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PR-2024-1011-230059



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0085**PR No.: **GF-2024-10-02946**Date: **10-11-2024**Dept./Office: **OVPAF**Category: **Trainings**Section/End-User: **Rosela T. Batistil**Project Title/Code: **OVPAF_Office Suplies & Equipment_2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Food for Training/Workshop	pieces	50	200.00		10,000.00
Specification: packed lunch good for 30 persons; packed lunch- viands include: 1 meat, 1 vegetable, 1 dessert, and softdrinks/water 270 ml (enclosed in biodegradable container and biodegradable spoon and fork. k.						
2	Paper, Special (for Certificates)	pack	10	350.00		3,500.00
Specification: • A4 • 200 gsm						
TOTAL						13,500.00

Purpose: To purchase office supplies and equipment for CY 2025

Checked by:			Funds Available:		
TWG - Trainings			 ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	ROSELA T. BATISTIL	ELWIN JAY V. YU	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		