



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

PURCHASE REQUEST

PPMP No. : 44-1-2787-2024-1-0-2

Dept./Office: **DStat**

PR No.: **STF-2024-02-00599**

Date: **02-20-2024**



Section/End-User: **Molley Venice . Nuñez**

Category: **Trainings**

Funding Source: **Special Trust Fund**

Project Title/Code: **DStat-ITPWorkshop3-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation (King Size), ITP Workshop	day	28	1,100.00		30,800.00
Specification: King Size Bed						
2	Accommodation (Queen Size), ITP Workshop	day	14	1,000.00		14,000.00
Specification: Queen Size Bed						
3	Paper, Special (for Certificates)	pack	20	350.00		7,000.00
Specification: <ul style="list-style-type: none">A4200 gsm						
4	RDE Hall Rental	hour	80	1,000.00		80,000.00
Specification: To use for training, workshop, or seminar Includes chairs, tables, internet, and etc.						
5	Stage Decoration	lot	4	3,000.00		12,000.00
Specification: Will include decorating the hall with various ornamental plants and restoration of the hall after the workshop.						
6	Token	bag	4	1,000.00		4,000.00
Specification: To provide to guest speakers Will include products from TechnoMart such as camote chips, vacuum jackfruit, and etc.						

		TOTAL												147,800.00	
Purpose: For ITP Workshop III <i>Feb 2024</i>															
Checked by:								Funds Available:							
 JULIOUS B. CERNA <i>2/21/24</i>								 ALICIA M. FLORES							
TWG - Trainings								HEAD, BUDGET OFFICE							
Signature:		Prepared by:				Noted by:				Approved by:					
Printed Name:		MOLLEY VENICE . NUÑEZ				PAULO G. BATIDOR				DANIEL LESLIE S. TAN					
Designation:						UNIT HEAD, PROJECT LEADER				PRESIDENT, VSU					