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PR-2024-0423-192773

5/2/24



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-041224-0061**PR No.: **STF-2024-04-01065**Date: **04-23-2024**Dept./Office: **DSO**Category: **Trainings**Section/End-User: **Junard C. Gucela**
 Project Title/Code: **DSO-Student Handbook Revision  
 Workshop 2024**
Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Training Workshop on Revision of Student Handbook	lot	1	285,000.00		285,000.00
<b>Specification:</b>  <b>No. of Participants: 50</b>  <ul style="list-style-type: none"> <li>Accommodation :P1,000 /night - for 3 days</li> <li>Food &amp; Venue : P 1,232/person                Meals-Breakfast, Lunch, Dinner &amp; 2 Snacks (am &amp; pm)                Includes Function room</li> </ul>						
<b>TOTAL</b>						<b>285,000.00</b>
Purpose: Revision of student handbook (Accommodation, foods and venue)						
Checked by:  <b>JULIOUS B. CERNA</b> TWG - Trainings				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:		Approved by:		
Printed Name:	<b>JUNARD C. GUCELA</b>	<b>CHONA A. BRIT</b>		<b>PROSE IVY G. YEPES</b>		
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		