



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-120425-1526**PR No.: **GF-2025-12-00014**Date: **12-10-2025**Dept./Office: **UICIS**Category: **Professional Services**Section/End-User: **ELVIE D. BALBARINO**Funding Source: **General Fund - CO**Project Title/Code: **MIS-12-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Aircon Installation	lot	1	80,000.00		80,000.00

Specification:

- Installation services provided by the supplier of the air-conditioning units
- Payment for the additional materials that will be used during the installation of air-conditioning units
- 4 air-conditioning units to be installed

	TOTAL					80,000.00
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Purpose: For the Installation of Air-conditioning units

Checked by: ELIZABETH S. QUEVEDO TWG - Professional Services		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: ELVIE D. BALBARINO Designation:	Prepared by: ELVIE D. BALBARINO	Noted by: NORMAN O. VILLAS UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU