

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



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

SCAN HERE



PPMP-2024-0925-225063

*Draft on*

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

END-USER/UNIT: **Department of Physics**

CHARGED TO **GF-MOOE**

PPMP #: **PPMP-2025-092524-0492**

Project, Programs and Activities (PPAs):

1. Purchase of office supplies and materials
2. Reskilling and Upskilling of Faculty, Students, and Staff/training and capacity building (Biophysics Symposium, Physics Seminar, Astrocamp)
3. Conduct of Regular Departmental Monthly Meetings
4. Department Year-end evaluation, target setting, and Collaborative workshop
5. Participation in local/international Meetings

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
	<b>Accommodation</b>															
	Accommodation	15 unit	18,000.00	NP - Direct Retail Purchase (Section 53.14)		1	1					3				10
	<b>Sub-Total</b>		<b>18,000.00</b>													
	<b>Awards &amp; Tokens</b>															
	Plaques, Glass Type	3 pc	7,500.00	NP - Small Value Procurement		1	1					1				
	<b>Sub-Total</b>		<b>7,500.00</b>													
	<b>Food &amp; Food Ingredients</b>															
	Breakfast	5 pcs	500.00	NP - Small Value Procurement		1	1					3				

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
	Packed Meals for Lunch (200.00)	20 packs	4,000.00	NP - Small Value Procurement			5			5			5			5
	Packed Meals (Dinner) Menu#4	5 packs	1,000.00	NP - Small Value Procurement		1	1					3				
	Snacks AM (#1)	165 packs	13,200.00	NP - Small Value Procurement	15	15	15	15	15	15		15	15	15	15	15
	Snacks AM	210 set	16,800.00	NP - Small Value Procurement		55	60			15		55	15			10
	Snacks PM	220 packs	17,600.00	NP - Small Value Procurement		55	60			15		55	15			20
	<b>Sub-Total</b>		<b>53,100.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Diesel Fuel (for VSU Fuel Station)	60 liters	5,040.00	NP - Direct Retail Purchase (Section 53.14)		30						30				
	Gasoline (Unleaded) - For VSU Fuel Station	60 liters	5,100.00	NP - Direct Retail Purchase (Section 53.14)		30						30				
	<b>Sub-Total</b>		<b>10,140.00</b>													
	<b>IT Supplies and Equipment</b>															
	Ink, Epson 003,Genuine Black 65mL	20 btl	7,000.00	NP - Agency to Agency			5			5			5			5
	Ink, EPSON 003,Genuine Cyan 65mL	15 btl	5,250.00	NP - Agency to Agency			5			5			5			
	Ink, EPSON 003,Genuine Magenta 65mL	15 btl	5,250.00	NP - Agency to Agency			5			5			5			
	Ink, EPSON 003,Genuine Yellow 65mL	15 btl	5,250.00	NP - Agency to Agency			5			5			5			
	RISO Ink	1 box of 50's	2,300.00	NP - Small Value Procurement				1								



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
	Gestetner Toner for CS 2014	2 pieces	7,700.00	NP - Small Value Procurement				1						1		
	Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	1 unit	11,000.00	NP - Small Value Procurement	1											
	Computer Automatic Voltage Regulator	2 pc	3,000.00	NP - Small Value Procurement	2											
	Ink, EPSON T9481 XL for WF-C878R Printer, Black	1 tube	8,000.00	NP - Agency to Agency	1											
	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	1 tube	8,000.00	NP - Agency to Agency	1											
	Ink, EPSON T9481 XL for WF-C878R Printer, Yellow	1 tube	8,000.00	NP - Agency to Agency	1											
	EPSON MAINTENANCE BOX PRO WF-C878R	1 unit	4,700.00	NP - Agency to Agency	1											
	<b>Sub-Total</b>		<b>75,450.00</b>													
	<b>Laboratory Supplies</b>															
	Chlorine	1 gallons	150.00	NP - Agency to Agency	1											
	<b>Sub-Total</b>		<b>150.00</b>													
	<b>Office Equipment</b>															
	Wet and Dry Vacuum Cleaner	1 pc	10,000.00	NP - Small Value Procurement		1										
	<b>Sub-Total</b>		<b>10,000.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A4, S-24, 80 gsm	33 reams	9,537.00	NP - Agency to Agency			15			15		3				
	Paper, Bond, Long, S-20, 70 gsm	10 reams	2,860.00	NP - Agency to Agency		5			5							
	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color	3 pcs	1,950.00	NP - Small Value Procurement		3										
	Ink, Refill, for Whiteboard Marker, Black, 30mL	25 btls	4,125.00	NP - Agency to Agency	15						10					



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
	Pen, Whiteboard Marker, black	50 pieces	2,500.00	NP - Agency to Agency	25						25					
	Folder, Expanded, Long (Light Blue)	50 pcs	1,500.00	NP - Agency to Agency	15			15			15			5		
	Record Book, Big, 300 pages	10 pcs	1,550.00	NP - Agency to Agency	10											
	Staple Wire, #35	10 boxes	350.00	NP - Agency to Agency		10										
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	NP - Agency to Agency		10										
	Folder, File, Long, 14pts, White	100 piece	1,000.00	NP - Agency to Agency	25			25			25			25		
	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	20 pack	800.00	NP - Agency to Agency			20									
	Fabric Conditioner, 1L, any scent	3 btls	1,245.00	NP - Agency to Agency			1		1					1		
	Toilet Bowl Cleaner, at least 1 gallon	1 gal	395.00	NP - Agency to Agency				1								
	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	1 pcs	1,500.00	NP - Agency to Agency	1											
	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	2 pcs	1,040.00	NP - Agency to Agency	2											
	Soap, Detergent, Powder, 1 kilo/pack, any scent	10 kl	1,500.00	NP - Agency to Agency	5									5		
	Key Lock box cabinet/ Key Cabinet Organizer	1 pc	1,500.00	NP - Agency to Agency	1											
	<b>Sub-Total</b>		<b>33,802.00</b>													
	<b>Transportation</b>															
	Transportation of Resource Speaker ( <del>Cebu-VSU</del> )	5 person	7,500.00	NP - Direct Retail Purchase (Section 53.14)		1	1					3				
	<b>Sub-Total</b>		<b>7,500.00</b>													
<b>TOTAL BUDGET:</b>			<b>215,642.00</b>													

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

Prepared by:

  
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Submitted by:

  
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Date: 09/25/2024

  
ALICIA M. FLORES