

Original PPMP  
 Revised (Changed items, same budget)  
 Supplemental



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



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

END-USER/UNIT: **Risk Management Office**  
CHARGED TO **GF-MOOE**  
Project, Programs and Activities(PPAs):

PPMP #: **PPMP-2025-092424-0021**

**1. University-Wide Risk Assessment Program**

- Plan and coordinate the conduct of risk assessments to identify and analyze potential risks (financial, legal, security, health, etc.) across all university operations and activities.
- Facilitate risk assessments within each operational unit, ensuring that unit-specific risks are thoroughly identified and addressed.

**2. Risk Assessment Orientation and Capacity Building Project**

- Conduct orientation sessions and workshops on risk assessment for Deputy Risk Managers and operational units to build capacity and ensure effective risk identification and management throughout the university.

**3. Risk Monitoring and Risk Registry Maintenance Program**

- Establish and oversee a risk monitoring system using the university's risk registry to document and track ongoing risks and mitigation efforts.
- Conduct monthly monitoring of action plan accomplishments, ensuring risks are being mitigated effectively and plans are adjusted as needed.

**4. Special Risk Assessment for University Activities**

- Carry out special risk assessments for significant university activities or events, ensuring proactive identification and mitigation of risks unique to these activities.

**5. Crisis Management and Contingency Planning Project**

- Assist the university president and key stakeholders in developing and implementing contingency plans to manage potential crises, with a focus on minimizing damage and ensuring swift recovery.

**6. Standards, Processes, and Best Practices Development for Risk Management**

- Partner with key stakeholders to develop and implement risk management standards, processes, programs, and best practices tailored to the university's needs.
- Ensure continuous improvement by reviewing and refining these processes based on monitoring and assessment results.

**7. Risk Management Reporting and Recommendations Activity**

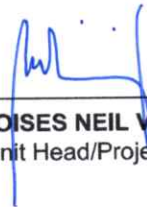
- Prepare detailed reports on identified risks, assessment results, and risk mitigation efforts. Present findings and recommendations to the appropriate university bodies for review and action.

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>Food &amp; Food Ingredients</b>																
	Snacks AM	90 set	7,200.00	NP - Small Value Procurement	30	30	30									
	Snacks PM	90 packs	7,200.00	NP - Small Value Procurement	30	30	30									
	Meal-Lunch	50 packs	10,000.00	NP - Small Value Procurement	25	25										
	<b>Sub-Total</b>		<b>24,400.00</b>													
<b>Fuel &amp; Lubricants</b>																
	Fuel-Diesel	125 L	8,125.00	NP - Direct Retail Purchase (Section 53.14)	50	50	25									
	<b>Sub-Total</b>		<b>8,125.00</b>													
<b>IT Supplies and Equipment</b>																
	Ink, Epson 003,Genuine Black 65mL	6 btl	2,100.00	Direct Contracting			6									
	Computer Headset, USB Wired, Noise Cancelling Mic	2 unit	5,000.00	Public Bidding	2											
	Web Camera for PC	2 unit	5,000.00	Public Bidding	2											
	<b>Sub-Total</b>		<b>12,100.00</b>													
<b>Office Furniture &amp; Fixture</b>																
	Ergonomic Mid-Back Office Mesh Chair Chrome Base Adjustable Height 360 Rotation with Lumbar Support	2 unit	8,000.00	Public Bidding	2											
	Modern Office Table with Center and Double Pedestal Drawers and Cabinet	1 pc	15,000.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>23,000.00</b>													
<b>Office Supplies</b>																
	Paper, Bond, A4, S-24, 80 gsm	5 reams	1,445.00	Public Bidding	2	2	1									
	Multi-Purpose Glue, 130 g	4 btl	240.00	Public Bidding	4											
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	3 pcs	600.00	Public Bidding	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	
	Tape, Double Sided, 1" x 10m	2 rolls	90.00	Public Bidding	2												
	<b>Sub-Total</b>		<b>2,375.00</b>														
	<b>Transportation</b>																
	Airplane Tickets	1 pcs	5,000.00	NP - Direct Retail Purchase (Section 53.14)	1												
	<b>Sub-Total</b>		<b>5,000.00</b>														
<b>TOTAL BUDGET:</b>			<b>75,000.00</b>														

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

Prepared by:   
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Date: **09/24/2024**