



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-030725-1004**PR No.: **TF-2025-03-00297**Date: **03-07-2025**Dept./Office: **OVPAF**Category: **Food & Food  
Ingredients**Section/End-User: **Jerimi Ann B. Satuita**Project Title/Code: **Project Leader: Admin Cost (For  
snacks and meals)**Funding Source: **Trust Fund**

| Item #                                                                                                                                                                                                                              | Item Description                   | Unit  | Qty | Unit Cost | PAR/ICS               | Total Cost       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------|-----|-----------|-----------------------|------------------|
| 1                                                                                                                                                                                                                                   | <b>Packed Meals (Lunch) Menu#7</b> | pack  | 31  | 200.00    | MOISES NEIL V. SERIÑO | 6,200.00         |
| <b>Specification:</b><br><br>MENU (7) <ul style="list-style-type: none"> <li>• PORK STEAK</li> <li>• CHOPSEUY</li> <li>• RICE</li> <li>• FISH FILLET</li> <li>• PINEAPPLE</li> <li>• SOFTDRINKS or MINERAL BOTTLED WATER</li> </ul> |                                    |       |     |           |                       |                  |
| 2                                                                                                                                                                                                                                   | <b>Snacks AM (#5)</b>              | packs | 55  | 80.00     | MOISES NEIL V. SERIÑO | 4,400.00         |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Egg Sandwich</li> <li>• Mineral Bottled Water or Softdrinks</li> </ul>                                                                                               |                                    |       |     |           |                       |                  |
| 3                                                                                                                                                                                                                                   | <b>Snacks PM (#3)</b>              | packs | 55  | 80.00     | MOISES NEIL V. SERIÑO | 4,400.00         |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>• Siopao</li> <li>• Mineral Bottled Water or Soft-Drinks</li> </ul>                                                                                                    |                                    |       |     |           |                       |                  |
| <b>TOTAL</b>                                                                                                                                                                                                                        |                                    |       |     |           |                       | <b>15,000.00</b> |

Purpose: For the upcoming workshop and activites

|                                |                              |                                 |                           |
|--------------------------------|------------------------------|---------------------------------|---------------------------|
| Checked by:                    |                              | Funds Available:                |                           |
| <br><b>ALEXANDER L. CABRAL</b> |                              | <br><b>NICK FREDDY R. BELLO</b> |                           |
| TWG - Food & Food Ingredients  |                              | HEAD, ACCOUNTING OFFICE         |                           |
| Signature:                     | Prepared by:                 | Noted by:                       | Approved by:              |
| Printed Name:                  | <b>JERIMI ANN B. SATUITA</b> | <b>MOISES NEIL V. SERIÑO</b>    | <b>PROSE IVY G. YEPES</b> |
| Designation:                   |                              | UNIT HEAD, PROJECT LEADER       | PRESIDENT, VSU            |