



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



## PURCHASE REQUEST

PPMP No. : 190-4-797-2023-6-0-1

PR No.: TF-2023-07-01297

Date: 07-27-2023

Dept./Office: OCL

Category: **Scanning Services**

Duration: 2023-09-01

Section/End-User: **Geraldine T. Baro**

to  
2023-11-30

Funding Source: **Trust Fund**

Project Title/Code: 20201050-7.2 --  
Phase 1

| Item # | Item Description           | Unit  | Qty | Unit Cost  | PAR/ICS          | Total Cost |
|--------|----------------------------|-------|-----|------------|------------------|------------|
| 1      | Book scanning and indexing | books | 1   | 490,000.00 | VICENTE A. GILOS | 490,000.00 |

**Specification:**

Book scanning and indexing include:

- a. Document sorting
- b. Create digital images
- c. Clean the PDF
- d. Image resolution (300dpi)
- e. Run quality control check
- f. Indexing
- g. Data storage

**TOTAL**

**490,000.00**

Purpose: For NCCA Project Grant

Checked by:

**MARLON G. BURLAS**

Funds Available:

**NICK FREDDY R. BELLO**

TWG - Scanning Services

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**GERALDINE T. BARO**

END USER

Noted by:

**VICENTE A. GILOS**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU