



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031025-1021**PR No.: **TF-2025-03-00412**Date: **03-25-2025**Dept./Office: **VISERDAC**Category: **Office
Equipment and Appliances**Duration: **2024-10-01
to**Section/End-User: **Lendelle Editha G. Cagasan**Project Title/Code: **20201050-
1.122.2****2026-09-30**Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Water Dispenser, Cabinet type	pc	1	10,000.00		10,000.00

Specification:

- **Type:** Floor Standing
- **Functions:**
 - Hot
 - Cold
- **Body Material:** Plastic
- **Compressor:** High Efficiency
- **Protection:** Thermally Protected

TOTAL**10,000.00**

Purpose: For project use

Checked by:

NORMAN O. VILLAS

Funds Available:

NICK FREDDY R. BELLO

TWG - Office Equipment and Appliances

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

LENDELLE EDITHA G. CAGASAN

Designation:

Noted by:

CRISLIN B. CRUZ

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU