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PR-2025-0207-252504



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0656**PR No.: **STF-2024-10-02917**Date: **02-07-2025**Dept./Office: **AdO**Category: **Food & Food
Ingredients**Section/End-User: **Sheila Marie C. Lemos**Project Title/Code: **Admission Fees-VSU CAT 2025**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Packed Meals for Lunch (200.00)	packs	20	200.00		4,000.00
Specification: Specification: Includes the following: • at least 2 main dish • at least 1 cup of rice • at least 1 drinks • at least fruit or dessert						
2	Snacks AM	set	100	80.00		8,000.00
Specification: • one serving of snacks • one serving of softdrinks						
3	Snacks PM	packs	40	80.00		3,200.00
Specification: • one serving of snacks • one serving of drinks						
TOTAL						15,200.00

Purpose: For the conduct of VSUCAT 2025.

Checked by:

ALEXANDER L. CABRAL

TWG - Food & Food Ingredients

Funds Available:

ALICIA M. FLORES
HEAD, BUDGET OFFICE **UNIFAS**

Signature:

Printed Name:

Designation:

Prepared by:

SHEILA MARIE C. LEMOS

Administrative Assistant II

Noted by:

JOSEPH E. PADILLA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU

VSUCAT2025 Schedule on serving of snacks for personnels

Note: 6 personnels for 2 days, morning & afternoon snacks

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Date		AM	PM	Total	From PR #	note
Feb	22	6	6	12	0630	
	23	6	6	12	0630	
March	1	6	6	12	0630	
	2	6 5	6 5	12 10	0630	Total 48 ⁴⁶ (-8 sets from PR 0656)
	8	6	6	12	0656	
	9	6	6	12	0656	
	15	6	6	12	0656	
	16	6	6	12	0656	
	22	6	6	12	0656	
	23	6	6	12	0656	
	29	6	6	12	0656	
	30	6	6	12	0656	
April	5	6	6	12	0656	
	6	6	6	12	0656	Total 128 sets from PR 0656

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Total 14 days

- Note: 1) 8 sets from PR 0656 ,
 2) 128 sets from PR 0656
 3) 12 remaining sets for snacks...

Prepared by:


 Lorna B. Abamo