

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

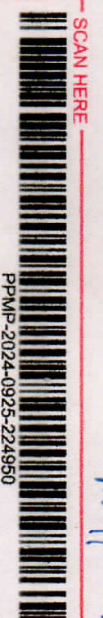


Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2025**

*Draft*



**END-USER/UNIT: Graduate School**

**PPMP #: PPMP-2025-092524-0466**

**CHARGED TO GF-MOOE**

**Project, Programs and Activities(PPAs):**

1. Recruitment campaign or enrollment drive
2. Writing workshop or academic writing session/Writershop to support GS students
3. Orientation process or induction program/GSC Meeting
4. Graduate student symposium or academic conference for graduate students
5. Repair and Maintenance
6. Science and Humanities Journal/subscription
7. Conduct needs assessment (with meeting) \*conduct situational analysis (with meeting)/develop/modify instructional design (with benchmarking) \*pilot-testing distance education programs (with dry run)
8. Conduct program evaluation (with meeting to share revisions)
9. Conduct training and orient faculty (capacity building)
10. Hold workshops to share best practices
11. Send faculty and staff to training for capacity building
12. Hold training to cascade information learned to other faculty and staff
13. Benchmarking on admission and enrollment/registration processes in UPOU and other open universities in Vis and Min; on technologies used and their cost; on cost-effective workload schemes; on creating policies on right and ownership and use of IMs
14. Office supplies and materials for the Admission and Enrollment, preparation of minutes of meetings, reports, office correspondence, etc.

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
	<b>Communication/Courier Services</b>															
	Voice Recorder	1 pc	4,500.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>4,500.00</b>													
	<b>Food &amp; Food Ingredients</b>															

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 AM	300 set	24,000.00	NP - Small Value Procurement			100					100		100		
	Snacks PM	300 packs	24,000.00	NP - Small Value Procurement			100					100		100		
	Packed Meals for Lunch (200.00)	300 packs	60,000.00	NP - Small Value Procurement			100					100		100		
	<b>Sub-Total</b>		<b>108,000.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Gasoline, (Unleaded)	40 L	3,400.00	Public Bidding	40											
	Diesel	300 liters	19,500.00	Public Bidding	300											
	<b>Sub-Total</b>		<b>22,900.00</b>													
	<b>Hardware</b>															
	Freon R410A	4 kgs	3,120.00	NP - Small Value Procurement	4											
	<b>Sub-Total</b>		<b>3,120.00</b>													
	<b>IT Supplies and Equipment</b>															
	Ink, Brother BT5000C Cyan	3 btl	1,500.00	NP - Small Value Procurement	3											
	Ink, Brother BT5000M Magenta	3 btl	1,500.00	NP - Small Value Procurement	3											
	Ink, Brother BT5000Y Yellow	3 btl	1,500.00	NP - Small Value Procurement	3											
	Ink, Epson 003, Genuine Black 65ml	10 btl	3,500.00	NP - Small Value Procurement	10											
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	NP - Small Value Procurement	1											
	SD Card, 128 GB	1 pcs	1,500.00	NP - Small Value Procurement	1											

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
	Ink, Brother BTD60BK, Black	5 blis	2,500.00	NP - Small Value Procurement	5											
	<b>Sub-Total</b>		<b>16,200.00</b>													
	<b>Medical &amp; Dental Supplies &amp; Equipment</b>															
	Heavy duty boots (varying sizes)	1 pair	350.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>350.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A4, S-24, 80 gsm	17 reams	4,913.00	NP - Agency to Agency	17											
	Folder, File, Long, 14pts, White	175 piece	1,750.00	NP - Agency to Agency	175											
	Alcohol, Isopropyl, 70% solution, 500mL, pump type	5 blis	1,250.00	NP - Agency to Agency	5											
	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	5 boxes	125.00	NP - Agency to Agency	5											
	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5 boxes	150.00	NP - Agency to Agency	5											
	Pen, Sign, .5mm, Gel-type, Blue	20 piece	700.00	NP - Agency to Agency	20											
	Floor mop with bucket, microfiber spin rotating 360	1 pc	1,500.00	NP - Agency to Agency	1											
	Plaque, Customized	2 pieces	3,000.00	NP - Agency to Agency	2											
	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	10 pack of 10's	600.00	NP - Agency to Agency	10											
	White Board With Stand Set	1 pc	6,000.00	NP - Agency to Agency	1											
	Pen, Whiteboard Marker, blue,	5 pieces	250.00	NP - Agency to Agency	5											
	Pen, Whiteboard Marker, black	5 pieces	250.00	NP - Agency to Agency	5											
	Pen, Whiteboard Marker, red	5 pieces	250.00	NP - Agency to Agency	5											
	Eraser, whiteboard, magnetic flannel	2 pc	150.00	NP - Agency to Agency	2											

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
Staple Wire No. 35-5M Leg Length 6mm (1/4")	5 boxes	400.00	NP - Agency to Agency	5											
Soap, Dishwashing, Liquid, 250mL	1 btl	150.00	NP - Agency to Agency	1											
Envelope, Expanding, with garter tie, brown, long	50 pc	1,000.00	NP - Agency to Agency	50											
<b>Sub-Total</b>		<b>22,438.00</b>													
<b>Printing Services</b>															
SCIENCE AND HUMANITIES JOURNAL 23-24	40 pc	36,000.00	Public Bidding	40											
Tarpaulin printing (3ft. x 6ft.)	3 piece	1,620.00	NP - Small Value Procurement	3											
<b>Sub-Total</b>		<b>37,620.00</b>													
<b>Publications</b>															
Crossref Subscription for Science and Humanities (Annual)	1 Licenses	16,000.00	Direct Contracting												1
<b>Sub-Total</b>		<b>16,000.00</b>													
<b>TOTAL BUDGET:</b>		<b>231,128.00</b>													

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

Prepared by:

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Date: 09/25/2024

MUCIA M. EDORRES