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PR-2024-1002-226822



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-092424-0010

PR No.: GF-2024-10-01777

Date: 10-02-2024

Dept./Office: PO

Category:
**Communication/Courier
Services**

Section/End-User: Arjanery B. Antofina

Project Title/Code: Procurement-2025

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Courier Services for BAC Documents	lot	1	54,000.00		54,000.00
Specification: for sending of contracts, notices of award, notices to proceed, purchase orders, communications to bidders, and other communications from the BAC minimum of 180 parcels						
2	Load Cards, Smart, Php500	pcs	12	525.00		6,300.00
	TOTAL					60,300.00

Purpose: for office use

Checked by:

MARIA ROBERTA S. MIRAFLOR

Funds Available:

ALICIA M. FLORES

TWG - Communication/Courier Services

HEAD, BUDGET OFFICE

Signature:

Prepared by:

ARJANERY B. ANTOFINA

Noted by:

JESSAMINE C. ECLEO

Approved by:

PROSE IVY G. YEPES

Printed Name:

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU 10/10/24