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PR-2024-0306-183687



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

PURCHASE REQUEST

PPMP No. : 162-1-2869-2024-1-0-0

Dept./Office: **ODE**PR No.: **STF-2024-03-00807**Date: **03-06-2024**Section/End-User: **Marianne Joyce L. De Caiman**Category: **Publications**Funding Source: **Special Trust Fund**Project Title/Code: **Extension STF Funds**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing for REI Highlights	copy	500	50.00		25,000.00

Specification:

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- Letter 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					25,000.00
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Purpose: Producing the yearly Highlights of REI

Checked by: GERALDINE T. BARO TWG - Publications			Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by: MARIANNE JOYCE L. DE CAIMAN	Noted by: ANTONIO P. ABAMO	Approved by: DANIEL LESLIE S. TAN		
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		
Designation:					