



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

PURCHASE REQUEST

PPMP No. : 162-4-2869-2023-7-0-2

PR No.: TF-2023-08-01940

Date: 08-18-2023

Dept./Office: ODE

Category: Food & Food
 Ingredients

Section/End-User: Shirley T. Nayre

Funding Source: Trust Fund

Project Title/Code: Extension IGP Share 2023

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lunch (Buffet Style) Menu#1	person	180	200.00	SHIRLEY T. NAYRE	36,000.00

Specification:

With free venue for dining (tables and chairs)

Buffet Style

Menu:

- Rice
- Chicken Adobo
- Chopsuey
- Steamed Fish
- Pasta
- Melon juice

2	Snacks AM	set	180	80.00	SHIRLEY T. NAYRE	14,400.00
---	-----------	-----	-----	-------	------------------	-----------

Specification:

- Meat Bread
- Softdrinks

3	Snacks PM	packs	180	80.00	SHIRLEY T. NAYRE	14,400.00
---	-----------	-------	-----	-------	------------------	-----------

Specification:

- Empanada
- Softdrinks

TOTAL						64,800.00
--------------	--	--	--	--	--	------------------

Purpose: Extension Proposal Writing on November 2023

Checked by: LYNETTE C. CHAIFRANCA 8/18/23			Funds Available: NICK FREDDY R. BELLO 8/18		
TWG - Food & Food Ingredients			HEAD, ACCOUNTING OFFICE		
Signature:	Requested by: SHIRLEY T. NAYRE	Noted by: ANTONIO P. ABAMO	Approved by: EDGARDO E. TULIN 8/18/23		
Printed Name:	SHIRLEY T. NAYRE	ANTONIO P. ABAMO	EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2023-0817-139160

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

Unit/Office/Dept/Div: **Office of the Director for Extension**

Project Code: **EXT IGP Share : Extension Proposal Writing**

Purpose: **(Lunch & Snacks)**

Total Budget : **700,000.00**

Funding : **TF**

PPMP #: **162-4-625-2023-7-0-2**

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																
Lunch (Buffet Style) Menu#1	180	person	200.00	36,000.00											180	
Snacks AM	180	set	80.00	14,400.00											180	
Snacks PM	180	packs	80.00	14,400.00											180	
Sub-Total				64,800.00												
Grand Total				64,800.00												

Prepared by: Shirley T. NAYRE

SHIRLEY T. NAYRE

Noted by:

Antonio P. Abamo
ANTONIO P. ABAMO
Unit Head/Project Leader

Noted By:

Nick Freddy R. Bello
NICK FREDDY R. BELLO
Head, Accounting Office

Date: **08/17/2023**

<> *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