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PR-2022-0523-33833



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

PURCHASE REQUEST

Dept./Office: **DepStat**PR No.: **STF-2022-05-00598**Date: **05-23-2022**Section/End-User: **Monna E. Bengalan**Category: **Trainings**Funding Source: **Special Trust Fund**Project Title/Code: **ICPSOUTHWORKSHOP-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Paper, Special (for Certificates)	pack	3	350.00		1,050.00
Specification: A4 200 gsm						
2	RDE Hall Rental	hour	37	1,000.00		37,000.00
Specification: To use for training, workshop, or seminar Includes chairs, tables, internet, and etc.						
3	Stage Decoration	lot	1	3,000.00		3,000.00
Specification: Will include decorating the hall with various ornamental plants and restoration of the hall after the workshop.						
4	Token	bag	3	1,000.00		3,000.00
Specification: To provide to guest speakers Will include products from TechnoMart such as camote chips, vacuum jackfruit, and etc.						
TOTAL						44,050.00
Purpose: For ICP South Workshop use.						
Checked by:				Funds Available:		
 VENICE B. IBANEZ				 ALICIA M. FLORES		
TWG - Trainings				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	MONNA E. BENGALAN		MAY ANN E. PALEN		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	