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PR-2024-1008-228655



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0083**Dept./Office: **DGE**PR No.: **GF-2024-10-02392**Date: **10-11-2024**Section/End-User: **April G. Bulawan**Category: **Accommodation**Funding Source: **General Fund - MOOE**Project Title/Code: **DGE**

| Item #  | Item Description                            | Unit   | Qty | Unit Cost  | PAR/ICS                   | Total Cost      |
|---|---|--|-----|--|---------------------------|-----------------|
| 1   | <b>Accommodation for DGE IMS Writeshop</b>  | day  | 2   | 3,450.00   | FLORENTINO F. MORALES JR. | 6,900.00        |
| <b>Specification:</b><br>Function room -10 persons capacity with the following amenities: wifi, smart TV/projector, table microphones, and sound system |   |  |     |  |                           |                 |
| <b>TOTAL</b>  |   |  |     |  |                           | <b>6,900.00</b> |
| Purpose: To conduct IMS Writeshop   |   |  |     |  |                           |                 |
| Checked by:<br><br><b>ALEXANDER L. CABRAL</b><br>TWG - Accommodation  |   |  |     | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                           |                 |
| Signature:  | Prepared by:<br><br><b>APRIL G. BULAWAN</b> | Noted by:<br><br><b>FLORENTINO F. MORALES JR.</b><br>UNIT HEAD, PROJECT LEADER |     | Approved by:<br><br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU        |                           |                 |