

☒ Original PPM

☐ Revised (Changed items, same budget)

☐ Supplemental



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Vice President for Academic Affairs**
Project Code: **OVPA-2024-INVESTTURE RITES**
Purpose: **Investiture Rites for the 7th VSU President**

Total Budget : **684,420.00**
Funding : **STF**
PPMP #: **PPMP-2024-070924-0251**



General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Accommodation																
Donation for the Binaybayon Convention Center	1	day	30,000.00	30,000.00								1				
Sub-Total				30,000.00												
Awards & Tokens																
Token for guests	5	piece	2,000.00	10,000.00								5				
Sub-Total				10,000.00												
Food & Food Ingredients																
Meals and Snack	1	person	390,200.00	390,200.00								1				
Sub-Total				390,200.00												
Fuel & Lubricants																
Gasoline (Bus Service from VSU to the Venue)	1	day	15,000.00	15,000.00								1				
Sub-Total				15,000.00												
Office Furniture & Fixture																
Rental for Tiffany Chairs	5	piece	100.00	500.00								5				
Sub-Total				500.00												
Office Supplies																
Stage Decors	1	day	20,000.00	20,000.00								1				
Souvenir (paper weight)	120	piece	300.00	36,000.00								120				
College and Component Campuses Flags	25	piece	1,800.00	45,000.00								25				
Contingency fund (10% of Total Budget)	1	day	62,220.00	62,220.00								1				
Sub-Total				163,220.00												
Printing Services																

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Velum Board (Program) and Printing	1	piece	18,000.00	18,000.00								1				
Sub-Total				18,000.00												
Professional Services																
Ecumenical Services	1	day	25,500.00	25,500.00								1				
Live Band	1	day	15,000.00	15,000.00								1				
Sub-Total				40,500.00												
Grand Total				667,420.00												

Prepared by: 

VICTOR S. NERI

Submitted by: 

ROTACIO S. GRAVOSO
Unit Head/Project Leader

Date: 07/29/2024

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies