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PR-2025-1118-308920



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-111325-1505**Dept./Office: **ViCARP**PR No.: **TF-2025-11-00007**Date: **11-18-2025**Section/End-User: **Tiffany P. Baguio**Category: **Printing Services**Funding Source: **Trust Fund**Project Title/Code: **ViCARP Kit for Symposium**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Leather bag with custom laser engraving and event tag	pcs	150	300.00		45,000.00

**Specification:**

Leather bag with custom laser engraving and event tag (14.5 by 12.5 inches with 10inch straps) Customized Retractable ID Holder with custom event design

<b>TOTAL</b>						<b>45,000.00</b>
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Purpose: For the 37th Joint ViCARP-EViAFRREDN Regional RDE Symposium on Dec. 2-3, 2025

Checked by:		Funds Available:	
<b>MARIANE U. DELA PEÑA</b>		<b>NICK FREDDY R. BELLO</b>	
TWG - Printing Services		HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>TIFANNY P. BAGUIO</b>	<b>SANTIAGO T. PEÑA JR.</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU