



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

SCAN HERE



PR-2023-1004-148829

TO GRC

OP 10/4/23

PURCHASE REQUEST

PPMP No. : 177-5-1029-2023-9-0-8

Dept./Office: **GRC**

PR No.: **GF-2023-10-02496**

Date: **10-04-2023**

Section/End-User: **Letty Jean C. Lor**

Category: **Trainings**

Funding Source: **General Fund - MOOE**

Project Title/Code: **ASHU/GAD**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Meals, Snacks and Venue Package	person	60	1,000.00	LETTY JEAN C. LOR	60,000.00

Specification:

Meals, Snacks and Venue Package

-Breakfast

-Lunch

-AM Snacks

-PM Snacks

-Flowing Coffee and water

-Buffet Style

-With minor venue setup since this meeting is like a seminar/formal event with guests usually heads of SUCs, NGOs, and NGAs/

-contact VSU Gender Resource Center to coordinate with venue setup

TOTAL						60,000.00
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Purpose: Hosting the Regional Gender and Development Committee (RGADC) 2023 Fourth Quarter Meeting on 10 October 2023 a

Checked by: JULIOUS B. CERNA TWG - Trainings		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: LETTY JEAN C. LOR END USER	Noted by: MARIA AURORA TERESITA W. TABADA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU

10/4/23

RGADC VIII 4th Qtr Meeting**October 10, 2023 (Tuesday)**Venue: Zonal Center for Biodiversity Conservation and Habitat Restoration, VSU
(Unahan sa Molave Hill)

BREAKFAST	Egg Hotdog/longanisa Meaty Viand Vegetable Fruits Fresh juice
LUNCH	1 beef/pork 1 chicken 1 fish/seafood 1 vegetable Lasagna/carbonara Fruits/dessert Fresh juice *make sure to have at least a menu/food that can be eaten by those with other religions (Muslim, Sabadista)
AM SNACKS	Pinoy delicacy: Suman/moron and mango juice
PM SNACKS	Meat bread (packed so guests can opt to bring it after the mtg) Packed/bottled juice
OTHERS	<ul style="list-style-type: none">- SIMPLE VENUE SETUP. Contact GRC for details (09173056757)- Flowing Coffee and Water
NOTE: GRC is open for menu suggestion somewhat the same/more than as stated Thank you.	