



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



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025



END-USER/UNIT: **Dean of Students Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

Conduct Career Expo:

AM Snacks 30 indiv. serving 80/serving = 2400

PM Snacks 30 indiv. serving 80/serving = 2400

Lunch 30 indiv. Serving 200/serving = 6,000.00

PPMP #: PPMP-2025-092624-0666

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	30 set	2,400.00	Public Bidding			30									
	Snacks PM	30 packs	2,400.00	Public Bidding			30									
	Packed Meals (Lunch) Menu#1	30 pack	6,000.00	Public Bidding			30									
	<b>Sub-Total</b>		<b>10,800.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Gasoline (Unleaded) - For VSU Fuel Station	20 liters	1,700.00	Public Bidding			20									
	<b>Sub-Total</b>		<b>1,700.00</b>													
	<b>IT Supplies and Equipment</b>															
	Desktop Computer, All-in-one (AIO), Pentium Silver, 4GB RAM	1 unit	27,000.00	Public Bidding			1									
	<b>Sub-Total</b>		<b>27,000.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A4, S-24, 80 gsm	15 reams	4,335.00	Public Bidding			15									
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	Public Bidding			5									
	Pen, Sign, .5mm, Gel-type, Blue	25 piece	875.00	Public Bidding			25									



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
	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	20 packs	900.00	Public Bidding			20									
	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	2 tubes	440.00	Public Bidding			2									
	Soap, Detergent, Liquid, 1 gal, any scent	1 gal	400.00	Public Bidding			1									
	Dishwashing Sponge	5 pcs	175.00	Public Bidding			5									
	Green Data Filer, Legal, Double	8 pc	1,600.00	Public Bidding			8									
	<b>Sub-Total</b>		<b>10,365.00</b>													
<b>TOTAL BUDGET:</b>			<b>49,865.00</b>													

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

Prepared by:

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KENT JAN A. BELDIA

Unit Head/Project Leader



ALICIA M. FLORES