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PR-2024-1008-228625



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0497**PR No.: **STF-2024-10-02384**Date: **10-08-2024**Dept./Office: **NSTPO**Category: **Food & Food
Ingredients**Section/End-User: **Marlon V. Dampios**Project Title/Code: **CWTS Office Supplies and
Equipment/Training**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lunch (Buffet Style) Menu#1	person	60	200.00		12,000.00
Specification: With free venue for dining (tables and chairs) Buffet Style Menu: <ul style="list-style-type: none"> • Rice • Chicken Adobo • Chopsuey • Steamed Fish • Pasta • Melon juice 						
2	Snacks AM	set	30	80.00		2,400.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of softdrinks 						
3	Snacks PM	packs	30	80.00		2,400.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of drinks 						
TOTAL						16,800.00

Purpose: for CWTS Office supplies and trainings

Checked by:

ALEXANDER L. CABRAL

TWG - Food & Food Ingredients

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MARLON V. DAMPIOS	LOREGIN S. PUGOSA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU