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PR-2025-0710-284414



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-062525-1261**Dept./Office: **OVPSAS**PR No.: **STF-2025-07-00828**Date: **07-10-2025**Section/End-User: **Sheila Marie C. Lemos**Category: **Trainings**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **Student Leadership Congress**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Training Kit	person	1	1,080.00		1,080.00

Specification:

Should include:

1. Tote Bag

- Color: Off white
- Size: 13.5 x 16 inches
- Style: FLAT without zipper
- Material: Canvas Textile
- Texture: Thick quality
- Design: Personalized

2. ID Sling with Jacket

- Sling Texture: Thick quality
- Sling Design: Design: Personalized
- Sling Size: ¾ inch
- Jacket: Thick Quality

3. Notebooks/Writing Pad

- High Quality
- Black Cover
- Design: Personalized

4. Ballpen

- Blue

- Design: Personalized

5. Alcohol/Hand Sanitizer

6. Facemask

7. Tshirt

- Material: Cotton

- Design: Personalized

Item	Quantity	Unit Cost	Total Cost
4. Ballpen	100	10.00	1,000.00
5. Alcohol/Hand Sanitizer	100	10.00	1,000.00
6. Facemask	100	10.00	1,000.00
7. Tshirt	100	10.00	1,000.00
TOTAL			1,080.00

Purpose: 2025 VSU Student Leadership Congress

Checked by:

Funds Available:

ALICIA M. FLORES

TWG - Trainings

HEAD, BUDGET OFFICE

Signature:

Prepared by:

Noted by:

Approved by:

Printed Name:

SHEILA MARIE C. LEMOS

ALELI A. VILLOCINO

PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU