



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

SCAN HERE



PPMP-2025-1010-303046

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☒ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Recruitment Selection Placement and Personnel Records Office**

| PROCUREMENT PROJECT DETAILS                                     |                                                                                 |                                                 |                                 |                                     | PROJECTED TIMELINE (MM/YYYY)  |                             |                                         | FUNDING DETAILS |                                                          | Attached Supporting Documents                           | Remarks |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------|-------------------------------------|-------------------------------|-----------------------------|-----------------------------------------|-----------------|----------------------------------------------------------|---------------------------------------------------------|---------|
| General Description and Objective of the Project to be Procured | Type of the Project to be Procured (Goods, Infrastructure, Consulting Services) | Quantity and Size of the Project to be Procured | Recommended Mode of Procurement | Pre-Procurement Conference (Yes/No) | Start of Procurement Activity | End of Procurement Activity | Expected Delivery/Implementation Period | Source of Funds | Estimated Budget / Authorized Budgetary Allocation (Php) |                                                         |         |
| <b>Printing Services</b>                                        |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                                                         |         |
| Printing Services (Printing for Appointments)                   | Goods                                                                           | 3 reams<br><b>* 21</b>                          | Direct Contracting              | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 4,500.00                                                 | • Technical Specification<br>• Market Scoping Checklist |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>4,500.00</b>                                          |                                                         |         |
| <b>Office Supplies</b>                                          |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                                                         |         |
| Ring Binder, plastic, 38mm , 1-1/2" black                       | Goods                                                                           | 2 pieces                                        | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 110.00                                                   |                                                         |         |
| Scissors, 6" heavy duty, good quality                           | Goods                                                                           | 3 piece                                         | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 204.00                                                   |                                                         |         |

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| Specialty Board, long 8-1/2 x 13,220 gsm                        | Goods                                                                           | 1 reams<br><b>* 27</b>                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 464.00                                                   | • Technical Specification<br>• Market Scoping Checklist |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>778.00</b>                                            |                                                         |         |
| <b>Office Furniture &amp; Fixture</b>                           |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                                                         |         |
| Curtain, Transparent, White                                     | Goods                                                                           | 6 pc<br><b>* 5</b>                              | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 4,800.00                                                 | • Technical Specification                               |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>4,800.00</b>                                          |                                                         |         |
| <b>Office Equipment</b>                                         |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                                                         |         |
| Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)            | Goods                                                                           | 1 unit<br><b>* 20</b>                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 04/2026                                 | GF-MOOE         | 11,000.00                                                | • Technical Specification                               |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>11,000.00</b>                                         |                                                         |         |
| <b>IT Supplies and Equipment</b>                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                                                         |         |
| Laptop Computer (Basic Users)                                   | Goods                                                                           | 1 unit<br><b>* 13</b>                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 40,000.00                                                | • Technical Specification                               |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>40,000.00</b>                                         |                                                         |         |
| <b>Miscellaneous Expenses</b>                                   |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                                                         |         |
| Miscellaneous Expenses                                          | Goods                                                                           | 2 lot<br><b>* 14</b>                            | NP - Emergency Cases            | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 10,000.00                                                | • Technical Specification                               |         |

| PROCUREMENT PROJECT DETAILS                                     |                                                                                 |                                                 |                                 |                                     | PROJECTED TIMELINE (MM/YYYY)  |                             |                                         | FUNDING DETAILS |                                                          | Attached Supporting Documents | Remarks |
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| Travel Expenses (Faculty/Staff)                                 | Goods                                                                           | 1 lot<br><b>* 31</b>                            | NP - Emergency Cases            | No                                  | 01/2026                       | 01/2026                     | 02/2026                                 | GF-MOOE         | 10,000.00                                                | • Technical Specification     |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>20,000.00</b>                                         |                               |         |
| <b>Common-Use Supplies &amp; Equipment (CSE)</b>                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Alcohol, Ethyl, 1 Gallon                                        | Goods                                                                           | 3 gallons<br><b>* 1</b>                         | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 2,070.00                                                 | • Technical Specification     |         |
| Bond Paper, 80 gsm, A4                                          | Goods                                                                           | 25 reams<br><b>* 3</b>                          | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 6,875.00                                                 | • Technical Specification     |         |
| Computer Mouse, Wireless                                        | Goods                                                                           | 1 pcs<br><b>* 4</b>                             | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 622.00                                                   | • Technical Specification     |         |
| Dust Pan                                                        | Goods                                                                           | 1 pcs<br><b>* 8</b>                             | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 120.00                                                   | • Technical Specification     |         |
| Hand Sanitizer, Gel, Antibacterial, push-type, 250mL            | Goods                                                                           | 4 btls                                          | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 640.00                                                   |                               |         |
| Note Pad / Sticky Note, 2 x 3                                   | Goods                                                                           | 10 pads<br><b>* 15</b>                          | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 250.00                                                   | • Technical Specification     |         |
| Note Pad / Sticky Note, 3 x 4                                   | Goods                                                                           | 10 pads<br><b>* 16</b>                          | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 350.00                                                   | • Technical Specification     |         |
| Pressboard Folder, Green, Legal                                 | Goods                                                                           | 50 pcs<br><b>* 18</b>                           | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 1,500.00                                                 | • Technical Specification     |         |



| PROCUREMENT PROJECT DETAILS                                     |                                                                                 |                                                 |                                 |                                     | PROJECTED TIMELINE (MM/YYYY)  |                             |                                         | FUNDING DETAILS |                                                          | Attached Supporting Documents | Remarks |
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| Pressboard Folder, Yellow, Legal                                | Goods                                                                           | 15 pcs<br><b>* 19</b>                           | NP -Agency to Agency            | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 450.00                                                   | • Technical Specification     |         |
| Staple Remover / Staple Wire Remover                            | Goods                                                                           | 2 pcs<br><b>* 28</b>                            | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 150.00                                                   | • Technical Specification     |         |
| Sticker Paper, high gloss A4 size, 50 sheets/pack               | Goods                                                                           | 1 pack                                          | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 400.00                                                   |                               |         |
| Toilet Tissue Paper, 2 Ply                                      | Goods                                                                           | 4 packs<br><b>* 30</b>                          | NP - Agency to Agency           | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 880.00                                                   | • Technical Specification     |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>14,307.00</b>                                         |                               |         |
| <b>Non-Common-Use Supplies and Equipment (Non-CSE)</b>          |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| Ballpen, Red                                                    | Goods                                                                           | 2 boxes<br><b>* 2</b>                           | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 190.00                                                   | • Technical Specification     |         |
| Dishwashing Liquid, at least 475 mL                             | Goods                                                                           | 4 btls                                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 660.00                                                   |                               |         |
| Dust Bin / Trash Bin / Trash Can, 15L                           | Goods                                                                           | 2 pcs<br><b>* 7</b>                             | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 530.00                                                   | • Technical Specification     |         |
| File Rack, for documents on desk                                | Goods                                                                           | 1 pcs<br><b>* 9</b>                             | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 740.00                                                   | • Technical Specification     |         |
| Garbage Bags / Trash Bags, Black, L                             | Goods                                                                           | 2 packs<br><b>* 10</b>                          | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 120.00                                                   | • Technical Specification     |         |

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| Glass Cleaner                                                   | Goods                                                                           | 1 btls<br>* 11                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 250.00                                                   | • Technical Specification     |         |
| Photo Paper, A4                                                 | Goods                                                                           | 2 packs<br>* 17                                 | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 540.00                                                   | • Technical Specification     |         |
| Scrub Sponge                                                    | Goods                                                                           | 2 pcs<br>* 24                                   | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 160.00                                                   | • Technical Specification     |         |
| Sign Pen, Extra Fine Tip, Black                                 | Goods                                                                           | 2 boxes<br>* 25                                 | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 590.00                                                   | • Technical Specification     |         |
| Sign Pen, Extra Fine Tip, Blue                                  | Goods                                                                           | 2 boxes<br>* 26                                 | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 590.00                                                   | • Technical Specification     |         |
| White Folder / File Folder, Legal                               | Goods                                                                           | 30 pcs<br>* 32                                  | Small Value Procurement         | No                                  | 01/2026                       | 01/2026                     | 03/2026                                 | GF-MOOE         | 240.00                                                   | • Technical Specification     |         |
| <b>Sub-Total</b>                                                |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>4,610.00</b>                                          |                               |         |
|                                                                 |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 |                                                          |                               |         |
| <b>TOTAL BUDGET:</b>                                            |                                                                                 |                                                 |                                 |                                     |                               |                             |                                         |                 | <b>99,995.00</b>                                         |                               |         |

\* Please see attached specification

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

**RHEA P. BALLEBAS**  
Administrative Aide IV  
RSPPRO

Date: \_\_\_\_\_

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

**LUVILLA G. ALCOBER**  
Administrative Officer IV  
RSPPRO

Date: \_\_\_\_\_

Date Generated: **10/10/2025**

*AUCIA M. FLORES*



## LINE ITEM BUDGET

for Budget Year 2026

**END-USER/UNIT: Head, Recruitment, Selection, Placement, and Personnel Records Office**

Program : GASS

MOOE 2026

**REGULAR AGENCY FUND/GENERAL FUND**

TOTAL BUDGET ALLOCATION: 100,000

| MFO                                                                                                          | Projects, Programs and Activities (PAPs):                                        | Account Titles                             | Budget Allocation | Proposed Budget Allocation through Centralized Account |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------|-------------------|--------------------------------------------------------|
| Strengthened PRIME-HRM framework fostering competency driven culture and transformative transactions in VSU. |                                                                                  |                                            |                   |                                                        |
|                                                                                                              | Recruitment Services                                                             | Travelling Expenses                        | 3,000.00 /        |                                                        |
|                                                                                                              |                                                                                  | Semi-Expendable Expenses                   | 20,000.00 /       |                                                        |
|                                                                                                              |                                                                                  | Office Supplies Expenses                   | 5,000.00 /        |                                                        |
|                                                                                                              |                                                                                  |                                            |                   |                                                        |
|                                                                                                              | Screening, Selection and Appointment                                             | Travelling Expenses                        | 10,000.00 /       |                                                        |
|                                                                                                              |                                                                                  | Office Supplies Expenses                   | 10,000.00 /       |                                                        |
|                                                                                                              |                                                                                  | Semi-Expendable Expenses                   | 10,000.00 /       |                                                        |
|                                                                                                              |                                                                                  |                                            |                   |                                                        |
|                                                                                                              | Placement of hired and promoted VSU employees through Onboarding and Orientation | Office Supplies Expenses                   | 2,000.00 /        |                                                        |
|                                                                                                              |                                                                                  |                                            |                   |                                                        |
|                                                                                                              | Personnel Records Management                                                     | Office Supplies Expenses                   | 10,000.00 /       |                                                        |
|                                                                                                              |                                                                                  | Semi-Expendable Expenses                   | 10,000.00 /       |                                                        |
|                                                                                                              |                                                                                  | Other General Services <i>for printing</i> | 4,000.00 /        |                                                        |
|                                                                                                              |                                                                                  |                                            |                   |                                                        |
|                                                                                                              | Preparation and Submission of Reports in compliance to Regulatory Agencies       | Office Supplies Expenses                   | 5,000.00 /        |                                                        |
|                                                                                                              |                                                                                  |                                            |                   |                                                        |

|  |                                        |                          |            |           |
|--|----------------------------------------|--------------------------|------------|-----------|
|  | Quality Assurance and Audit Compliance | Office Supplies Expenses | 3,000.00   |           |
|  |                                        |                          |            |           |
|  | Contingency Fund                       | Other MOOE               | 8,000.00   |           |
|  |                                        |                          |            |           |
|  | Logistical support                     | Fuel                     |            | 10,000.00 |
|  |                                        |                          |            |           |
|  | <i>GRAND TOTAL</i>                     |                          | 100,000.00 | 10,000.00 |

Prepared by:



**LUVILLA G. ALCOBER**

End-user

Submitted by:



**HONEY SOFIA V. COLIS**

Immediate Supervisor