

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



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

SCAN HERE



PPMP-2023-0717-131308

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2023**

Unit/Office/Dept/Div: **Department of Animal Science**  
 Project Code: **DAS-Gestetner c/o OVPAA Tuition**  
 Purpose: **Test paper Production**

Total Budget : **108,000.00**

Funding : **STF**

PPMP #: **2-1-2093-2023-6-0-4**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>IT Supplies and Equipment</b>																
Gestetner DX 2430 B4 Digital Duplicator	1	unit	100,000.00	100,000.00										1		
Automatic Voltage Regulator, 5000 VA, Servo-motor controlled	1	pcs	8,000.00	8,000.00										1		
<b>Sub-Total</b>				<b>108,000.00</b>												
<b>Grand Total</b>				<b>108,000.00</b>												

Prepared by:   
**POCA JOE A. DIDAL**

Noted by:   
**MANUEL D. GACUTAN JR.**  
 Unit Head/Project Leader

Noted By:   
**ALICIA M. FLORES**  
 Head, Budget Office

Date: **07/17/2023**

<> \*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies





**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**ANIMAL SCIENCE**

copy

15 May 2023

**BEATRIZ S. BELONIAS, PhD**  
Vice President for Academic Affairs  
Visayas State University

Dear Dr. Belonias:

Good Day!


For the past semesters after the return of our face-to-face classes in our University, our department has encountered a problem related to the production of test papers especially during the midterm and final examination. The department is offering basic courses in Animal Science e.g. AnSc 21, AnSc 22 and AnSc 171 with more than 200 enrollees alongside with our major and graduate courses. Some of our faculty have make use of our available printers in the department, while others wait for long queue in the test paper production. Our department definitely lacks a printing machine for this purpose and other related printing works.

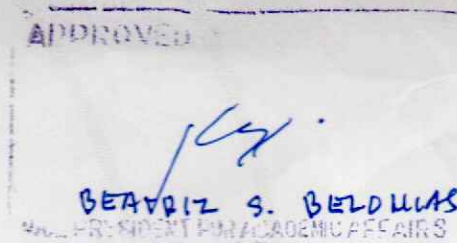
Hence, I am humbly requesting from your good office 1 unit of **GESTETNER DX 2430 B4 digital duplicator** estimated amount of **Php 100,000** including an **AUTOMATIC VOLTAGE REGULATOR (AVR)** with 2000 watts' capacity estimated amount of **Php 8,000**.

Hoping for your approval on this request and Thank you very much for your support to the Department of Animal Science.

Sincerely yours,

Very truly yours,

  
**MANUEL D. GACUTAN, JR.**  
Head, DAS-CAFS



Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

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PAGE 1 OF 2  
**FM-VSU-03**  
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