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PR-2023-0707-128901

07/14/23



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

## PURCHASE REQUEST

PPMP No. : 180-5-605-2023-6-0-4

Dept./Office: OUS

PR No.: STF-2023-07-01142

Date: 07-07-2023

Section/End-User: Antonieta D. Israel

Category: Printing Services

Funding Source: Special Trust Fund

Project Title/Code: PY Printing

| Item # | Item Description                           | Unit | Qty  | Unit Cost | PAR/ICS | Total Cost |
|--------|--------------------------------------------|------|------|-----------|---------|------------|
| 1      | Printing of Commencement Exercises Program | pcs  | 1600 | 100.00    |         | 160,000.00 |

**Specification:**

Booklet / saddle stitch / 5.5" x 8.5"

Cover: full coat laminated / back to back / colored / vellum board 220 gsm

Inside: 15 sheets back to back / colored logo &amp; pictures

|              |  |  |  |  |  |                   |
|--------------|--|--|--|--|--|-------------------|
| <b>TOTAL</b> |  |  |  |  |  | <b>160,000.00</b> |
|--------------|--|--|--|--|--|-------------------|

Purpose: For Commencement Exercises' Program

|               |                            |                  |                                  |
|---------------|----------------------------|------------------|----------------------------------|
| Checked by:   |                            | Funds Available: |                                  |
|               | <b>ROTACIO S. GRAVOSO</b>  |                  | <b>ALICIA M. FLORES</b>          |
|               | TWG - Printing Services    |                  | HEAD, BUDGET OFFICE              |
| Signature:    |                            | Noted by:        |                                  |
| Printed Name: | <b>ANTONIETA D. ISRAEL</b> |                  | <b>GUIRALDO C. FERNANDEZ JR.</b> |
| Designation:  | END USER                   |                  | UNIT HEAD, PROJECT LEADER        |
|               |                            | Approved by:     |                                  |
|               |                            |                  | <b>EDGARDO E. TULIN</b>          |
|               |                            |                  | PRESIDENT, VSU                   |