

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



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

SCAN HERE



PPMP-2024-0927-225803

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

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

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

1. Develop and improve budgetary methods, procedures and justifications of budget.
2. Provide funds estimates for the different operations, plans and programs of the University.
3. Assist in management in the presentation of the budgetary estimates before administrative (DBM) and legislative bodies (Congressional/ Senate Budget Hearing).
4. Prepare annual financial work plans; allocate, in coordination with the Planning office, available funds to programs based on approved guidelines and priorities.
5. Issue allotment advice in support of the fund requirement for the conduct of the operations under each program.
6. Prepare financial reports for management guidance and as requested by higher authorities.



PPMP #: **PPMP-2025-092524-0495**

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
	<b>IT Supplies and Equipment</b>															
	Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	3 pieces	1,050.00	Public Bidding			3									
	Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	3 pieces	1,050.00	Public Bidding			3									
	Ink, Epson 003,Genuine Black 65mL	6 btl	2,100.00	Public Bidding			6									
	Ink, EPSON 003,Genuine Cyan 65mL	3 btl	1,050.00	Public Bidding			3									
	Ink, EPSON 003,Genuine Magenta 65mL	3 btl	1,050.00	Public Bidding			3									
	Epson 001 ink, Black, 127ml, Genuine	6 btls	3,600.00	Public Bidding			6									
	UPS 800W ( for Computer)	1 unit	5,000.00	Public Bidding		1										
	Mouse, Wired, Optical, USB	1 pieces	210.00	Public Bidding		1										
	Laptop, Intel Core i5 10th Gen , 15.6" FHD	1 unit	45,000.00	Public Bidding	1											
	Brother Ink, for DCP-T720DW (Magenta)	3 btls	1,200.00	Public Bidding			3									

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					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Brother Ink, for DCP-T720DW (Cyan)	3 btl's	1,200.00	Public Bidding		3										
	Brother Ink, for DCP-T720DW (Yellow)	3 btl's	1,200.00	Public Bidding			3									
	Brother Ink, for DCP-T720D (Black)	6 btl's	2,400.00	Public Bidding			6									
	Epson 001 ink, Yellow, Genuine	3 btl's	1,050.00	Public Bidding			3									
	Ink, EPSON 003, Genuine Yellow 65mL	3 btl	1,050.00	Public Bidding			3									
	<b>Sub-Total</b>		<b>68,210.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A3, S-24, 80 gsm	1 reams	580.00	NP - Agency to Agency			1									
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	NP - Agency to Agency			20									
	Paper, Bond, Long, S-20, 70 gsm	5 reams	1,430.00	NP - Agency to Agency			5									
	Pen, Sign, .5mm, Gel-type, Blue	168 piece	5,880.00	NP - Agency to Agency			37	20		37			37	37		
	Staple wire remover, Plier type, Metal	7 piece	700.00	NP - Agency to Agency			7									
	Cleaner, Glass, 500mL, spray type, any scent	4 btl's	880.00	NP - Agency to Agency		4										
	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	2 pc	360.00	NP - Agency to Agency			2									
	Pen, Permanent Marker, black, broad tip	2 pieces	120.00	NP - Agency to Agency			2									
	Binder Clip, 1-inch, 12 pcs/box	12 Box of 12's	1,200.00	NP - Agency to Agency			12									
	Tape, Double Sided, 1" x 10m	3 rolls	135.00	NP - Agency to Agency			3									
	Tape, Foam, Double Sided, 1" x 5m	1 rolls	100.00	NP - Agency to Agency			1									
	Soap, Dishwashing, Liquid, 250mL	12 btl's	1,800.00	NP - Agency to Agency			6		6							
	Correction Tape, 8m x 5mm wide	12 pc	480.00	NP - Agency to Agency			12									
	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)	1 pack	85.00	NP - Agency to Agency			1									
	Record Book, Big, 500 pages	5 pcs	925.00	NP - Agency to Agency			5									

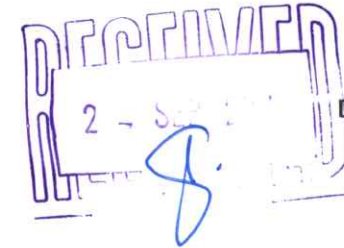
Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Tape, Masking, 2" x 25 yards	5 rolls	475.00	NP - Agency to Agency			5									
	Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li	1 pcs	16,000.00	NP - Agency to Agency			1									
	Ruler, Plastic, 12"	2 pieces	70.00	NP - Agency to Agency				2								
	Binder Clip, 2-inch, 12 pcs/box	12 boxes	1,800.00	NP - Agency to Agency		12										
	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	1 unit	1,000.00	NP - Agency to Agency			1									
	Glue, Multi-Purpose, White, at least 130g (118mL)	10 btls	900.00	NP - Agency to Agency		5			5							
	Puncher, 2 holes, heavy duty	2 pieces	1,800.00	NP - Agency to Agency			2									
	Staple Wire, #35	24 boxes	840.00	NP - Agency to Agency			12		12							
	Envelope, Expanding, with garter tie, blue, long	12 pc	240.00	NP - Agency to Agency		12										
	Fastener, Paper, non-rust metal, 50 sets/box	12 boxes	600.00	NP - Agency to Agency		6			6							
	Scissors, 8" heavy duty, good quality	2 pieces	150.00	NP - Agency to Agency		2										
	Laminating Film, A4	1 pack	450.00	NP - Agency to Agency		1										
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	2 pack	320.00	NP - Agency to Agency		2										
	Contingency Fund (Petty Expenses)	1 lot	10,000.00	NP - Small Value Procurement	1											
	<b>Sub-Total</b>		<b>55,100.00</b>													
	<b>Printing Services</b>															
	Tarpaulin printing	5 sq. ft	150.00	Shopping - B								5				
	<b>Sub-Total</b>		<b>150.00</b>													
	<b>Transportation (Plane &amp; Boat Tickets)</b>															
	Plane Ticket Local	12 ea	120,000.00	NP - Direct Retail Purchase (Section 53.14)			3			3			3	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
	<i>Sub-Total</i>		120,000.00													
<b>TOTAL BUDGET:</b>			243,460.00													

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

Prepared by:   
**ERLY S. ESGUERRA**

Submitted by:   
**ALICIA M. FLORES**  
Unit Head/Project Leader



Date: **09/27/2024**