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10-E-17

PR-2024-1011-229991



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-092524-0501

PR No.: TF-2024-10-02936

Date: 10-11-2024

Dept./Office: **ViCARP**Category: **Accommodation**Section/End-User: **Tiffany P. Baguio**Project Title/Code: **ViCARP 1.25.3 Regional RDE**Funding Source: **Trust Fund****Symposium Accommodation**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation for ViCARP CMI staffs	room	20	1,500.00		30,000.00

**Specification:**

- 3 pax per room

2	Hotel Room Accommodation	room	20	2,000.00		40,000.00
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**Specification:**

- Modern and air-conditioned hotel room with queen size bed, good for 1-2 persons
- Free breakfast
- Near Baybay City and New Baybay City Hall
- Strong wifi connection inside the room
- With balcony

<b>TOTAL</b>						<b>70,000.00</b>
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Purpose: Accommodation for ViCARP CMI Staff

Checked by:

**ALEXANDER L. CABRAL**

TWG Accommodation

Funds Available:

**NICK FREDDY R. BELLO**

(OIC) HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>TIFANNY P. BAGUIO</b>	<b>SANTIAGO T. PEÑA JR.</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU