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PR-2025-0613-277594



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-052325-1199**PR No.: **GF-2025-06-00713**Date: **06-13-2025**Dept./Office: **EO**

Category:

**Communication/Courier
 Services**
Section/End-User: **Marianne Joyce D. Gallego**Funding Source: **General Fund - MOOE**Project Title/Code: **Odex Admin (Supplies)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Courier services	unit	2	200.00		400.00
	TOTAL					400.00

Purpose: Courier Services for the Legal Documents

Checked by:

MARIANE U. DELA PEÑA

TWG - Communication/Courier Services

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MARIANNE JOYCE D. GALLEGO	CATHERINE C. ARRADAZA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU