



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

## PURCHASE REQUEST

PPMP No. : 162-5-625-2024-6-0-0

PR No.: GF-2023-08-02030

Date: 01-05-2024

Dept./Office: ODE

Category: IT Supplies and  
Equipment

Section/End-User: Marianne Joyce L. De Caiman

Funding Source: General Fund - MOOE

Project Title/Code: ODEx Admin (Supplies & Materials)

| Item #                              | Item Description                       | Unit | Qty | Unit Cost | PAR/ICS          | Total Cost |
|-------------------------------------|----------------------------------------|------|-----|-----------|------------------|------------|
| 1                                   | Canon Pixma Ink Bottle,GI-790(Black)   | btls | 6   | 400.00    | SHIRLEY T. NAYRE | 2,400.00   |
| Specification:<br>?Ink refill       |                                        |      |     |           |                  |            |
| 2                                   | Canon Pixma Ink Bottle,GI-790(Cyan)    | btls | 5   | 400.00    | SHIRLEY T. NAYRE | 2,000.00   |
| Specification:<br>?Refill ink canon |                                        |      |     |           |                  |            |
| 3                                   | Canon Pixma Ink Bottle,GI-790(Magenta) | btls | 5   | 400.00    | SHIRLEY T. NAYRE | 2,000.00   |
| Specification:<br>?Refill ink Canon |                                        |      |     |           |                  |            |
| 4                                   | Canon Pixma Ink Bottle,GI-790(Yellow)  | btls | 5   | 400.00    | SHIRLEY T. NAYRE | 2,000.00   |
| Specification:<br>?Canon refill ink |                                        |      |     |           |                  |            |
| TOTAL                               |                                        |      |     |           |                  | 8,400.00   |

Purpose: Office Use

Checked by:

DIONESIO I. ESTUPA

TWG - IT Supplies and Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MARIANNE JOYCE L. DE CAIMAN

END USER

Noted by:

ANTONIO P. ABAMO

UNIT HEAD, PROJECT LEADER

Approved by:

DANIEL LESLIE S. TAN

OIC-PRESIDENT, VSU

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



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PPMP-2023-0817-138984

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Office of the Director for Extension**  
Project Code: **ODEX Admin (Supplies & Materials)**  
Purpose: **for office used**

Total Budget : **125,858.56**

Funding : **GF-MOOE**

PPMP #: **162-5-625-2024-6-0-0**

| 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 |
|                                                                                                  |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>IT Supplies and Equipment</b>                                                                 |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Black)                                                            | 6        | btls   | 400.00    | 2,400.00         |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Cyan)                                                             | 5        | btls   | 400.00    | 2,000.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Magenta)                                                          | 5        | btls   | 400.00    | 2,000.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Yellow)                                                           | 5        | btls   | 400.00    | 2,000.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Sub-Total                                                                                        |          |        |           | 8,400.00         |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                                                           |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, brown, long                                                | 100      | pc     | 15.00     | 1,500.00         |                                                  |     |     | 100 |     |     |     |     |     |     |     |     |
| Envelope, Document, Brown, 150 lbs, Long                                                         | 100      | pc     | 7.00      | 700.00           |                                                  |     |     | 100 |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                                                                 | 60       | piece  | 10.00     | 600.00           |                                                  |     |     | 60  |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Blue, Long                                                               | 60       | pieces | 30.00     | 1,800.00         |                                                  |     |     | 60  |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Green, Long                                                              | 60       | pcs    | 30.00     | 1,800.00         |                                                  |     |     | 60  |     |     |     |     |     |     |     |     |
| Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)     | 25       | pcs    | 140.00    | 3,500.00         |                                                  |     |     | 25  |     |     |     |     |     |     |     |     |
| Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black) | 15       | pcs    | 140.00    | 2,100.00         |                                                  |     |     | 15  |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                                    | 5        | boxes  | 30.00     | 150.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box                                       | 5        | boxes  | 70.00     | 350.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box                                     | 5        | boxes  | 20.00     | 100.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                                        | 5        | boxes  | 20.00     | 100.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |