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PR-2025-0213-253677



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-013125-0922**PR No.: **GF-2025-02-00181**Date: **02-13-2025**Dept./Office: **EO**Category: **Publications**Section/End-User: **Marianne Joyce D. Gallego**Project Title/Code: **Odex Admin_REI Highlights
Publication**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing for REI Highlights	copy	20	250.00		5,000.00

Specification:

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- A4 Size
- Front and Back Cover: 220 gsm matte with gloss lamination in "REI HIGHLIGHTS" text and "Visayas State University" text and logo in front cover - full color, inside
- 80 gsm C2S matte inside pages - full color
- Atleast 45 pages including cover
- Perfect bind

	TOTAL					5,000.00
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Purpose: REI Highlights for CY 2024

Checked by:			Funds Available:		
			ALICIA M. FLORES + 02-13-25		
TWG - Publications			HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	MARIANNE JOYCE D. GALLEGO	CATHERINE C. ARRADAZA	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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PPMP-2025-0207-252753

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

END-
USER/UNIT: **Extension Office**

PPMP #: **PPMP-2025-013125-0922**
Project Code: **Odex Admin_REI Highlights Publication**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):
Producing the REI Highlights for the Year 2024

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Publications															
	Printing for REI Highlights	20 copy	5,000.00	Public Bidding				20								
	Sub-Total		5,000.00													
TOTAL BUDGET:					5,000.00											

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:  **GANESSA ROSE L. GONGORA**

Submitted by:  **CATHERINE C. ARRADAZA**
Unit Head/Project Leader




LUCIA M. FLUKIO