



VISAYAS
STATE UNIVERSITY

**FACULTY OF
NURSING**

August 20, 2025

MOISES NEIL V. SERIÑO
VP for Administration and Finance
Visayas State University

Dear Dr. Serino,

I hope this letter finds you well. I am writing to humbly request that the SPPMIS be open for me to upload the approved PR and PPMF of Dr. Joel Rey U. Acob, Dr. Michelle A. Calda, and Dr. Janet Alexis A. De Los Santos's research and extension project, as well as for the nursing office's additional request.

I could not submit it before the deadline because there were requested items that were not approved immediately because the TWG has a class, and the other one was on leave, and no one could approve it on her behalf.

I sincerely hope for your favorable consideration of my request.

Thank you for your attention and understanding.

Very respectfully yours,

GUADA FE D. AMIHAN
FON DdRC

Noted by:

MOISES NEIL V. SERIÑO
VP for Administration and Finance

submit until Aug. 29



FACULTY OF NURSING
Visayas State University, Baybay City, Leyte
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Phone: +63 53 565 0600 Local 1012



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V4 07-23-2025
No. 25-265



VISAYAS
STATE UNIVERSITY
**FACULTY OF
NURSING**

October 13, 2025

MOISES NEIL V. SERIÑO
VP for Administration and Finance
Visayas State University



Dear **Dr. Serino**,

I am writing to request approval of our purchase request for Dr. Michelle A. Calda's Extension project in Women's Care, PR: GF-2025-09-01201. The PR was not submitted before the deadline because the TWG for office supplies was on leave, and nobody can sign it on her behalf.

I sincerely hope for your favorable consideration of my request.

Thank you for your attention and understanding.

Very respectfully yours,

GUADA F. D. AMIHAN
Fon DdRC

Approved by:

MOISES NEIL V. SERIÑO
VP for Administration and Finance



FACULTY OF NURSING
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No. 25-321



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-081525-1399** PR No.: **GF-2025-09-01202** Date: **09-03-2025**
Dept./Office: **FON** Category: **Office Supplies**
Section/End-User: **Guada Fe D. Amihan** Project Title/Code: **HIV/AIDS and WOMENS CARE**
Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Memo Notebooks, 60 leaves	pieces	130	30.00		3,900.00
2	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	15	45.00		675.00
3	Ball pen, Blue, 0.7, 12s	pack	11	100.00		1,100.00

Specification:

Ball pen, Blue, 0.7mm point

12pcs per pack

Smooth Ink Pen

TOTAL						5,675.00
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Purpose: HIV/AIDS and WOMENS CARE		Funds Available:	
Checked by:	DOREEN B. ALBA <i>[Signature]</i>	for ALICIA M. FLORES <i>[Signature]</i>	
TWG Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	GUADA FE D. AMIHAN	MICHELLE A. CALDA	PROSELYN G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

SCAN HERE



PR-2025-0903-296060



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-081525-1399

Dept./Office: FON

PR No.: GF-2025-09-01202

Date: 09-03-2025

Section/End-User: Guada Fe D. Amihan

Category: Office Supplies

Funding Source: General Fund - MOOE

Project Title/Code: HIV/AIDS and WOMENS CARE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
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2	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	15	45.00		675.00
3	Ball pen, Blue, 0.7, 12s	pack	11	100.00		1,100.00

Specification:

Ball pen, Blue, 0.7mm point
12pcs per pack
Smooth Ink Pen

TOTAL

5,675.00

Purpose: HIV/AIDS and WOMENS CARE

Checked by:

DOREEN B. ALBA

Funds Available:

only 3
ALICIA M. FLORES
HEAD, BUDGET OFFICE

TWG - Office Supplies

Prepared by:

GUADA FE D. AMIHAN

Noted by:

MICHELLE A. CALDA

Approved by:

PROSELYG. YEPES
PRESIDENT, VSU

Signature:

Printed Name:

Designation:

UNIT HEAD, PROJECT LEADER