



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



ADMISSIONS OFFICE

Received

Date: 2-11-2025

By: B

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0630**

PR No.: **GF-2024-10-02183**

Date: **02-07-2025**

Dept./Office: **AdO**

Category: **Food & Food
Ingredients**

Section/End-User: **Sheila Marie C. Lemos**

Project Title/Code: **AdO_2025**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Snacks AM	set	20	80.00		1,600.00
Specification: - one serving of snacks - one serving of softdrinks						
2	Snacks PM	packs	20	80.00		1,600.00
Specification: - one serving of snacks - one serving of drinks						
TOTAL						3,200.00

Purpose: For VSUCAT 2025 Test Dry Run.

Checked by:

ALEXANDER L. CABRAL

TWG - Food & Food Ingredients

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	SHEILA MARIE C. LEMOS	JOSEPH E. PADILLA	PROSEIVY G. YEPES
Designation:	Administrative Assistant II	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

PR # 0690 (Detail)

Schedule for serving of Snacks.

Feb. 22
Feb. 23

Am
12
12
24

PM
12
12
24

TOTAL = 48

Note: Total # of snacks to serve: 40

40
- 48

(-8) will be charged to STF PR # 0656

Prepared by:

LORNA B. Abamo
dDRC, AdO

Date	Morning In	Morning Out	Signature	Afternoon In	Afternoon Out	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16	8:00	12:00		1:00	2:00	
17			SATURDAY			SATURDAY
18			SUNDAY			SUNDAY
19	7:50	12:00		12:55	5:00	
20	7:50	12:00		12:55	5:00	
21	7:30	12:00		12:48	5:00	
22						
23						
24			SATURDAY			SATURDAY
25			SUNDAY			SUNDAY
26			HOLIDAY			HOLIDAY
27	7:50	12:00		12:45	5:00	
28	7:55	12:00		12:53	5:00	
29	8:00	12:00		1:00	5:00	
30	7:57	12:00		12:50	5:00	
31			SATURDAY			SATURDAY
TOTAL	11 days					

RAYMUND M. IGACASAMA

Immediate Supervisor

Certified Correct: