



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



PPMP-2024-0926-225335

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

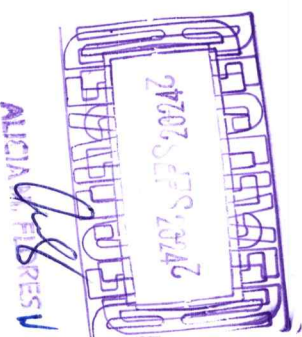
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2025

END-USER/UNIT: **International Affairs Office**  
CHARGED TO **GF-MOOE** *W- Office Supplies*

PPMP #: **PPMP-2025-092624-0614**

Project, Programs and Activities(PPAs):

1. Accommodating regional, national, and international visitors and guests.
2. Conduct of regular management committee meetings with key officials.
3. Preparation of International Affairs office correspondence, reports, directives, and maintenance for the International Affairs Office.
4. Attendance and participation in national and international meeting and conferences.
5. Annual Membership Fee for Visayas State University



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>IT Supplies and Equipment</b>															
	Ink, Epson 003, Genuine Black 65mL	10btl	3,500.00	NP - Agency to Agency			10									
	Ink, EPSON 003, Genuine Cyan 65mL	10btl	3,500.00	NP - Agency to Agency			10									
	Ink, EPSON 003, Genuine Magenta 65mL	10btl	3,500.00	NP - Agency to Agency			10									
	Ink, EPSON 003, Genuine Yellow 65mL	10btl	3,500.00	NP - Agency to Agency			10									
	Pigment Ink for Epson L15150, Black 008	10btl	7,500.00	NP - Agency to Agency			10									
	Pigment Ink for Epson L15150, Cyan 008	10btl	7,500.00	NP - Agency to Agency			10									
	Pigment Ink for Epson L15150, Magenta 008	10btl	7,500.00	NP - Agency to Agency			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
	Pigment Ink for Epson L15150, Yellow 008	10 btl	7,500.00	NP - Agency to Agency			10									
	Smartphone	1 pc	10,000.00	NP - Agency to Agency			1									
	<b>Sub-Total</b>		<b>54,000.00</b>													
	<b>Office Supplies</b>															
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	640.00	NP - Agency to Agency							4					
	Paper, Bond, A4, S-24, 80 gsm	100 reams	28,900.00	NP - Agency to Agency			50					50				
	Paper, Bond, Long, S-24, 80 gsm	50 reams	16,400.00	NP - Agency to Agency			25					25				
	Envelope, Document, Brown, 150 lbs, Long	30 pc	210.00	NP - Agency to Agency			30									
	Envelope, Expanding, with garter tie, brown, long	30 pc	600.00	NP - Agency to Agency			30									
	Envelope, Mailing, white, long, 500pcs/box	1 boxes	525.00	NP - Agency to Agency			1									
	Certificate Holder (A4)	50 pcs	3,250.00	NP - Agency to Agency			50									
	Correction Tape, 10 meters	20 pcs	640.00	NP - Agency to Agency			20									
	Folder, File, Long, 14pts, White	100 piece	1,000.00	NP - Agency to Agency			100									
	Glue, Multi-Purpose, White, at least 130g (118mL)	5 btls	450.00	NP - Agency to Agency			5									
	Tape, Double Sided, 3/4" x 10m	10 rolls	260.00	NP - Agency to Agency			10									
	Transparent Tape (1")	10 rolls	250.00	NP - Agency to Agency			10									
	Masking Tape, 1"	2 rolls	120.00	NP - Agency to Agency			2									
	Paper Clips Small Vinyl (33MM)	10 Box of 100's	350.00	NP - Agency to Agency			10									
	Paper Clips Small Vinyl (50mm)	5 Box of 100's	200.00	NP - Agency to Agency			5									
	Jumbo Paper Clips	10 Box of 100's	300.00	NP - Agency to Agency			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
	Pencil, #2, Medium, Yellow, 12pcs/box	2 Box of 12's	240.00	NP - Agency to Agency			2									
	Photo Paper Glossy A4	1 sheets	150.00	NP - Agency to Agency			1									
	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	20 pieces	1,800.00	NP - Agency to Agency			20									
	Stapler, HD No.35	2 pc	800.00	NP - Agency to Agency			2									
	STICKY NOTES 2 X 3 ASSORTED COLORS	5 pad	395.00	NP - Agency to Agency			5									
	STICKY NOTES 3 X 4 ASSORTED COLORS	5 pad	395.00	NP - Agency to Agency			5									
	Sticky Index Tabs, Writable Colored Flat Arrow Page Markers Flags for File Notes	5 pack	730.00	NP - Agency to Agency			5									
	Sticky Notes for Meta Cards	5 piece	750.00	NP - Agency to Agency			5									
	Pen, Pentel Pen, Fine blue & black	5 pcs	250.00	NP - Agency to Agency			5									
	Pen, Whiteboard Marker, black	10 pieces	500.00	NP - Agency to Agency			10									
	Ghana Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Bangladesh Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Australia Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Belgium Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Canada Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	China Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Czech Republic Outdoor flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	European Union Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Finland Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			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
	Germany Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	India Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Indonesia Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Japan Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Malaysia Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Nepal Outdoor Flag 5x3ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Netherlands Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Poland Outdoor flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	South Korea Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Suva Fiji Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Thailand Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Taiwan Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	United Kingdom Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	United States of America Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Vietnam Outdoor Flag 4x6ft	1 pc	6,000.00	NP - Agency to Agency			1									
	Alcohol, Ethyl, 70% solution, 500mL	50 btl	6,250.00	Public Bidding			50									
	<b>Sub-Total</b>		<b>210,355.00</b>													
<b>TOTAL BUDGET:</b>			<b>264,355.00</b>													

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

Prepared by: 

**MARK FLORENCEL YGAÑA**

Submitted by: 

**HANZEL M. MEJIA**  
Unit Head/Project Leader

Date: 09/27/2024