

# VISAYAS STATE UNIVERSITY

Entity Name

Fund Cluster :

## DISBURSEMENT VOUCHER

Date: July 29, 2022  
DV No. :

Mode of Payment

MDS Check  
  Commercial Check  
  ADA  
  Others (Please specify)

Payee

VSU Pavilion

TIN/Employee No.:

ORS/BURS No.:

Address

VSU Visca Baybay City, Leyte

Particulars

Responsibility Center

MFO/PAP

Amount

Payment for meals & snacks per supporting papers attached in the amount of - - - - -

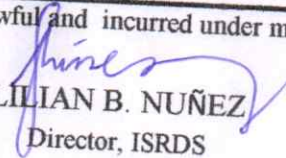
VSU - BIDANI

27,200.00

Amount Due

27,200.00

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

  
 LILIAN B. NUÑEZ  
 Director, ISRDS

B. Accounting Entry:

Account Title

UACS Code

Debit

Credit

C. Certified:

D. Approved for Payment

- Cash available
- Subject to Authority to Debit Account (when applicable)
- Supporting documents complete and amount claimed proper

Signature

NICK FREDDY R. BELLO

Signature

EDGARDO E. TULIN

Printed Name

Printed Name

Position

OIC HEAD ACCOUNTING  
Head, Accounting Unit/Authorized Representative

Position

VSU PRESIDENT  
Agency Head/Authorized Representative

Date

Date

E. Receipt of Payment

Check/  
ADA No. :

Date :

Bank Name & Account Number:

JEV No.

Signature :

VSU PAVILION

Date :

Printed Name:

Date

Official Receipt No. & Date/Other Documents

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## PURCHASE ORDER

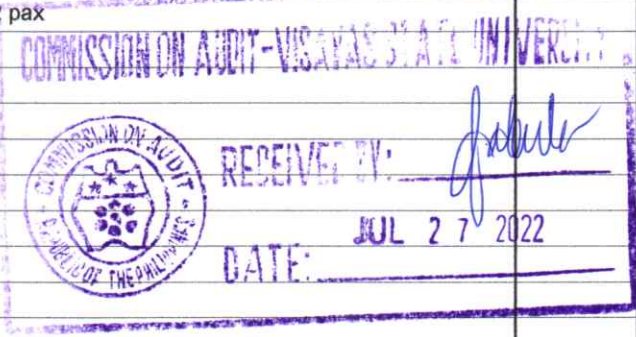
Supplier : <b>VSU PAVILION</b>	P.O No: TF-2022-07-0433
Address : VSU Main, Visca, Baybay City, Leyte	Date: July 20, 2022
TIN:	P.R No.: TF-2022-07-00973
	Mode of Procurement: NP-Small Value Procurement

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: VSU-Main Campus	Delivery Term: FOB-VSU Baybay
Date of Delivery: As needed by end-user after receipt of P.O.	Payment Term: As per cost of food items delivered/served

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	lot	<b>Meals and Snacks (Day 1)</b> Breakfast: 25 pax Lunch: 30 pax Dinner: 24 Snacks (AM & PM): 80 pax	1	15,850.00	15,850.00
2	lot	<b>Meals and Snacks (Day 2)</b> Breakfast: 25 pax Lunch: 30 pax Snacks (AM & PM): 62 pax	1	11,350.00	11,350.00
Purpose: For BMIS Training					
Intended: <b>ISRDS</b>					
<b>TOTAL:</b>					<b>27,200.00</b>



Total Amount in Words: **TWENTY SEVEN THOUSAND TWO HUNDRED PESOS**  
of one percent for every day delay shall be imposed.

Conforme: *[Signature]*  
Supplier's signature Over Printed Name  
Date: *7/21/22*

Very truly yours,  
*[Signature]*  
**EDGARDO E. TULIN**  
President

Fund Cluster: _____	ORS/BURS No. : <i>22-07-101 (50299030)</i>
Funds Available: _____	Date of ORS/BURS: <i>10/17/2020/1010-105</i>
<i>[Signature]</i> <b>NICK FREDDY R. BELLO</b> OIC, Accounting Division	Amount: <i>₱27,200.00 pp 7/21</i>

*2:51*





# ABSTRACT OF BIDS

Project Name: Procurement of Meals and Snacks  
Project Location: VSU-Main Campus  
Implementing Office: ISRDS

PR: TF-2022-07-00973

FUNDING:

MODE OF PROCUREMENT: Negotiated Procurement - Small Value Procurement

Date: 07/20/2022

Item No.	ARTICLES AND SPECIFICATIONS	ABC	QTY	UNIT	NAME OF BIDDERS			REMARKS
					AJJJA FASTFOOD & CATERING SERVICES	VSU PAVILION	BAYBAY CITY CONSUMERS COOPERATIVE	
1	Meals and Snacks (Day 1), buffet setup Breakfast: 25 pax Lunch: 30 pax Dinner: 24 pax Snacks (AM & PM): 80 pax	15,850.00	1	lot	Unit Price 15,690.00	Unit Price 15,850.00	Unit Price 15,850.00	
2	Meals and Snacks (Day 2), buffet setup Breakfast: 25 pax Lunch: 30 pax Snacks (AM & PM): 62 pax	11,350.00	1	lot	11,233.00	11,350.00	11,350.00	

*(As justified by the end-user)*

WE HEREBY CERTIFY: 1. That we opened the bids publicly in response to a public advertisement copy of which is filed herewith.  
2. That all the entries above are true and correct.

PREPARED BY:  
fr:   
DEXTER JUN G. TALISAYSAY  
Printed Name & Signature

TECHNICAL WORKING GROUP:  
  
VENICE B. IBANEZ  
Printed Name & Signature

END-USER:  
RHEA ANGELIE M. FERNANDEZ  
Printed Name & Signature

COMMITTEE ON BIDS AND AWARDS:  
  
DILBERTO O. FERRAREN  
BAC Chairman

FELICIANO G. SINON  
BAC Vice-Chairman

MA. SALOME B. BULAYOG  
BAC Member

ERLINDA A. VASQUEZ  
BAC Member

PASTOR GARCIA  
BAC Member

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**ISRDS / VSU - BIDANI**  
Department/Center/Office/Unit

July 29, 2022

Date

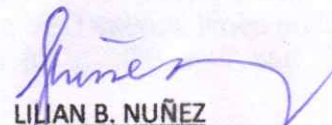
**JUSTIFICATION**

This is to certify for the emergency and negotiated purchase of food catering service at VSU Pavilion, an Income Generating Project (IGP) of VSU, Visca, Baybay City, Leyte.

The item/s reflected in the Purchase Request is/are official in nature, absolutely and immediately needed by our department/ center/ office considering that the activity was unprogrammed (  emergency meeting,  arrival of guests,  research project-related activity,  other purpose). The price/s quoted is/are believed to be the lowest and reasonable in the locality.

In addition, VSU Pavilion does not require an advance payment and accepts reservation regardless of the number of persons while other food catering provider set a minimum of 50 persons per meal or snack. It readily delivers or renders service before payment and extends credit despite the lag time in the processing of payments.

Also, the availment of the said food catering service is one way of patronizing the IGP and in return beneficial/advantageous to the university as a whole.

  
**LILIAN B. NUÑEZ**  
End-User/Requesting Party

Recommending Approval :

**DILBERTO O. FERRAREN, PhD.**  
VP for Planning, Resource Generation  
& Auxiliary Services

Approval :

**EDGARDO E. TULIN, PhD.**  
President





July 15, 2022

**Dr. Dilberto O. Ferraren**  
Vice President-PRGGAS  
and BAC Chairperson  
VSU, Visca, City of Baybay, Leyte

*File*  
*ready for justification*

Dear Dr. Ferraren:

ISRDS will be conducting a stay-in orientation seminar on the BIDANI Program on July 21-22, 2022 for 20 participants from our four component campuses. The venue is the ISRDS Training Room at the VSU Main Campus, Baybay City, Leyte.

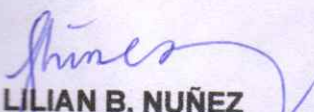
May we request that the participants be accommodated at the VSU Apartelle and that their meals and snacks be catered by the VSU Guest House due to the following reasons:

- 1) The proximity of the VSU Guest House to the training venue will allow the timely serving of fresh meals and snacks to the participants and facilitating team.
- 2) An outsider-caterer will need to set up its facilities at the ISRDS lobby for the two-day seminar which will cause inconvenience to the ISRDS staff and our clientele.
- 3) There will be a night session on Day 1 for mentoring participants on doing extension work. Thus, it will be convenient for them to be accommodated at a lodging facility within the campus. Moreover, during breaks they have the option to take a rest in their rooms.
- 4) COVID-19 continues to threaten everyone. The participants will be less exposed to people outside of VSU, including the catering staff, if they are accommodated within the campus. This is not to mention that the catering staff will be moving to and from VSU several times during the seminar duration which indicates a potentially higher risk for ISRDS staff and the participants.
- 5) We can save on fuel expenses as the participants will not need to travel to Baybay City for their accommodation.

Overall, the VSU facilities provide convenience, quality service, and security to our clients and guests based on our experience in the past several years.

We earnestly hope for the approval of this request. Thank you and best regards.

Very truly yours,



**LILIAN B. NUÑEZ**  
Director and Program Leader, VSU-BIDANI



Republic of the Philippines  
Visayas State University  
Baybay City, Leyte

Annex A

VSU PAVILION  
STATEMENT OF ACCOUNT

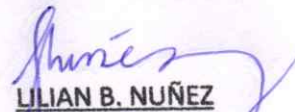
Date : July 29, 2022  
Bill No. 2022-07-237


PNL # 08-2-1202-22

Name of Center/Office: ISRDS  
Reserved by : Saloma B. Gisulga  
Charged to: VSU BIDANI


Particulars			Amount
July 21, 2022	Breakfast :	25 pax @ 150	3,750.00
	AM Snacks :	40 pax @ 50	2,000.00
	Lunch :	30 pax @ 150	4,500.00
	PM Snacks :	40 pax @ 50	2,000.00
	Dinner :	24 pax @ 150	3,600.00
July 22, 2022	Breakfast :	25 pax @ 150	3,750.00
	AM Snacks :	38 pax @ 50	1,900.00
	Lunch :	30 pax @ 150	4,500.00
	PM Snacks :	24 pax @ 50	1,200.00
<b>BMIS Training</b>			
<b>Total</b>			<b>27,200.00</b>

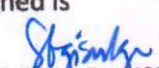
Please settle the above bill within thirty(30)days after receipt.

  
LILIAN B. NUÑEZ  
In-charge of Funds

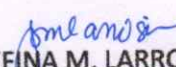
Received by:   
RHEA ANGARA M. FERNANDEZ  
Signature over printed name


In case of non payment of the office/department concerned, the undersigned is responsible for its settlement.

Prepared by:   
ARRAH MAE C. GODOY  
Clerk

  
SALOMA B. GISULGA  
Signature over printed name  
(Reserved by)

Contact no. \_\_\_\_\_

Noted by:   
JOSEFINA M. LARROSA  
Project Manager

  
NICK FREDDY R. BELLO  
ACCOUNTING DEPT.