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PPMP-2025-1006-301498

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

RECEIVED 07 OCT 2025

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 01

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: **Graduate Education**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
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)	Attached Supporting Documents	Remarks
Fuel & Lubricants											
Fuel, Diesel	Goods	200 liters * 13	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	12,400.00	• Technical Specification	
Fuel, Gasoline	Goods	100 liters * 14	Direct Contracting	No	01/2026	01/2026	02/2026	GF-MOOE	6,600.00	• Technical Specification	
Sub-Total									**19,000.00**		
Office Equipment											
Ink, Brother BT5000C Cyan	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00		

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Ink, Brother BT5000M Magenta	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00		
Ink, Brother BT5000Y Yellow	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00		
Ink, Brother BTD60BK, Black	Goods	5 btls	Small Value Procurement	No	01/2026	01/2026	04/2026	GF-MOOE	2,500.00		
Sub-Total									**10,000.00**		
Food and Services											
Snacks	Goods	400 pax * 26	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	32,000.00	• Technical Specification	
Sub-Total									**32,000.00**		
Transportation (Plane & Boat Tickets)											
Airfare ticket (Local)	Goods	2 lot	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	60,000.00		
Sub-Total									**60,000.00**		
Miscellaneous Expenses											
Miscellaneous Expenses	Goods	5 lot * 21	Direct Acquisition	No	01/2026	01/2026	02/2026	GF-MOOE	25,000.00	• Technical Specification	
Sub-Total									**25,000.00**		
Common-Use Supplies & Equipment (CSE)											

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Alcohol, Ethyl, 500mL	Goods	5 btls * 2	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Battery, Dry Cell, AA	Goods	5 packs * 5	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Bond Paper, 70 gsm, A4	Goods	30 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	7,200.00	• Technical Specification	
Bond Paper, 70 gsm, Long	Goods	3 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	810.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	2 pcs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	794.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	2 packs * 10	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	280.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	1 boxes * 23	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	135.00	• Technical Specification	
Permanent Marker / Permanent Pen, Blue, Fine	Goods	3 pcs * 24	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	4 packs * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	880.00	• Technical Specification	
Transparent Tape / Clear Tape, 1" x 50 yards	Goods	4 rolls * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	180.00	• Technical Specification	

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Whiteboard Marker / Whiteboard Pen, Black	Goods	2 pcs * 30	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Whiteboard Marker / Whiteboard Pen, Blue	Goods	2 pcs * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	150.00	• Technical Specification	
Sub-Total									**11,729.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	2 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	190.00	• Technical Specification	
Bathroom Deodorizer	Goods	5 pcs * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Certificate Holder, A4	Goods	10 pcs * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	550.00	• Technical Specification	
Dishwashing Liquid Soap, Refill 350ml	Goods	3 pack * 11	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	450.00	• Technical Specification	
Fabric Conditioner, Refill	Goods	1 pack * 12	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	355.00	• Technical Specification	
Glass Cleaner	Goods	2 btls * 15	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	500.00	• Technical Specification	
Liquid Bleach	Goods	2 gallon * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	420.00	• Technical Specification	

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Paper Fastener, Plastic	Goods	2 boxes * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	110.00	• Technical Specification	
Photo Paper, A4	Goods	2 packs * 25	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	540.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	280 pcs * 29	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,240.00	• Technical Specification	
Sub-Total									**5,805.00**		
								TOTAL BUDGET:		**163,534.00**	

* Please see attached specification

Prepared by: MARICAR B. POSAS
Education Research Assistant I
GE
Date: 10-7-25

Submitted by: MARILYN M. BELARMINO
Associate Professor IV
GE
Date: 10-7-25

Date Generated: **10/06/2025**

Republic of the Philippines
VISAYAS STATE UNIVERSITY

SPECIFICATION

1. **Airfare ticket (Local)**
2. **Alcohol, Ethyl, 500mL**
   - 70% (±2) v/v Ethanol (Ethyl Alcohol)
   - Volume (min.): 500ml
   - Colorless clear liquid
   - Cap: Flip-top/pull-up/twist cap
   - Scented
   - Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

3. **Ballpen, Blue**
   - 12 pcs/box
   - pen size tip: 0.5 mm

4. **Bathroom Deodorizer**
   - with holder
   - at least 100g
   - any scent

5. **Battery, Dry Cell, AA**
   - 4 pcs/pack
   - Voltage: 1.5 volts
   - Type: Alkaline
   - No mercury and cadmium added
   - Positive polar ends must be marked

6. **Bond Paper, 70 gsm, A4**

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

7. Bond Paper, 70 gsm, Long

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

8. Broom (Walis Tambo) / Soft Broom

- Gross Weight (max): 500 grams
- Handle: cylindrical, wood, smooth finish, plastic coated
- Must be suitable for hanging
- Diameter of handle (min): 19 mm
- Length of handle (min): 510 mm
- Dry Weight of Tiger Grass (min): 220 grams
- Length of Tiger Grass: 300 mm
- with durable stitching

9. Certificate Holder, A4

- A4 (8.27"x11.69")
- With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- Super clear transparency
- Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

10. Detergent Powder, 1 kilogram

- at least 1 kilogram as packed
- with scent

11. Dishwashing Liquid Soap, Refill 350ml

- Concentrated Dishwashing Liquid
- Antibacterial
- at least 350ml

12. Fabric Conditioner, Refill

- at least 1L/pack
- with a twist cap for dispensing

13. Fuel, Diesel

- good quality

14. Fuel, Gasoline

- green color
- good quality

15. Glass Cleaner

- 500mL/btl
- spray type

16. Ink, Brother BT5000C Cyan
17. Ink, Brother BT5000M Magenta
18. Ink, Brother BT5000Y Yellow
19. Ink, Brother BTD60BK, Black
20. Liquid Bleach

- at least 3785 mL
- multipurpose bleach
- 99.9% Antibacterial

21. Miscellaneous Expenses

- for unforeseeable expenses within the year

22. Paper Fastener, Plastic

- 50 sets/box
- plastic
- size: 7 cm
- assorted colors

23. Pencil, Lead/Graphite, with Eraser

- 12 pcs/box
- lead/graphite: diameter at least 2mm
- wood cased

24. Permanent Marker / Permanent Pen, Blue, Fine

- bullet tip
- xylene free
- refillable

25. Photo Paper, A4

- A4 (8.25in x 11.75in)
- at least 200 gsm
- Type: Glossy
- 20 sheets/pack

26. Snacks

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

27. Toilet Tissue Paper, 2 Ply

- 12 rolls/pack
- laminated
- at least 400 sheets/roll (200 pulls)
- sheet size: at least 110 x 105 mm
- embossed design, chlorine-free
- unscented

28. Transparent Tape / Clear Tape, 1" x 50 yards

- 24 mm (1") width
- usable length: 50 yards
- base material: biaxially-oriented polypropylene

29. White Folder / File Folder, Legal

- size: Legal
- color: White
- 14 pts

30. Whiteboard Marker / Whiteboard Pen, Black

- Tip: Bullet
- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

31. Whiteboard Marker / Whiteboard Pen, Blue

- Tip: Bullet

- low odor
- xylene free
- alcohol based ink
- writing width: 1.80 mm - 2.20 mm
- tip size: 4.0 mm

LINE ITEM BUDGET
for Budget Year 2026

END-USER/UNIT: Graduate Education
Program : HIGHER
MOOE 2026
REGULAR AGENCY FUND/GENERAL FUND
TOTAL BUDGET ALLOCATION:163,655.04

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
SO1: Sustain academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals	Trainings/Workshops/Seminars in improving/upgrading graduate curricular programs and upskilling/reskillig of graduate faculty	Training Expenses	30,000.00
	Fuel for fetching and conduct of resource speaker for trainings/workshop/seminar	Fuel	19,000.00
	Office Equipment/Ink	Office Supplies Expenses	10,000.00
		Food Supplies Expenses	16,000.00
SO 6: Implement impactful community engagements and establish relevant partnerships and collaborations	Establishing linkages and networking with local and international universities/institutions	Travelling Expenses	15,000.00
Core functions: 2. Graduate Student Management Services and support to operations	Graduate Student Tracer Study	Research & Development	
	Trainings/workshops and recognitions/awards for graduate students	Training Expenses	15,000.00
		Food Supplies Expenses	16,000.00
	Crossref Annual Subscription	Extraordinary & Misc. Expenses	25,000.00
	Contingency funds	Other MOOE	
	Basic Common-Use Supplies & Equiptment (CSE)	Office Supplies Expenses	11,729.00
	Non-Common-Use Supplies and Equiptment (Non-CSE)	Office Supplies Expenses	5,805.00
	GRAND TOTAL		163,534.00

Prepared by:

MARK JOSHUA S. QUEVEDO
End-user

Submitted by:

MARILYN M. BELARMINO
Immediate Supervisor

RECEIVED
OCT 2025