

- ☒ Original PPMP
- ☐ Revised (Changed items, same budget)
- ☐ Supplemental



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

SCAN HERE



PPMP-2025-0528-274503

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-  
 USER/UNIT: **Accounting Office**

PPMP #: **PPMP-2025-052425-1201**  
**PPMP Admin**  
 Project Code: **Cost 2025 - ICT and OS**

**CHARGED TO TF**

Project, Programs and Activities(PPAs):

For operation use.

Financial administration of externally funded projects.

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>Office Equipment</b>															
	Computer Keyboard USB	3 pcs	1,200.00	NP - Small Value Procurement									3			
	Desktop Computer, with Monitor, Core i5 12th Gen, 8GB RAM (Assembled) or higher	3 sets	147,000.00	NP - Small Value Procurement									3			
	Desktop Monitor, 24" IPS, 75Hz	5 pcs	42,500.00	NP - Small Value Procurement									5			
	Ink, Epson 003,Genuine Black 65mL	50 btl	17,500.00	NP - Small Value Procurement									50			
	Mouse, Wired, Optical, USB	3 pieces	630.00	NP - Small Value Procurement									3			
	<b>Sub-Total</b>		<b>208,830.00</b>													
	<b>Office Supplies</b>															

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
	Envelope, Documentary, Brown, 150 lbs, Long	100 pc	700.00	NP - Agency to Agency									100			
	Envelope, Expanding, with garter tie, brown, long	100 pc	2,000.00	NP - Agency to Agency									100			
	Envelope, Expanding, with garter tie, green, long	100 pc	3,000.00	NP - Agency to Agency									100			
	Folder, File, Long, 14pts, White	200 piece	2,000.00	NP - Agency to Agency									200			
	Folder, Pressboard, US, Green, Long	200 pcs	7,000.00	NP - Agency to Agency									200			
	Minimalist Extended Mouse Pad	3 pcs	1,350.00	NP - Agency to Agency									3			
	Paper, Bond, A4, S-24, 80 gsm	160 reams	46,240.00	NP - Agency to Agency									160			
	Paper, Bond, Long, S-24, 80 gsm	50 reams	16,400.00	NP - Agency to Agency									50			
	Pen, Sign, .5mm, Gel-type, Blue	500 piece	17,500.00	NP - Agency to Agency									500			
	Pen, Sign, .5mm, Gel-type, Violet	300 pc	10,500.00	NP - Agency to Agency									300			
	Rubberband, #18, 350 gms/box	10 boxes	2,700.00	NP - Agency to Agency									10			
	Sign Here Sticky Notes	10 pack	590.00	NP - Agency to Agency									10			
	Staple Wire, #35	15 boxes	525.00	NP - Agency to Agency									15			
	Stapler, HD No.35	3 pc	1,200.00	NP - Agency to Agency									3			
	STICKY NOTES 2 X 3 ASSORTED COLORS	10 pad	790.00	NP - Agency to Agency									10			
	Tape, Double Sided, 1" x 10m	10 rolls	450.00	NP - Agency to Agency									10			
	Tape, Transparent, 12mm x 50m	20 rolls	1,360.00	NP - Agency to Agency									20			
	Time Card for COMIX Time Recorder machine	5 pack of 100's	1,500.00	NP - Agency to Agency									5			
	<b>Sub-Total</b>		<b>115,805.00</b>													



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
TOTAL BUDGET:			324,635.00												

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

Prepared by:

  
VALERIE Y. VERGIS

Submitted by:

  
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Date: 05/28/2025

