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PR-2023-0817-138904



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

PURCHASE REQUEST

PPMP No. : 222-5-860-2024-7-0-0

PR No.: GF-2023-08-01823

Date: 10-19-2023

Dept./Office: PLBO

Category: IT Supplies and
 Equipment

Section/End-User: Reinalyn P. Gumba

Project Title/Code: PLBO-2024

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	7	350.00		2,450.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	2	350.00		700.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	2	350.00		700.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	2	350.00		700.00
TOTAL						4,550.00

Purpose: for payroll preparation

Checked by: DIONESIO I. ESTUPA		Funds Available: ALICIA M. FLORES 10/19/2024	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: 10/19/23	Noted by: 10/19	Approved by: 10/19/23
Printed Name:	REINALYN P. GUMBA	FLORANTE G. DIDAL	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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



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Amend-2023-1017-151986

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Payroll and Leave Benefits Office**
 Project Code: **PLBO-2024**
 Purpose: **OFFICE USE**

Total Budget : **30,559.00**
 Funding : **GF-MOOE**
 PPMP #: **222-5-860-2024-7-0-0**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Supplies and Equipment																
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00	2											
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00	2											
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00	2											
Ink, Epson 003,Genuine Black 65mL	7	btl	350.00	2,450.00	4					3						
Sub-Total				4,550.00												
Office Supplies																
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	4	pcs	195.00	780.00	2					2						
Folder, Pressboard, US, Blue, Long	10	pieces	30.00	300.00	5					5						
Mouse Pad, Rubber	4	pad	250.00	1,000.00	4											
Folder, Pressboard, US, Green, Long	20	pcs	35.00	700.00	10					10						
Paper, Bond, A3, S-24, 80 gsm	14	reams	580.00	8,120.00	7					7						
Paper, Bond, A4, S-24, 80 gsm	24	reams	289.00	6,936.00	12					12						
Paper, Bond, Long, S-24, 80 gsm	24	reams	328.00	7,872.00	12					12						
Staple Wire, #35	4	boxes	35.00	140.00	2					2						
Staple wire remover	4	pieces	40.00	160.00	4											
Sub-Total				26,008.00												
Grand Total				30,558.00												

Prepared by: Reinalyn P. Gumba 10/17/23
REINALYN P. GUMBA

Noted by: Florante G. Didal 10/17/23
FLORANTE G. DIDAL
Unit Head/Project Leader

Noted By: Alicia M. Flores 10-2024
ALICIA M. FLORES
Head, Budget Office

Date: 10/17/2023

<> *Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies



**ADVICE OF SUB-ALLOTMENT
CY 2023**

February 21, 2023

Major Final Output : **GASS**

Dept./Office/Center: **OFFICE OF THE HEAD OF PAYROLL AND LEAVE BENEFITS**

The following allotments are made available in support to programs and projects for the Calendar Year 2023. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

Breakdown:

Supplies	34,893.99
Travel	3,533.57
Fuel	7,155.48
Semi-Expendable Supplies	4,416.96

TOTAL	50,000.00
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Note:

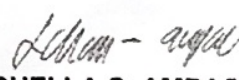
It is advised that you follow the above figures under its corresponding account titles.

Prepared By:


ALICIA M. FLORES

Off Head of the Budget Office

Noted By:


LOUELLA C. AMPAC

Financial Management Director

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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