

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



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

SCAN HERE



PPMP-2024-1119-235875

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: **Office of the President**

CHARGED TO **STF**

Project, Programs and Activities(PPAs):

1. Accommodating regional, national, and international visitors and guests.
2. For University-wide activities (Anniversary, Graduation, CSC activities, Christmas Lighting, Intramurals etc)
3. For meetings spearheaded by the Office of the President

PPMP #: **PPMP-2025-111424-0792**

Project Code: **OP-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
	<b>Accommodation</b>															
	Accommodation (VSU Guests/Visitors)	500 lot	250,000.00	NP - Small Value Procurement	25	25	25	150	25	25	25	100	25	25	25	25
	<b>Sub-Total</b>		<b>250,000.00</b>													
	<b>Awards &amp; Tokens</b>															
	Plaque Glass Type, 12"	20 unit	50,000.00	NP - Small Value Procurement				10				10				
	Token (Assorted Goods/Food Products)	200 pcs	130,000.00	NP - Small Value Procurement	10	5	10	100	5	10	5	25	10	5	5	10
	<b>Sub-Total</b>		<b>180,000.00</b>													
	<b>Construction and Electrical Supplies</b>															
	Electrical and LED Lights for Christmas events	1 lot	346,775.00	NP - Small Value Procurement												1
	<b>Sub-Total</b>		<b>346,775.00</b>													

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>															
	Lunch Buffet	1200 person	300,000.00	NP - Small Value Procurement	20	20	20	500	20	20	20	500	20	20	20	20
	Meals (Breakfast Buffet Style)	600 person	96,000.00	NP - Small Value Procurement	10	10	10	300	10	10	10	200	10	10	10	10
	Meals Dinner (Buffet style)	1000 packs	250,000.00	NP - Small Value Procurement	20	20	20	400	20	20	20	400	20	20	20	20
	Snacks AM (80.00)	1200 packs	96,000.00	NP - Small Value Procurement	20	20	20	500	20	20	20	500	20	20	20	20
	Snacks PM (80.00)	1200 packs	96,000.00	NP - Small Value Procurement	20	20	20	500	20	20	20	500	20	20	20	20
	<b>Sub-Total</b>		<b>838,000.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Transportation fuel (bus from guard post to graduation venue)	1 day	10,000.00	NP - Small Value Procurement								1				
	<b>Sub-Total</b>		<b>10,000.00</b>													
	<b>Office Supplies</b>															
	Contingency Fund	1 lot	100,000.00	NP - Small Value Procurement								1				
	Fireworks Display (University activities)	3 lot	150,000.00	NP - Small Value Procurement				1				1				1
	Lei Necklace	100 piece	20,000.00	NP - Small Value Procurement	5	5	5	30	5	5	5	20	5	5	5	5
	Printing of Tarpaulin	1 piece	5,000.00	NP - Small Value Procurement								1				
	Stage Decorations	1 day	25,000.00	NP - Small Value Procurement								1				



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>Sub-Total</b>		<b>300,000.00</b>													
	<b>Printing Services</b>															
	Printing of the Photo wall	1 piece	10,000.00	NP - Small Value Procurement								1				
	Printing of the Program	1600 piece	160,000.00	NP - Small Value Procurement								1600				
	<b>Sub-Total</b>		<b>170,000.00</b>													
	<b>Professional Services</b>															
	Baccalaureate Mass	1 day	13,500.00	NP - Small Value Procurement								1				
	<b>Sub-Total</b>		<b>13,500.00</b>													
	<b>TOTAL BUDGET:</b>		<b>2,108,275.00</b>													

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

Prepared by: \_\_\_\_\_

**LES ANDRE B. PAMAOS**

Submitted by: \_\_\_\_\_

**CORAZON A. PADILLA**  
Unit Head/Project Leader



Date: 11/21/2024

*July 3*  
**AUCIA M. FLORES**