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PR-2024-1115-235333



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-111124-0787

Dept./Office: UR

PR No.: STF-2024-11-03148

Date: 11-15-2024

Section/End-User: Jannet Leslie Evelyn S. Codog Category: Printing Services

Funding Source: Special Trust Fund Project Title/Code: STF-Registration Fee

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Medals (With No Engraving) - Big	pcs	40	350.00		14,000.00
Specification: • 2" diameter, big gold plated • 31" long ribbon • 5mm thickness						
2	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	pcs	105	350.00		36,750.00
Specification: big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
3	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	pcs	200	250.00		50,000.00
Specification: Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring						
4	Printing of Diploma Form (Sheepskin)	pcs	1500	40.00		60,000.00
Specification: • Sheepskin • Parchment Paper short size 8.5x11 • 80 gsm 150 lbs • Heading only with borderline heading: VISAYAS STATE UNIVERSITY color: Brilliant green, borderline color brilliant gold						
5	Printing of Permanent record Envelope	pcs	3000	30.00		90,000.00
6	Printing of Transcript of Record Form	reams	50	2,450.00		122,500.00

Specification: Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone & fax nos., website & email address												
TOTAL												373,250.00
Purpose: for commencement excercises for undergrdraute studenys and graduate students												
Checked by:		 VIVIAN V. BALBARINO			Funds Available:			 ALICIA M. FLORES			UNIFACT	
		TWG - Printing Services			11/14/24			HEAD, BUDGET OFFICE				
Prepared by:		 JANNET LESLIE EVELYN S. CODOG			Noted by:			 RAYMUND M. IGCASAMA			Approved by:	
Signature:												
Printed Name:											PROSE IVY G. YEPES	
Designation:								UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	

Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone & fax nos., website & email address

373,250.00

Purpose: for commencement exercises for undergraduate students and graduate students

Funds Available:  **ALICIA M. FLORES** *of UNIFACT*

HEAD, BUDGET OFFICE


VIVIAN V. ALBARINO
TWG - Printing Services *for* 11/14/24

HEAD, BUDGET OFFICE

Noted by: 	Approved by: 
RAYMUND M. IGCASAMA	PROSE IVY G. YEPES
UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

Prepared by: Jannet Leslie Evelyn S. Codog

Signature:
Printed Name:
Designation:

Approved by:	
	PROSE IVY G. YEPES
	PRESIDENT, VSU

Noted by: 	RAYMUND M. IGCASAMA
	UNIT HEAD, PROJECT LEADER

Prepared by: Jannet Leslie Evelyn S. Codog

Signature:
Printed Name:
Designation: