



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

SCAN HERE



PPMP-2025-1006-301629

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☐ INDICATIVE ☒ FINAL

Fiscal Year: **2026**

End-user or Implementing Unit: **University Registrar - STF ID Fees**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS		Attached Supporting Documents	Remarks
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)		
Office Equipment											
Epson 001 ink, Black, 127ml, Genuine	Goods	8 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	4,000.00		
Epson 001 ink, Cyan, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	1,400.00		
Epson 001 ink, Magenta, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	1,400.00		
Epson 001 ink, Yellow, Genuine	Goods	4 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	1,400.00		

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Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	Goods	4 unit * 10	Small Value Procurement	No	01/2026	01/2026	04/2026	STF-MOOE	44,000.00	• Technical Specification	
Sub-Total									52,200.00		
IT Supplies and Equipment											
Ink, Epson 003, Genuine Black 65mL	Goods	28 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	10,640.00		
Ink, EPSON 003, Genuine Cyan 65mL	Goods	12 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,800.00		
Ink, EPSON 003, Genuine Magenta 65mL	Goods	12 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,800.00		
Ink, EPSON 003, Genuine Yellow 65mL	Goods	12 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	4,800.00		
Sub-Total									25,040.00		
Miscellaneous Expenses											
Contingency Fund 2026	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	STF-MOOE	7,115.00		
Sub-Total									7,115.00		
Common-Use Supplies & Equipment (CSE)											
Toilet Tissue Paper, 2 Ply	Goods	20 packs * 11	NP - Agency to Agency	No	01/2026	01/2026	03/2026	STF-MOOE	4,400.00	• Technical Specification	

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<i>Sub-Total</i>									4,400.00		
TOTAL BUDGET:									88,755.00		

* Please see attached specification

Prepared by:

Smader
JANNET LESLIE EVELYN S. CODOG
 Administrative Aide VI
 UR

Date:

10/10/25

Submitted by:

Raymund M. IGCASAMA
RAYMUND M. IGCASAMA
 Registrar IV
 UR

Date:

10/10/25Date Generated: **10/06/2025**

July's
for AUCJA w/ PUGAS
10-Feb

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. Contingency Fund 2026
2. Epson 001 ink, Black, 127ml, Genuine
3. Epson 001 ink, Cyan, Genuine
4. Epson 001 ink, Magenta, Genuine
5. Epson 001 ink, Yellow, Genuine
6. Ink, Epson 003, Genuine Black 65mL
7. Ink, EPSON 003, Genuine Cyan 65mL
8. Ink, EPSON 003, Genuine Magenta 65mL
9. Ink, EPSON 003, Genuine Yellow 65mL
10. Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)

Printer Specifications:**Printer Type:**

- Print, Scan, and Copy

Tank Ink System:

- Yes

Scanner Type:

- Flatbed Color Image Scanner

Sensor Type:

- CIS

Optical Resolution:

- 600 x 1200 dpi

Copy Speed:

- Maximum Copies from Standalone: 20 copies

Maximum Copy Size:

- A4, Letter

ISO 29183 (A4 Simplex Flatbed):

- Black: Up to 7.0 ipm
- Colour: Up to 1.7 ipm

Maximum Copy Resolution:

- 300 x 300 dpi

Paper Handling:

- Up to 20 Sheets Premium Glossy Photo Paper
- 10 Sheets Envelope
- 30 Sheets Postcard

Output Capacity:

- Up to 30 sheets

Paper Input Capacity:

- A4 Plain Paper: Up to 20 sheets
- Premium Glossy Photo Paper: Up to 20 sheets

Maximum Paper Size:

- 215.9 x 1200 mm (8.5 x 47.24")

Nozzle Configuration:

- 180 x 1 Nozzles Black
- 59 x 1 Nozzles per Colour (Cyan, Magenta, Yellow)

Print Direction:

- Bi-directional Printing

Maximum Print Resolution:

- 5760 x 1440 dpi (with Variable-Sized Droplet Technology)

Minimum Ink Droplet Size:

- 3 pl

11. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented

LINE ITEM BUDGET
for Budget Year 2026



END-USER/UNIT: University Registrar

Program : HIGHER

STF ID Fees

REGULAR AGENCY FUND/GENERAL FUND

TOTAL BUDGET ALLOCATION: 89000

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
Sustained academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals.	Purchased office equipments for UR daily functions, Improvement of office equipment to maintain and keep the office records	ICT Equipment	44,000.00
	Purchased of office supplies and materials for the Compliance with ISO and other accreditation activities, enrollment and graduation	Other Supplies and Materials Expenses	37,640.00
	Contengency fund	Other General Services	7,115.00
	GRAND TOTAL		88,755.00
<div>Prepared by:  JANNET LESLIE EVELYN S. CODOG End-user</div> <div>Submitted by:  RAYMUND M. IGCASAMA Immediate Supervisor</div>			