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PPMP-2025-1008-302248

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

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

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: **DYDC FM**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
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)**	**Attached Supporting Documents**	**Remarks**
Fuel & Lubricants											
Fuel, Diesel	Goods	80 liters * 14	Direct Acquisition	No	01/2026	01/2026	01/2026	GF-MOOE	4,960.00	• Technical Specification	
Sub-Total									**4,960.00**		
Office Supplies											
Battery 9V Battery, Alkaline (Genuine)	Goods	6 pc * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	
Sub-Total									**1,200.00**		
Food and Services											

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Snacks (AM/PM)	Goods	40 pax * 16	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,200.00	• Technical Specification	
Sub-Total									**3,200.00**		
Miscellaneous Expenses											
CONTINGENCY FUND	Goods	2 lot	NP - Emergency Cases	No	01/2026	01/2026	02/2026	GF-MOOE	25,594.08		
Sub-Total									**25,594.08**		
Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	5 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	12 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,200.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	20 packs * 4	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Battery, Dry Cell, AAA	Goods	20 packs * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	20 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	4,800.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	10 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
General Description and Objective of the Project to be Procured	Type of the Project tobe Procured (Goods, Infrastructure,Consulting Services)	Quantityand Size ofthe Projectto 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)	Attached Supporting Documents	Remarks
Detergent Powder, 1 kilogram	Goods	10 packs * 9	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	1,400.00	• Technical Specification	
Disinfectant Spray	Goods	4 can * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,912.00	• Technical Specification	
Fluorescent Marker / Highlighter Pen, Green	Goods	2 pcs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100.00	• Technical Specification	
Fluorescent Marker / Highlighter Pen, Yellow	Goods	4 pcs * 13	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	200.00	• Technical Specification	
Sub-Total									**18,487.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Dishwashing Liquid, at least 475 mL	Goods	8 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,320.00		
Sign Pen, Extra Fine Tip, Blue	Goods	10 boxes * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,950.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon	Goods	2 gallons * 17	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,008.00	• Technical Specification	
Sub-Total									**5,278.00**		
								TOTAL BUDGET:		**58,719.08**	

* Please see attached specification

Prepared by: EMIsrael

EDDIE M. ISRAEL
Administrative Aide VI
DYDC

Date: ____________________

Submitted by:

CHRISTINA A. GABRILLO
Professor V
SAS

Date: ____________________

RECEIVED
10 OCT 2025

for ALICIA M. FLORES

Date Generated: **10/08/2025**

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Air Freshener, Aerosol type

- net content: at least 300 mL
- clean and refreshing scent

2. Alcohol, Ethyl, 500mL

- 70% (±2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- Colorless clear liquid
- Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

3. Battery 9V Battery, Alkaline (Genuine)

Original Brand

Long lasting

9V battery holds power for up to 5 years in storage

Includes recycled materials *Up to 4% recycled

4. Battery, Dry Cell, AA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

5. Battery, Dry Cell, AAA

- 4 pcs/pack
- Voltage: 1.5 volts
- Type: Alkaline
- No mercury and cadmium added
- Positive polar ends must be marked

6. Bond Paper, 70 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

7. Bond Paper, 70 gsm, Long

- 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

8. CONTINGENCY FUND

9. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

10. Dishwashing Liquid, at least 475 mL

11. Disinfectant Spray

- aerosol type
- at least 340g/can
- clean and refreshing scent
- active ingredients should be indicated on the label

12. Fluorescent Marker / Highlighter Pen, Green

- barrel: flat
- tip: chisel point

13. Fluorescent Marker / Highlighter Pen, Yellow

- barrel: flat
- tip: chisel point

14. Fuel, Diesel

- good quality

15. Sign Pen, Extra Fine Tip, Blue

- 12 pcs/box
- type: liquid or gel
- 0.5 mm, needle or conical tip
- with non-slip grip
- with metal/plastic clip

16. Snacks (AM/PM)

- one (1) serving of snacks
- one (1) serving of drinks
- packed in biodegradable materials

17. Toilet Bowl Cleaner / Urinal Cleaner, 1 Gallon

- Clear or Blue
- 1 gallon or at least 3.785 liters
- not chlorine based
- in rigid plastic container

LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: DYDC
Program : HIGHER
MOOE 2026
REGULAR AGENCY FUND/GENERAL FUND
TOTAL BUDGET ALLOCATION: 139,225.42

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
	Supplies and materials for the perparation and/or issuance of records & other communications	Office Supplies Expenses	25,000.00
		Training Expenses	30,000.00
	Training and Benchmarking Activities	Food Supplies Expenses	6,000.00
		Travelling Expenses	30,000.00
		Fuel, Oil & Lubricants Expenses	5,000.00
	Acrylic name plates and Sintra board for DYDC	Printing & Publication Expenses	15,000.00
	Contingency	Other MOOE	28,225.42
	GRAND TOTAL		139,225.42

Prepared by:
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EDDIE M. ISRAEL
End-user

Submitted by:
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Immediate Supervisor