

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

Institute of Human Kinetics

Department/Center/Office/Unit

September 28, 2021

Date

**JUSTIFICATION**

This is to certify for the emergency and negotiated purchase of food catering service at VSU Pavilion, an Income Generating Project (IGP) of VSU, Visca, Baybay City, Leyte.

The item/s reflected in the Purchase Request is/are official in nature, absolutely and immediately needed by our department/center/office considering that the activity was unprogrammed ( ☐ emergency meeting, ☐ arrival of guests, ☐ research project-related activity, ☒ other purpose). The price/s quoted is/are believed to be the lowest and reasonable in the locality.

In addition, VSU Pavilion does not require an advance payment and accepts reservation regardless of the number of persons while other food catering provider set a minimum of 50 persons per meal or snack. It readily delivers or renders service before payment and extends credit despite the lag time in the processing of payments.

Also, the availment of the said food catering service is one way of patronizing the IGP and in return beneficial/advantageous to the university as a whole.



CHARIS B. LIMBO

End-User/Requesting Party

Recommending Approval :

**DILBERTO O. FERRAREN, PhD.**

VP for Planning, Resource Generation  
& Auxiliary Services

Approval :

**EDGARDO E. TULIN, PhD.**

President