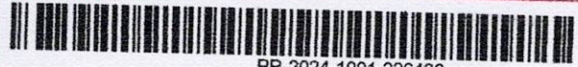Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **246-1-1551-2024-0-0-24**

Dept./Office: **DSO**

Section/End-User: **Junard C. Gucela**

Funding Source: **Special Trust Fund**

PR No.: **STF-2024-10-01762**   Date: **10-01-2024**

Category: **Trainings**

Project Title/Code: **SWSO-24(Re-Orientation & Training on Suicide Prevention)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Training Kit	person	10	1,080.00		10,800.00

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

TOTAL					**10,800.00**

Purpose: For Re-Orientation & Training on Suicide Program

Checked by:			Funds Available:	
VIVIAN V. BALBAMNO			ALICIA M. FLORES & TESD	
TWG - Trainings			HEAD, BUDGET OFFICE UNIFAST	
Signature:	Prepared by:	Noted by:		Approved by:
Printed Name:	**JUNARD C. GUCELA**	**CHONA A. BRIT**		**PROSE IVY G. YEPES**
Designation:		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU

Noted:

RYAN C ILAIDA
Student Regent