

LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: Department of Arts, Languages and Literature

Program : SPECIAL TRUST FUND

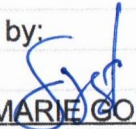
MOOE 2026

~~REGULAR AGENCY FUND/GENERAL FUND~~ Internally Generated fund / STF

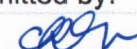
TOTAL BUDGET ALLOCATION: 43,643.06

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
	GRAND TOTAL		43,643.05 ✓

Prepared by:


SHEILA MARIE GONZAGA
DDRC, DALL

Submitted by:


CHERRY N. ROLA
Head, DALL



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

SCAN HERE



PPMP-2025-1010-302966

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 * 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 * 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											

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Black out curtains	Goods	8 pc * 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 * 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 * 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 * 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 * 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 * 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 * 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 to Agency	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:

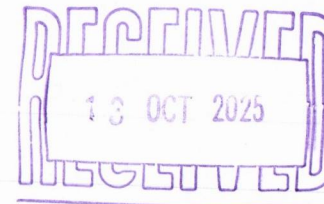
CHERRY N. ROLA

Associate Professor II

DALL

Date:

10/8/25



Date Generated: 10/10/2025

for AUCIA only ✓
my PROPOSAL
DALL lab fee