

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



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

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PPMP-2024-1211-240400

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2026

RECEIVED  
 DEC 12 2024

END-USER/UNIT: Office of the Head of the Continuing Professional Development

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

For office use

PPMP # BY: -PPMP-2026-121124-0061

Project Code: CPD Indicative PPMP 2026

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>Office Equipment</b>															
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	Shopping - B				1								
	Ink, Epson 003,Genuine Black 65mL	15 btl	5,250.00	Shopping - B		3		3		3			3			3
	Ink, EPSON 003,Genuine Cyan 65mL	15 btl	5,250.00	Shopping - B		3		3		3			3			3
	Ink, EPSON 003,Genuine Magenta 65mL	15 btl	5,250.00	Shopping - B		3		3		3			3			3
	Ink, EPSON 003,Genuine Yellow 65mL	15 btl	5,250.00	Shopping - B		3		3		3			3			3
	Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1 unit	11,000.00	Shopping - B				1								
	<b>Sub-Total</b>		<b>36,200.00</b>													
	<b>Office Supplies</b>															
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	Shopping - B		2		2		2			2			2
	Document Tray	1 pc	550.00	Shopping - B		1										
	First Aid Box or Medicine Cabinet	1 pc	800.00	Shopping - B		1										
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Shopping - B		5		5				5			5	
	Pen, Sign, .5mm, Gel-type, Blue	50 piece	1,750.00	Shopping - B		10		10		10			10			10
	Pen, Whiteboard Marker, blue,	20 pieces	1,000.00	Shopping - B		5			5			5			5	
	<b>Sub-Total</b>		<b>11,130.00</b>													
<b>TOTAL BUDGET:</b>			<b>47,330.00</b>													

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

Prepared by:

  
**ROLDAN . OMALAY**

Submitted by:

  
**CHRISTY M. DESADES**  
Unit Head/Project Leader

Date: 12/11/2024