

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **Alumni Community Relations Office**

PPMP #: **PPMP-2025-092624-0622**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

1. Grant alumni membership certification
2. Maintain up to date alumni website, social media platforms and ICT materials
4. Organize alumni and community engagement activities during VSU anniversary (Alumni Homecoming, Art Fair, Alumni Business Fair, Fun run)
5. Facilitates the VSU Campus Tour and Benchmarking Visitor
6. Conduct of Job Fair for graduates
7. Conduct an alumni mentorship program
8. Digitalization of office records of the ACRO

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
	Fuel & Lubricants															
	Gasoline (Unleaded) - For VSU Fuel Station	50 liters	4,250.00	NP - Direct Retail Purchase (Section 53.14)	5	5	5	5	5	5	5	5	5	5		
	Sub-Total		4,250.00													
	IT Supplies and Equipment															
	UPS, 1000 VA	3 unit	9,000.00	Public Bidding	3											
	Document Scanner, Duplex (2 sided) Sheet-fed	1 pc	35,000.00	Public Bidding	1											
	Lapel Voice Amplifier	2 unit	1,600.00	Public Bidding	2											
	Sub-Total		45,600.00													
	Office Furniture & Fixture															

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
	Office Chair	1 pieces	5,000.00	Public Bidding	1											
	Office Table	1 pc	4,000.00	Public Bidding	1											
	Sub-Total		9,000.00													
	Office Supplies															
	A4 copy paper, 80 gsm	5 ream	1,800.00	Public Bidding	5											
	Masking Tape, 1"	50 rolls	3,000.00	Public Bidding	50											
	Tissue, Softness, 2 Ply, 12 rolls/pack	5 pack	1,620.00	Public Bidding	5											
	Alcohol, Ethyl, 70% solution, 1 gallon	3 gallons	1,800.00	Public Bidding	3											
	Paper Cutter Board	1 pcs	850.00	Public Bidding	1											
	Laminating Film Roll	1 roll	1,200.00	Public Bidding	1											
	Photo Sticker Paper, Glossy, A4 size, 20 sheets/pack	5 pack	600.00	Public Bidding	5											
	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	10 pack of 10's	600.00	Public Bidding	10											
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	Public Bidding	2											
	Dust pan, plastic, stand-up handle, large	1 pc	140.00	Public Bidding	1											
	Broom, Soft (Tambo), Large Heavy Duty	2 pcs	500.00	Public Bidding	2											
	Certificate Holder (A4)	10 pcs	650.00	Public Bidding	10											
	Sub-Total		12,310.00													
	Office Supplies and General Merchandise Products															
	Soap, Dishwashing, Liquid, 1 Gal	2 gal	800.00	Public Bidding	2											
	Sub-Total		800.00													
	Printing Services															
	Tarpaulin printing	101 sq. ft	3,030.00	NP - Small Value Procurement				60	41							
	Sub-Total		3,030.00													
	TOTAL BUDGET:		74,990.00													

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

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Noted: Maria Estrosas

RECEIVED
 2024 Date: 09/27/2024
ALICIA M. FLORES