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☒ Original PPMP
☐ 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 STF

PPMP #: **PPMP-2025-093024-0725**
 Project **STUDENT WELFARE/**
 Code: **DEVELOPMENT FUND 2025**

Project, Programs and Activities(PPAs):

Conduct of Student Leadership Summit II		
Morning Snacks	350	24,500.00
Afternoon Snacks	350	24,000.00
PF of Resource Person	1 day	30,000.00
Plane Fare	2 roundtrip tickets	13,000.00
Food of the Speaker	3 meals	900.00
Accommodation of the Speaker	1 day	2,000.00
Transportation (fetching & conducting)	round trip	3,000.00
Overtime Pay of Venue Personnel	3 personnel	1,800.00
tarpauline	2 pcs	800.00
Leadership & Awards Recognition		
Plaque-Glass type	5 pcs	12,500.00
VSU Jacket for Certificates	12 pcs	2,400.00
Tarpauline	1 pc	800.00
Advisers Oath Taking & Seminar		
Morning Snacks	150 pax	12,000.00
Afternoon Snacks	150 pax	12,000.00
PF of the Speaker	1 day	30,000.00
Plane Fare	2 tickets round trip	13,000.00
Food of the Speaker	3 meals	900.00
Accommodation of the Speaker	1 day	2,000.00
Transportation (fetching & conducting)	1 round trip	3,000.00

Overtime Pay of Venue Personnel	3 personnel	1,800.00
Attendance of Students & Campus Advisers to Leadership Trainings		
1. Phillippine Association of Campus Student Advisers/Leaders (PACSA/PACSL) National Convention in Baguio City		
Student Leaders	5 students	
Registration	5 pax	47,500.00
Plane Ticket	10 tickets round trip	60,000.00
Meal Allowance	5 pax	7,800.00
Fair (bus, van and taxi)	5 pax	7,000.00
Campus Advisers	2 campus advisers	
Registration	2 pax	19,000.00
Plane Ticket	4 tickets round trip	24,000.00
Meal Allowance & I.E.	2 pax	9,560.00
Fair (van and taxi)	2 pax	2,800.00
2. Phillippine Association of Campus Student Advisers/Leaders MidYear Convention		
Student Leaders	3 students	
Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trip	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (bus, van and taxi)	3 pax	4,200.00
Campus Advisers	1 campus adviser	
Registration	2 pax	
Plane Ticket	2 tickets round trip	
Meal Allowance & I.E.	2 pax	9,560.00
Fair (van and taxi)	2 pax	2,800.00
3. Phillippine Association of Practitioners of Student Affairs Services National Convention in Baguio		
Student Leaders	5 students	
Registration	5 pax	47,500.00
Plane Ticket	10 tickets round trips	60,000.00
Meal Allowance	5 pax	7,800.00
Fair (bus, van and taxi)	5 pax	7,000.00
Campus Advisers	2 campus advisers	
Registration	2 pax	19,000.00
Plane Ticket	4 tickets round trip	24,000.00
Meal Allowance & I.E.	2 pax	9,560.00
Fair (van and taxi)	2 pax	2,800.00
4. Phillippine Association of Practitioners of Student Affairs Services Regional/mid yr Convention		
Student Leaders	3 students	

Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trips	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (bus, van and taxi)	3 pax	4,200.00
Campus Advisers	1 campus adviser	
Registration	2 pax	
Plane Ticket	4 tickets round trip	
Meal Allowance & I.E.	2 pax	9,560.00
Fair (van and taxi)	2 pax	2,800.00
5. Youth Lead National Convention in MM		
Student Leaders	3 students	
Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trip	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (van and taxi)	3 pax	3,000.00
6. Rizal Institute National Convention in Baguio City		
Student Leaders	3 students	
Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trip	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (bus, van and taxi)	3 pax	4,200.00
7. YMCA National Congress in MM		
Student Leaders	3 students	
Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trip	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (van and taxi)	3 pax	3,000.00
8. I Transform Leadership Summit in MM		
Student Leaders	3 students	
Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trip	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (van and taxi)	3 pax	3,000.00
9. TRAIL Summer Camp in Cebu		
Student Leaders	5 students	
Registration	5 pax	35,000.00
Fast Craft	10 tickets round trip	13,000.00
Meal Allowance	5 pax	2,700.00

Fair (van and taxi)	5 pax	2,750.00
10. Drug Abuse Prevention Forum		
Student Leaders	2 students	
Registration	2 pax	14,000.00
Fast Craft	4 tickets round trip	5,200.00
Meal Allowance	2 pax	1,440.00
Fair (van and taxi)	2 pax	2,200.00
Campus Advisers	1 campus adviser	
Registration	1 pax	7,000.00
Fast Craft	2 tickets round trip	2,600.00
Meal Allowance & I.E.	1 pax	3,600.00
Fair (van and taxi)	1 pax	1,100.00
11. G17 Global Fellowship Program		
Student Leaders	3 students	
Registration	3 pax	28,500.00
Plane Ticket	6 tickets round trip	36,000.00
Meal Allowance	3 pax	4,680.00
Fair (van and taxi)	3 pax	3,000.00
12. International Leadership Sonvention		
Student Leaders	2 students	
Registration	2 pax	192,800.00
Plane Ticket (International)	4 round trip tickets	27,000.00
Plane Ticket (Local)	4 round trip tickets	27,000.00
Fast Craft	4 round trip tickets	4,800.00
Lodging	2 pax	1,200.00
Bus and Taxi Fare	2 pax	2,000.00

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
	Accommodation															
	Hotel Accommodation	1 pieces	3,700.00	Public Bidding			1									
	Sub-Total		3,700.00													
	Awards & Tokens															
	Plaques, Glass Type	5 pc	12,500.00	Public Bidding			5									
	Sub-Total		12,500.00													
	Food & Food Ingredients															
	Snacks AM	350 set	28,000.00	Public Bidding			350									

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
	Snacks PM	350 packs	28,000.00	Public Bidding			350									
	Meal (Breakfast)	2 pc	300.00	Public Bidding			2									
	Packed Meals (Lunch) Menu#1	2 pack	400.00	Public Bidding			2									
	Packed Meals (Dinner) Menu#1	2 packs	400.00	Public Bidding			2									
	Snacks AM (80.00)	150 packs	12,000.00	Public Bidding			150									
	Snacks PM (80.00)	150 packs	12,000.00	Public Bidding			150									
	Sub-Total		81,100.00													
	Fuel & Lubricants															
	Diesel Fuel (for VSU Fuel Station)	100 liters	8,400.00	Public Bidding			100									
	Sub-Total		8,400.00													
	IT Supplies and Equipment															
	Smart Television 85"	1 unit	137,000.00	Public Bidding			1									
	Desktop Computer (i7), 11th Gen, 8GB RAM	1 unit	65,000.00	Public Bidding			1									
	Sub-Total		202,000.00													
	Labor Services															
	Service Laborer(Overtime)	3 day	1,800.00	Public Bidding			3									
	Sub-Total		1,800.00													
	Office Equipment and Appliances															
	Branded Portable Array System Entertainment Set Including Distance Bar & Speaker Cable	1 set	167,000.00	Public Bidding			1									
	Sub-Total		167,000.00													
	Office Supplies															
	Customized University Diploma Jacket	100 pc	10,000.00	Public Bidding			100									
	Battery, Rechargeable, AA (4pcs) w/ Charger	2 set	7,360.00	Public Bidding			2									
	Sub-Total		17,360.00													
	Professional Services															
	Professional Fee	5 person	30,000.00	Public Bidding			5									
	Sub-Total		30,000.00													
	Trainings															
	Travel Local (Registration Fee)	47 person	470,000.00	Public Bidding			47									
	Travel allowance	13 person	169,000.00	Public Bidding			13									
	Local Air Fare	52 person	243,048.00	Public Bidding			52									
	Sub-Total		882,048.00													
	Transportation															
	Air Plane fare round trip manila	1 person	13,000.00	Public Bidding			1									

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
	<i>Sub-Total</i>		13,000.00													
	Transportation (Plane & Boat Tickets)															
	International Plane Ticket	4 ea	200,000.00	Public Bidding			4									
	<i>Sub-Total</i>		200,000.00													
	TOTAL BUDGET:		1,618,908.00													

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

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