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PR-2025-0304-258553



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

3-E.7

PURCHASE REQUEST

PPMP No. : **PPMP-2025-020325-0924**Dept./Office: **DPM**PR No.: **TF-2025-03-00289**Date: **03-04-2025**Section/End-User: **Justine Bennette H. Millado**Category: **Accommodation**Duration: **2025-03-26**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.114**to
2025-03-28

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation and Training Venue	Good for 3 days	1	25,000.00		25,000.00

Specification:

- accommodation for 15 persons at 800.00Php per night
- Venue can accommodate up to 25 participants and has adequate ventilation w/ tables and chairs to be used during training and is located in VSU Main campus (From March 26 to March 28, 2025 activity).

TOTAL
25,000.00

Purpose: Accommodation and Training Venue for 3 days training of CDO and PCA Personnel

Checked by:

ALEXANDER L. CABRAL

TWG - Accommodation

Funds Available:

NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Prepared by:

Noted by:

Approved by:

Signature:

Printed Name:

JUSTINE BENNETTE H. MILLADO
JUSTINE BENNETTE H. MILLADO
PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU