



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

SCAN HERE



PPMP-2024-0201-174934

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **International Affairs Office**
Project Code: **IAO 2024 Cellular Mobile**
Purpose: **For Office Use**

Total Budget : **27,200.00**
Funding : **GF-MOOE**
PPMP #: **208-5-421-2024-0-0-25**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (In quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Equipment																
IAO 2024 Smartphone	1	pc	20,000.00	20,000.00			1									
Sub-Total				20,000.00												
Office Supplies																
IAO 2024 Mobile Load	12	pcs	600.00	7,200.00			6				6					
Sub-Total				7,200.00												
Grand Total				27,200.00												

Prepared by:
ANA MARQUIZA M. QUILICOT

Submitted by:
ANA MARQUIZA M. QUILICOT
Unit Head/Project Leader

Date: **02/22/2024**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation
Note: Please make a separate PPMP for each funding source.
Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies



12 January 2024

DR. DANIEL LESLIE S. TAN
OIC- University President
Visayas State University
VisCA, Baybay City
6521-A Leyte

Dear **Dr. TAN**,

We kindly request a mobile phone for office use, as the in-charge of international students requires 24-hour monitoring of international students through a messaging application, especially during their international travel to VSU. The mobile phone is also useful in updating the Facebook page of the International Affairs Office. This request is made because the in-charge is currently using his personal phone, and money for data, in doing all these activities, and we believe that providing a dedicated office mobile phone would be more efficient and appropriate. We seek a budget of ₱27,200.00 for the phone and one-year mobile load to facilitate continuous communication and monitoring activities.

Below is the detailed breakdown of the requested budget:

Mobile phone	₱ 20,000.00
Mobile load for 12 months at ₱600.00/month	₱ 7,200.00
Total Budgetary Allocation Requested:	₱ 27,200.00

We sincerely hope for your approval of this budgetary request. Thank you for your attention and consideration.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, IAO

Certified Funds Available:


LOUELLA C. AMPAC
Director, ODF

Approved:


DANIEL LESLIE S. TAN
OIC- University President

INTERNATIONAL AFFAIRS OFFICE

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