

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



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

SCAN HERE



PPMP-2024-0926-225423

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: Recruitment Selection Placement and Personnel Records Office

PPMP #: PPMP-2025-092624-0625

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

1. Enhancement of Merit System on Recruitment, Selection and Placement
2. Competency-based RSP

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
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	12 btl	4,200.00	Public Bidding	5		5	2								
	Ink, EPSON 003,Genuine Cyan 65mL	8 btl	2,800.00	Public Bidding	3			1			3			1		
	Ink, EPSON 003,Genuine Magenta 65mL	8 btl	2,800.00	Public Bidding	3			1			3			1		
	Ink, EPSON 003,Genuine Yellow 65mL	8 btl	2,800.00	Public Bidding	3			1			3			1		
	Computer Headset, USB Wired, Noise Cancelling Mic	1 unit	2,500.00	Public Bidding	1											
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	1 sets	49,000.00	Public Bidding	1											
	Sub-Total		64,100.00													
	Office Supplies															
	Alcohol, Ethyl, 70% solution, 500mL	10 btls	1,250.00	Public Bidding	10											
	Paper, Bond, A4, S-24, 80 gsm	25 reams	7,225.00	Public Bidding	25											
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	Public Bidding	5											
	Envelope, Document, Brown, 150 lbs, Long	30 pc	210.00	Public Bidding	30											
	Envelope, Expanding, with garter tie, green, long	50 pc	1,500.00	Public Bidding	20			10			10			10		
	Folder, Pressboard, US, Green, Long	20 pcs	700.00	Public Bidding	10			5			5					
	Envelope, Mailing, white, long, 500pcs/box	1 boxes	525.00	Public Bidding			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
	White Folders, 0.14mm long 100pcs/pack	1 packs	600.00	Public Bidding				1								
	Tape, Double Sided, 3/4" x 10m	6 rolls	156.00	Public Bidding	1			2			1			2		
	Record Book, Big, 300 pages	1 pcs	155.00	Public Bidding			1									
	Pencil, Lead, #2, w/ eraser	10 pieces	100.00	Public Bidding	3			3			4					
	Photo Paper Glossy A4	8 sheets	1,200.00	Public Bidding	5			3								
	Push Pins	1 boxes	40.00	Public Bidding			1									
	Pen, Sign, .5mm, Gel-type, Blue	30 piece	1,050.00	Public Bidding	10						10			10		
	Staple Wire, #10	18 boxes	360.00	Public Bidding	8						10					
	Staple Wire, #35	18 boxes	630.00	Public Bidding	10			8								
	Binder Clip, 2-inch, 12 pcs/box	10 boxes	1,000.00	Public Bidding	5			5								
	Binder Clip, 1-inch, 12 pcs/box	10 Box of 12's	1,000.00	Public Bidding	5			5								
	Rubberband, #18, 350 gms/box	1 boxes	270.00	Public Bidding	1											
	Index Card, 5" x 8", ruled both sides, 100 pcs/pack	2 pack	108.00	Public Bidding			1			1						
	Sticky Note, 3 x 3, Yellow	10 pads	840.00	Public Bidding	3			3			3			1		
	Comix Orig. Ribbon Cartridge for Time Recorder	3 pc	900.00	Public Bidding	2			1								
	Sub-Total		21,459.00													
	Vehicle Supplies															
	Diesel fuel	160 liters	13,440.00	Public Bidding	50			50			50			10		
	Sub-Total		13,440.00													
TOTAL BUDGET:			98,999.00													

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

Prepared by: OMB
CARREN MAE B. VILBAR

Submitted by: Jeh
JENNIFER E. ANDO
Unit Head/Project Leader

RECEIVED
OCT 2024
Date: **09/30/2024**
ALICIA M. FLORES