



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

SCAN HERE



PPMP-2024-0926-225575

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
CY 2025

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

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

Consultation/Orientation on student handbook

am 100 packs snacks=8000

Pm 100 Packs Snacks=8000

PPMP #: **PPMP-2025-092624-0670**

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	Public Bidding			100									
	Snacks PM	100 packs	8,000.00	Public Bidding			100									
	<b>Sub-Total</b>		<b>16,000.00</b>													
	<b>IT Supplies and Equipment</b>															
	Laptop 14" (i5)	1 unit	49,500.00	Public Bidding			1									
	Ink, Epson, genuine (C) T664, 70 ml	3 pieces	1,050.00	Public Bidding			3									
	Ink, Epson, genuine (M) T664, 70 ml	3 pieces	1,050.00	Public Bidding			3									
	Ink, Epson, genuine, (BK) T664, 70 ml	5 pieces	1,750.00	Public Bidding			5									
	Ink, Epson, genuine, (Y) T664, 70 ml	3 pieces	1,050.00	Public Bidding			3									
	<b>Sub-Total</b>		<b>54,400.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	2 pieces	22,000.00	Public Bidding			2									
	<b>Sub-Total</b>		<b>22,000.00</b>													
	<b>Office Supplies</b>															
	Folder, Ordinary, A4	500 pcs	3,500.00	Public Bidding			500									
	Paper, Bond, A4, S-24, 80 gsm	12 reams	3,468.00	Public Bidding			12									



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
	Pen, Sign, .5mm, Gel-type, Blue	18 piece	630.00	Public Bidding			18									
	<b>Sub-Total</b>		<b>7,598.00</b>													
<b>TOTAL BUDGET:</b>			<b>99,998.00</b>													

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

Prepared by: \_\_\_\_\_

**MERIAM M. LUNA**

Submitted by: \_\_\_\_\_

**CHONA A. BRIT**  
Unit Head/Project Leader



Date: **09/26/2024**

**ALICIA M. FLORES**