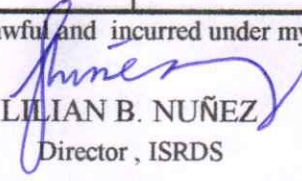


VISAYAS STATE UNIVERSITY Entity Name DISBURSEMENT VOUCHER				Fund Cluster : Date: Aug. 04, 2022 DV No. :	
Mode of Payment <input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)					
Payee VSU Pavilion		TIN/Employee No.:		ORS/BURS No.:	
Address VSU Visca Baybay City, Leyte					
Particulars		Responsibility Center	MFO/PAP	Amount	
Payment for meals & snacks per supporting papers attached in the amount of - - - -		ISRDS		14,750.00	
Amount Due				14,750.00	
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. <div style="text-align: center;">  LILIAN B. NUÑEZ Director, ISRDS </div>					
B. Accounting Entry:					
Account Title		UACS Code	Debit	Credit	
C. Certified:			D. Approved for Payment		
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper					
Signature		Signature			
Printed Name NICK FREDDY R. BELLO		Printed Name EDGARDO E. TULIN			
Position OIC HEAD ACCOUNTING Head, Accounting Unit/Authorized Representative		Position VSU PRESIDENT Agency Head/Authorized Representative			
Date		Date			
E. Receipt of Payment					JEV No.
Check/ ADA No. :	Date :	Bank Name & Account Number:		Date	
Signature :	VSU PAVILION	Date :	Printed Name:	Date	
Official Receipt No. & Date/Other Documents					

PURCHASE ORDER

amb



Annex F

OBLIGATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.: 02-102101-2022-07- 4064

Date: 07/22/2022

Fund: GF

Payee: VSU PAVILION

Office: ISRDS

Address: VISCA, PANGASUNGAN, BAYBAY

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
ISRDS	Payment of Meals and Snacks	903 0N 0N	50202010W	14,750.00
Total				14,750.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature:

Printed Name

Position:

Date:

DANIEL LESLIE S. TAN

VP for Admin. and Finance

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature:

Printed Name

Position:

Date:

ALICIA M. FLORES

Administrative Officer III

Head, Budget Unit

STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
07-23-2022	Obligations	02-102101-2022-07- 4064	14,750.00		14,750.00	
Totals						



198-C-2022-438



Republic of the Philippines
VISAYAS STATE UNIVERSITY
OFFICE OF THE HEAD FOR PROCUREMENT

REQUEST FOR QUOTATION

PR No: **GF-2022-07-00976 (Page 1 of 2)**

Name of Supplier: **VSU PAVILION**

Address of Supplier: **VISCA, PANGASUNGAN, BAYBAY**

Contact No. & E-mail Address: **(+000) 000-0000 / 0916-621-0877 & vsu.pavilion@gmail.com**

Canvass No: **C-2022-438**

Date: **07-21-2022**

Mode of Procurement : Shopping - A

Delivery Period: **within 15 calendar days from receipt of P.O**

Deadline for Submission of RFQ: **7 Calendar days**

Item No	Articles (Complete description and specification)	Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price	FOB (VSU Main, Visca, Baybay City, Leyte)	Authorized By: JESSAMINE C. ECLEO Head, Procurement
1	Meals/Lunch*		200.00	50	packs	195.00			Canvassed By: LESTER G. LAYOLA Canvasser
2	Snacks*		50.00	100	set	50.00			
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxx								
									Signature of Authorized Canvasser I hereby certify that I am in a position to furnish the articles at the prices shown and in quantities called for (Printed Name & Signature of Supplier)

*Please see attached specification
**If item does not have a brand/model specify "brandless" or "ordinary" or the place of origin of the item or a picture of the item, whichever is convenient to you.

End-User: **ISRDS**
Purpose: **Gender and Disaster Resilience Conference**

- ☐ Baybay
- ☐ Tacloban
- ☐ Leyte
- ☐ Ormoc
- ☐ Samar
- ☐ So. Leyte
- ☐ Manila
- ☐ Cebu
- ☐ Davao

Instructions:

Please quote your **best offer** for the items listed above in your **least government price** inclusive of taxes, delivery, and other applicable charges.

Submit this RFQ correctly and accurately. Please put initials for erasures.

Submit along with this RFQ the attached needed documentary requirements. Bidders who already submitted an updated file of the needed documentary requirements in VSU need not to re-submit.

Quotations that are above the set ABC or with no indicated brand and model shall be rejected.

Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

Documentary Requirements:

1. Business Permit
2. PhilGEPS Registration No.
3. Income / Business Tax Return

SCAN HERE



PR-2022-0720-49641



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

RECEIVED
 JUL 21 2022

BY:

PURCHASE REQUEST

Dept./Office: **ISRDS**Section/End-User: **Rhea Angelie M. Fernandez**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-07-00976**Date: **07-20-2022**

Category: **Food & Food
 Ingredients**

Project Title/Code: **301000000**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Meals/Lunch <i>July 27</i>	packs	50	200.00		10,000.00
Specification: Lunch for FFD Working Committees/Guests						
2	Snacks	set	100	50.00		5,000.00
Specification: <ul style="list-style-type: none"> • with drinks • Should be packed individually 						
TOTAL						15,000.00
Purpose: Gender and Disaster Resilience Conference						
Checked by: VENICE B. IBAÑEZ TWG - Food & Food Ingredients				Funds Available: ALICIA M. FLORES F. CP-PET HEAD, BUDGET OFFICE CA-MOOE		
Signature: Printed Name: Designation:	Requested by: RHEA ANGELIE M. FERNANDEZ END USER		Noted by: LILIAN B. NUÑEZ UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN 7/4 PRESIDENT, VSU	

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2022-0719-49164

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2022

Unit/Office/Dept/Div: **Institute for Strategic Research & Development Studies**

Project Code: **301000000**

Purpose: **Training**

Total Budget : **150,000.00**

Funding : **GF-MOOE**

PPMP #: **21-5-1223-2022-6-0-0**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Food & Food Ingredients																
Meals/Lunch	50	packs	200.00	10,000.00												
Snacks	100	set	50.00	5,000.00							50					
Sub-Total				15,000.00							100					
Grand Total				15,000.00												

Prepared by:

RHEA ANGELIE M. FERNANDEZ

Noted by:

LILIAN B. NUÑEZ
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: **07/19/2022**

*OF TRAINING
CA-MOOE Adv.*

<> *Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies

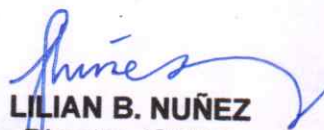


CERTIFICATION

THIS IS TO CERTIFY that there is an unforeseen contingency requiring the immediate purchase of 50 units AM snacks, 50 units PM snacks, and 50 units lunch for the Gender and Disaster Resilience Conference on July 27, 2022 due to the following reason(s): 1) The schedule of the conference was finalized late as it was dependent on the common time of availability of the resource persons; 2) The sponsors of the said conference have limited funds for food expenses; and 3) It is more convenient to avail of food services within the campus where the conference is held.

Thus, the alternative method, Shopping (a), has to be resorted to in order to address the urgency.

This certification is issued this 22nd day of July 2022 in order to facilitate the immediate purchase of the snacks and lunch.


LILIAN B. NUÑEZ
Director, ISRDS

VSU PAVILION
STATEMENT OF ACCOUNT

Date : August 04, 2022

Bill No. 2022-07-241

DM-A08-8-12107-22

Name of Center/Office: ISRDS
Reserved by : Anna Bea S. Hoyla
Charged to: ISRDS

Particulars			Amount
July 27, 2022	AM Snacks :	50 pax @ 50	2,500.00
	Lunch :	50 pax @ 195	9,750.00
	PM Snacks :	50 pax @ 50	2,500.00
Conference on Gender & Disaster Risk Governance: Learning from the Experiences of Diverse PRR Stakeholders			
Total			14,750.00

Please settle the above bill within thirty(30)days after receipt.

LILIAN B. NUÑEZ
In-charge of Funds

Received by:

RHEA ANGELIE M. FERNANDEZ
Signature over printed name

In case of non payment of the office/department concerned, the undersigned is responsible for its settlement.

Prepared by:

ARRAH MAE C. GODOY
Clerk

ANNA BEA S. HOYLA
Signature over printed name
(Reserved by)

Contact no. _____

Noted by:

JOSEFINA M. LARROSA
Project Manager

NICK FREDDY R. BELLO
ACCOUNTING DEPT. 8/10/22