



VISAYAS STATE UNIVERSITY

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Office of the Vice President for Administration & Finance

21 October 2015

MEMORANDUM NO. 22

Series of 2015

T O : All Vice Presidents, College Deans, Center and Institute Directors,
Department Heads and Heads of Administrative Offices/Units

R E : Submission of Project Procurement Management Plan (PPMP) for 2016

The Office of the Vice President for Administration and Finance is about to prepare the 2016 Annual Procurement Plan (APP) of VSU. You are then requested to submit your respective PPMP using the attached template on or before **30 October 2015** to give ample time to the Bids and Awards Committee (BAC) Secretariat to consolidate into an APP as required by the Department of Budget and Management (DBM) and the Government Procurement Policy Board (GPPB). Please categorize your PPMP based on funding source as follows:

1. PPMP for Supplies and Materials charged to General Fund (GF);
2. PPMP for Supplies and Materials charged to STF Augmentation/Laboratory Share; and
3. PPMP for Equipment charged to STF Augmentation/Laboratory Share, if applicable.

Since the actual 2016 Appropriation cannot be ascertained yet, you may use the amount allotted to you in 2015 as basis in the preparation of your PPMP.

For your guidance and compliance.

A handwritten signature in black ink, appearing to read "Robarte", is written over the printed name of the Vice President.

ROBERTO C. GUARTE

Vice President for Administration and Finance



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Visca, Baybay City, Leyte

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2016

End User/Unit/Office/Dept/Div.: _____

Funding Source*: _____

Total Budget: _____

Description/Specifications	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. Public Bidding																
A. Supplies/Materials																
1																
2																
Sub-Total																
B. Equipment																
1																
2																
Sub-Total				-												
II. Shopping/Emergency Purchase																
A. Supplies/Materials																
1																
2																
Sub-Total																
B. Equipment																
1				-												
2				-												
Sub-Total																
III. Direct Contracting																
1																
2																
Sub-Total				-												
GRAND TOTAL				-												

Prepared by: _____

Noted by: _____

Date: _____

Head

*Funding Sources: General Fund (GF), Lab. Share, STF Augmentation, Trust Fund (TF)

Note: Please use a separate sheet for each funding source.