

## PURCHASE REQUEST

Municipality of Malita

LGU

Department -	MO	PR No.:	M 204-260	Date:	04-02-25
Section -					

Item No.	Unit of Issue	Item Description	Quantity	Estimated Unit Cost	Total Cost
1	Packs	<b>Catering Services: Pack-Lunch - NEW MALITA GYM</b> <b>April 21, 2025 Candidates briefing</b> One (1) Meal & Two (2) Snacks Menu: AM Snacks: Tuna clubhouse & juice Lunch: Rice, Sotanghon guisado, Chicken curry, Fish fillet, Seafood soup, Fruits, Softdrink & Water Pm Snacks: Banana cake & Softdrink	60	555.00	33,300.00
2	Packs	<b>April 22, 2025 Local candidates (OPLAN BAKLAS)</b> One (1) Meal & Two (2) Snacks Menu: AM Snacks: Burger & Softdrink Lunch: Rice, Fried bangus, Beef caldereta, Buffalo chicken, creamy mushroom soup, Fruits, Softdrink & Water Pm Snacks: Doughnut & Softdrink	60	555.00	33,300.00
3	Packs	<b>April 23, 2025 Deso Technical Training</b> One (1) Meal & Two (2) Snacks Menu: AM Snacks: Tuna Sandwich & juice Lunch: Rice, Chicken Teriyaki, Chicken afritada Chicken Pancit Guisado, Potato soup, Fruits, Soft Drink & Water Pm Snacks: puto cheese & Softdrink	60	555.00	33,300.00
4	Packs	<b>April 24, 2025 Final briefing of Electoral Boards</b> One (1) Meal & Two (2) Snacks Menu: AM Snacks: Sandwich Spread, & Softdrink Lunch: Rice, Pancit Guisado, Chicken adobo, Garlic fish, Corn soup, Fruits, Softdrink & Water Pm Snacks: Doughnut & Softdrink	60	555.00	33,300.00
5	Packs	<b>April 25, 2025 Final briefing of Deso TSS</b> One (1) Meal & Two (2) Snacks Menu: AM Snacks: Siopao & juice Lunch: Rice, Chicken Lumpia, Beef Bola Bola, Fish Escabeche, Chicken macaroni soup, Fruits, Soft Drink & Water Pm Snacks: Puto cheese & Softdrink	60	555.00	33,300.00

Purpose : To conduct candidates briefing, Local Candidates (OPLAN BAKLAS), DESO training, SUB-TOTAL= **166,500.00**  
Final briefing of Electoral Boards and DESO Techs. TOTAL= **397,935.00**

Requested by:	Cash Availability:	Approved by:
Signature Printed Name Designation	Signature Printed Name Designation	Signature Printed Name Designation
AYALA NORONHAR D. POLAO, JD ELECTION OFFICER IV	ELSIE C. OSTIQUE MPA, REA Municipal Treasurer	BRADLY BAUTISTA Municipal Mayor

## PURCHASE REQUEST

Municipality of Malita

LGU

Department

MO

PR No.:

M304-260

Date:

04-02-25

Section

Item No.	Unit of Issue	Item Description	Quantity	Estimated Unit Cost	Total Cost
6	Packs	<b>Catering Services: Buffet Style - Mariano Peralta</b> <b>May 5, 2025- Buffet Style - Elem. Sch</b> <b>Final Testing &amp; Sealing of ACMs(Deployment)</b> (1) Meal & Two (2) Snacks AM SNACKS: <del>Sandwich with drinks</del> Lunch: Rice, Beef steak, Dried Fish, Garlic chicken, Chicken native soup, Fruits & drinks PM Snacks: Egg Sandwich with juice	59	555.00	32,745.00
7	Packs	<b>May 8, 2025</b> <b>MJSCC/Final meeting of DESO &amp; MBOC</b> (1) Meal & Two (2) Snacks AM SNACKS: Sandwich Spread with Juice Lunch: Rice, Beef giniling, Chicken vegetable salad, Garlic chicken, Egg drop soup, Fruits & drinks PM Snacks: Pancake with juice	59	555.00	32,745.00
8	Packs	<b>May 12, 2025</b> <b>Election day</b> (1) Meal & Two (2) Snacks AM SNACKS: EMPANADA with juice Lunch: Rice, Chicken mechado, Fish Fillet, Vegetable salad, Beef nilaga soup, Fruits & drinks PM Snacks: Chicken Siopao with drinks	59	555.00	32,745.00
9	Packs	<b>May 13, 2025</b> <b>Post Election Reports</b> (1) Meal & Two (2) Snacks AM SNACKS: Ham & Egg Sandwich with Juice Lunch: Rice, Beef bulalo, Pancit Guisado, Buttered chicken, Tuna fish soup, Fruits & drinks PM Snacks: Pancake with juice	60	555.00	33,300.00
10	Packs	<b>May 14, 2025</b> <b>Post Election Reports</b> (1) Meal & Two (2) Snacks AM SNACKS: <del>Sandwich with drinks</del> Lunch: Rice, Sweet and Sour Fish, Pakbet, Beef ampalaya, Chicken sotanghon, Fruits & drinks PM Snacks: Tuna Sandwich with juice	60	555.00	33,300.00
				SUB-TOTAL	164,835.00
Purpose : To conduct final testing & sealing (May 5, 2025), final meeting of DESO & MBOC (May 8, 2025), Election Day (May 12, 2025) Post Election Reports (May 13-16, 2025).				TOTAL=	397,935.00
Requested by:		Cash Availability:		Approved by:	
Signature		Signature		Signature	
Printed Name	AYALA NORONIHAR D. POLAO, JR	Signature	ELSIE C. OSTIQUE MPA, REA	Signature	BRADLY BAUTISTA
Designation	ELECTION OFFICER IV	Signature	Municipal Treasurer	Signature	Municipal Mayor

RELEASED

MUNICIPAL BUDGET OFFICE

PR ALLOTMENT NO: 64

DATE

: 4-16-25

ANALIZA A. CONDINATO  
MUNICIPAL BUDGET OFFICER

## PURCHASE REQUEST

Municipality of Malita

LGU

Department -	MO	PR No.:	M2504-260	Date:	04-02-20
Section -		FPP:			

Item No.	Unit of Issue	Item Description	Quantity	Estimated Unit Cost	Total Cost
11	Packs	Catering Services: Buffet Style <u>SB Hall</u> May 15, 2025 Post Election Reports (1) Meal & Two (2) Snacks AM SNACKS: Creamy Egg Sandwich Spread with Juice Lunch: Rice, Tuna sisig, Pakbet, Beef steak, Vegetable soup, Fruits & drinks PM Snacks: Tuna Pie with juice	60	555.00	33,300.00
12	Packs	May 16, 2025 Post Election Reports (1) Meal & Two (2) Snacks AM SNACKS: Ham and Cheese Bread Roll with Juice Lunch: Rice, Chicken ginamay, Garlic chicken, Fish steak, Chicken soup, Fruits & drinks PM Snacks: Cheesy potato pancake with juice	60	555.00	33,300.00
				Sub Total =	66,600.00
Purpose : <u>To conduct Post Election Reports</u>				TOTAL =	397,935.00
Requested by:		Cash Availability:		Approved by:	
Signature		Signature		Signature	
Printed Name	AYALA NORONIHAR D. POLAO, JR.	Printed Name	ELSIE C. OSTIQUE MPA, REA	Printed Name	BRADLEY B. BAUTISTA
Designation	ELECTION OFFICER IV	Designation	Municipal Treasurer	Designation	Municipal Mayor