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PR-2024-0705-209004

T.E.17



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

## PURCHASE REQUEST

PPMP No. : 39-4-172-2024-1-0-3

Dept./Office: CN

PR No.: TF-2024-07-01324

Date: 07-05-2024

Section/End-User: Janet Alexis A. De los Santos

Category: Insurance

Funding Source: Trust Fund

Project Title/Code: Insurance

| Item #                                                        | Item Description                                         | Unit | Qty                                                                               | Unit Cost                                                                            | PAR/ICS                                                         | Total Cost      |
|---------------------------------------------------------------|----------------------------------------------------------|------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------|
| 1                                                             | Insurance                                                | pc   | 2                                                                                 | 4,800.00                                                                             |                                                                 | 9,600.00        |
| <b>Specification:</b><br>Insurance for travel accidents       |                                                          |      |                                                                                   |                                                                                      |                                                                 |                 |
| <b>TOTAL</b>                                                  |                                                          |      |                                                                                   |                                                                                      |                                                                 | <b>9,600.00</b> |
| Purpose: Insurance                                            |                                                          |      |                                                                                   |                                                                                      |                                                                 |                 |
| Checked by:<br><br><b>ALICIA M. FLORES</b><br>TWG - Insurance |                                                          |      |                                                                                   | Funds Available:<br><br><b>NICK FREDDY R. BELLO</b><br>(OIC) HEAD, ACCOUNTING OFFICE |                                                                 |                 |
| Signature:                                                    | Prepared by:<br><br><b>JANET ALEXIS A. DE LOS SANTOS</b> |      | Noted by:<br><br><b>JANET ALEXIS A. DE LOS SANTOS</b><br>UNIT HEAD PROJECT LEADER |                                                                                      | Approved by:<br><br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU |                 |