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PR-2025-0204-251370

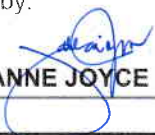

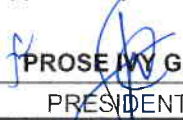


Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-012725-0912**PR No.: **STF-2025-02-00127**Date: **02-04-2025**Dept./Office: **EO**Category: **Food & Food
Ingredients**Section/End-User: **Marianne Joyce D. Gallego**Project Title/Code: **Extension's Major Activities
(Training/Workshop)**Funding Source: **Special Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lunch (Buffet Style) Menu#1	person	240	200.00		48,000.00
Specification: With free venue for dining (tables and chairs) Buffet Style Menu: <ul style="list-style-type: none"> • Rice • Chicken Adobo • Chopsuey • Steamed Fish • Pasta • Melon juice 						
2	Snacks AM	set	360	80.00		28,800.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of softdrinks 						
3	Snacks PM	packs	360	80.00		28,800.00
Specification: <ul style="list-style-type: none"> • one serving of snacks • one serving of drinks 						
TOTAL						105,600.00
Purpose: Extension Major Activities (Training/Workshop/Seminar)						
Checked by:  ALEXANDER L. CABRAL TWG - Food & Food Ingredients				Funds Available:  ALICIA M. FLORES <i>HW F-ES</i> HEAD, BUDGET OFFICE <i>UNIPACT</i>		

Signature: Printed Name: Designation:	Prepared by:	Noted by:	Approved by:
	 MARIANNE JOYCE D. GALLEGO	 CATHERINE C. ARRADAZA	 PROSPERO G. YEPES
		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

- ☒ Original PPMP
- ☐ Revised (Changed items, same budget)
- ☐ Supplemental



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PPMP-2025-0127-249601

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-
 USER/UNIT: Extension Office

PPMP #: PPMP-2025-012725-0912

CHARGED TO STF

Project Extension's Major
 Code: Activities
 (Training/Workshop)

Project, Programs and Activities (PPAs):

Extension Major Activities:

1. Workshop on Revision of the Extension Manual
2. Training-Workshop on Extension Techno-Guides
3. Training-Seminar on Capacitating on how to conduct Impact Assessment
4. Post Assessment for Farmer & Fisherfolks' Day and UGMAD Search
5. Pre-Activity Planning for FFD for next-year

Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Food & Food Ingredients															
	Lunch (Buffet Style) Menu#1	240 person	48,000.00	Public Bidding			30		60		60		60	30		
	Snacks AM	360 set	28,800.00	Public Bidding			90		60		120		60	30		
	Snacks PM	360 packs	28,800.00	Public Bidding			90		60		120		60	30		
	Sub-Total		105,600.00				①		④		②		③	⑤		
TOTAL BUDGET:			105,600.00													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

RECEIVED
 31 JAN 2025
 AUCIA M. FLORES