



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-082725-1403**PR No.: **STF-2025-08-01143**Date: **08-28-2025**Dept./Office: **RCCRDC**Category: **Food & Food
Ingredients**Section/End-User: **Merlin R. Lebante**Funding Source: **Special Trust Fund**Project Title/Code: **STF 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	AM Snack	pc	40	80.00		3,200.00
Specification: <ul style="list-style-type: none"> • Empanada • Juice/Soft Drinks 						
2	Buffet-Style Meals (for Lunch or Dinner)	packs	40	320.00		12,800.00
Specification: <ul style="list-style-type: none"> • at least 1 serving of rice • at least a combination of 2 main dishes of pork/beef/chicken/seafoods • at least 1 serving of vegetables • at least 1 serving of fruits or dessert • at least 1 serving of drinks 						
TOTAL						16,000.00
Purpose: for VSU Forest Product Innovation Training Center launching use						
Checked by: <i>on Travel</i> ALEXANDER L. CABRAL				Funds Available: <i>[Signature]</i> ALICIA M. FLORES		
TWG - Food & Food Ingredients				HEAD, BUDGET OFFICE		
Signature:	Prepared by:	Noted by:			Approved by:	
	<i>[Signature]</i> MERLIN R. LEBANTE	<i>[Signature]</i> DENNIS P. PEQUE			<i>[Signature]</i> PROSE IVY G. YEPES	
Designation:		UNIT HEAD, PROJECT LEADER			PRESIDENT, VSU	