

SCAN HERE



PR-2024-0304-182915



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

## PURCHASE REQUEST

PPMP No. : 163-1-831-2024-2-0-1

Dept./Office: ODI

PR No.: STF-2024-03-00756

Date: 03-04-2024

Section/End-User: Maria Louella C. Tambis

Category: Office Supplies

Funding Source: Special Trust Fund

Project Title/Code: IO-2024-IA Fireside Chat

| Item #                                                                                                                             | Item Description        | Unit                      | Qty | Unit Cost                                                       | PAR/ICS | Total Cost    |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|-----|-----------------------------------------------------------------|---------|---------------|
| 1                                                                                                                                  | Certificate Jacket      | pc                        | 30  | 30.00                                                           |         | 900.00        |
| <b>Specification:</b><br><br>• Short Landscape<br>• Certificate Jacket (Short Landscape)<br>• Certificate Jacket (Short Landscape) |                         |                           |     |                                                                 |         |               |
| <b>TOTAL</b>                                                                                                                       |                         |                           |     |                                                                 |         | <b>900.00</b> |
| Purpose: Centennial Celebration Academe-Industry Fireside Chat (March 20, 2024)                                                    |                         |                           |     |                                                                 |         |               |
| Checked by:<br><br>SHALOM GRACE C. SUGANO<br>TWG - Office Supplies                                                                 |                         |                           |     | Funds Available:<br><br>ALICIA M. FLORES<br>HEAD, BUDGET OFFICE |         |               |
| Signature:                                                                                                                         | Prepared by:            | Noted by:                 |     | Approved by:                                                    |         |               |
| Printed Name:                                                                                                                      | MARIA LOUELLA C. TAMBIS | ALAN B. LORETO            |     | DANIEL LESLIE S. TAN                                            |         |               |
| Designation:                                                                                                                       |                         | UNIT HEAD, PROJECT LEADER |     | PRESIDENT, VSU                                                  |         |               |