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PR-2025-0228-257689



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-022525-0986**PR No.: **GF-2025-02-00282**Date: **02-28-2025**Dept./Office: **ASO**Category: **Accommodation**Section/End-User: **Jenefer B. Jayme**Project Title/Code: **Workshop to prepare Administrative Services Procedures Manual**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation, Meals & REfreshments	person	13	3,500.00	JENEFER B. JAYME	45,500.00
Specification: Accommodation, Meals & Refreshments for 2 days and 1 night						
TOTAL						45,500.00
Purpose: Workshop to prepare Administrative Services Procedures Manual on March 13-14, 2025						
Checked by: ALEXANDER L. CABRAL TWG - Accommodation				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:			Approved by:	
Printed Name:	JENEFER B. JAYME	RYSAN C. GUINOCOR			PROSE WY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU 2/25	