



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

PURCHASE REQUEST

STF-21-01-0005

Dept./Office: **REGISTRAR**PR #: **STF-2020-10-00521** / *10/19/20*Date: **10-19-2020**Section/End-User: **Arnulfo T. Galenzoga**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **STF-Graduation and Diploma Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Notarial seal, gold, #24 2-2/18	pad	50	2,500.00		125,000.00
Specification: gold, #24 2-2/18, 40pcs/pad, with adhesive						
TOTAL						125,000.00
Purpose: For office use						
Checked by:				Funds Available:		
DOREEN B. ALBA TWG - Office Supplies				MYRNA S. PANCITO <i>10/19/20</i> HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	ARNULFO T. GALENZOGA		MARWEN A. CASTAÑEDA <i>10/19/20</i>		EDGARDO E. TULIN <i>10/19/20</i>	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	

Please NOTE for CORRECTION:

The unit cost of ₱2,500.00 and total cost of ₱125,000.00 are inadvertently reflected due to typographical error.

CORRECT figures should have been: Unit Cost is Fifty-Peso (₱50.00) per pad and Total Cost is Two-Thousand Five Hundred (₱2,500.00) only.

The Registrar's Office can not make the necessary corrections due to system-approved PPMP as submitted which we do not have access.

Thank you.

S. C. Castañeda
 Marwen A. Castañeda
 University Registrar
 27 Oct. 2020