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PR-2025-1121-309917



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-102425-1487**PR No.: **STF-2025-11-00003**Date: **11-21-2025**Dept./Office: **NSTPO**Category: **Food and Services**Section/End-User: **Marlon V. Dampios**Project Title/Code: **SY: 2025-26 ROTC PRESENTATION OF SPONSORS AND ESCORTS**Funding Source: **Special Trust Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Snacks AM</b>	set	30	80.00		2,400.00

**Specification:**

- one serving of snacks
- one serving of softdrinks

2	<b>Buffet Style Meal Lunch or Dinner</b>	pax	35	250.00		8,750.00
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**Specification:**

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

<b>TOTAL</b>						<b>11,150.00</b>
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Purpose: ROTC Presentation of Sponsors and Escorts

Checked by: <b>ALEXANDER L. CABRAL</b> TWG - Food and Services		Funds Available: <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:	Prepared by: <b>MARLON V. DAMPIOS</b>	Noted by: <b>DARIO P. LINA</b> UNIT HEAD, PROJECT LEADER	Approved by: <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU
Printed Name:			
Designation:			