

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



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

SCAN HERE



Amend-2025-0206-252222

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.

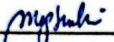
PPMP #: PPMP-2025-011625-0857

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 |
| | Accommodation | | | | | | | | | | | | | | | |
| | Accommodation | 15 unit | 18,000.00 | NP - Small Value Procurement | 15 | | | | | | | | | | | |
| | Sub-Total | | 18,000.00 | | | | | | | | | | | | | |
| | Food & Food Ingredients | | | | | | | | | | | | | | | |
| | Innovation Office Trainings - Packed AM Snacks | 105 pack | 8,400.00 | NP - Small Value Procurement | | 30 | 30 | 45 | | | | | | | | |
| | Innovation Office Trainings - Packed PM Snacks | 70 pack | 5,600.00 | NP - Small Value Procurement | | 25 | 25 | 20 | | | | | | | | |
| | Lunch Buffet Style | 280 person | 56,000.00 | NP - Small Value Procurement | | 150 | 50 | 50 | 30 | | | | | | | |
| | Packed Meals (Lunch) Menu#4 | 35 pack | 7,000.00 | NP - Small Value Procurement | | 35 | | | | | | | | | | |
| | Snacks AM (80.00) | 280 packs | 22,400.00 | NP - Small Value Procurement | | 100 | 100 | 80 | | | | | | | | |

| 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 |
| | Snacks PM (80.00) | 280 packs | 22,400.00 | NP - Small Value Procurement | | 100 | 100 | 80 | | | | | | | | |
| | Sub-Total | | 121,800.00 | | | | | | | | | | | | | |
| | Fuel & Lubricants | | | | | | | | | | | | | | | |
| | Diesel Fuel | 600 L | 42,000.00 | NP - Small Value Procurement | | 100 | 100 | 100 | 100 | 100 | 25 | 25 | 25 | 25 | | |
| | Fuel, Gasoline | 200 L | 14,800.00 | NP - Small Value Procurement | | | 50 | | | 50 | | | 50 | 50 | | |
| | Sub-Total | | 56,800.00 | | | | | | | | | | | | | |
| | Office Equipment | | | | | | | | | | | | | | | |
| | 2 Line VOIP Phone | 1 unit | 7,500.00 | NP - Small Value Procurement | | 1 | | | | | | | | | | |
| | Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD | 1 sets | 49,000.00 | NP - Small Value Procurement | | 1 | | | | | | | | | | |
| | Sub-Total | | 56,500.00 | | | | | | | | | | | | | |
| | Office Furniture & Fixture | | | | | | | | | | | | | | | |
| | 4 drawer lateral office cabinet | 1 pc | 16,500.00 | NP - Small Value Procurement | | 1 | | | | | | | | | | |
| | Sub-Total | | 16,500.00 | | | | | | | | | | | | | |
| | Office Supplies | | | | | | | | | | | | | | | |
| | Bundy Clock | 1 unit | 10,500.00 | NP - Small Value Procurement | | 1 | | | | | | | | | | |
| | Bundy Clock Time Card | 2 pack of 100's | 500.00 | NP - Small Value Procurement | | 1 | 1 | | | | | | | | | |
| | Sub-Total | | 11,000.00 | | | | | | | | | | | | | |
| | TOTAL BUDGET: | | 280,600.00 | | | | | | | | | | | | | |

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

Prepared by: 
MARIA LOUELLA C. TAMBIS

Submitted by: 
FELICIANO G. SINON SR.
Unit Head/Project Leader

Date: 02/06/2025