



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

SCAN HERE



PPMP-2025-1007-301698

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☐ INDICATIVE ☒ FINAL

Fiscal Year: 2025

End-user or Implementing Unit: Guidance and Counseling Office

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)		
<i>Fuel & Lubricants</i>											
Fuel, Diesel	Goods	110 liters * 6	Direct Sales	No	10/2025	10/2025	10/2025	STF-MOOE	6,820.00	• Technical Specification	
Fuel, Gasoline	Goods	30 liters * 7	Direct Sales	No	10/2025	10/2025	10/2025	STF-MOOE	1,980.00	• Technical Specification	
<i>Sub-Total</i>									8,800.00		
<i>Food and Services</i>											
Buffet-Style Meals (for Breakfast)	Goods	3 pax * 4	Competitive Bidding	No	10/2025	02/2026	02/2026	STF-MOOE	660.00	• Technical Specification	

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Buffet-Style Meals (for Lunch or Dinner)	Goods	6 pax * 5	Competitive Bidding	No	10/2025	02/2026	02/2026	STF-MOOE	1,600.00	• Technical Specification	
Packed Meals (for Lunch or Dinner)	Goods	65 pax * 18	Competitive Bidding	No	10/2025	02/2026	02/2026	STF-MOOE	14,300.00	• Technical Specification	
Snacks	Goods	250 pax * 21	Competitive Bidding	No	10/2025	02/2026	02/2026	STF-MOOE	20,000.00	• Technical Specification	
Sub-Total									36,760.00		
Accommodation											
Room Accommodation (1)	Goods	1 person * 20	Direct Sales	No	10/2025	10/2025	10/2025	STF-MOOE	1,500.00	• Technical Specification	
Sub-Total									1,500.00		
Communication/Courier Services											
Postage and Delivery	Goods	10 lot * 19	Direct Sales	No	10/2025	10/2025	11/2025	STF-MOOE	10,000.00	• Technical Specification	
Sub-Total									10,000.00		
Miscellaneous Expenses											
Honorarium and tokens for resource person	Goods	2 lot * 8	Direct Acquisition	No	10/2025	10/2025	11/2025	STF-MOOE	20,000.00	• Technical Specification	
Miscellaneous Expenses	Goods	2 lot * 9	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	10,000.00	• Technical Specification	

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										PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS
Sub-Total													
Non-Common-Use Supplies and Equipment (Non-CSE)													
Training Expenses (Faculty/Staff Registration, Travel, etc.)	Goods	1 lot	Direct Acquisition	No	10/2025	10/2025	11/2025	STF-MOOE	20,000.00	* Technical Specification			
16PF Answer Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00				
16PF Profile Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
16PF Test Booklet	Goods	100 piece	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	12,000.00	* Technical Specification			
OASIS 3 Aptitude Schedule Answer Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	9,000.00	* Technical Specification			
OASIS 3 Aptitude Schedule Profile Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Aptitude Schedule Test Booklet	Goods	100 piece	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	12,000.00	* Technical Specification			
OASIS 3 Interest Schedule Answer Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Interest Schedule Profile Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Interest Schedule Test Booklet	Goods	100 piece	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	12,000.00	* Technical Specification			
OASIS 3 Interest Schedule Answer Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Interest Schedule Profile Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Interest Schedule Test Booklet	Goods	100 piece	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	12,000.00	* Technical Specification			
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OASIS 3 Interest Schedule Profile Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Interest Schedule Test Booklet	Goods	100 piece	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	12,000.00	* Technical Specification			
OASIS 3 Interest Schedule Answer Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
OASIS 3 Interest Schedule Profile Sheet	Goods	200 sheet	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	5,000.00	* Technical Specification			
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OASIS 3 Interest Schedule Test Booklet	Goods	100 piece * 15	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	12,000.00	• Technical Specification	
QLSAT 8th Edition Answer Sheet	Goods	2000 sheet * 16	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	50,000.00	• Technical Specification	
QLSAT 8th Edition Test Booklet	Goods	200 piece * 17	Small Value Procurement	No	10/2025	11/2025	12/2025	STF-MOOE	32,000.00	• Technical Specification	
Sub-Total									152,000.00		
TOTAL BUDGET:									259,060.00		

* Please see attached specification

Prepared by: 

ARIEL S. MEDALLA
Job Order
GCO

Date: 10/07/2025Submitted by: 

CHONA A. BRIT
Guidance Coordinator III
GCO

Date: 10/07/2025Date Generated: 10/07/2025

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. 16PF Answer Sheet

2. 16PF Profile Sheet

Psychological Test Materials - 16PF Profile Sheet Only (P25.00/sheet)

3. 16PF Test Booklet

Psychological Test Materials - 16PF Test Booklet Only (P120.00/piece)

4. Buffet-Style Meals (for Breakfast)

- at least 1 serving of egg
- at least 2 of any but not limited to the following breakfast menu: ham, tocino, hotdog, chorizo, dried fish, bangus daing, sausage, corned beef, longganisa, meat loaf, bacon
- at least 1 serving of rice
- at least 1 serving of drinks
- with complete basic catering set-up

5. Buffet-Style Meals (for Lunch or Dinner)

- at least 1 serving of rice
- at least a combination of 2 main dishes of pork/beef/chicken/seafoods
- at least 1 serving of vegetables
- at least 1 serving of fruits or dessert
- at least 1 serving of drinks
- with complete basic catering set-up

6. Fuel, Diesel

- good quality

7. Fuel, Gasoline

- green color
- good quality

8. Honorarium and tokens for resource person

Engagement of resource persons, honorariums and provision of tokens for invited speaker

9. Miscellaneous Expenses

- for unforeseeable expenses within the year

10. OASIS 3 Aptitude Schedule Answer Sheet

Psychological Test Materials - OASIS 3 Aptitude Schedule Answer Sheet Only (P45.00/sheet)

11. OASIS 3 Aptitude Schedule Profile Sheet

Psychological Test Materials - OASIS 3 Aptitude Schedule Profile Sheet Only (P25.00/sheet)

12. OASIS 3 Aptitude Schedule Test Booklet

Psychological Test Materials - OASIS 3 Aptitude Schedule Test Booklet Only (P120.00/piece)

13. OASIS 3 Interest Schedule Answer Sheet

Psychological Test Materials - OASIS 3 Interest Schedule Answer Sheet Only (P25.00/sheet)

14. OASIS 3 Interest Schedule Profile Sheet

Psychological Test Materials - OASIS 3 Interest Schedule Profile Sheet Only (P25.00/sheet)

15. OASIS 3 Interest Schedule Test Booklet

Psychological Test Materials - OASIS 3 Interest Schedule Test Booklet Only (P120.00/piece)

16. OLSAT 8th Edition Answer Sheet

OLSAT 8th Edition Answer Sheet Only

17. OLSAT 8th Edition Test Booklet

OLSAT 8th Edition Test Booklet Only (P160.00/piece)

18. Packed Meals (for Lunch or Dinner)

- *at least 2 main dishes of pork/beef/chicken*
- *at least 1 serving of rice*
- *at least 1 bottled drinks*
- *at least 1 serving of fruit or dessert*
- *to be packed in biodegradable materials*

19. Postage and Delivery

LBC and travel fees, among other applicable fees

20. Room Accommodation (1)

Deluxe Room

21. Snacks

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

22. Training Expenses (Faculty/Staff Registration, Travel, etc.)

Staff participation in seminars, workshops, and conference.

(Registration, Travel Expenses, etc.)