



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



PPMP-2024-0830-226314

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: **Learning & Development and Human Resource Accreditation Office**

PPMP #: **PPMP-2025-092624-0609**

CHARGED TO **STF** Project Code: **LDHRAO-2025-1**

Project, Programs and Activities(PPAs):

1. Conduct of Faculty and Staff Onboarding activities
2. Equal opportunity on training participation
3. Training effectiveness
4. Development of Faculty/Staff Development Plan for CY2-25
5. Crafting and implementation of Annual Training Plan
6. Development and Conduct of Work-Life Balance Programs

Ccode	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
	Accommodation															
	Hotel Accommodation for Resource Person	50 day	80,000.00	Public Bidding	50											
	Sub-Total		80,000.00													
	Awards & Tokens															
	Plaques, Glass Type	25 pc	62,500.00	Public Bidding			25									
	Sub-Total		62,500.00													
	Electronics															
	Wireless Dual Handheld Microphone	1 set	20,000.00	Public Bidding	1											
	Sub-Total		20,000.00													
	Food & Food Ingredients															
	Snacks PM	9500 packs	760,000.00	Framework Agreement	9500											
	Snacks AM	9500 set	760,000.00	Framework Agreement	9500											
	Meals - Packed Lunch	950 pack	190,000.00	Framework Agreement	950											

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
	Lunch Buffet	200 person	50,000.00	Framework Agreement	200											
	Dinner Buffet	200 person	50,000.00	Framework Agreement	200											
	Breakfast Buffet	200 person	50,000.00	Framework Agreement	200											
	Sub-Total		1,860,000.00													
	Fuel & Lubricants															
	Diesel Fuel	100 L	7,000.00	Public Bidding	100											
	Sub-Total		7,000.00													
	Office Equipment															
	Portable Trolley 15" Speaker with wireless microphone	1 unit	10,000.00	Public Bidding	1											
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding	1											
	UHF Wireless Lapel Microphone Single Laveller Wireless Microphone	1 set	18,000.00	Public Bidding	1											
	Document Camera	1 unit	34,500.00	Public Bidding	1											
	Sub-Total		76,500.00													
	Office Supplies															
	Lei Necklace	50 piece	10,000.00	Public Bidding			50									
	Envelope, Document, Brown, 150 lbs, Long	30 pc	210.00	Public Bidding	30											
	Envelope, Document, Brown, 150 lbs, Short	30 pc	150.00	Public Bidding	30											
	Folder, File, Long, 14pts, White	250 piece	2,500.00	Public Bidding	250											
	Paper, Laid 8 x 13 90gsm Ivory	1 boxes	1,415.00	Public Bidding	1											
	Paper, Bond, A4, S-24, 80 gsm	15 reams	4,335.00	Public Bidding	15											
	Envelope, Expanding, with garter tie, brown, long	60 pc	1,200.00	Public Bidding	60											
	Folder, Expanding, Long (Light Blue)	50 pcs	1,500.00	Public Bidding	50											
	Crayons, 48 colors	15 box of 50's	6,000.00	Public Bidding	15											
	Sub-Total		27,310.00													
	Office Supplies and General Merchandise Products															
	Soap, Dishwashing, Liquid, 1 Gal	2 gal	800.00	Public Bidding	1						1					
	Yoga Mats	10 pcs	2,000.00	Public Bidding	10											
	Sub-Total		2,800.00													
	Printing Services															

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
	Tarpaulin printing (4ft. x 8ft.)	5 piece	4,800.00	Public Bidding			5									
	Tarpaulin printing (2ft. x 4ft.)	10 piece	2,400.00	Public Bidding			10									
	Sub-Total		7,200.00													
	Trainings															
	Token	50 bag	50,000.00	Public Bidding	50											
	Stage Decoration	50 lot	300,000.00	Public Bidding	50											
	Sub-Total		350,000.00													
	TOTAL BUDGET:		2,493,310.00													

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

Prepared by:  **JONATHAN EDUARD S. CABAL**

Submitted by:  **LUVILLA G. ALCOBER**
Unit Head/Project Leader

Date: **10/04/2024**

