

PURCHASE REQUEST

POSTED

LGU: CITY OF CALAPAN

Date: 04/09/25

Fund: GENERAL FUND

Department: CCCDO

PR No. 0460

Date 04/07/2025

Section:

FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax	Cooperative Trainings			
		Meals & Snacks			-
		Fundamentals of Cooperatives			-
		April 24-, 2025			-
		am snacks- biko, hot choco/coffee	45	100.00	4,500.00
2	pax	lunch- rice, laing, inihaw na liempo, banana	45	250.00	11,250.00
		pm snacks- empanada, softdrinks	45	100.00	4,500.00
		April 25, 2025			-
		am snacks, nilupak/kakanin, water	45	100.00	4,500.00
		lunch-rice, condon blu, butter veg, buko pandan	45	250.00	11,250.00
3	pax	pm snacks- pesto tuna, juice in can	45	100.00	4,500.00
		Governance & Management for Cooperatives			-
		May 22, 2025			-
		am snacks-carbonara w/bread, buko juice	45	100.00	4,500.00
		lunch-pork caldereta, fried fish, rice, fruit salad	45	250.00	11,250.00
4	pax	pm snacks-cassava cake, water	45	100.00	4,500.00
		May 23, 2025			-
		am snacks- pansit canton w/bread, calamansi juice	45	100.00	4,500.00
		lunch-kare-kare, fried fish, rice, banana	45	250.00	11,250.00
		pm snacks-pastries, softdrinks	45	100.00	4,500.00
5	pax	Audit Management			-
		July 30, 2025, 2025			-
		am snacks-palabok w/bread, juice in can	45	100.00	4,500.00
		lunch-chicken bbq, chopsuey, rice, gelatin	45	250.00	11,250.00
		pm snacks-pichi-pichi, buko juice	45	100.00	4,500.00
6	pax	July 31, 2025			-
		am snacks- puto pao, buko juice	45	100.00	4,500.00
		lunch-puchero, fried fish, rice, buko pandan	45	250.00	11,250.00
		pm snacks- spaghetti w/ bread, softdrinks	45	100.00	4,500.00
					121,500.00

Purpose: Meals & Snacks to be served during Cooperative Trainings 2025

Signature:	Requested by:	Cash Availability:	Approved by:
Printed Name: ELEANOR V. COLLERA	NICASIO B. CATAPANG	MARILOU F. MORILLO	
Designation: Administrative Officer V/ CCCDO-OIC	City Treasurer	City Mayor	

PR 2021 v. 0

OKAS TO BUDGET AVAILABILITY

LORETA R. A. GALICIA #435

COOP. DEPT P100.