



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

SCAN HERE



PPMP-2024-1216-241220

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 00

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: Instruction and Evaluation Office

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	451 liters * 11	NP - Direct Retail Purchase (Section 53.14)	No	01/2026	01/2026	02/2026	GF-MOOE	27,962.00	• Technical Specification	
Sub-Total									27,962.00		
Office Supplies											
Envelope, Documentary, Brown, 150 lbs, Long	Goods	100 pc	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00		
Sub-Total									1,000.00		
Office Equipment											

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Document Scanner, Duplex (2sided) Sheet-fed	Goods	1 pc <i>* 7</i>	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	35,000.00	• Technical Specification	
Ink, Epson 003,Genuine Black 65mL	Goods	15 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,700.00		
Ink, EPSON 003,Genuine Cyan 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	3,200.00		
Ink, EPSON 003,Genuine Magenta 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	3,200.00		
Ink, EPSON 003,Genuine Yellow 65mL	Goods	8 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	3,200.00		
Sub-Total									50,300.00		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	3 lot <i>* 19</i>	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	15,000.00	• Technical Specification	
Travel Expenses (Faculty/Staff)	Goods	5 lot <i>* 37</i>	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	50,000.00	• Technical Specification	
Sub-Total									65,000.00		
Common-Use Supplies & Equipment (CSE)											
Alcohol, Ethyl, 500mL	Goods	10 btl <i>* 1</i>	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	

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Battery, Dry Cell, AA	Goods	8 packs * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	800.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	5 reams * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,525.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	1 pcs * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	397.00	• Technical Specification	
Brown Envelope / Documentary Envelope, A4	Goods	1 boxes * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,250.00	• Technical Specification	
Correction Tape	Goods	10 pcs * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	
Index Tab	Goods	2 boxes * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	8 pads * 21	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Note Pad / Sticky Note, 3 x 3	Goods	8 pads * 22	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	240.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Scissors, Symmetrical/Asymmetrical	Goods	2 pairs * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	

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Stapler, Standard Type	Goods	1 pcs * 30	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	8 rolls * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	360.00	• Technical Specification	
Transparent Tape / Clear Tape, 2" x 50 yards	Goods	8 rolls * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	656.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Black	Goods	5 pcs * 38	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	5 pcs * 39	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Red	Goods	5 pcs * 40	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Sub-Total									9,008.00		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Dust Bin / Trash Bin / Trash Can, 50L	Goods	3 pcs * 8	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,725.00	• Technical Specification	
Floor Mop with Handle	Goods	1 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	395.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, XL	Goods	3 packs * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	255.00	• Technical Specification	

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Magazine Box / Data File Box / Datafiler, Single, Blue	Goods	10 pcs * 18	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,630.00	• Technical Specification	
Note Pad / Sticky Note, 1.5 x 2	Goods	8 pads * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	120.00	• Technical Specification	
Photo Paper, A4	Goods	3 packs * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Blue	Goods	5 boxes * 26	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	
Sign Pen, Extra Fine Tip, Red	Goods	1 boxes * 27	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	295.00	• Technical Specification	
Staple Wire, 23/6 mm (1/4")	Goods	15 boxes * 28	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Stapler, #10	Goods	3 pcs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	375.00	• Technical Specification	
Sticker Paper, Gloss	Goods	2 packs * 31	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sticker Paper, Matte	Goods	2 packs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	10 pack * 33	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	

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Tape, Double Sided, 1" x 10m	Goods	5 rolls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	225.00		
Sub-Total									10,255.00		
TOTAL BUDGET:									163,525.00		

* Please see attached specification

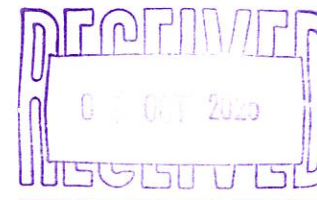
Prepared by: _____

AIDA L. ESTRERA
Education Research Assistant I
IEO

Date: 10/08/2025

Submitted by: _____

MA. RACHEL KIM L. AURE
Associate Professor V
IEO

Date: 10-8-2025Date Generated: 10/08/2025

July 11
for #VICA m. #VOTES