



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031025-1021**PR No.: **TF-2025-03-00418**Date: **03-25-2025**Dept./Office: **VISERDAC**Category: **Transportation**Duration: **2024-10-01**Section/End-User: **Lendelle Editha G. Cagasan**Project Title/Code: **20201050-1.122.2**to
2026-09-30Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Vehicle/Van Rental	day	3	5,000.00		15,000.00

Specification:

Rental and Route Condition:

- VSU to whole Leyte, Southern Leyte and whole Biliran Province.
- Inclusive of all consumables (lubricants, fuels and filters)
- Inclusive of vehicle maintenance and repair
- Inclusive of driver expenses
- Vehicle must be able to traverse in/to a road not normally travelled by regular van

	TOTAL					15,000.00
--	--------------	--	--	--	--	------------------

Purpose: For project use

Checked by:

AMIEL R. ARMADA

Funds Available:

NICK FREDDY R. BELLO

TWG - Transportation

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	LENDELLE EDITHA G. CAGASAN	CRISLIN B. CRUZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU