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PR-2024-1008-229224



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092924-0718**PR No.: **STF-2024-10-02638**Date: **10-08-2024**Dept./Office: **CN**Category: **Accommodation**Section/End-User: **Guada Fe D. Amihan**Project Title/Code: **CoN Procurement 2025 25%**Funding Source: **Special Trust Fund****Conduct of research writing workshop**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation, Venue, and Meal Package for 3 days and 2 Nights workshop	lot	1	130,000.00		130,000.00

Specification:

Accommodation for 3 days and 2 nights workshop for 25 participants

Accommodation should be airconditioned rooms with individual bed for participants, Each room should have individual Comfort Rooms. Towels and toiletries should be provided

Venue:

- Should be fully airconditioned
- with sound system and microphone
- with training tables and chairs for at least 25 participants
- with projector and screen

Food:

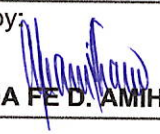

- Day 1 - AM Snacks, Lunch, PM Snacks, Dinner
- Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner
- Day 3 - Breakfast, AM Snacks, Lunch, PM Snacks
- Menu shall be negotiated by the facilitators

Date for the activity will be identified and arranged later

TOTAL						130,000.00
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Purpose: CoN Procurement 2025 25% Conduct of research writing workshop

Checked by: ALEXANDER L. CABRAL TWG - Accommodation	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature:	Prepared by: 	Noted by: 	Approved by:
Printed Name:	GUADA FE'D. AMIHAN	CHRISTIAN VIE R. BALDONADO	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU