

☐ 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: **Center for Socio-Cultural Research and Heritage Studies**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

Travelling Expenses - 20,000.00

Supplies and Materials Expenses - 50,000

PPMP #: **PPMP-2025-031725-1039**

Project Code: **CSCRHS-2025**

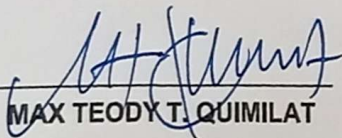
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Office Supplies</b>															
	7 in 1 set Office Supplies Organizer	1 unit	350.00	Shopping - A							1					
	A4 Bond Paper, 70 GSM (5 reams/box)	15 boxes	18,750.00	Shopping - A				5			3	7				
	Ballpen 50 Pieces, Blue	2 box of 50's	1,000.00	Shopping - A							1	1				
	bond paper, long	10 ream	3,500.00	Shopping - A							5	5				
	Clip Board, Plastic, with PVC Cover, A4, any color	3 pcs	594.00	Shopping - A							3					
	Clip Board, Plastic, with PVC Cover, Long, any color	1 pcs	222.00	Shopping - A							1					
	Correction Fluid, waterbase, 15 mL	5 btl	200.00	Shopping - A							5					
	Correction Tape, 10 meters	10 pcs	320.00	Shopping - A							5	5				
	Document Storage Box / Document Filing Case, plastic, transparent, A4 (30.7x23.2cm)	5 pcs	1,300.00	Shopping - B							2	3				
	Document Storage Box / Document Filing Case, plastic, transparent, Legal (36x27x4.5cm)	5 pcs	3,000.00	Shopping - A							2	3				
	Envelope, Document, Brown, 150 lbs, Short	30 pc	150.00	Shopping - A							10	20				
	Envelope, Documentary, Brown, 150 lbs, Long	30 pc	210.00	Shopping - A							10	20				
	Envelope, Expanding, plastic, A4	20 pc	1,180.00	Shopping - A							7	10	3			
	Envelope, Expanding, Plastic, Long	20 pc	1,080.00	Shopping - A							7	10	3			
	Fastener, Paper, plastic, 50 sets/box	10 boxes	400.00	Shopping - A							5	5				

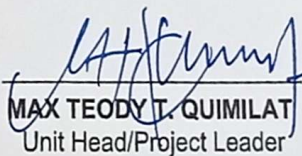


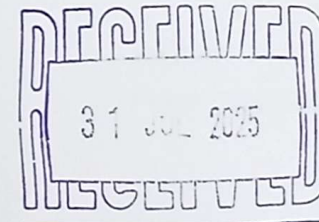
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	5 pieces	1,840.00	Shopping - A							5					
	Folder, File, Long, 14pts, White	25 piece	250.00	Shopping - A							20	5				
	Folder, File, Short, 14pts, White	25 piece	200.00	Shopping - A							20	5				
	Folder, Morocco, Long, w/ plastic binder, Light Blue	5 pieces	90.00	Shopping - A							5					
	Folder, Morocco, Short, w/ plastic binder, Blue	5 pieces	75.00	Shopping - A							5					
	Glue Pen, Clear, 50mL	5 tubes	125.00	Shopping - A							5					
	Glue Stick, All-purpose, at least 21g	5 pcs	275.00	Shopping - A							5					
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	3 pcs	585.00	Shopping - A							3					
	Paper Clips Small Vinyl (33MM)	7 Box of 100's	245.00	Shopping - A							7					
	Pen, Permanent Marker, black, broad tip	10 pieces	600.00	Shopping - A							5	5				
	Pen, Permanent Marker, blue, broad tip	10 pieces	600.00	Shopping - A							5	5				
	Pen, Whiteboard Marker, red	10 pieces	500.00	Shopping - A							5	5				
	Pen, Whiteboard Marker, black	10 pieces	500.00	Shopping - A							5	5				
	Pen, Whiteboard Marker, blue,	10 pieces	500.00	Shopping - A							5	5				
	Pencil, Lead, #2, w/ eraser	10 pieces	100.00	Shopping - A							5	5				
	Puncher, 2 holes, heavy duty	3 pieces	2,700.00	Shopping - A							3					
	Record Book, 200 Pages	10 piece	900.00	Shopping - A							5	5				
	Scissors, 6" heavy duty, good quality	5 piece	340.00	Shopping - A							5					
	Scotch Tape 1 inch x 100 meters	5 rolls	200.00	Shopping - A							5					
	Scotch Tape 4.7cm	3 pc	195.00	Shopping - A							3					
	Staple wire remover	3 pieces	120.00	Shopping - A							3					
	Staple Wire, #35	20 boxes	700.00	Shopping - A							10	10				
	Stapler, HD No.35	5 pc	2,000.00	Shopping - A							5					
	Sticky Note, 2 x 3, Yellow	8 pads	632.00	Shopping - A							5	3				
	Whiteboard eraser, dimension: around 11 x 2 x 6 cm	2 pc	100.00	Shopping - A							2					
	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	1 pcs	880.00	Shopping - A							1					
	<b>Sub-Total</b>		<b>47,508.00</b>													
	<b>Office Supplies and General Merchandise Products</b>															
	Bamboo Notebooks & Ballpens w/ engrave VSU branding, #GoGreen and #SDG	10 pcs	2,500.00	Shopping - A				5			5					
	<b>Sub-Total</b>		<b>2,500.00</b>													
	<b>Vehicle Supplies</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
	Diesel fuel	238 liters	19,992.00	Shopping - A				30	26	26	26	26	26	26	26	26
	<b>Sub-Total</b>		<b>19,992.00</b>													
<b>TOTAL BUDGET:</b>			<b>70,000.00</b>													

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

Prepared by:   
**MAX TEODY T. QUIMILAT**

Submitted by:   
**MAX TEODY T. QUIMILAT**  
 Unit Head/Project Leader



Date: 07/30/2025

  
**ALICIA M. FLORES**