



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

PURCHASE REQUEST

PPMP No. : 15-5-834-2024-1-0-4

PR No.: GF-2024-02-00698

Date: 02-28-2024

Dept./Office: DOPAC

Category: IT Supplies and Equipment

Section/End-User: Susana B. Miñoza

Funding Source: General Fund - MOOE

Project Title/Code: DoPAC

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	sets	1	49,000.00	MARK RYAN R. TRIPOLE	49,000.00

Specification:

?Processor: Intel® Core i5 12th gen with Intel® UHD Graphics 730 or higher
 ?Motherboard :Intel® H610 Chipset for 12th Gen Intel® Core™ Series Processors, Dual Channel Non-ECC Unbuffered DDR4, 2 DIMMs, 6+1+1 Hybrid Digital VRM Design, Intel® GbE LAN, NVMe PCIe 3.0 x4 M.2, High Quality Audio Capacitors and Audio Noise Guard, mATX form factor or higher
 ?RAM: 16GB DDR4 3200 Mhz or higher
 ?SSD: 512 GB NVMe PCIe Gen 3x4
 ?HDD: 1 TB 7200 RPM
 ?PSU: 650w 80 plus Bronze Certified
 ?Casing: mATX Casing with transparent acrylic side panel
 ?24" IPS monitor 72% NSTC color gamut with 75Hz refresh rate
 ?Keyboard and Mouse Combo: Spill-resistant design with up to Up to 5 million keystrokes (excludes number lock key) keyboard and full-sized ambidextrous optical mouse
 ?Operating system: Genuine Windows 11

	TOTAL					49,000.00
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Purpose: Office use

Checked by:		Funds Available:	
	DIONESIO I. ESTUPA		ALICIA M. FLORES op-cas
	TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 SUSANA B. MIÑOZA	 ELIZABETH S. QUEVEDO	 DANIEL LESLIE S. TAN
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE
PRESIDENT FOR
ADMINISTRATION AND
FINANCE**

**EXCERPT FROM THE APPROVED MINUTES OF THE
Finance Committee Meeting
OVPAF – Conference Room
November 06, 2023**

The letter request of Dr. Elizabeth S. Quevedo, Head of DoPAC to request (a) Window Type Air Conditioner, (b) Desktop Computer, (c) Transfer of HPLC Prominence and replacement of dehumidifier, and (d) pedestal type eyewash was presented, deliberated and the following are recommended.

Requested Item/s	Approved Actions
a) Air Conditioner - Window Type	<ul style="list-style-type: none">• Submit a letter to PPO requesting an inspection of the equipment to see if it can be replaced or only needs repair.
b) Desktop Computer	<ul style="list-style-type: none">• Approved but recommend to reduce the computer specs for administrative use only as well as the budget to not be more than Php. 50,000.00
c) Transfer of HPLC Prominence	<ul style="list-style-type: none">• Approved by the Finance Committee
Dehumidifier	<ul style="list-style-type: none">• Subject for inspection, the same with the Air Conditioner request
d) Pedestal Type Eyewash	<ul style="list-style-type: none">• Approved by the Finance Committee

Thereupon, above was the approved action by the Finance Committee Members that the Air conditioner and the dehumidifier are subjected for inspection by the PPO personnel. The budget of the desktop computer will be reduced to not more than Php 50, 000.00 and will be charged to MOOE. Additionally, the request for transfer of HPLC Prominence and the pedestal type eyewash will be charged to the department lab share.

The Finance Committee members approved this action plan last November 06, 2023.

Certified True and Correct:


DANIEL LESLIE S. TAN
Chairperson, Finance Committee

Cc: Dr. Elizabeth S. Quevedo – Head, DoPAC

OFFICE OF THE VICE PRESIDENT FOR ADMIN. & FINANCE
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No 2023-011

PPMP at the back !!

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



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 Visca, Baybay City, Leyte

SCAN HERE



PPMP-2024-0227-181377

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Department of Pure and Applied Chemistry**

Project Code: **DoPAC**

Purpose: **Office use**

Total Budget: **49,000.00**

Funding: **GF-MOOE**

PPMP #: **15-5-834-2024-1-0-4**

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
IT Supplies and Equipment																
Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	1	sets	49,000.00	49,000.00				1								
Sub-Total				49,000.00												
Grand Total				49,000.00												

Prepared by:

SUSANA B. MIÑOZA

Submitted by:

ELIZABETH S. QUEVEDO

Unit Head/Project Leader

{{-- Date: **02/27/2024**

*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