



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0085**PR No.: **GF-2024-10-02931**Date: **10-11-2024**Dept./Office: **OVPAF**Category: **Food & Food
Ingredients**Section/End-User: **Rosela T. Batistil**Project Title/Code: **OVPAF_Office Suplies &
Equipment_2025**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Bread and Butter Plate	pc	15	350.00		5,250.00
Specification: <ul style="list-style-type: none"> • 5.5" • Ceramic • Round • White • Dishwasher Safe • Microwave and oven use for versatility • Break and chip resistance for carefree durability • High Quality 						
2	Packed Meals for Lunch (200.00)	packs	200	200.00		40,000.00
Specification: Specification: Includes the following: <ul style="list-style-type: none"> • at least 2 main dish • at least 1 cup of rice • at least 1 drinks • at least fruit or dessert 						
3	Snacks AM	set	300	80.00		24,000.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of softdrinks 						
4	Snacks PM	packs	300	80.00		24,000.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of drinks 						
5	Token (Assorted Goodies)	set	60	250.00		15,000.00

Specification:**Inclusion:**

- VSU Cookies
- Biscotti
- Abaca Bag
- Others

TOTAL**108,250.00**

Purpose: To purchase refreshments/meals.

Checked by:


GHELYN G. ESTILLORE

Funds Available:


ALICIA M. FLORES

TWG - Food & Food Ingredients

HEAD, BUDGET OFFICE

Signature:

Prepared by:

Noted by:

Approved by:

Printed Name:


ROSELA T. BATISTIL
ELWIN JAY V. YU
PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU