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PR-2025-1113-307895



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-110725-1501  
Dept./Office: ViCARP  
Section/End-User: Tiffany P. Baguio  
Funding Source: Trust Fund

PR No.: TF-2025-11-00005  
Category: Printing Services  
Project Title/Code: ViCARP 1.25.3 Polo Shirt Symposium

Date: 11-13-2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	ViCARP Polo Shirt	pcs	250	600.00		150,000.00
Specification: <ul style="list-style-type: none"><li>• Full Sublimation Polo Shirt</li><li>• With ViCARP Logo</li><li>• End user will give the design for referece.</li></ul>						
TOTAL						150,000.00
Purpose: For the 37th Regional RDE Symposium						
Checked by:  MARIANE U. DELA PEÑA TWG - Printing Services				Funds Available:  NICK FREDDY R. BELLO HEAD, ACCOUNTING OFFICE		
Signature: Printed Name: Designation:	Prepared by:  TIFANNY P. BAGUIO	Noted by:  SANTIAGO T. PEÑA JR. UNIT HEAD, PROJECT LEADER		Approved by:  PROSEIVY G. YEPES PRESIDENT, VSU		