

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



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

SCAN HERE



PPMP-2025-0121-248061

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

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

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

For the efficient and effective management of the office.

PPMP #: **PPMP-2025-011625-0857**

Project Code: **Innovation Office - 2025**

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
	Accommodation															
	Accommodation	15 unit	18,000.00	NP - Small Value Procurement	15											
	Sub-Total		18,000.00													
	Food & Food Ingredients															
	Innovation Office Trainings - Packed AM Snacks	105 pack	8,400.00	NP - Small Value Procurement		30	30	45								
	Innovation Office Trainings - Packed PM Snacks	70 pack	5,600.00	NP - Small Value Procurement		25	25	20								
	Lunch Buffet Style	280 person	70,000.00	NP - Small Value Procurement		100	100	80								
	Packed Meals (Lunch) Menu#4	35 pack	7,000.00	NP - Small Value Procurement		35										
	Snacks AM (80.00)	280 packs	22,400.00	NP - Small Value Procurement		100	100	80								

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
	Snacks PM (80.00)	280 packs	22,400.00	NP - Small Value Procurement		100	100	80								
	Sub-Total		135,800.00													
	Fuel & Lubricants															
	Diesel Fuel	600 L	42,000.00	NP - Small Value Procurement		100	100	100	100	100	25	25	25	25		
	Fuel, Gasoline	200 L	14,800.00	NP - Small Value Procurement			50			50			50	50		
	Sub-Total		56,800.00													
	Office Equipment															
	2 Line VOIP Phone	1 unit	7,500.00	NP - Small Value Procurement		1										
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	1 sets	49,000.00	NP - Small Value Procurement		1										
	Sub-Total		56,500.00													
	Office Furniture & Fixture															
	4 drawer lateral office cabinet	1 pc	16,500.00	NP - Small Value Procurement		1										
	Sub-Total		16,500.00													
	Office Supplies															
	Bundy Clock	1 unit	10,500.00	NP - Small Value Procurement		1										
	Bundy Clock Time Card	2 pack of 100's	500.00	NP - Small Value Procurement		1	1									
	Sub-Total		11,000.00													
	TOTAL BUDGET:		294,600.00													

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

Prepared by: 
MARIA LOUELLA C. TAMBIS

Submitted by: 
FELICIANO G. SINON SR.
Unit Head/Project Leader

Date: 01/27/2025