B. ESCUADRA</b>	 <b>JANNET C. BENCURE</b> oic 3/25/24	 <b>DANIEL LESLIE S. TAN</b>		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		