

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



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

SCAN HERE



PPMP-2025-0121-248061

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **Innovation Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

For the efficient and effective management of the office.

PPMP #: **PPMP-2025-011625-0857**

Project Code: **Innovation Office-2025**

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															
	Buffet Style (Lunch or Dinner)	275 person	77,000.00	NP-53.9 - Small Value Procurement								275				
	Innovation Office Trainings - Packed AM Snacks	60 pack	4,800.00	NP-53.9 - Small Value Procurement									60			
	Innovation Office Trainings - Packed PM Snacks	60 pack	4,800.00	NP-53.9 - Small Value Procurement									60			
	Meals (Breakfast) Buffet Style	9 packs	1,800.00	NP-53.9 - Small Value Procurement								9				
	Packed Meals (for Lunch or Dinner)	30 sets	6,000.00	NP-53.9 - Small Value Procurement									30			
	Snacks AM (80.00)	260 packs	20,800.00	NP-53.9 - Small Value Procurement								260				
	Snacks PM (80.00)	260 packs	20,800.00	NP-53.9 - Small Value Procurement								260				

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
	Sub-Total		136,000.00													
	Fuel & Lubricants															
	Diesel Fuel	600 L	42,000.00	NP-53.9 - Small Value Procurement		100	100	100	100	100	25	25	25	25		
	Fuel, Gasoline	200 L	14,800.00	NP-53.9 - Small Value Procurement			50			50			50	50		
	Sub-Total		56,800.00													
	Office Equipment															
	2 Line VOIP Phone	1 unit	7,500.00	NP-53.9 - Small Value Procurement		1										
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	1 sets	49,000.00	NP-53.9 - Small Value Procurement		1										
	Sub-Total		56,500.00													
	Office Furniture & Fixture															
	4 drawer lateral office cabinet	1 pc	16,500.00	NP-53.9 - Small Value Procurement		1										
	Sub-Total		16,500.00													
	Office Supplies															
	Bundy Clock	1 unit	10,500.00	NP-53.9 - Small Value Procurement		1										
	Bundy Clock Time Card	2 pack of 100's	500.00	NP-53.9 - Small Value Procurement		1	1									
	Sub-Total		11,000.00													
	TOTAL BUDGET:		276,800.00													

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


Prepared by:


CRISTLYN V. BACARIZA

Submitted by:


FELICIANO G. SINON
Unit Head/Project Leader

Date: 08/05/2025


LUCIAN M. FLORES

