

SCAN HERE



PR-2025-0829-293993



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0678**PR No.: **STF-2025-08-01183**Date: **08-29-2025**Dept./Office: **OVPREI**
 Category: **Food & Food  
 Ingredients**
Section/End-User: **Ganessa Rose G. Cuevas**Funding Source: **Special Trust Fund**Project Title/Code: **OVPREI.Website.2025**

| Item # | Item Description                       | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------|--|--------|-----|-----------|---------|------------|
| 1      | Assorted coffee, milo, sugar, creamier | pc     | 50  | 17.50     |         | 875.00     |
| 2      | Snacks AM & PM                         | person | 60  | 160.00    |         | 9,600.00   |

**Specification:**

Snacks (AM): puto, mango &amp; chocolate

Snacks (PM): meat bread &amp; softdrinks

|   |                            |        |    |        |  |           |
|---|----------------------------|--------|----|--------|--|-----------|
| 3 | Meals (Lunch Buffet Style) | person | 60 | 250.00 |  | 15,000.00 |
|---|----------------------------|--------|----|--------|--|-----------|

**Specification:**

- Rice
- 2 Dish of Any (Pork, Beef, Chicken, Fish/Seafood) or 1 Dish of Any (Pork, Beef, Chicken, Fish/Seafood) & 1 Dish of vegetables or noodles
- Fruits or Dessert
- Drinks
- Buffet Style
- With Flowing coffee

|  |              |  |  |  |  |                  |
|--|--------------|--|--|--|--|------------------|
|  | <b>TOTAL</b> |  |  |  |  | <b>25,475.00</b> |
|--|--------------|--|--|--|--|------------------|

Purpose: For the KM Training Workshop in September 2025

|   |                               |  |                          |
|---|-------------------------------|--|--------------------------|
| Checked by:   |                               | Funds Available:   |                          |
| <b>ALEXANDER L. CABRAL</b> <i>outlined</i><br>TWG - Food & Food Ingredients |                               | <i>for</i> <b>ALICIA M. FLORES</b> <i>only i</i><br>HEAD, BUDGET OFFICE <i>WTR-KI UNITFAST</i> |                          |
| Signature:  | Prepared by:                  | Noted by:  | Approved by:             |
| Printed Name:   | <b>GANESSA ROSE G. CUEVAS</b> | <b>SANTIAGO A. PEÑA JR.</b>  | <b>PROSE IV G. YEPES</b> |
| Designation:  |                               | UNIT HEAD, PROJECT LEADER  | PRESIDENT, VSU           |