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PR-2022-0714-46643



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

## PURCHASE REQUEST

Dept./Office: **OVPREI**PR No.: **STF-2022-07-00948**Date: **07-13-2022**Section/End-User: **Romnic A. Cabelin**Category: **Hardware**Funding Source: **Special Trust Fund**Project Title/Code: **STF-UP 76- RDE Convention Center**

| Item # | Item Description                      | Unit | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------|---------------------------------------|------|-----|-----------|---------|------------------|
| 1      | LED Bulb, 13 watts, 87% Energy Saving | pcs  | 70  | 250.00    |         | 17,500.00        |
|        | <b>TOTAL</b>                          |      |     |           |         | <b>17,500.00</b> |

Purpose: office use

Checked by:

  
**MARLON G. BURLAS**

TWG - Hardware

Funds Available:

  
**ALICIA M. FLORES**
HEAD, BUDGET OFFICE *POC*

|               |                          |                               |                         |
|---------------|--------------------------|-------------------------------|-------------------------|
| Signature:    | Requested by:            | Noted by:                     | Approved by:            |
| Printed Name: | <b>ROMNIC A. CABELIN</b> | <b>MARIA JULIET C. CENIZA</b> | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                 | UNIT HEAD, PROJECT LEADER     | PRESIDENT, VSU          |

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MARLON G. BURLAS

TWG - Hardware

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ALICIA M. FLORES

HEAD, BUDGET OFFICE

|               |                   |                           |                  |
|---------------|-------------------|---------------------------|------------------|
| Signature:    | Requested by:     | Noted by:                 | Approved by:     |
| Printed Name: | ROMNIC A. CABELIN | MARIA JULIET C. CENIZA    | EDGARDO E. TULIN |
| Designation:  | END USER          | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU   |

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Purpose: office use

Checked by:

  
**MARLON G. BURLAS**

TWG - Hardwares

Funds Available:

  
**ALICIA M. FLORES**
HEAD, BUDGET OFFICE *not cc*

|               |                          |                               |                         |
|---------------|--------------------------|-------------------------------|-------------------------|
| Signature:    | Requested by:            | Noted by:                     | Approved by:            |
| Printed Name: | <b>ROMNIC A. CABELIN</b> | <b>MARIA JULIET C. CENIZA</b> | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER                 | UNIT HEAD, PROJECT LEADER     | PRESIDENT, VSU          |

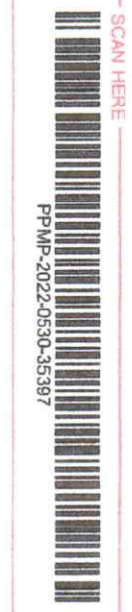




Republic of the Philippines  
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**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

CY 2022



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

Unit/Office/Dept/Div: **Office of the Vice President for Research, Extension and Innovation**  
Project Code: **STF-JP 76- RDE Convention Center**  
Purpose: **Supplies**

Total Budget : 50,000.00  
Funding : **STF**  
PPMP #: **152-1-2114-2022-4-0-4**

| 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>Construction and Electrical Supplies</b>              |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| LED Candle Bulb                                          | 100      | pcs    | 150.00    | 15,000.00        | 40                                               | 20  | 20  | 20  |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                         |          |        |           | <b>15,000.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Hardware</b>                                          |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| LED Bulb, 13 watts, 87% Energy Saving                    | 70       | pcs    | 250.00    | 17,500.00        | 30                                               | 30  | 10  |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                         |          |        |           | <b>17,500.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Laboratory Supplies</b>                               |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Bleach, liquid, 99.9% antibac, 1 gallon                  | 10       | gallon | 450.00    | 4,500.00         | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                         |          |        |           | <b>4,500.00</b>  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Office Supplies</b>                                   |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Soap, hand, liquid, 250 ml                               | 10       | blts   | 135.00    | 1,350.00         | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| Scrub Sponge, Heavy Duty                                 | 30       | pcs    | 60.00     | 1,800.00         | 10                                               | 10  | 10  |     |     |     |     |     |     |     |     |     |
| Soap, Hand, 60g per pack                                 | 30       | Sachet | 25.00     | 750.00           | 5                                                | 10  | 10  | 5   |     |     |     |     |     |     |     |     |
| Detergent Soap, Powder, 500g                             | 50       | packs  | 60.00     | 3,000.00         | 10                                               | 10  | 10  | 10  | 10  |     |     |     |     |     |     |     |
| Soap, Detergent, Liquid, 1 gal, any scent                | 5        | gal    | 350.00    | 1,750.00         | 5                                                |     |     |     |     |     |     |     |     |     |     |     |
| Soap, Detergent, Powder, 1 kilopack, any scent           | 10       | kl     | 105.00    | 1,050.00         | 5                                                | 5   |     |     |     |     |     |     |     |     |     |     |
| Air Freshener, Spray, at least 280ml, Lemon/Orange Scent | 4        | tubes  | 220.00    | 880.00           | 4                                                |     |     |     |     |     |     |     |     |     |     |     |
| Disinfectant Spray, 340g                                 | 1        | can    | 465.00    | 465.00           | 1                                                |     |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                         |          |        |           | <b>11,045.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

| 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>Grand Total</b>  |          |      |           | <b>48,045.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by: 

**ROMNIC A. CABELIN**

Noted by: 

**MA. JULIET C. CENIZA**  
Unit Head/Project Leader

Noted By: 

**ALICIA M. FLORES**  
Head, Budget Office

Date: **05/30/2022**

\*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation  
Note: Please make a separate PPM for each funding source.

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