

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



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

SCAN HERE



PPMP-2024-0924-224638

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: **Planning Office**

CHARGED TO **GF-MOOE**

PPMP #: **PPMP-2025-092424-0018**

Project, Programs and Activities (PPAs):

1. Monitoring of accomplishments and strategic plan
2. Conduct of mid-year and year-end performance assessment
3. ISO conduct of planning document orientations to component colleges
4. Revisiting and updating of the Strategic Plan
5. Operational Planning
6. Attendance to planning workshops/conference/trainings/ seminars
7. Preparation of projects for NEDA PIPOL submission
8. Attendance to NEDA/DBM/CHED/PIPOL orientations/forum
9. Packaging of Tier 2 MOOE and CO project proposals for DBM funding
10. Completion, implementation and monitoring of the Land Use Development and Infrastructure Plan 2024-2034

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>Food &amp; Food Ingredients</b>															
	Snacks AM	100 set	8,000.00	NP - Small Value Procurement		40	24		36							
	Snacks PM	100 packs	8,000.00	NP - Small Value Procurement		40	24		36							

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
	Packed Lunch (150.00) #2	50 packs	7,500.00	NP - Small Value Procurement		30	20									
	<b>Sub-Total</b>		<b>23,500.00</b>													
	<b>IT Supplies and Equipment</b>															
	Ink, Epson 003, Genuine Black 65mL	5 btl	1,750.00	Direct Contracting		5										
	<b>Sub-Total</b>		<b>1,750.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Office Table with Mobile Pedestal	1 pc	12,500.00	Public Bidding			1									
	Office Chair	1 pieces	5,000.00	Public Bidding			1									
	<b>Sub-Total</b>		<b>17,500.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding		4	8		4			4				
	Kitchen paper towel	10 pack	1,000.00	Public Bidding		10										
	Alcohol, Ethyl, 70% solution, 500mL	10 btl	1,250.00	Public Bidding		5	5									
	Correction Tape, 8m x 5mm wide	7 pc	280.00	Public Bidding		2	5									
	STICKY NOTES 2 X 3 ASSORTED COLORS	5 pad	395.00	Public Bidding			5									
	Tissue, Bathroom, 2 Ply, 12rolls/pack	5 pack	1,020.00	Public Bidding			5									
	Sign pen, Fine Tech, 0.3mm. blue	20 pieces	700.00	Public Bidding		5	15									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (JUMBO)	3 pc	585.00	Public Bidding		1	2									
	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	2 pcs	390.00	Public Bidding			2									
	Tape, Double Sided, 1" x 10m	4 rolls	180.00	Public Bidding		1	3									
	Tape, Double Sided, 3/4" x 10m	3 rolls	78.00	Public Bidding			3									
	Ring Binder, plastic, 38mm, 1-1/2" black	5 pieces	275.00	Public Bidding			5									
	Ring Binder, plastic, 51mm 2" black	5 pieces	275.00	Public Bidding			5									
	Ring Binder, plastic, 25mm, 1" black	5 pieces	200.00	Public Bidding			5									
	Ring Binder, plastic, 12mm, 1/2" black	6 pieces	72.00	Public Bidding		1	5									
	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	1 packs	500.00	Public Bidding			1									
	Scotch Tape 1 inch x 100 meters	5 rolls	200.00	Public Bidding		5										
	Soap, Dishwashing, Liquid, 250mL	5 btl	750.00	Public Bidding		5										
	Folder, Expanded, Long (Light Blue)	10 pcs	300.00	Public Bidding		5	5									
	Folder, Expanded, Long (Brown)	10 pcs	300.00	Public Bidding		5	5									

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
	Masking Tape, 1"	10 rolls	600.00	Public Bidding		5	5									
	Received Stamp for Planning Office	1 pc	500.00	Public Bidding		1										
	Pen, Permanent Marker, black, broad tip	10 pieces	600.00	Public Bidding		5	5									
	Pen, Permanent Marker, black, fine tip	10 pieces	600.00	Public Bidding		10										
	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	2 set	800.00	Public Bidding		2										
	<i>Sub-Total</i>		17,630.00													
	<b>Transportation</b>															
	Airplane Tickets	2 pcs	10,000.00	NP - Direct Retail Purchase (Section 53.14)			2									
	<i>Sub-Total</i>		10,000.00													
	<b>Vehicle Supplies</b>															
	Diesel fuel	55 liters	4,620.00	NP - Direct Retail Purchase (Section 53.14)			30	25								
	<i>Sub-Total</i>		4,620.00													
<b>TOTAL BUDGET:</b>			<b>75,000.00</b>													

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

Prepared by:

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**RECEIVED**  
Date: 09/24/2024  
ALICIA M. FLORES ✓