

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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

CY 2022

Unit/Office/Dept/Div: **VSU Integrated High School**
 Project Code: **SHS Graduation 2022**
 Purpose: **for SHS Graduation SY 2021-2022**

Total Budget : **100,000.00**
 Funding : **STF**
 PMP #: **138-1-2086-2022-5-0-11**



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
Awards & Tokens																
Medals, Big, Gold with VSU Logo/Seal, with 2" Diameter and 31" Long ribbon with rectangular hole	10	pc	270.00	2,700.00							10					
Medals, Big, Silver with VSU Logo/Seal, with 2" Diameter and 31" Long ribbon with rectangular hole to	20	pc	270.00	5,400.00							20					
Medals, Big, bronze with VSU Logo/Seal, with 2" Diameter and 31" Long ribbon with rectangular hole f	50	pc	270.00	13,500.00							50					
Medals, small, Gold with VSU Logo/Seal, with 1.5" Diameter and 31" Long ribbon with rectangular hole	20	pc	200.00	4,000.00							20					
Sub-Total				25,600.00												
Office Supplies																
Certificate Holder (A4)	200	pcs	64.00	12,800.00							200					
Sub-Total				12,800.00												
Grand Total				38,400.00												

Prepared by: MARK JOHN M. MANAGBANAG

Noted by: SHALOM GRACE C. SUGANO
 Unit Head/Project Leader

Noted By: Alicia M. Flores
 Head, Budget Office

Date: 06/29/2022



June 29, 2022

EDGARDO E. TULIN
President
Visayas State University

Thru: **DILBERTO O. FERRAREN**
Vice-President, Planning, Resource Generation and Auxiliary Services

Dear Dr. Tulin:

Greetings of Peace!

The Visayas State University Integrated High School is scheduled to conduct its **Face-to-Face Promotional and Graduation Exercises on July 18 and 19, 2022**, respectively, as reflected in the School Calendar. It is the end-of-school-year rites for our Grade 10 and 12 learners who shall satisfactorily complete the curriculum requirements at the end of SY 2021-2022.

The Integrated High School submitted an emergency procurement for the medals because the number of available medals procured in the last school years was no longer enough to be used for the said academic rites and also considering the number of students to be given medals. Moreover, the IHS procured medals in the last two years; however, no supplies of medals were delivered. In connection with this, we request that our emergency procurement of the medals be prioritized so we can use them in time for the said activities. The budget allocation for these procurements will be charged to the Senior High School STF Fund.

We are hoping for your favorable consideration on this matter.

Thank you! God bless!

Truly yours,


SHALOM GRACE C. SUGANO
Principal, VSUIHS

Recommending Approval:


DILBERTO O. FERRAREN
VP, OVPRGAS

Not emergency procurement:
only NP-SVP

Approved:


EDGARDO E. TULIN
President