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PR-2025-0509-271470



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-050825-1160**Dept./Office: **UR**PR No.: **STF-2025-05-00602**Date: **05-09-2025**Section/End-User: **Jannet Leslie Evelyn S. Codog** Category: **Printing Services**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **STF-Registration Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing of diploma cover for VSU external graduates without address	pcs	1000	110.00		110,000.00

Specification:

Cloth bound, yellow color with VSU Seal with corner holder inside back cover

Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.

TOTAL
110,000.00

Purpose: Commencement exercises for undergraduate students and graduate students

Checked by:

MARIANE U. DELA PEÑA

TWG - Printing Services

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

JANNET LESLIE EVELYN S. CODOG

Noted by:

RAYMUND M. IGCASAMA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU