

SCAN HERE



PR-2024-1002-227254



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0490**

Dept./Office: **SEAFRONT**

Section/End-User: **Elaine L. Avenido**

Funding Source: **Special Trust Fund**

PR No.: **STF-2024-10-01931**

Date: **10-02-2024**

Category: **Accommodation**

Project Title/Code: **SEAFRONT SUITE STF-2025-A**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|------------------|------|-----|-----------|---------|------------|
| 1      | good morning kit | kit  | 800 | 30.00     |         | 24,000.00  |

**Specification:**

- \*\*Guest kit sets will not be individually repacked to avoid damage during shipment
- Includes:
  - 1pc generic guest kit box
  - 1pc white roundhead 155mm toothbrush / white diamondhead 157mm toothbrush
  - 1pc 3g toothpaste sachet
  - 1pc 5g shampoo sachet
  - 1pc 10g white rectangular soap in glassine wrapper

|  |              |  |  |  |  |                  |
|--|--------------|--|--|--|--|------------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>24,000.00</b> |
|--|--------------|--|--|--|--|------------------|

Purpose: **ACCOMMODATION USE**

|                                                                      |                                                                        |
|----------------------------------------------------------------------|------------------------------------------------------------------------|
| Checked by:<br><br><b>ALEXANDER L. CABRAL</b><br>TWG - Accommodation | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |
|----------------------------------------------------------------------|------------------------------------------------------------------------|

|                                             |                                              |                                                                           |                                                                |
|---------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------|
| Signature:<br>Printed Name:<br>Designation: | Prepared by:<br><br><b>ELAINE L. AVENIDO</b> | Noted by:<br><br><b>MARJORIE B. ESCUADRA</b><br>UNIT HEAD, PROJECT LEADER | Approved by:<br><br><b>PROSE IV G. YEPES</b><br>PRESIDENT, VSU |
|---------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------|