

- ☒ 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 2024**

Unit/Office/Dept/Div: **Department of Pest Management**  
 Project Code: **DPM PPMP-2024\_Office Chair**  
 Purpose: **for office use**

Total Budget : **55,000.00**  
 Funding : **STF**  
 PPMP #: **PPMP-2024-091324-0419**

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>Office Furniture &amp; Fixture</b>																
Executive Chairs	6	piece	9,000.00	54,000.00										6		
<b>Sub-Total</b>				<b>54,000.00</b>												
<b>Grand Total</b>				<b>54,000.00</b>												

Prepared by: RAUL ANTHONY S. VALENZONA

Submitted by: ROBELYN T. PIAMONTE  
 Unit Head/Project Leader

Date: **09/13/2024**

\*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  
**PEST MANAGEMENT**

13 September 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Visca, Baybay City, 6521 Leyte

Through: **Atty. Rysan C. Guinocor**  
BAC Chairman, Office Furniture and Fixture

Dear **Dr. Yepes**,

Good day!

I would like to request the following items to be purchased through Negotiated Procurement-Small Value Procurement (NP-SVP). These items (office chairs) will serve as replacement for the defective chairs and the additional will be used by the newly hired faculty in the department. Please see the attached approved PPMP for the office furniture and fixture amounted to PhP 54, 000.00, PPMP No. PPMP-2024-091324-0419.

Thank you very much.

Very truly yours,

  
**ROBELYN T. PIAMONTE**  
Head, DPM

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
BAC Chairman

Approved:

  
**PROSE IVY G. YEPES**  
President



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