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PR-2025-0429-269160



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-042425-1130**Dept./Office: **PMRRO**PR No.: **TF-2025-04-00563**Date: **04-29-2025**Section/End-User: **Nica Mae D. Cayanong**Category: **Printing Services**Funding Source: **Trust Fund**Project Title/Code: **PMRRO - Sintra board 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printing os Sintra Board (1.5x3ft)	piece	3	585.00		1,755.00
	<b>TOTAL</b>					<b>1,755.00</b>

Purpose: Marketing and promotion for The Voice of VSU 2025

Checked by:		Funds Available:	
 <b>MARIANE D. DELA PEÑA</b> TWG - Printing Services		 <b>NICK FREDDY R. BELLO</b> HEAD, ACCOUNTING OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>NICA MAE D. CAYANONG</b>	<b>HONEY SOFIA V. COLIS</b>	<b>PROSE IVY G. YEPES</b>
Designation:		<b>UNIT HEAD, PROJECT LEADER</b>	<b>PRESIDENT, VSU</b>

- ☒ Original PPMP
- ☐ Revised (Changed items, same budget)
- ☐ Supplemental



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PPMP-2025-0424-268739

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

END-USER/UNIT: **Performance Management and Rewards & Recognition Office**

PPMP #: **PPMP-2025-042425-1130**

CHARGED TO **TF**

Project Code: **PMRRO - Sintra board 2025**

Project, Programs and Activities(PPAs):

Marketing

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Printing Services</b>															
	Printing as Sintra Board (1.5x3ft)	3 piece	1,755.00	Public Bidding				3								
	<b>Sub-Total</b>		<b>1,755.00</b>													
<b>TOTAL BUDGET:</b>			<b>1,755.00</b>													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

**NICA MAE D. CAYANONG**

Submitted by:

**HONEY SOFIA V. COLIS**  
 Unit Head/Project Leader

Date: **04/24/2025**

**NICK FREDDY R. BELLO**