

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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

SCAN HERE



PPMP-2024-0926-225245

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

END-USER/UNIT: **Internal Audit Service**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

1. Internal Audit Framework Establishment with VITA campuses P
2. Internal Compliance Review across all campuses, VSU Manila Office, and VSU Cebu Office
3. Skills Development
4. Essential Office Resources Provision
5. Workforce Augmentation Initiative
6. Official Document Transmission Initiative
7. Safeguarding agency assets (PPE, farm animals, agricultural products, etc)
8. Special Assignment per Memorandum 417 series of 2019

PPMP #: **PPMP-2025-092524-0533**

Project Code: **IASO-2025** *Amended*

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
	Food & Food Ingredients															
	Packed Meals (Lunch) Menu#3	33 pack	6,600.00	Public Bidding	22		11									
	Snacks AM	33 set	2,640.00	Public Bidding	22		11									
	Snacks PM	33 packs	2,640.00	Public Bidding	22		11									
	Sub-Total		11,880.00													
	Office Equipment															

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
	Computer Keyboard USB	2 pcs	800.00	NP - Small Value Procurement				2								
	Document Scanner w/ ADF	1 unit	40,000.00	Public Bidding	1											
	Ink, Brother BT5000C Cyan	8 btl	4,000.00	Public Bidding				8								
	Ink, Brother BT5000M Magenta	8 btl	4,000.00	Public Bidding				8								
	Ink, Brother BT5000Y Yellow	8 btl	4,000.00	Public Bidding				8								
	Ink, Brother BTD60BK, Black	10 btl	5,000.00	Public Bidding				10								
	Ink, Epson 003, Genuine Black 65mL	6 btl	2,100.00	Public Bidding				3				3				
	Ink, EPSON 003, Genuine Cyan 65mL	2 btl	700.00	Public Bidding				1				1				
	Ink, EPSON 003, Genuine Magenta 65mL	2 btl	700.00	Public Bidding				1				1				
	Ink, EPSON 003, Genuine Yellow 65mL	2 btl	700.00	Public Bidding				1				1				
	Mouse, Wired Optical, PS/2	2 pc	420.00	Public Bidding				2								
	USB Type Keyboard	2 pcs	2,000.00	Public Bidding				2								
	Sub-Total		64,420.00													
	Office Supplies															
	Alcohol, Ethyl, 70% solution, 500mL	1 btl	125.00	NP - Small Value Procurement	1											
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	640.00	NP - Small Value Procurement	4											
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	960.00	NP - Small Value Procurement	4											
	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	3 unit	1,590.00	NP - Small Value Procurement	3											
	Cartolina, US, Green, at least 160gsm	15 pcs	300.00	NP - Small Value Procurement	15											
	Paper, Bond, A4, S-24, 80 gsm	10 reams	2,890.00	Public Bidding				5			5					
	Staple Wire, #10	2 boxes	40.00	NP - Small Value Procurement	2											

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
	Staple Wire, #35	4 boxes	140.00	NP - Small Value Procurement	4											
	Stapler, HD No.35	4 pc	1,600.00	NP - Small Value Procurement	4											
	Stapler, HD-# 10	2 pieces	240.00	NP - Small Value Procurement	2											
	Tissue, Bathroom, 2 Ply, 12rolls/pack	2 pack	408.00	NP - Small Value Procurement	1						1					
	Sub-Total		8,933.00													
	Printing Services															
	Tarpaulin printing (2ft. x 4ft.)	4 piece	960.00	Direct Contracting	4											
	Sub-Total		960.00													
	TOTAL BUDGET:		86,193.00													

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

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