

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



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

SCAN HERE



PPMP-2025-0404-265234

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-
 USER/UNIT: **Institute of Human Kinetics**

CHARGED TO **GF-MOOE**

PPMP #: **PPMP-2025-032625-1068**
 Project Code: **CODE: EXT62 / LANGOY SA KALUWASAN**

Project, Programs and Activities(PPAs):

- Office supplies for communication and reproduction of printed materials
- Equipment to be used during trainings
- Purchase food and snacks for the participants during trainings and seminars
- Fuel used for transportation to destinations of training/seminar

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
	Food & Food Ingredients															
	Assorted snack items, ordered	350 pieces	17,500.00	NP - Small Value Procurement						350						
	Sub-Total		17,500.00													
	Fuel & Lubricants															
	Gasoline (Unleaded) - For VSU Fuel Station	40 liters	3,400.00	NP - Small Value Procurement						40						
	Sub-Total		3,400.00													
	Office Equipment															
	Epson Eco Tank L3210 A4 All-in one Ink Tank Printer	1 unit	9,000.00	NP - Small Value Procurement						1						
	Sub-Total		9,000.00													
	Office 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
	A4 Paper One bond paper	10 ream	15,000.00	NP - Small Value Procurement						10						
	bond paper, long	5 ream	1,750.00	NP - Small Value Procurement						5						
	Cartolina, Vellum, White, at least 180gsm	20 pcs	700.00	NP - Small Value Procurement						20						
	Clip Board, Plastic, with PVC Cover, A4, any color	20 pcs	3,960.00	NP - Small Value Procurement						20						
	Envelope, Expanding, with garter tie, golden yellow, short	20 pc	300.00	NP - Small Value Procurement						20						
	Pen, Ball, blue	54 pieces	540.00	NP - Small Value Procurement						54						
	Staple Wire, #35	10 boxes	350.00	NP - Small Value Procurement						10						
	Stapler, HD No.35	4 pc	1,600.00	NP - Small Value Procurement						4						
	Tape, Duct, 2" x 25m, Black/Grey	5 rolls	900.00	NP - Small Value Procurement						5						
	Sub-Total		25,100.00													
TOTAL BUDGET:			55,000.00													

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

Prepared by:

MARY JEAN M. SAPAN

Submitted by:

MARY JEAN M. SAPAN
Unit Head/Project Leader



Date: 04/04/2025

[Signature]
JAM. FLORES