



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

SCAN HERE



PPMP-2025-1009-302727

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

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2025**

End-user or Implementing Unit: **Faculty of Teacher Education**

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>Fuel &amp; Lubricants</b>											
Fuel, Diesel	Goods	100 liters * 4	Competitive Bidding	No	10/2025	03/2026	03/2026	GF-MOOE	6,200.00	• Technical Specification	
<b>Sub-Total</b>									<b>6,200.00</b>		
<b>Office Supplies</b>											
Coated Glossy Paper: 25 per Sheet, Size: A4 (for Magazine and Brochure printing)	Goods	50 pack * 2	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	5,000.00	• Technical Specification • Market Scoping Checklist	
<b>Sub-Total</b>									<b>5,000.00</b>		
<b>Common-Use Supplies &amp; Equipment (CSE)</b>											

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Bond Paper, 80 gsm, A4	Goods	25 reams *1	NP -Agency to Agency	No	10/2025	11/2025	12/2025	GF-MOOE	6,875.00	• Technical Specification	
<b>Sub-Total</b>									<b>6,875.00</b>		
<b>Non-Common-Use Supplies and Equipment (Non-CSE)</b>											
Expanding Envelope, Legal, Blue	Goods	50 pcs *3	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	1,250.00	• Technical Specification	
Ink, Refill, for Whiteboard Marker, Black	Goods	10 btls *5	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	1,550.00	• Technical Specification	
Photo Paper, A4	Goods	10 packs *6	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	2,700.00	• Technical Specification	
Sticker Paper, Matte	Goods	2 packs *7	Small Value Procurement	No	10/2025	11/2025	12/2025	GF-MOOE	400.00	• Technical Specification	
<b>Sub-Total</b>									<b>5,900.00</b>		
<b>TOTAL BUDGET:</b>									<b>23,975.00</b>		

\* Please see attached specification

 Prepared by: ASHIERAH RHYCE B. ESCO  
 Administrative Aide VI  
 DSEd
Date: 09/10/2025
 Submitted by: LEO A. MAMOLO  
 Professor IV  
 FTE
Date: 10/9/25Date Generated: 10/09/2025

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## **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. Coated Glossy Paper: 25 per Sheet, Size: A4 (for Magazine and Brochure printing**

To be used for EXT 115 project

### **3. Expanding Envelope, Legal, Blue**

- with elastic band

### **4. Fuel, Diesel**

- good quality

### **5. Ink, Refill, for Whiteboard Marker, Black**

- 30mL

### **6. Photo Paper, A4**

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

## **7. Sticker Paper, Matte**

- 100 sheets/pack





**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE VICE  
PRESIDENT FOR  
**ADMINISTRATION  
AND FINANCE**

***EXCERPT FROM THE APPROVED MINUTES OF THE  
Finance Committee Meeting***

OVPAF Conference Room

September 16, 2025 @ 10:00 am

The committee deliberated on the request of the Faculty of Teacher Education to utilize its budget allocation amounting to Php 24,000.00 for the extension project *"Publish with Confidence: Capacitating Basic Education Teachers' Publication Skills."* The request was approved, with emphasis that the activity must be aligned with institutional targets. The committee further required that the number of participants be properly documented for inclusion in the University's annual performance target of 26,000 trainees.


**Action agreed by the committee:**

- Approve the request for the extension project.
- Require proper documentation of the number of trainees for inclusion in the University's performance targets.

Certified True and Correct:

  
**JERIMI ANN B. SATUITA**  
*Finance Committee, Secretary*

  
**MOISES NEIL V. SERINO**  
*Finance Committee, Chairman*

  
cc: **LEO A. MAMOLO**  
Dean, Faculty of Teacher Education



**VISAYAS**  
STATE UNIVERSITY

## MARKET SCOPING CHECKLIST

### 1. AGENCY INFORMATION

Name of Procuring Entity	Visayas State University
End-User/Implementing Unit	Faculty of Teacher Education
Name & Designation of Representative	Leo A. Mamolo

### 2. PROJECT OVERVIEW

Project Name	EXT 115
Estimated Budget	3,000.00
Period of Market Scoping [From (mm/yyyy) To (mm/yyyy)]	Oct. 01- 10, 2025
Expected Date of Delivery (mm/yyyy)	November 2025

### 3. MARKET SCOPING ACTIVITY/IES CONDUCTED *(Check all that apply)*

This confirms that market scoping activities were conducted in accordance with Section 10 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), and considered in the Project Procurement Management Plan, consistent with the Principle of Proportionality.

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input checked="" type="checkbox"/>	Consultations with suppliers / contractors / consultants/ professional associations or industry groups	Highlights of consultations or meetings/ Proof of attendance/ Reports / Summaries/ Screenshots / Brochures / Publications/ Price quotations/ Canvass sheets/ Market Analysis Report or similar document/s
<input type="checkbox"/>	Participation in summits, fora, or conferences	Highlights of consultations or meetings/ Proof of Attendance/ Reports
<input checked="" type="checkbox"/>	Review of technical, financial, or market/scientific reports	Reports / Summaries/ Screenshots / Brochures / Publications, Market Analysis Report or similar document/ Online Product Reviews

Check (✓)	Activity/ies Conducted	Documentation (as may be applicable)
<input checked="" type="checkbox"/>	Review of product or service brochures, marketing materials, industry journals and publications or related materials	Reports / Summaries/ Screenshots / Brochures / Publications/ Online Product Reviews
<input checked="" type="checkbox"/>	Price sourcing for quotations or cost estimates from suppliers, contractors, or consultants	Price quotations/ Canvass sheets/ Online Product Reviews
<input type="checkbox"/>	Use of data from PhilGEPS or agency websites	Reports / Summaries/ Screenshots, Price quotations/ Canvass sheets/ PhilGEPS Postings/ Online Product Reviews
<input type="checkbox"/>	Other analogous market scoping activity/ies undertaken: _____	

Notes:

- i. The market scoping activities shall be identified and undertaken at the option of the End-User or Implementing Unit based on its needs and objectives.
- ii. The list of supporting documents in the Documentation column is not exclusive and may include other documents that may be gathered by the End-User or Implementing Unit pertinent to the activity/ies conducted.

#### 4. MARKET SCOPING RESULTS

Indicate recommendations in the column provided based on the results of the market scoping activities undertaken. These recommendations shall be considered in the development of a comprehensive and realistic PPMP, taking into account the parameters outlined under Section 10.4 of the IRR of RA 12009, as may be applicable.

Parameters	Considered? (Yes/No/ Not Applicable)	Recommendations based on the Market Scoping (Attach additional documents if necessary)
<b>a. Project Cost Estimate</b> [Does the cost estimate align with current market prices?]	Yes	

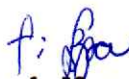


<b>Parameters</b>	<b>Considered? (Yes/No/ Not Applicable)</b>	<b>Recommendations based on the Market Scoping (Attach additional documents if necessary)</b>
<b>b. Project Design and Specification</b> [Does available supplier/s meet technical and financial requirements?]	Yes	
<b>c. Technical Criteria</b> [Does the market support the proposed technical requirements?]	Yes	
<b>d. Delivery Lead Time</b> [Are the timelines for delivery feasible?]	Yes	
<b>e. Storage and Warehousing Requirements</b> [Can the storage/ warehousing needs be met considering specific conditions like temperature, humidity, and handling?]	Not Applicable	
<b>f. Identified Risk/s</b> [Were there any market risks identified? (e.g., limited suppliers, price volatility)]	No	

Prepared by:  
**Personnel-in-Charge, End-User or  
Implementing Unit**

  
**Ashierah Rhyce B. Esco**  
AAVI  
Oct. 09, 2025

Approved by:  
**Head, End-User or Implementing Unit**

  
**Leo A. Mamolo**  
Dean, FTE  
Oct. 09, 2025