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PR-2025-0526-274195



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

PURCHASE REQUEST

RECEIVED
JUN 13 2025

BY: *[Signature]*

Date: **05-26-2025**

PPMP No.: **PPMP-2025-051925-1182**

PR No.: **GF-2025-05-00675**

Dept./Office: **VSU LHS**

Category: **Office Supplies**

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	A4 Paper One bond paper	ream	2	1,500.00		3,000.00
2	Contingency Fund (A)	lot	1	5,000.00		5,000.00
3	Plaque, Customized	pieces	1	1,500.00		1,500.00

Specification:

For special guests during university events

4	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	5	55.00		275.00
TOTAL						9,775.00

Purpose: To be used for printing

Checked by:

VIVIAN V. BALBARINO

TWG - Office Supplies

Funds Available:

for **ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Prepared by:

CHERRY GRACE D. SABOROSO

Noted by:

MILDRED M. SIAREZ

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU

☒ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental



Republic of the Philippines
VISAYAS STATE UNIVERSITY
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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/Milestones 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												
	Epson 003 Original Ink Bottle Set of 4 Colors Black, Cyan, Yellow, Magenta	3 set	4,200.00	Public Bidding						1						
	Sub-Total		18,200.00							3						
	Office Supplies															
	A4 Paper One bond paper	2 ream	3,000.00	Public Bidding												
	Contingency Fund (A)	1 lot	5,000.00	NP - Small Value Procurement						2						
	Plaque, Customized	1 pieces	1,500.00	Public Bidding						1						
	Ring Binder, plastic, 38mm, 1-1/2" black	5 pieces	275.00	Public Bidding						1						
										5						

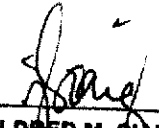
General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sub-Total		9,775.00													
TOTAL BUDGET:		27,975.00													

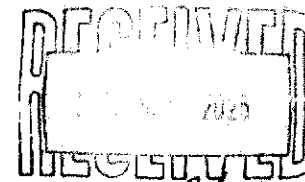
Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

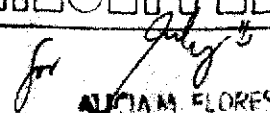

CHERRY GRACE B. SABOROSO

Submitted by:


MILDRED M. SUAREZ
Unit Head/Project Leader



Date: 05/19/2025


JULIAN FLORES