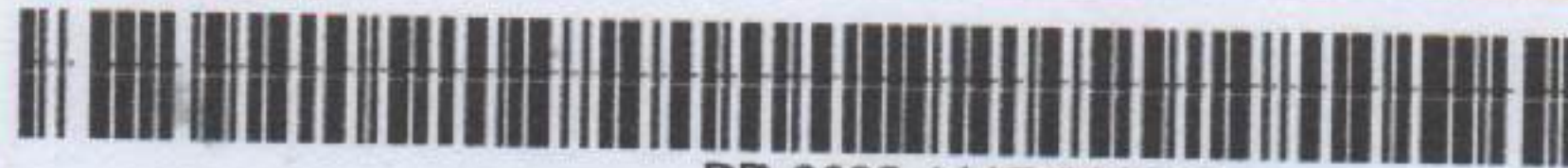


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PR-2025-1117-308519



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-061825-1243**PR No.: **STF-2025-11-00006**Date: **11-28-2025**Dept./Office: **OHIGP**Category: **Food and Services**Duration: **2025-06-19**Section/End-User: **Josefina L. Soria**to  
**2025-12-31**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **VSU MARKET & RENTED FACILITIES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	3n1 Coffee	packs	3	200.00		600.00
<b>Specification:</b>  For training workshop  2 packs (30 pcs of 3n1 coffee sachets in 1 pack)						
2	Packed Meals (Dinner) Menu#4	packs	100	200.00		20,000.00
<b>Specification:</b>  MENU (4) <ul style="list-style-type: none"> <li>• PORK STEAK</li> <li>• STEAMED FISH</li> <li>• RICE</li> <li>• VEGETABLE</li> <li>• FRUITS</li> <li>• SOFTDRINKS or MINERAL BOTTLED WATER</li> </ul>						
3	Snacks AM & PM	person	100	160.00		16,000.00
<b>Specification:</b>  Snacks (AM): puto, mango & chocolate  Snacks (PM): meat bread & softdrinks						
<b>TOTAL</b>						<b>36,600.00</b>

Purpose: For training and annual review (For Annual IGP Review Dec. 16-18, 2025)

Checked by:

*[Signature]*  
**ALEXANDER L. CABRAL**  
 TWG - Food and Services

Funds Available:

*[Signature]*  
**ALICIA M. FLORES**  
 HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>JOSEFINA L. SORIA</b>	<b>CRISLIN B. CRUZ-CORTEZ</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU