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

SCAN HERE
PPMP-2025-1007-301946

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **Payroll and Leave Benefits 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)		
Fuel & Lubricants											
Fuel, Diesel	Goods	80 liters • 4	Direct Acquisition	No	01/2026	01/2026	01/2026	GF-MOOE	4,960.00	• Technical Specification	
Sub-Total									**4,960.00**		
Office Equipment											
Ink, Brother BT5000C Cyan	Goods	10 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00		
Ink, Brother BT5000M Magenta	Goods	10 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00		

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Ink, Brother BT5000Y Yellow	Goods	10 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	5,000.00		
Ink, Brother BTD60BK, Black	Goods	26 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	13,000.00		
Ink, Epson 003,Genuine Black 65mL	Goods	1 btl	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	380.00		
TN2560XL Toner Cart	Goods	2 btls * 18	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	7,680.00	• Technical Specification	
Sub-Total									**36,060.00**		
IT Supplies and Equipment											
UPS, 1000 VA	Goods	3 unit * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	21,000.00	• Technical Specification	
Sub-Total									**21,000.00**		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	1 lot * 10	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	5,000.00	• Technical Specification	
Travel Expenses (Faculty/Staff)	Goods	1 lot * 19	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									**15,000.00**		
Common-Use Supplies & Equipment (CSE)											

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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Bond Paper, 80 gsm, A4	Goods	25 reams * 1	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	6,875.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	35 reams * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	10,675.00	• Technical Specification	
Paper Fastener, Metal	Goods	10 boxes * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	700.00	• Technical Specification	
Pressboard Folder, Blue, Legal	Goods	20 pcs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Pressboard Folder, Green, Legal	Goods	26 pcs * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	780.00	• Technical Specification	
Pressboard Folder, Red, Legal	Goods	40 pcs * 14	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	
Stamp Pad Ink	Goods	3 boxes * 15	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	225.00	• Technical Specification	
Stamp Pad, Felt	Goods	1 pcs * 16	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	75.00	• Technical Specification	
Stapler, Standard Type	Goods	2 pcs * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,100.00	• Technical Specification	
Sub-Total									**22,230.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											

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 tobe Procured (Goods, Infrastructure,Consulting Services)	Quantityand Size ofthe Projectto 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)		
Dater Stamp / Date Stamp, with "RECEIVED"	Goods	1 pcs * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	454.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	37 pcs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	296.00	• Technical Specification	
Sub-Total									**750.00**		
								TOTAL BUDGET:		**100,000.00**	

* Please see attached specification

Prepared by: REINALYN G. PEARCE
Administrative Aide VI
PLBO
Date: 10/8/25

Submitted by: FLORANTE G. DIDAL
Administrative Officer II
PLBO
Date: 10/8/25

RECEIVED
09 OCT 2025

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ALICIA M. FLORES

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Bond Paper, 80 gsm, A4

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

2. Bond Paper, 80 gsm, Long

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

3. Dater Stamp / Date Stamp, with "RECEIVED"

- self-ink dater
- dimension: approx. 5 x 7 x 12 cm

4. Fuel, Diesel

- good quality

5. Ink, Brother BT5000C Cyan
6. Ink, Brother BT5000M Magenta
7. Ink, Brother BT5000Y Yellow
8. Ink, Brother BTD60BK, Black
9. Ink, Epson 003,Genuine Black 65mL
10. Miscellaneous Expenses

- for unforeseeable expenses within the year

11. Paper Fastener, Metal

- 50 sets/box
- size: 7 cm
- color: silver

12. Pressboard Folder, Blue, Legal

- US type
- made of sturdy material

13. Pressboard Folder, Green, Legal

- US type
- made of sturdy material

14. Pressboard Folder, Red, Legal

- US type
- made of sturdy material

15. Stamp Pad Ink

- volume: at least 50 mL
- with applicator
- color: violet

16. Stamp Pad, Felt

- stamp pad bed material: felt
- stamp pad bed: 102 mm x 61 mm (L x W)
- container: combination of plastic and metal

17. Stapler, Standard Type

- heavy duty stapler
- with staple remover
- for no. 35 (26/6) staples
- ergonomic style

18. TN2560XL Toner Cart

Brother TN- 2560XL Genuine Toner Cartridge Black

Use for Brother DCP-L2640DW HL-L2460DN HL-L2460DW MFC-L2885DW

Standard Yield Toner print 3,000 Pages

19. Travel Expenses (Faculty/Staff)

Official travel for university-related activities and coordination meetings

20. UPS, 1000 VA

- Topology: Line-Interactive with AVR
- Capacity: 1000 VA (?600 W)
- Battery: VRLA, replaceable
- Runtime: 15–30 min at 300 W load
- Features: Surge & overload protection, auto-restart, LCD display, multiple outlets
- Ports: USB/RS-232 for monitoring
- Green Note: Battery recycling/disposal plan
- Warranty: 1 year (unit), 6–12 months (battery)

21. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: ***Head, Payroll and Leave Benefits***
Program : GASS
MOOE 2026
REGULAR AGENCY FUND/GENERAL FUND
TOTAL BUDGET ALLOCATION: 100,000

MFO	***Projects, Programs and Activities (PAPs):***	**Account Titles**	**Budget Allocation**
Strengthened PRIME-HRM framework fostering competency driven culture and transformative transactions in VSU.	Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes	Office Supplies Expenses	15,000.00
		Semi-Expendable Expenses	57,060.00
	Attendance to seminars required by GSIS, Pag-ibig, SSS, etc.	Travelling Expenses	10,000.00
	Development of Work Attendance and Leave Manual for Faculty and Staff	Office Supplies Expenses	7,980.00
	Contingency Fund	Other MOOE	5,000.00
	Logistical support	Fuel	4,960.00
	GRAND TOTAL		100,000.00

Prepared by:

FLORANTE G. DIDAL
End-user

Submitted by:

HONEY SOFIA V. COLIS
Immediate Supervisor