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PR-2024-0531-200338



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-052924-0158**PR No.: **STF-2024-05-01222**Date: **05-31-2024**Dept./Office: **OP**Category: **Food & Food
Ingredients**Section/End-User: **Les Andre B. Pamaos**Funding Source: **Special Trust Fund**Project Title/Code: **OP-2024-workshop**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|--|------|-----|------------|---------|------------|
| 1 | Meals (July 15-19, 2024 and July 22-26, 2024) | lot | 1 | 934,800.00 | | 934,800.00 |

Specification:

Event: Scenario and Strategic Planning Workshops

Target Date: July 15-19, 2024 (Scenario Planning Workshop); July 22-26, 2024 (Strategic Planning Workshop)

No. of Persons: **272**
Inclusions:

with venue (free tables and chairs)

Breakfast for 10 days 180 50 (5 pax for each day x 10 days) PhP 9,000.00
Lunch for 10 days 180 2,720 (272 pax for each day x 10 days) PhP 489,600.00
Dinner for 10 days 200 50 (5 pax for each day x 10 days) PhP 10,000.00
AM Snacks for 10 days 80 2,720 (272 pax for each day x 10 days) PhP 217,600.00
PM Snacks for 10 days 80 2,720 (272 pax for each day x 10 days) PhP 217,600.00

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|--|--------------|--|--|--|--|-------------------|
| | TOTAL | | | | | 934,800.00 |
|--|--------------|--|--|--|--|-------------------|

Purpose: University Scenario and Strategic Planning Workshops

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| Checked by: LYNETTE C. CIMAFRANCA 6/15/24 TWG - Food & Food Ingredients | | | Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE | | |
| Signature: | Prepared by: LES ANDRE B. PAMAOS | Noted by: CORAZON A. PADILLA | Approved by: PROSE IVY G. YEPES | | |
| Printed Name: | | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU | | |
| Designation: | | | | | |