

Budget

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



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

SCAN HERE



PPMP-2024-1008-228585

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2025

END-USER/UNIT: Department of Teacher Education

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

For Office Supplies, Materials and Operating Expenses

1. Purchase of Office Supplies and Materials

PPMP #: PPMP-2025-100224-0752

Project Code: DECEEd GF 2025

| 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>Books (Education)</b>                                                                            |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Book, Geosystems: An Introduction to Physical Geography (10th edition) by Robert Christopherson and | 1 pc            | 9,000.00         | NP - Scientific,Scholarly    | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Book, Contemporary Human Geography, 4th edition by James Rubenstein (2019) Pearson Education, Inc.  | 1 pc            | 6,200.00         | NP - Scientific,Scholarly    | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                                                    |                 | <b>15,200.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Construction and Electrical Supplies</b>                                                         |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Extension wire with 4 gang Universal Convenience Outlet, at least 10m long                          | 10 pc           | 5,000.00         | NP - Small Value Procurement | 10                                               |     |     |     |     |     |     |     |     |     |     |     |
|      | LED Tube, 18 watts                                                                                  | 10 sets         | 6,000.00         | NP - Small Value Procurement |                                                  |     | 10  |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                                                    |                 | <b>11,000.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Fuel &amp; Lubricants</b>                                                                        |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Diesel Fuel                                                                                         | 150 L           | 10,500.00        | NP - Agency to Agency        | 50                                               |     |     | 50  |     |     | 50  |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                                                    |                 | <b>10,500.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Hardware</b>                                                                                     |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Bulb, LED, 20 Watts                                                                                 | 5 pc            | 2,000.00         | NP - Small Value Procurement |                                                  |     | 5   |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                                                                    |                 | <b>2,000.00</b>  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

| 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>Laboratory Equipment</b>                                 |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Wall-mounted Cupboard/Cabinet                               | 4 unit          | 48,000.00        | NP - Small Value Procurement | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                            |                 | <b>48,000.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Equipment</b>                                     |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Ink, Epson 003,Genuine Black 65mL                           | 25 btl          | 8,750.00         | NP - Small Value Procurement |                                                  |     | 14  |     |     | 11  |     |     |     |     |     |     |
|      | Ink, EPSON 003,Genuine Cyan 65mL                            | 8 btl           | 2,800.00         | NP - Small Value Procurement |                                                  |     | 4   |     |     | 4   |     |     |     |     |     |     |
|      | Ink, EPSON 003,Genuine Magenta 65mL                         | 8 btl           | 2,800.00         | NP - Small Value Procurement |                                                  |     | 4   |     |     | 4   |     |     |     |     |     |     |
|      | Ink, EPSON 003,Genuine Yellow 65mL                          | 8 btl           | 2,800.00         | NP - Small Value Procurement |                                                  |     | 4   |     |     | 4   |     |     |     |     |     |     |
|      | Epson 001 Ink, Black, 127ml, Genuine                        | 11 btls         | 6,600.00         | NP - Small Value Procurement |                                                  |     | 5   |     |     | 6   |     |     |     |     |     |     |
|      | Epson 001 ink, Cyan, Genuine                                | 10 btls         | 3,500.00         | NP - Small Value Procurement |                                                  |     | 5   |     |     | 5   |     |     |     |     |     |     |
|      | Epson 001 ink, Magenta, Genuine                             | 10 btls         | 3,500.00         | NP - Small Value Procurement |                                                  |     | 5   |     |     | 5   |     |     |     |     |     |     |
|      | Epson 001 Ink, Yellow, Genuine                              | 10 btls         | 3,500.00         | NP - Small Value Procurement |                                                  |     | 5   |     |     | 5   |     |     |     |     |     |     |
|      | Computer Printer, All-in-One/Multifunction Colored-Ink Tank | 1 unit          | 14,000.00        | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                            |                 | <b>48,250.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Equipment and Appliances</b>                      |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Refrigerator- at least 6.0 cu.ft. (Two-door) inverter       | 1 pc            | 22,000.00        | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | induction stove                                             | 1 set           | 2,500.00         | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Sub-Total</b>                                            |                 | <b>24,500.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | <b>Office Supplies</b>                                      |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|      | Battery, Rechargeable, AA (4pcs) w/ Charger                 | 1 set           | 3,680.00         | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|      | Paper, Bond, Long, S-24, 80 gsm                             | 8 reams         | 2,624.00         | NP - Small Value Procurement |                                                  |     |     |     |     | 8   |     |     |     |     |     |     |
|      | Paper, Bond, A4, S-24, 80 gsm                               | 145 reams       | 41,905.00        | NP - Small Value Procurement | 30                                               |     | 20  |     |     | 30  |     |     | 30  |     | 35  |     |

| 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 |
|      | Envelope, Brown, long, good quality                 | 30 pcs          | 150.00           | NP - Small Value Procurement |                                                  |     |     |     |     |     |     |     | 30  |     |     |     |
|      | Envelope, Brown, short, good quality                | 30 pc           | 150.00           | NP - Small Value Procurement |                                                  |     |     |     |     |     |     |     | 30  |     |     |     |
|      | Certificate Holder (A4)                             | 10 pcs          | 650.00           | NP - Small Value Procurement |                                                  |     |     |     |     | 10  |     |     |     |     |     |     |
|      | Correction Tape, 10 meters                          | 7 pcs           | 224.00           | NP - Small Value Procurement |                                                  |     | 7   |     |     |     |     |     |     |     |     |     |
|      | Folder, File, Long, 14pts, White                    | 180 piece       | 1,800.00         | NP - Small Value Procurement |                                                  |     | 180 |     |     |     |     |     |     |     |     |     |
|      | Glue, Multi-Purpose, White, at least 130g (118mL)   | 1 btls          | 90.00            | NP - Small Value Procurement |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
|      | Index tab stick up (sign here) 50x2 sheets, 44x25mm | 19 pcs          | 1,121.00         | NP - Small Value Procurement |                                                  |     | 19  |     |     |     |     |     |     |     |     |     |
|      | 1" double sided tape                                | 1 pcs           | 120.00           | NP - Small Value Procurement |                                                  |     |     | 1   |     |     |     |     |     |     |     |     |
|      | Tape, Transparent, 12mm x 50m                       | 5 rolls         | 340.00           | NP - Small Value Procurement |                                                  |     |     | 5   |     |     |     |     |     |     |     |     |
|      | Jumbo Paper Clips                                   | 10 Box of 100's | 300.00           | NP - Small Value Procurement |                                                  |     |     | 10  |     |     |     |     |     |     |     |     |
|      | Paper Clips Small Vinyl (33MM)                      | 5 Box of 100's  | 175.00           | NP - Small Value Procurement |                                                  |     |     | 5   |     |     |     |     |     |     |     |     |
|      | Sign Pen, Fine Tech, 0.3 mm, Blue (12 pcs/box)      | 7 boxes         | 2,450.00         | NP - Small Value Procurement |                                                  |     | 7   |     |     |     |     |     |     |     |     |     |
|      | Sign Pen, Fine Tech, 0.3 mm, Blue Refill            | 50 pcs          | 1,000.00         | NP - Small Value Procurement |                                                  |     | 50  |     |     |     |     |     |     |     |     |     |
|      | Pilot G-2 05, Blue, 0.5mm                           | 10 piece        | 750.00           | NP - Small Value Procurement |                                                  |     | 10  |     |     |     |     |     |     |     |     |     |
|      | Stapler, HD-# 10                                    | 1 pieces        | 120.00           | NP - Small Value Procurement |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
|      | Stapler, HD No.35                                   | 2 pc            | 800.00           | NP - Small Value Procurement |                                                  |     | 2   |     |     |     |     |     |     |     |     |     |
|      | Staple Wire, #35                                    | 5 boxes         | 175.00           | NP - Small Value Procurement |                                                  |     | 5   |     |     |     |     |     |     |     |     |     |
|      | Staple Wire, #10                                    | 8 boxes         | 160.00           | NP - Small Value Procurement |                                                  |     | 8   |     |     |     |     |     |     |     |     |     |
|      | Sign Here Sticky Notes                              | 5 pack          | 295.00           | NP - Small Value Procurement |                                                  |     | 5   |     |     |     |     |     |     |     |     |     |

| Code | General Description                                           | Quantity / Size | Estimated Budget | Mode of Procurement          | Schedule/Milestone of Activities (in quantitles) |     |     |     |     |     |     |     |     |     |     |     |
|------|---------------------------------------------------------------|-----------------|------------------|------------------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|      |                                                               |                 |                  |                              | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|      | Pen, Whiteboard Marker, blue,                                 | 50 pieces       | 2,500.00         | NP - Small Value Procurement |                                                  |     |     | 50  |     |     |     |     |     |     |     |     |
|      | Pen, Whiteboard Marker, black                                 | 50 pieces       | 2,500.00         | NP - Small Value Procurement |                                                  |     |     | 50  |     |     |     |     |     |     |     |     |
|      | Ink, Refill, for Whiteboard Marker, Black, 30mL               | 2 btls          | 330.00           | NP - Small Value Procurement |                                                  |     |     | 2   |     |     |     |     |     |     |     |     |
|      | Ink, Refill, for Whiteboard Marker, Blue, 30mL                | 2 btls          | 330.00           | NP - Small Value Procurement |                                                  |     |     | 2   |     |     |     |     |     |     |     |     |
|      | Tissue, Bathroom, 2 Ply, 12rolls/pack                         | 30 pack         | 6,120.00         | NP - Small Value Procurement | 10                                               |     |     |     |     | 10  |     |     | 10  |     |     |     |
|      | Air Freshener, Spray, at least 280mL, Lemon/Orange Scent      | 24 tubes        | 5,280.00         | NP - Small Value Procurement | 2                                                | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |
|      | Alcohol, Ethyl, 70% solution, 500mL                           | 24 btls         | 3,000.00         | NP - Small Value Procurement | 2                                                | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |
|      | Bathroom Deodorizer, with holder, at least 100g, any scent    | 36 pcs          | 2,880.00         | NP - Small Value Procurement | 3                                                | 3   | 3   | 3   | 3   | 3   | 3   | 3   | 3   | 3   | 3   | 3   |
|      | Chalk, White, Dustless, 100 pcs/box                           | 2 boxes         | 150.00           | NP - Small Value Procurement |                                                  |     | 2   |     |     |     |     |     |     |     |     |     |
|      | Cleaner, Glass, 500mL, spray type, any scent                  | 5 btls          | 1,100.00         | NP - Small Value Procurement |                                                  |     | 5   |     |     |     |     |     |     |     |     |     |
|      | Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box | 20 boxes        | 600.00           | NP - Small Value Procurement | 5                                                |     |     | 5   |     |     | 5   |     |     | 5   |     |     |
|      | Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box    | 20 boxes        | 1,500.00         | NP - Small Value Procurement | 5                                                |     |     | 5   |     |     | 5   |     |     | 5   |     |     |
|      | Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box  | 20 boxes        | 500.00           | NP - Small Value Procurement |                                                  |     |     |     |     |     |     |     | 10  | 10  |     |     |
|      | Soap, Detergent, Liquid, 1 gal, any scent                     | 1 gal           | 400.00           | NP - Small Value Procurement |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
|      | Soap, Detergent, Powder, 1 kilo/pack, any scent               | 5 kl            | 750.00           | NP - Small Value Procurement |                                                  |     | 3   |     |     | 2   |     |     |     |     |     |     |
|      | Soap, Dishwashing, Liquid, 250mL                              | 12 btls         | 1,800.00         | NP - Small Value Procurement | 2                                                | 2   | 2   | 2   | 2   | 2   |     |     |     |     |     |     |
|      | Disinfectant Cleaner, multi-surface, scented                  | 1 gal           | 420.00           | NP - Small Value Procurement |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
|      | Disinfectant Spray, 340g                                      | 1 can           | 465.00           | NP - Small Value Procurement |                                                  |     | 1   |     |     |     |     |     |     |     |     |     |
|      | Fastener, Paper, non-rust metal, 50 sets/box                  | 3 boxes         | 150.00           | NP - Small Value Procurement |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |

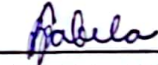
| Code                 | General Description                                                 | Quantity / Size | Estimated Budget  | Mode of Procurement          | Schedule/Milestone of Activities (In quantitles) |     |     |     |     |     |     |     |     |     |     |     |
|----------------------|---------------------------------------------------------------------|-----------------|-------------------|------------------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                      |                                                                     |                 |                   |                              | Jan                                              | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|                      | STICKY NOTES 2 X 3 ASSORTED COLORS                                  | 4 pad           | 316.00            | NP - Small Value Procurement |                                                  |     |     | 4   |     |     |     |     |     |     |     |     |
|                      | Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent          | 3 pack          | 1,050.00          | NP - Small Value Procurement |                                                  |     |     | 3   |     |     |     |     |     |     |     |     |
|                      | Kitchen Cleaning Sponge approx. 100mmx75mmx30mm                     | 10 pieces       | 600.00            | NP - Small Value Procurement |                                                  |     |     | 10  |     |     |     |     |     |     |     |     |
|                      | Toilet Brush with Holder                                            | 5 set           | 900.00            | NP - Small Value Procurement |                                                  |     |     | 5   |     |     |     |     |     |     |     |     |
|                      | Bleach, liquid, 99.9% antibac, 1 gallon                             | 2 gallon        | 600.00            | NP - Small Value Procurement |                                                  |     |     | 2   |     |     |     |     |     |     |     |     |
|                      | Ready-Made Curtain (RMC), Cream color                               | 65 pc           | 29,250.00         | NP - Small Value Procurement | 65                                               |     |     |     |     |     |     |     |     |     |     |     |
|                      | Battery, Rechargeable, AAA (4pcs) w/ Charger                        | 1 set           | 3,680.00          | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Sign Pen Black, 10 pcs/box                                          | 5 box           | 1,300.00          | NP - Small Value Procurement | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Broom, (Tingting), Large, Heavy Duty with long handle               | 3 pc            | 300.00            | NP - Small Value Procurement |                                                  |     | 3   |     |     |     |     |     |     |     |     |     |
|                      | Curtain, Transparent with design Length:: 1.5 meter, width: 1 meter | 20 pc           | 8,000.00          | NP - Small Value Procurement | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
|                      | Frame, for certficates, A4 size                                     | 20 pcs          | 7,600.00          | NP - Small Value Procurement | 20                                               |     |     |     |     |     |     |     |     |     |     |     |
|                      | Received Stamp                                                      | 2 pcs           | 400.00            | NP - Small Value Procurement | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Rubberband, #18, 350 gms/box                                        | 1 boxes         | 270.00            | NP - Small Value Procurement | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Sharpener, Pencil Heavy Duty good qlty                              | 2 pieces        | 700.00            | NP - Small Value Procurement | 2                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Eraser, Rubber, high quality                                        | 5 pc            | 225.00            | NP - Small Value Procurement | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
|                      | Contingency Fund (Petty Expenses)                                   | 4 lot           | 40,000.00         | NP - Emergency Cases         | 1                                                |     |     | 1   |     |     | 1   |     |     | 1   |     |     |
|                      | <b>Sub-Total</b>                                                    |                 | <b>185,045.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>TOTAL BUDGET:</b> |                                                                     |                 | <b>344,495.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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

Prepared by:

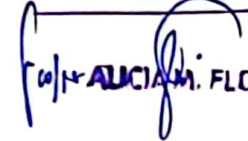
  
MARIA PRECILLA B. GORRE

Submitted by:

  
ROSARIO P. ABELA  
Unit Head/Project Leader



Date: 10/11/2024

  
LUCIA M. FLORES