

☒ 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: **VSU Integrated High School**
CHARGED TO GF-MOOE
Project, Programs and Activities(PPAs):
PPMP FOR 2025

PPMP #: **PPMP-2025-092524-0479**
Project Code: **IHS - DTE - 2025 (GAA)**

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
	Accommodation															
	Venue rental to be used for the activity	8 hour	12,000.00	NP - Small Value Procurement				8								
	Conduct of Arts Culmination Program 2025 - Venue rental for the training - Convention Center	1 day	2,500.00	NP - Small Value Procurement		1										
	Conduct of Honors Program and Parents Consultation (Third Quarter) - Venue rental for the training -	1 day	2,500.00	NP - Small Value Procurement			1									
	Conduct of Student Onboarding SY 2025 - 2026 - Venue rental for the training - Convention Center	1 day	2,500.00	NP - Small Value Procurement						1						
	Conduct of Parents General Assembly SY. 2025 -2026 - Venue rental for the training - Convention Cent	1 pc	2,500.00	NP - Small Value Procurement						1						
	Conduct of Buwan Wika Culmination Program SY 2025-2026 - Venue rental for the training - Convention	1 day	2,500.00	NP - Small Value Procurement								1				
	Conduct of Acquaintance Party 2025 - Venue rental for the training -Convention Center	1 day	2,500.00	NP - Small Value Procurement						1						

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
	Conduct of Honors Program and Parents Consultation (Second Quarter) SY 2025-2026 - Venue rental for	1 day	2,500.00	NP - Small Value Procurement											1	
	Conduct of Social Studies Culmination Program SY 2025-2026 - Venue rental for the training - Convent	1 day	2,500.00	NP - Small Value Procurement										1		
	Conduct of Math and Science Culmination Program SY 2025-2026 - Venue rental for the training - Conve	1 day	2,500.00	NP - Small Value Procurement									1			
	Conduct of Honors Program and Parents Consultation (First Quarter) SY 2025-2026 - Venue rental for t	1 day	2,500.00	NP - Small Value Procurement									1			
	Conduct of English Month Culmination Program SY 2025 - 2026 - Venue rental for the training - Conven	1 day	2,500.00	NP - Small Value Procurement											1	
	Conduct of VSUIHS Sports Events 2025 - Venue rental - Convention Center	1 day	2,500.00	NP - Small Value Procurement							1					
	Conduct of VSUIHS Christmas Party 2025 - Venue rental for the training - Convention Center	1 day	2,500.00	NP - Small Value Procurement												1
	Sub-Total		44,500.00													
	Awards & Tokens															
	Plaques - for Guest Speakers	4 pcs	10,000.00	NP - Small Value Procurement			4									
	Sub-Total		10,000.00													
	Construction and Electrical Supplies															
	Paint, Semi Gloss Latex, Good Quality	20 gal	19,000.00	Public Bidding			20									
	Paint, Quick Dry Enamel, White	20 gal	17,800.00	Public Bidding			20									
	Paint, TTC, Raw Sienna, Latex	10 cans	900.00	Public Bidding			10									
	Paint, TTC, Toluidine Red, Latex, 1/4L	10 cans	900.00	Public Bidding			10									
	Sub-Total		38,600.00													
	Food & Food Ingredients															
	Conduct of the VSUIHS Promotional and Graduation Exercises 2025 - Food for the faculty, working comm	70 packs	21,000.00	NP - Small Value Procurement				70								

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
	Conduct of the VSUIHS Promotional and Graduation Exercises 2025 - Food for the faculty, working comm	70 packs	10,500.00	NP - Small Value Procurement				70								
	To conduct the VSUIHS Entrance Examination 2025 - Lunch	45 pack	11,250.00	NP - Small Value Procurement					45							
	To conduct the VSUIHS Entrance Examination 2025 - SNACKS	45 pack	6,750.00	NP - Small Value Procurement					45							
	Conduct of Annual Research Congress 2025 - Lunch from Day 1 - 5	100 pack	25,000.00	NP - Small Value Procurement			100									
	Conduct of Annual Research Congress 2025 - Snacks from Day 1- 5	100 pack	15,000.00	NP - Small Value Procurement			100									
	Conduct of the Deliberation of Grades and Honors 2025 - Lunch Day 1-2	30 pack	7,500.00	NP - Small Value Procurement				30								
	Conduct of the Deliberation of Grades and Honors 2025 - Snacks From Day 1-2	30 packs	4,500.00	NP - Small Value Procurement				30								
	Conduct of the Deliberation of Grades and Honors 2025 - Food for the working committee - From day 1	30 pack	6,000.00	NP - Small Value Procurement				30								
	Sub-Total		107,500.00													
	Hardware															
	Plywood, Marine, 1/4"(thickness) x 4' x 8'	60 piece	34,800.00	Public Bidding		60										
	Nails, Common Wire, 1"	10 kl	900.00	Public Bidding			10									
	Nails, Common Wire, 4"	10 kl	900.00	Public Bidding			10									
	Nails, Roofing (Umbrella), 2 1/2"	10 kl	1,300.00	Public Bidding			10									
	Paint, Latex Flat, White	20 gallon	18,000.00	Public Bidding			20									
	Sheets, (G.I.) Corrugated, Gauge 26 (0.551mm) 8'	30 sheet	24,000.00	Public Bidding			30									
	Sub-Total		79,900.00													
	Lumber															
	Good Lumber, 2" x 6" x 12'	40 pcs	60,000.00	Public Bidding			40									
	Sub-Total		60,000.00													
	Office Equipment															

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
	Ink, Epson 003,Genuine Black 65mL	15 btl	5,250.00	Public Bidding		15										
	Ink, EPSON 003,Genuine Cyan 65mL	15 btl	5,250.00	Public Bidding		15										
	Ink, EPSON 003,Genuine Magenta 65mL	15 btl	5,250.00	Public Bidding		15										
	Ink, EPSON 003,Genuine Yellow 65mL	15 btl	5,250.00	Public Bidding		15										
	Master roll for DX-2430 copy printer, 100 cuts	5 pieces	9,800.00	Public Bidding			5									
	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	1 pieces	1,080.24	Public Bidding			1									
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	2 sets	98,000.00	Public Bidding				2								
	Sub-Total		129,880.24													
	Office Equipment and Appliances															
	Aircon, Split Type, 2.0HP (Inverter)	2 unit	126,000.00	Public Bidding		2										
	Ceiling fan	10 pc	25,000.00	Public Bidding			10									
	70" Crystal UHD 4K Smart TV	1 pc	50,000.00	Public Bidding			1									
	Sub-Total		201,000.00													
	Office Supplies															
	Stage Decorations	1 day	25,000.00	NP - Small Value Procurement				1								
	Cartolina, Vellum, White, at least 180gsm	30 pcs	1,050.00	Public Bidding							30					
	Scissors, 8" heavy duty, good quality	5 pieces	375.00	Public Bidding							5					
	Glue, White, All-purpose, 1 gallon	1 gallons	600.00	Public Bidding							1					
	Medals Big, Gold with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	10 pcs	3,500.00	Public Bidding		10										
	Medals Big, Silver with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	20 pcs	7,000.00	Public Bidding		20										
	Paper, Parchment, A4, cream, 100 sheets/pack	5 pack	2,500.00	Public Bidding			5									
	Medals Big, Bronze with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	50 pcs	17,500.00	Public Bidding		50										
	Medal, Small, Gold with VSUIHS Logo/Seal WITH 1.5" Diameter	20 pcs	6,000.00	Public Bidding		20										
	Medals Big, Gold with VSUIHS Logo/Seal, with 2" Diameter and 31" long ribbon with rectangular hole	30 pcs	9,000.00	Public Bidding		30										
	Contingency Fund	1 unit	8,000.00	Public Bidding		1										
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3 pack	480.00	Public Bidding							3					
	Paper, Bond, Long, S-24, 80 gsm	100 reams	32,800.00	Public Bidding			97				3					

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
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	Public Bidding			100									
	Envelope, Document, Brown, 150 lbs, Long	30 pc	210.00	Public Bidding			30									
	Envelope, Document, Brown, 150 lbs, Short	30 pc	150.00	Public Bidding			30									
	Certificate Holder (A4)	25 pcs	1,625.00	Public Bidding		25										
	Correction Tape, 10 meters	20 pcs	640.00	Public Bidding			20									
	Envelope, Expanding, with garter tie, brown, long	50 pc	1,000.00	Public Bidding			50									
	Folder, File, Long, 14pts, White	100 piece	1,000.00	Public Bidding			100									
	Folder, File, Short, 14pts, White	100 piece	800.00	Public Bidding			100									
	White Mailing Envelope, Long, 9 1/2 x 4 1/8	100 pcs	100.00	Public Bidding		100										
	Glue, Multi-Purpose, White, at least 130g (118mL)	4 btls	312.00	Public Bidding							4					
	Index Tab, transparent, self-adhesive, transparent, 5sets/box	30 boxes	2,700.00	Public Bidding							30					
	Ruler, Plastic, 12"	3 pieces	45.00	Public Bidding							3					
	Tape, Double Sided, 3/4" x 10m	10 rolls	260.00	Public Bidding							10					
	Transparent Tape (1")	10 rolls	250.00	Public Bidding			10									
	Masking Tape, 1"	3 rolls	180.00	Public Bidding							3					
	Record Book, Big, 500 pages	6 pcs	1,110.00	Public Bidding			6									
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	Public Bidding							10					
	Paper Clips Small Vinyl (50mm)	10 Box of 100's	400.00	Public Bidding							10					
	Pencil, Lead, #2, w/ eraser	36 pieces	360.00	Public Bidding							36					
	Double Sided Glossy Photo Paper A4 (50sheets per pack)	25 pack	6,250.00	Public Bidding							25					
	Pin, Push, hammerhead type, asstd colors 50s/pack	2 boxes	70.00	Public Bidding			2									
	Pen, Sign, .5mm, Gel-type, Red	100 piece	3,500.00	Public Bidding			100									
	Pen, Sign, .5mm, Gel-type, Blue	100 piece	3,500.00	Public Bidding			100									
	Pen, Sign, .5mm, Gel-type, Black	100 piece	3,500.00	Public Bidding			100									
	My-Gel Gel Ink Pen refill 0.5mm, Blue	40 piece	1,000.00	Public Bidding			40									
	Staple Wire, #10	5 boxes	100.00	Public Bidding							5					
	Staple Wire, #35	5 boxes	175.00	Public Bidding							5					
	Stapler, HD No.35	2 pc	800.00	Public Bidding							2					
	Stapler, HD-# 10	2 pieces	240.00	Public Bidding							2					
	Sticky Note, 3 x 5, Yellow	10 pads	1,500.00	Public Bidding							10					
	Ink, Refill, for Whiteboard Marker, Blue, 30mL	15 btls	2,475.00	Public Bidding			15									
	Pen, Whiteboard Marker, blue,	20 pieces	1,000.00	Public Bidding			20									

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
	Eraser, Rubber, high quality	40 pc	1,800.00	Public Bidding			40									
	Chalk, White, Dustless, 100 pcs/box	50 boxes	3,750.00	Public Bidding			50									
	Class Record (School Register), Long, DepEd (K-12)	80 pcs	4,800.00	Public Bidding			80									
	Dishwashing Sponge	10 pcs	350.00	Public Bidding				10								
	Soap, Dishwashing Liquid Refill, 375ml	10 packs	2,000.00	Public Bidding						10						
	Soap, Detergent, Powder, 1 kilo/pack, any scent	10 kl	1,500.00	Public Bidding			10									
	Wax, Floor, paste type, red, at least 900g/can	9 cans	4,788.00	Public Bidding		9										
	Muriatic Acid concentrated scented	2 gal	700.00	Public Bidding			2									
	Alcohol, Isopropyl, 70% solution, 500mL	43 btls	6,020.00	Public Bidding			43									
	Large Yellow Ribonette	5 roll	500.00	Public Bidding		5										
	Small Green Ribonette	5 roll	500.00	Public Bidding		5										
	Sub-Total		205,015.00													
	Printing Services															
	Conduct of Arts Culmination Program 2025 - Tarpaulin printing for the backdrop and stage decoration	1 pc	1,500.00	NP - Small Value Procurement		1										
	Conduct of Honors Program and Parents Consultation (Third Quarter) - Tarpaulin printing for the back	1 pc	1,500.00	NP - Small Value Procurement			1									
	Conduct of Student Onboarding SY 2025 - 2026 - Tarpaulin printing for the backdrop and stage decorat	1 pc	1,500.00	NP - Small Value Procurement						1						
	Conduct of Honors Program and Parents Consultation (First Quarter) SY 2025-2026 - Tarpaulin printing	1 pc	1,500.00	NP - Small Value Procurement									1			
	Sub-Total		6,000.00													
	Repair and Maintenance Services															
	Jalousie Blades 22"	300 pcs	30,000.00	Public Bidding			300									
	Jalousie Bracket	30 pcs	30,000.00	Public Bidding			30									
	Sub-Total		60,000.00													
	Trainings															
	Venue rental for the training - Convention Center	5 day	12,500.00	NP - Small Value Procurement			5									
	Sub-Total		12,500.00													
	Vehicle Supplies															


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
	Diesel fuel	200 liters	16,800.00	NP - Direct Retail Purchase (Section 53.14)	50			50			50			50		
	Conduct of English Month Culmination Program SY 2025 - 2026 - Division and Regional Levels Schools'	100 liters	8,400.00	NP - Direct Retail Purchase (Section 53.14)											50	50
	Conduct of VSUIHS Sports Events 2025 - District, Cluster, and City Meet	100 liters	8,400.00	NP - Direct Retail Purchase (Section 53.14)									50	50		
	Conduct of Math and Science Culmination Program SY 2025-2026 - Division and Regional Math and Scienc	100 liters	8,400.00	NP - Direct Retail Purchase (Section 53.14)									50	50		
	Sub-Total		42,000.00													
TOTAL BUDGET:			996,895.24													

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

Prepared by:


CHERRY GRACE D. SABOROSO

Submitted by:


LEO A. MAMOLO
Unit Head/Project Leader

Date: **10/08/2024**