







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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092724-0681**PR No.: **GF-2024-10-02276**Date: **10-07-2024**Dept./Office: **OUS**Category: **Food & Food  
Ingredients**Section/End-User: **Antonieta Corazon D. Israel**Funding Source: **General Fund - MOOE**Project Title/Code: **OUS- 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Food for Board Meetings - Dinner</b>	person	90	400.00		36,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of soup</li> <li>• one serving of meat</li> <li>• one serving of vegetables</li> <li>• one serving of rice</li> <li>• one serving of dessert</li> <li>• one serving of drinks</li> </ul>						
2	<b>Food for Board Meetings - Lunch</b>	person	90	400.00		36,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of soup</li> <li>• one serving of meat</li> <li>• one serving of vegetables</li> <li>• one serving of rice</li> <li>• one serving of dessert</li> <li>• one serving of drinks</li> </ul>						
3	<b>Food for Board Meetings - Snacks</b>	person	180	100.00		18,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of pasta</li> <li>• one serving of coffee</li> <li>• one serving of drinks</li> </ul>						
4	<b>Food for Council Meetings - Lunch</b>	person	500	270.00		135,000.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving soup</li> <li>• one serving of meat</li> <li>• one serving of fish</li> <li>• one serving of vegetables</li> <li>• one serving of rice</li> <li>• one serving of drinks</li> </ul>						

<ul style="list-style-type: none"> <li>▪ one serving of dessert</li> <li>• one serving of coffee</li> </ul>						
5	<b>Food for Council Meetings - Snacks</b>	person	540	80.00		43,200.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of snacks/delicacies</li> <li>• one serving drinks</li> </ul>						
6	<b>Food/Meals during Committee - Lunch</b>	person	28	270.00		7,560.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of soup</li> <li>• one serving of chicken</li> <li>• one serving of pork</li> <li>• one serving of vegetable</li> <li>• one serving of drinks</li> <li>• one serving of dessert</li> </ul>						
7	<b>Food/Meals during Committee Meetings - Breakfast</b>	person	28	150.00		4,200.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of dried fish</li> <li>• one serving of egg</li> <li>• one serving of rice</li> <li>• one serving of fruits</li> <li>• one serving of coffee or other drinks</li> </ul>						
8	<b>Food/Meals during Committee Meetings - Snacks</b>	person	28	80.00		2,240.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of snacks/delicacies</li> <li>• one serving of drinks</li> </ul>						
9	<b>Food/Meals during Committee Meetings- Dinner</b>	person	28	270.00		7,560.00
<b>Specification:</b> <ul style="list-style-type: none"> <li>• one serving of vegetable</li> <li>• one serving of fish</li> <li>• one serving of pork</li> <li>• one serving of beef</li> <li>• one serving of rice</li> <li>• one serving of drinks</li> <li>• one serving of fruits</li> </ul>						
<b>TOTAL</b>						<b>289,760.00</b>
Purpose: meals & snacks for BOR/UADCO/UAC meetings						

Checked by:  <b>ALEXANDER L. CABRAL</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Food & Food Ingredients		 HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>ANTONIETA CORAZON D. ISRAEL</b>	Noted by:  <b>HAZELLE V. ASALDO</b>	Approved by:  <b>PROSE IVY G. YEPES</b>
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU