



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

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BY: *[Signature]*

PURCHASE REQUEST

PPMP No. : **PPMP-2025-051925-1182**PR No.: **GF-2025-05-00674**Date: **05-26-2025**Dept./Office: **VSU LHS**Category: **Office Equipment**Section/End-User: **Cherry Grace D. Saboroso**

Project Title/Code: **EXT116: Capacitating Trainers on
 Persons Deprived of Liberty with Basic Learning and
 Living Skills**

Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	unit	1	14,000.00		14,000.00

Specification:

- **Type:** All-in-One/Multifunction Colored-Ink Tank
- **Functions:** Print, Copy, Scan
- **Printing Technology:** Dye Ink
- **Print Resolution:** 5,760 x 1,440 DPI
- **Nozzle Configuration:** 180 Nozzles Black, 59 Nozzles per Color
- **Minimum Droplet Size:** 3 pl with Variable-Sized Droplet Technology
- **Ink Technology:** Dye Ink
- **Ultra-Low-Cost Printing:**
 - **Black:** Up to 4,500 pages
 - **Color:** Up to 7,500 pages
- **Ink Filling System:** Next-generation ink bottles for hassle and mess-free refills
- **Connectivity:**
 - **Wi-Fi**
 - **Wi-Fi Direct**
 - **Mobile Printing Apps**
- **Special Features:** Borderless photo printing

2	Epson 003 Original Ink Bottle Set of 4 Colors Black, Cyan, Yellow, Magenta	set	3	1,400.00		4,200.00
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Specification:

- Product details of EPSON 003 BlackOriginal Ink Bottle (C13T00V100)
- Color: Black, Cyan, Yellow, Magenta,
- Genuine Ink Bottle
- Ink Capacity: 65ml
- Page Yield color: up to 4,500 pages
- Compatible With: L5290, L3250, L110, L3100, L3101, L3110, L3150, L5190
- Superb savings with extremely high page yield
- Instant-drying and water resistant documents for professional business quality prints

To be used for printing			
checked by:		Funds Available:	
NORMAN O. VILLAS TWG - Office Equipment		Alicia M. Flores 204-35 HEAD BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	CHERRY GRACE D. SABOROSO	MILDRED M. SAREZ UNIT HEAD, PROJECT LEADER	PROSE IVY G. YE PRESIDENT, VS
Designation:			

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



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SCAN HERE



PPMP-2025-0519-272905

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-
 USER/UNIT: **VSU Laboratory High School**

CHARGED TO GF-MOOE

PPMP #: **PPMP-2025-051925-1182**
EXT116:
Capacitating
Trainers on
 Project Code: **Persons Deprived**
of Liberty with
Basic Learning
and Living Skills

Project, Programs and Activities (PPAs):

Project: Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills

Activities: Trainings and Workshops in Bureau of Correction in Abuyog Provincial Jail

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
	Office Equipment															
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding						1						
	Epson 003 Original Ink Bottle Set of 4 Colors Black, Cyan, Yellow, Magenta	3 set	4,200.00	Public Bidding						3						
	Sub-Total		18,200.00													
	Office Supplies															
	A4 Paper One bond paper	2 ream	3,000.00	Public Bidding						2						
	Contingency Fund (A)	1 lot	5,000.00	NP - Small Value Procurement						1						
	Plaque, Customized	1 pieces	1,500.00	Public Bidding						1						
	Ring Binder, plastic, 38mm , 1-1/2" black	5 pieces	275.00	Public Bidding						5						

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>		9,775.00													
TOTAL BUDGET:		27,975.00													

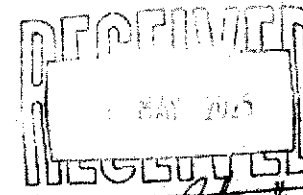
Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

CHERRY GRACE B. SABOROSO

Submitted by:

MILDRED M. SIAREZ
Unit Head/Project Leader



Date: 05/19/2025

704-25

JULIAM FLORES