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PR-2024-1023-231861



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-100224-0754**PR No.: **STF-2024-10-03062**Date: **10-23-2024**Dept./Office: **DSO**Category: **Office Supplies**Section/End-User: **Junard C. Gucela**Project Title/Code: **SSGAO-2025 Honors and Awards Convocation**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Plaque, Customized	pieces	1	1,500.00		1,500.00
Specification: For special guests during university events						
2	Specialty, board, long 8-1/2 x 13, 220 gsm, white, vellum, 10pcs/pack	pack	200	85.00		17,000.00
<b>TOTAL</b>						<b>18,500.00</b>

Purpose: **PLaquet for the speaker during honors and awards Convocation**

Checked by:  <b>VIVIAN V. BALBARINO</b> TWG - Office Supplies <i>11/5/24</i>		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>JUNARD C. GUCELA</b>	Noted by:  <b>JUNITO A. PANONCE</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU
Printed Name:			
Designation:			