



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

PPMP-2026-100325-0292 (Project Code: Cashiering-2026) original



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 02
☒ INDICATIVE ☐ FINAL

Fiscal Year: 2026

End-user or Implementing Unit: Cashiering 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 ^e , 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 Supplies											
Check Booklet	Goods	100 piece * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	100,000.00	* Technical Specification	
Continuous Official Receipt	Goods	50 boxes * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	224,000.00	* Technical Specification	
Official Receipt	Goods	450 pads * 3	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	163,350.00	* Technical Specification	
Sub-Total									487,350.00		
TOTAL BUDGET:									487,350.00		

* Please see attached specification

Prepared by:


LIALENVE N. VALENZONA

Job Order
CaO

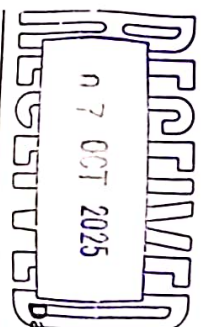
Date:

Submitted by:


QUEEN-EVER Y. ATUPAN

Supervising Administrative Officer
CaO

Date:



Date Generated: 10/06/2025

for Atty. W. Andres

SPECIFICATION

1. Check Booklet

Bank Check Booklets

2. Continuous Official Receipt

Personalized, continuous and carbonized official receipt.

3. Official Receipt

Personalized and carbonized official receipt.