



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

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PR-2024-1009-229542

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0482**

Dept./Office: **OP**

PR No.: **GF-2024-10-02590**

Date: **10-09-2024**

Section/End-User: **Les Andre B. Pamaos**

Category: **Awards & Tokens**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OP-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Diploma folder, yellow, with VSU logo, for certificates of recognition	pcs	10	100.00		1,000.00
2	Folding VSU Umbrella for tokens	pcs	50	275.00		13,750.00

Specification:

VSU Folding VSU Umbrella in Plain Polyester Folding Umbrella, Size: 7.5 X 18.5 X 4.5 cm with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.

3	Leis	pc	20	250.00		5,000.00
4	Token (Assorted Goods/Food Products)	pcs	50	650.00		32,500.00

Specification:

Abaca Bag

VSU Cookies

Biscotti

Camote Chips

Vacuum Fried Jackfruit

Others

5	Token (Tote bag and food products)	pcs	50	650.00		32,500.00
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Specification:

VSU Tote Bag with VSU branding

VSU Cookies

Biscotti

Camote Chips

Vacuum Fried Jackfruit Others						
6	VSU cap/Hat for Tokens	pcs	50	300.00		15,000.00
Specification: VSU hats/caps with regular size color green with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
7	VSU Mugs for Tokens	pcs	30	200.00		6,000.00
Specification: VSU Mug with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
TOTAL						105,750.00
Purpose: For VSU guests/visitors						
Checked by: <div style="text-align: center;">  MARIANE U. DELA PEÑA TWG - Awards & Tokens </div>				Funds Available: <div style="text-align: center;">  ALICIA M. FLORES HEAD, BUDGET OFFICE </div>		
Signature: Printed Name: Designation:	Prepared by: <div style="text-align: center;">  LES ANDRE B. PAMAOS </div>	Noted by: <div style="text-align: center;">  CORAZON A. PADILLA UNIT HEAD, PROJECT LEADER </div>	Approved by: <div style="text-align: center;">  PROSE IVY G. YEPES PRESIDENT, VSU </div>			