



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

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

— SCAN HERE —



PPMP-2025-0226-256750

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

END-USER/UNIT: **Administrative Services Office**

PPMP #: **PPMP-2025-022525-0986**

CHARGED TO **GF-MOOE**

Project Code: **Workshop to prepare Administrative Services Procedures Manual**

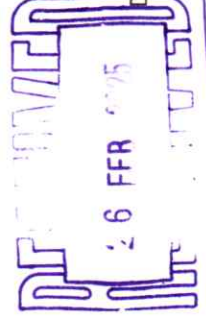
Project, Programs and Activities (PPAs):  
Accommodation, Meals & Refreshments

| 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>Accommodation</b>                |                 |                  |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
|                      | Accommodation, Meals & Refreshments | 13 person       | 45,500.00        | NP - Small Value Procurement |                                                  |     | 13  |     |     |     |     |     |     |     |     |     |
|                      | <b>Sub-Total</b>                    |                 | <b>45,500.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>TOTAL BUDGET:</b> |                                     |                 | <b>45,500.00</b> |                              |                                                  |     |     |     |     |     |     |     |     |     |     |     |

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

Prepared by: JENEFER B. JAYME

Submitted by: RYSAN C. GUINOCOR  
Unit Head/Project Leader



Date: 02/26/2025

ALICIA M. FLORES