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PR-2025-0219-255206



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-020825-0956**Dept./Office: **CN**PR No.: **STF-2025-02-00204**Date: **02-19-2025**Section/End-User: **Guada Fe D. Amihan**Category: **Office Supplies**Funding Source: **Special Trust Fund**Project Title/Code: **FoN Additional**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Maintenance Box WorkForce Pro WF-C878R	pc	2	6,000.00		12,000.00
Specification: for office use in printing test questions during exams						
TOTAL						12,000.00
Purpose: FoN Additional						
Checked by:				Funds Available:		
				<i>July 2</i> for ALICIA M. FLORES, W. RIE 2/21/25 HEAD, BUDGET OFFICE		
TWG - Office Supplies						
Signature:	Prepared by:	Noted by:			Approved by:	
	<i>Guada Fe D. Amihan</i>	<i>Christian Vie P. Baldonado</i>			<i>Prose Ivy G. Yepes</i>	
Printed Name:	GUADA FE D. AMIHAN	CHRISTIAN VIE P. BALDONADO			PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	