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

PURCHASE REQUEST

PPMP No. : 150-4-1535-2024-10-0-3

PR No.: TF-2024-09-01673

Date: 09-05-2024

Dept./Office: PCC

Category: Food & Food
Ingredients

Duration: 2024-01-01
to
2024-12-31

Section/End-User: Mariles V. Bulawan

Funding Source: Trust Fund

Project Title/Code: PCC-407/
Center Operation FY 2024

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/CS | Total Cost |
|--------|--|------|-----|------------|--------|------------|
| 1 | Food (Meals and Snacks) for Year-End AI Assessment | lot | 1 | 127,200.00 | | 127,200.00 |

Specification:

Event Details:

- Title: Regional Year-End AI Assessment & Livestock Development Planning – Workshop
- Activity Date: December 19-20, 2024
- Venue: CCE Building, VSU Visca Baybay City, Leyte

Food and Beverage Specifications:

Breakfast (December 19, 2024)

- Total Packs: 120
- Budget per Pack: 2200.00
- Menu:
 - 3 Dishes (any breakfast menu with plain rice/fried rice)
 - Fruits/Dessert
 - Drinks (Water/Coffee/Hot Choco/Milk)

Lunch (December 19-20, 2024)

- Total Packs: 240
- Budget per Pack: 2200.00
- Menu:
 - 3 Dishes (1 Meat, 1 Seafood, 1 Vegetable/Pasta)
 - Rice
 - Fruits/Dessert
 - Drinks (Juice/Soft Drinks)

Dinner (December 19, 2024)

- Total Packs: 120
- Budget per Pack: 2300.00

Menu:

- 3 Dishes (1 Meat, 1 Seafood, 1 Vegetable/Pasta)
- Rice
- Fruits/Dessert
- Drinks (Juice/Soft Drinks)
- 1 Lechon Baboy
- Cocktail

Snacks (AM & PM)

- **Total Packs:** 240
- **Budget per Pack:** 280.00
- **Menu:**
 - 1 Dish of any with drinks (Juice/Soft Drinks)
 - Flowing coffee

Additional Notes:

- The venue for serving food should be within **200 meters** from VSU Hostel, Apartelle, or VSU CCE Building.

TOTAL**127,200.00**

Purpose: For Al Year-End Assessment, Planning and Workshop

Checked by:


JULIOUS B. CERNA
NICK FREDDY R. BELLO

TWG - Food & Food Ingredients

(OIC) HEAD, ACCOUNTING OFFICE

Funds Available:

Prepared by:


MARILES V. BULAWAN

Noted by:


FRANCISCO G. GABUNADA JR.

Approved by:


PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU

Signature:

Printed Name: