



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



ADMISSIONS OFFICE

Received

Date: 2-11-2025

By: [Signature]

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0630**

PR No.: **GF-2024-10-02183**

Date: **02-07-2025**

Dept./Office: **AdO**

Category: **Food & Food
Ingredients**

Section/End-User: **Sheila Marie C. Lemos**

Project Title/Code: **AdO_2025**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Snacks AM	set	20	80.00		1,600.00
Specification: - one serving of snacks - one serving of softdrinks						
2	Snacks PM	packs	20	80.00		1,600.00
Specification: - one serving of snacks - one serving of drinks						
TOTAL						3,200.00

Purpose: For VSUCAT 2025 Test Dry Run.

Checked by: ALEXANDER L. CABRAL TWG - Food & Food Ingredients		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: SHEILA MARIE C. LEMOS	Noted by: JOSEPH E. PADILLA	Approved by: PROSEIVY G. YEPES
Printed Name:	Administrative Assistant II	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			

NOTE: Plc see details at the back

VSUCAT2025 Schedule on serving of snacks for personnels

Note: 6 personnels for 2 days, morning & afternoon snacks

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Date		AM	PM	Total	From PR #	note
Feb	22	6	6	12	0630	
	23	6	6	12	0630	
March	1	6	6	12	0630	
	2	6	6	12	0630	Total 48 (8 sets from PR 0656)
	8	6	6	12	0656	
	9	6	6	12	0656	
	15	6	6	12	0656	
	16	6	6	12	0656	
	22	6	6	12	0656	
	23	6	6	12	0656	
	29	6	6	12	0656	
	30	6	6	12	0656	
April	5	6	6	12	0656	
	6	6	6	12	0656	Total 128 sets from PR 0656

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Total 14 days

Note: 1) 8 sets from PR 0656 ,
 2) 128 sets from PR 0656
 3) 12 remaining sets for snacks...

Prepared by:



Lorna B. Abamo