

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



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

SCAN HERE



PPMP-2024-0925-225047

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Accounting Office**

PPMP #: **PPMP-2025-092524-0516**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

For office operation use. Preparation and submission of financial reports. Maintaining of basic and subsidiary accounting records. Processing of DVs and payrolls. Preparation of FHE billing.

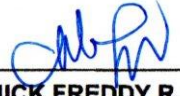
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Communication/Courier Services															
	Courier services	25 unit	5,000.00	NP - Small Value Procurement			25									
	Sub-Total		5,000.00													
	IT Supplies and Equipment															
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	2 sets	98,000.00	NP - Small Value Procurement			2									
	Desktop Monitor, 24" IPS, 75Hz	2 pcs	17,000.00	NP - Small Value Procurement			2									
	UPS	5 unit	35,000.00	NP - Small Value Procurement			5									
	AVR, 500W or higher (IC Controlled)	3 unit	1,500.00	NP - Small Value Procurement			3									
	External Hard Disk Drive	3 pc	15,000.00	NP - Small Value Procurement			3									

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
	Ink, Epson, genuine, (BK) T664, 70 ml	10 pieces	3,500.00	NP - Small Value Procurement			10									
	Ink, Epson 003,Genuine Black 65mL	50 btl	17,500.00	NP - Small Value Procurement			50									
	Computer Keyboard USB	3 pcs	1,200.00	NP - Small Value Procurement			3									
	Mouse, Wired, Optical, USB	3 pieces	630.00	NP - Small Value Procurement			3									
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	2 unit	28,000.00	NP - Small Value Procurement			2									
	Scanner, Document, A4 Duplex Sheet-fed	1 unit	49,999.00	NP - Small Value Procurement			1									
	Sub-Total		267,329.00													
	Office Furniture & Fixture															
	L-shape sofa corner with armrest plus center table (8-10 seaters)	1 unit	30,000.00	NP - Small Value Procurement			1									
	Sub-Total		30,000.00													
	Office Supplies															
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	NP - Agency to Agency			100									
	Paper, Bond, Long, S-24, 80 gsm	80 reams	26,240.00	NP - Agency to Agency			80									
	Paper, Bond, Short, S-24, 80 gsm	40 reams	11,080.00	NP - Agency to Agency			40									
	Envelope, Document, Brown, 150 lbs, Long	50 pc	350.00	NP - Agency to Agency			50									
	Envelope, Expanding, with garter tie, brown, long	150 pc	3,000.00	NP - Agency to Agency			150									
	Folder, File, Long, 14pts, White	100 piece	1,000.00	NP - Agency to Agency			100									

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
	Folder, File, Short, 14pts, White	50 piece	400.00	NP - Agency to Agency			50									
	Sub-Total		70,970.00													
TOTAL BUDGET:			373,299.00													

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

Prepared by: 
VALERIE Y. VERGIS

Submitted by: 
NICK FREDDY R. BELLO
Unit Head/Project Leader

Date: **09/25/2024**