

SCAN HERE

DTHA- OVIPEI - Acct.



PR-2023-1114-156265



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

## PURCHASE REQUEST

PPMP No. : 38-4-1513-2023-6-0-3

PR No.: TF-2023-11-02783

Date: 11-14-2023

Dept./Office: CME

Category: Food & Food  
IngredientsDuration: 2022-07-01  
to  
2023-12-31

Section/End-User: Geecel F. Galvez

Project Title/Code: 20201050-1.108

Funding Source: Trust Fund

| Item #                                                                                                                                                                                                                                                                                                              | Item Description                           | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                                   | <b>Lunch Buffet Style</b>                  | person | 60  | 250.00    |         | 15,000.00  |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Rice</li> <li>• Seafood mix</li> <li>• Fresh lumpia</li> <li>• Steamed chicken</li> <li>• Vegetable salad</li> <li>• Calamansi juice with carrots</li> </ul> <p>with venue</p>                                                                       |                                            |        |     |           |         |            |
| 2                                                                                                                                                                                                                                                                                                                   | <b>Meals (Dinner) Buffet Style</b>         | person | 60  | 200.00    |         | 12,000.00  |
| <b>Specification:</b> <p>With free venue for dining (tables and chairs) within VSU</p> <p>Buffet Style</p> <p>Menu:</p> <ul style="list-style-type: none"> <li>• Rice</li> <li>• Chicken Adobo</li> <li>• Chopsuey</li> <li>• Steamed Fish</li> <li>• Pasta</li> <li>• Juice/softdrinks</li> <li>• Water</li> </ul> |                                            |        |     |           |         |            |
| 3                                                                                                                                                                                                                                                                                                                   | <b>Packed Meals for Breakfast (200.00)</b> | packs  | 40  | 200.00    |         | 8,000.00   |
| <b>Specification:</b> <p>Please encircle your preferred breakfast below:</p> <p>Choose (1) menu only:</p> <p>MENU (1)</p>                                                                                                                                                                                           |                                            |        |     |           |         |            |

- HAM
- BACON
- OMELLETE
- RICE
- LONGANISA
- COFEE/MILK/MILO/JUICE
- MINERAL BOTTLED WATER

MENU (2)

- EGG
- CHORIZO
- LONGANISA
- LUNCHEON MEAT
- BANGUS PAKSIW
- COFEE/MILK/MILO/JUICE
- MINERAL BOTTLED WATER

MENU (3)

- EGG
- BACON
- DANGGIT
- HOTDOG
- BANANA
- COFEE/MILK/MILO/JUICE
- MINERAL BOTTLED WATER

|   |           |     |     |       |  |          |
|---|-----------|-----|-----|-------|--|----------|
| 4 | Snacks AM | set | 120 | 80.00 |  | 9,600.00 |
|---|-----------|-----|-----|-------|--|----------|

Specification:

- Meat Bread
- Softdrinks

|   |           |       |     |       |  |          |
|---|-----------|-------|-----|-------|--|----------|
| 5 | Snacks PM | packs | 120 | 80.00 |  | 9,600.00 |
|---|-----------|-------|-----|-------|--|----------|

Specification:

- Empanada
- Softdrinks

|  |       |  |  |  |  |           |
|--|-------|--|--|--|--|-----------|
|  | TOTAL |  |  |  |  | 54,200.00 |
|--|-------|--|--|--|--|-----------|

Purpose: Project use

Checked by:

*Chelyn G. Estillo*  
**CHELYN G. ESTILLORE**

TWG - Food & Food Ingredients

Funds Available:

*Nick Freddy R. Bello*  
**NICK FREDDY R. BELLO**

HEAD, ACCOUNTING OFFICE

|              |               |           |              |
|--------------|---------------|-----------|--------------|
| Signature:   | Requested by: | Noted by: | Approved by: |
|              | Printed Name: |           |              |
| Designation: |               |           |              |

Requested by: *[Signature]*  
 Printed Name: **GEECEL F. GALVEZ**  
 Designation: **END USER**

Noted by: *[Signature]*  
 Printed Name: **MOISES NEIL V. SERINO**  
 Designation: **UNIT HEAD, PROJECT LEADER**

Approved by: *[Signature]*  
 Printed Name: **DANIEL LESLIE TAN**  
 Designation: **EDGARDO E. TULIN**  
 OK - PRESIDENT, VSU *[Signature]*