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PPMP-2025-1009-302745

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **01**

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Department of Secondary Education**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
General Description and Objective of the Project to be Procured	**Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)**	**Quantity and Size of the Project to be Procured**	**Recommended Mode of Procurement**	**Pre-Procurement Conference (Yes/No)**	**Start of Procurement Activity**	**End of Procurement Activity**	**Expected Delivery/Implementation Period**	**Source of Funds**	**Estimated Budget / Authorized Budgetary Allocation (Php)**	**Attached Supporting Documents**	**Remarks**
Fuel & Lubricants											
Fuel, Diesel	Goods	150 liters * 11	Competitive Bidding	No	01/2026	05/2026	05/2026	GF-MOOE	9,300.00	• Technical Specification	
Sub-Total									**9,300.00**		
Miscellaneous Expenses											
Contingency for Department of Secondary Education 2026	Goods	1 pcs * 4	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	4,600.00	• Technical Specification • Market Scoping Checklist	

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DSEd 2026: Food and Snacks Expenses	Goods	1 pcs * 6	Competitive Bidding	No	01/2026	05/2026	06/2026	GF-MOOE	22,500.00	• Technical Specification • Market Scoping Checklist	
DSEd 2026: Payment for Bills	Goods	1 pcs * 7	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	
DSEd 2026: Training Expenses	Goods	1 person * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification • Market Scoping Checklist	
DSEd 2026: Travelling Expenses	Goods	1 person * 9	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	22,500.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									**69,600.00**		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 1 Gallon	Goods	3 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,070.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	10 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Chalk, White Enamel	Goods	10 boxes * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	920.00	• Technical Specification	

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Detergent Powder, 1 kilogram	Goods	5 packs *** 5**	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Eraser, Plastic / Rubber	Goods	10 pcs *** 10**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Mailing Envelope / White Letter Envelope, Legal	Goods	2 boxes *** 14**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,050.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	25 pads *** 15**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	625.00	• Technical Specification	
Paper Fastener, Metal	Goods	9 boxes *** 16**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	630.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	29 boxes *** 17**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,915.00	• Technical Specification	
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	5 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00		
Toilet Tissue Paper, 2 Ply	Goods	10 packs *** 21**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	30 pcs *** 23**	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,250.00	• Technical Specification	
Sub-Total									**17,760.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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Ink, Refill, for Permanent Marker, Black	Goods	10 btls * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Black	Goods	20 btls * 13	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,100.00	• Technical Specification	
Permanent Marker / Permanent Pen, Black, Broad	Goods	20 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Photo Paper, A4	Goods	5 packs * 19	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	100 pcs * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Sub-Total									**7,250.00**		
								TOTAL BUDGET:	**103,910.00**		

*** Please see attached specification**

Prepared by: ____________________

ASHIERAH RHYCE B. ESCO
Administrative Aide VI
DSEd

Date: ____________________

Submitted by: ____________________

CHRISTY M. DESADES
Associate Professor IV
DSEd

Date: ____________________

Date Generated: **10/09/2025**

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SPECIFICATION

1. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

2. Alcohol, Ethyl, 500mL

- 70% (±2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

3. Chalk, White Enamel

- molded
- white, dustless, non-toxic
- at least 100 pcs/box

4. Contingency for Department of Secondary Education 2026

Office Contingency funds for unforeseen office expenses

5. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

6. DSEd 2026: Food and Snacks Expenses

To facilitate the projected conduct of In-House trainings and seminar for the DSEd 2026

7. DSEd 2026: Payment for Bills

To facilitate the conduct of projected in-house training expenses for bills of venue, decorations, use of led wall, sound system, and other)

8. DSEd 2026: Training Expenses

Conduct of In-house Training and Workshops- for training expenses projected for the 2026

9. DSEd 2026: Travelling Expenses

Upskillling and reskilling of faculty and staff through participating in local, national and international trainings, seminars and workshops

10. Eraser, Plastic / Rubber

- large size
- smudge free
- dust free
- color: white

11. Fuel, Diesel

- good quality

12. Ink, Refill, for Permanent Marker, Black

- at least 30 mL

13. Ink, Refill, for Whiteboard Marker, Black

- 30mL

14. Mailing Envelope / White Letter Envelope, Legal

- 500 pcs/box
- white
- bond paper quality
- basis weight: at least 70 gsm

15. Note Pad / Sticky Note, 2 x 3

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

16. Paper Fastener, Metal

- 50 sets/box
- size: 7 cm
- color: silver

17. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

18. Permanent Marker / Permanent Pen, Black, Broad

- chisel tip
- xylene free
- refillable

19. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

20. Sticker Paper, high gloss A4 size, 50 sheets/pack

21. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented

22. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

23. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm