



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

**PURCHASE REQUEST**

PPMP No. : **PPMP-2025-092924-0718**

PR No.: **STF-2024-10-02639**

Date: **10-08-2024**

Dept./Office: **CN**

Category: **Awards & Tokens**

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	ACRYLIC GLASS PLAQUE	pieces	3	2,000.00		6,000.00
Specification:						
Size: 10"x 12mm thick, UV PRINTING						
2	Token (Tote bag and food products)	pcs	3	650.00		1,950.00
Specification:						
VSU Tote Bag with VSU branding						
VSU Cookies						
Biscotti						
Carnote Chips						
Vacuum Fried Jackfruit						
Others						
TOTAL						7,950.00

Purpose: **CoN Procurement 2025 25% Conduct of research writing workshop**

Checked by:			Funds Available:		
	MARIANE M. DELA PEÑA			ALICIA M. FLORES	
	TWG - Awards & Tokens			HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	GUADA FE D. AMIHAN	CHRISTIAN WE P. BALDONADO	PROSE MY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		