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PR-2025-0124-249331



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-012425-0893**PR No.: **GF-2025-01-00087**Date: **01-24-2025**Dept./Office: **EO**Category: **Food & Food
Ingredients**Section/End-User: **Marianne Joyce D. Gallego**Project Title/Code: **Training-Workshop on the
production of IEC Materials Day 2**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lunch Buffet Style	person	60	250.00		12,450.00
Specification: 200.00 of <ul style="list-style-type: none"> • Rice • Seafood mix • Fresh lumpia • Steamed chicken • Vegetable salad • Calamansi juice with carrots <p>with venue</p>						
2	Snacks AM	set	60	80.00		4,800.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of softdrinks 						
3	Snacks PM	packs	60	80.00		4,800.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of drinks 						
TOTAL						24 24,600.00
Purpose: Training-Workshop on the production of IEC Materials Day 2						
Checked by:				Funds Available:		
 ALEXANDER L. CABRAL				 ALICIA M. FLORES		
TWG - Food & Food Ingredients				HEAD, BUDGET OFFICE		
Signature:	Prepared by:		Noted by:		Approved by:	
Printed Name:	MARIANNE JOYCE D. GALLEGO		CATHERINE C. ARRADAZA		PROSE IVY G. YEPES	
Designation:			UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	

- ☒ Original PPMP
☐ Revised (Changed items, same budget)
☐ Supplemental



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PPMP-2025-0124-249054

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-
 USER/UNIT: Extension Office

CHARGED TO GF-MOOE

PPMP #: **PPMP-2025-012425-0893**
 Training-
 Workshop on the
 Project Code: production of
 IEC Materials
 Day 2

Project, Programs and Activities(PPAs):

Training-Workshop on the production of IEC Materials Day 2 for the Extension Coordinator in VSU

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Food & Food Ingredients															
	Lunch Buffet Style	60 person	15,000.00	Public Bidding						60						
	Snacks AM	60 set	4,800.00	Public Bidding						60						
	Snacks PM	60 packs	4,800.00	Public Bidding						60						
	Sub-Total		24,600.00													
	TOTAL BUDGET:		24,600.00													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: Marianne Joyde D. Gallego
MARIANNE JOYDE D. GALLEG0

Submitted by: Catherine C. Arradaza
CATHERINE C. ARRADAZA
 Unit Head/Project Leader

Date: 01/24/2025