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PR-2025-0519-272592

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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-043025-1140**Dept./Office: **DBM**Section/End-User: **Sheillo G. Catorce**Funding Source: **Trust Fund**PR No.: **TF-2025-05-00634**

Category:  
**Communication/Courier  
 Services**

Date: **05-19-2025**

Duration: **2025-05-01  
 to  
 2026-06-30**

Project Title/Code: **20201050-1.124**

| Item # | Item Description          | Unit | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------|---------------------------|------|-----|-----------|---------|-----------------|
| 1      | Courier services          | unit | 10  | 200.00    |         | 2,000.00        |
| 2      | Load Cards, Smart, Php500 | pcs  | 15  | 525.00    |         | 7,875.00        |
|        | <b>TOTAL</b>              |      |     |           |         | <b>9,875.00</b> |

Purpose: Project

|                                                     |                                               |                                                     |                                               |
|-----------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| Checked by:<br><br><b>MARIA ROBERTA S. MIRAFLOR</b> |                                               | Funds Available:<br><br><b>NICK FREDDY R. BELLO</b> |                                               |
| TWG - Communication/Courier Services                |                                               | HEAD, ACCOUNTING OFFICE                             |                                               |
| Signature:                                          | Prepared by:<br><br><b>SHEILLO G. CATORCE</b> | Noted by:<br><br><b>MARK C. RATILLA</b>             | Approved by:<br><br><b>PROSE IVY G. YEPES</b> |
| Printed Name:                                       |                                               |                                                     |                                               |
| Designation:                                        |                                               | UNIT HEAD, PROJECT LEADER                           | PRESIDENT, VSU                                |