

☒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: **International Affairs Office**
CHARGED TO GF-MOOE *gflmooe*

PPMP #: **PPMP-2025-092624-0635**

Project, Programs and Activities(PPAs):

1. Accommodating regional, national, and international visitors and guests.

2. Conduct of regular management committee meetings with key officials.

3. Preparation of International Affairs office correspondence, reports, directives, and maintenance for the International Affairs Office.

4. Attendance and participation in national and international meeting and conferences.

5. Annual Membership Fee for Visayas State University



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
	Communication/Courier Services															
	Courier services	150 unit	30,000.00	Public Bidding	20	10	10	10	10	20	10	20	10	10	10	10
	Sub-Total		30,000.00													
TOTAL BUDGET:			30,000.00													

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

Prepared by: *[Signature]*
MARK FLORENCE L. YGAÑA

Submitted by: *[Signature]*
HANZEL N. MEJIA
Unit Head/Project Leader

Date: **09/27/2024**