



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

SCAN HERE



PPMP-2025-1008-302468

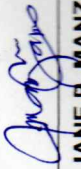
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. **03**

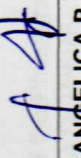
☒ INDICATIVE ☐ FINAL
Fiscal Year: **2026**End-user or Implementing Unit: **Department of Forest Science**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)		
Office Supplies											
Double Sided Tape (High and Good Adhesive) Apple or King Brand 1 inch	Goods	24 pc * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	960.00	• Technical Specification • Market Scoping Checklist	
Veco Vellum Board Paper White 180gsm	Goods	100 pcs * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	3,500.00	• Technical Specification • Market Scoping Checklist	
Sub-Total									4,460.00		
IT Supplies and Equipment											

PROCUREMENT PROJECT DETAILS							PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
General Description and Objective of the Project to be Procured	Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)	Quantity and Size of the Project to be Procured	Recommended Mode of Procurement	Pre-Procurement Conference (Yes/No)	Start of Procurement Activity	End of Procurement Activity	Expected Delivery/Implementation Period	Source of Funds	Estimated Budget / Authorized Budgetary Allocation (Php)				
External Hard Drive – Basic Model	Goods	1 unit * 3	Competitive Bidding	No	01/2026	05/2026	07/2026	GF-MOOE	3,000.00	* Technical Specification			
Sub-Total									3,000.00				
Common-Use Supplies & Equipment (CSE)													
Alcohol, Ethyl, 1 Gallon	Goods	3 gallons * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,070.00	* Technical Specification			
Sticker Paper, high gloss A4 size, 50 sheets/pack	Goods	3 pack	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00				
Sub-Total									3,270.00				
Non-Common-Use Supplies and Equipment (Non-CSE)													
Liquid Bleach	Goods	3 gallon * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	630.00	* Technical Specification			
Spin Mop with Bucket	Goods	1 sets * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	3,920.00	* Technical Specification			
Sub-Total									4,550.00				
TOTAL BUDGET:										15,280.00			

* Please see attached specification

Prepared by: 
ERAIE JANE P. MANZANO
Job Order
DFS
Date: 10/8/25

Submitted by: 
ANGELICA P. BALDOS
Associate Professor V
DFS
Date: 10/8/25

RECEIVED
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XUCA M. Flores

SPECIFICATION

1. Alcohol, Ethyl, 1 Gallon

- 70% (+-2) v/v Ethanol (Ethyl Alcohol)
- Volume: 1 Gallon or at least 3.785 Liters (3,785 mL)
- Colorless clear liquid
- HDPE Plastic container

2. Double Sided Tape (High and Good Adhesive) Apple or King Brand 1 inch

- Double Sided Tape (High and Good Adhesive) 1 inch
- Size 10m

3. External Hard Drive – Basic Model

- Storage Capacity: 1TB
- Interface: USB 3.0 (backward compatible with USB 2.0)
- Transfer Speed: up to 120 MB/s
- Portable, slim design
- USB-powered (no external adapter required)
- Compatibility: Windows, macOS, Linux
- Warranty: 1 year Manufacturer Warranty (replacement/repair)
- Green Procurement: Low power consumption, recyclable casing

4. Liquid Bleach

- at least 3785 mL

- multipurpose bleach
- 99.9% Antibacterial

5. Spin Mop with Bucket

- spin-dry bucket with 1 pc microfiber mop head
- 360 degrees rotating mop head
- polypropylene plastic (mop bucket)
- stainless steel mop handle
- with water outlet
- with separate tanks for freshwater and wastewater
- dimension: at least L 47.5 x W 26 x H 24.5 cm

6. Sticker Paper, high gloss A4 size, 50 sheets/pack
7. Veco Vellum Board Paper White 180gsm

- Vellum Board Paper
- Grammage: 180 gsm
- Size: A4
- Color: White
- Packaging Size: 10 sheets per pack

LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: Department of Forest Science
Program : ADVANCED EDUCATION
MOOE 2026

REGULAR AGENCY FUND/GENERAL FUND

TOTAL BUDGET ALLOCATION: 15,296.10

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
Sustained certification and accreditation of programs and management processes to include but not limited to talents/employees, operations, financial assets, transparency, and accountability.	Delivery of administrative services	Office Supplies Expenses	5,660.00
	Maintenance of buildings and facilities	Other Supplies and Materials Expenses	6,620.00
	Improvement and delivery of laboratory services.	ICT Equipment / <i>Semi Expendable</i>	3,000.00
	GRAND TOTAL		15,280.00
Prepared by:	Submitted by:		
 ERAIE JANE P. MANZANO	 ANGELICA P. BALDOS		
End-user	Immediate Supervisor		