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# LINE ITEM BUDGET

for Budget Year 2026

*END-USER/UNIT: Department of Arts,Languages and Literature*
*Program : SPECIAL TRUST FUND*
*MOOE 2026*
~~**REGULAR AGENCY FUND/GENERAL FUND**~~ Internally Generated fund /STF
*TOTAL BUDGET ALLOCATION: 43,643.06*

| MFO | Projects, Programs and Activities (PAPs): | Account Titles | Budget Allocation |
|---|---|---|---|
| *Sustained academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals.* | *Support for the Delivery of Office Services, Quality Assurance, and Accreditation Compliance, including documentation management, internal audits, and logistical and technical support* | Office Supplies Expenses | 30,541.00 |
| | | Repair & Maintenance - Furniture & Fixtures | 11,324.00 |
| | | | |
| | *Contingency fund* | Other MOOE | 1,778.05 |
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| | | | |
| | | | |
| | | | |
| | *GRAND TOTAL* | | 43,643.05 |

Prepared by:

SHEILA MARIE GONZAGA
DDRC, DALL

Submitted by:

CHERRY N. ROLA
Head, DALL

SCAN HERE
PPMP-2025-1010-302966

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

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 03

☐ INDICATIVE ☑ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: **Department of Arts, Languages, and Literature**

| 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) | | |
| ***Office Supplies*** | | | | | | | | | | | |
| Ballpen. Blue 0.5mm Gel | Goods | 10 Box of 12's | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 2,800.00 | | |
| Double Sided Tape (High and Good Adhesive) Apple or King Brand 1 inch | Goods | 3 pc<br>* 8 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 120.00 | • Technical Specification | |
| Tape, Foam, Double Sided, 1/2" x 5m - 5 rolls | Goods | 3 rolls<br>* 21 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 156.00 | • Technical Specification | |
| ***Sub-Total*** | | | | | | | | | **3,076.00** | | |
| ***Office Furniture & Fixture*** | | | | | | | | | | | |

| PROCUREMENT PROJECT DETAILS | | | | | PROJECTED TIMELINE (MM/YYYY) | | | FUNDING DETAILS | | Attached Supporting Documents | Remarks |
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| General Description and Objective of the Project to be Procured | Type of the Project tobe Procured (Goods, Infrastructure,Consulting Services) | Quantityand Size ofthe Projectto 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) | | |
| Black out curtains | Goods | 8 pc<br>* 3 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 1,824.00 | • Technical Specification | |
| Steel Cabinet Open Type / Standard Boltless Racks | Goods | 1 unit<br>* 18 | Competitive Bidding | No | 01/2026 | 05/2026 | 06/2026 | STF-MOOE | 9,500.00 | • Technical Specification | |
| ***Sub-Total*** | | | | | | | | | **11,324.00** | | |
| ***Miscellaneous Expenses*** | | | | | | | | | | | |
| CONTINGENCY FUND STF_DALL | Goods | 1 piece | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 1,778.05 | | |
| ***Sub-Total*** | | | | | | | | | **1,778.05** | | |
| ***Common-Use Supplies & Equipment (CSE)*** | | | | | | | | | | | |
| Binder Clips / Backfold Clips, 2" (approx. 50 mm) | Goods | 5 boxes<br>* 2 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 410.00 | • Technical Specification | |
| Bond Paper, 70 gsm, A4 | Goods | 45 reams<br>* 4 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 10,800.00 | • Technical Specification | |
| Bond Paper, 70 gsm, Long | Goods | 23 reams<br>* 5 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 6,210.00 | • Technical Specification | |
| Paper Clip / Clip Paper, 33mm | Goods | 3 boxes<br>* 11 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 75.00 | • Technical Specification | |
| Paper Clip / Clip Paper, 50mm | Goods | 3 boxes<br>* 12 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 120.00 | • Technical Specification | |

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| Staple Remover / Staple Wire Remover | Goods | 2 pcs * 14 | NP -Agency toAgency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 150.00 | • Technical Specification | |
| Staple Wire, Standard | Goods | 10 boxes * 16 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 450.00 | • Technical Specification | |
| Stapler, Standard Type | Goods | 2 pcs * 17 | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 1,100.00 | • Technical Specification | |
| Sticker Paper, high gloss A4 size, 50 sheets/pack | Goods | 2 pack | NP - Agency to Agency | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 800.00 | | |
| ***Sub-Total*** | | | | | | | | | **20,115.00** | | |
| ***Non-Common-Use Supplies and Equipment (Non-CSE)*** | | | | | | | | | | | |
| Data Folder / Lever Arch File Folder, Black | Goods | 2 pcs * 7 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 600.00 | • Technical Specification | |
| Double-Sided Tape | Goods | 1 rolls * 9 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 225.00 | • Technical Specification | |
| Magazine Box / Data File Box / Datafiler, Double, Blue | Goods | 10 pcs * 10 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 4,080.00 | • Technical Specification | |
| Photo Paper, A4 | Goods | 1 packs * 13 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 270.00 | • Technical Specification | |
| Staple Wire, 23/10 mm (3/8") | Goods | 3 boxes * 15 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 135.00 | • Technical Specification | |

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| Sticky Sheets Flags & Tabs / Sign Here Sticky Flags | Goods | 8 pack * 20 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 440.00 | • Technical Specification | |
| White Folder / File Folder, Legal | Goods | 200 pcs * 22 | Small Value Procurement | No | 01/2026 | 01/2026 | 03/2026 | STF-MOOE | 1,600.00 | • Technical Specification | |
| ***Sub-Total*** | | | | | | | | | **7,350.00** | | |
| | | | | | | | | | | | |
| | | | | | | | | **TOTAL BUDGET:** | | **43,643.05** | |

*** Please see attached specification**

Prepared by: SHEILA MARIE . GONZAGA
Job Order
DALL
Date: 10/8/25

Submitted by: CHERRY N. ROLA
Associate Professor II
DALL
Date: 10/8/25

RECEIVED
13 OCT 2025
RECEIVED

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

for ALICIA M. FLORES, DALL lab FIC