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PR-2024-1004-228006



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0676**Dept./Office: **CET**PR No.: **GF-2024-10-02077**Date: **10-04-2024**Section/End-User: **MICHELLE A. BORLEO**Category: **Accommodation**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Dean-CET GAA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Hotel and Accommodation for Resource Person</b>	room	6	2,000.00		12,000.00
<b>Specification:</b> Deluxe Room						
2	<b>Venue Rental</b>	lot	1	10,000.00		10,000.00
<b>Specification:</b> 10 Hours Rental						
3	<b>Venue Rental for 80 pax</b>	room	1	7,000.00		7,000.00
<b>Specification:</b> Function room 80 persons capacity with the following amenities: wifi, smart TV/projector, table microphones, and sound system (for 2 days)						
<b>TOTAL</b>						<b>29,000.00</b>
Purpose: Conduct of Training-Workshop						
Checked by:  <b>ALEXANDER L. CABRAL</b> TWG - Accommodation				Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Prepared by:  <b>MICHELLE A. BORLEO</b>		Noted by:  <b>JANNET C. BENCURE</b> UNIT HEAD, PROJECT LEADER		Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU	