TO: Budget

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PR-2024-1203-238845 12-4-24 OP

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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0533**

Dept./Office: **IAS** PR No.: **GF-2024-12-03261** Date: **12-03-2024**

Section/End-User: **Leonardo S. Toraja Jr.** Category: **Office Supplies**

Funding Source: **General Fund - MOOE** Project Title/Code: **IASO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Paper, Bond, A4, S-24, 80 gsm**	reams	10	289.00		2,890.00
	Specification: bright white, high premium quality					
	TOTAL					**2,890.00**

Purpose: Office supplies

Checked by:	Funds Available:
VIVIAN V. BALBARINO	**ALICIA M. FLORES** 200-25
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Prepared by:	Noted by:	Approved by:
Signature:			
Printed Name:	**LEONARDO S. TORAJA JR.**	**MARIA TERESA A. CRUZ**	**PROSE IVY G. YEPES**
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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

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PPMP-2024-0926-225245

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2025

END-USER/UNIT: **Internal Audit Service**

PPMP #: **PPMP-2025-092524-0533**

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

1. Internal Audit Framework Establishment with VITA campuses P
2. Internal Compliance Review across all campuses, VSU Manila Office, and VSU Cebu Office
3. Skills Development
4. Essential Office Resources Provision
5. Workforce Augmentation Initiative
6. Official Document Transmission Initiative
7. Safeguarding agency assets (PPE, farm animals, agricultural products, etc)
8. Special Assignment per Memorandum 417 series of 2019

Code	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
	Food & Food Ingredients															
	Snacks AM	33 set	2,640.00	Public Bidding	22		11									
	Snacks PM	33 packs	2,640.00	Public Bidding	22		11									
	Packed Meals (Lunch) Menu#3	33 pack	6,600.00	Public Bidding	22		11									
	Sub-Total		**11,880.00**													
	IT Supplies and Equipment															
	Ink, Epson 003,Genuine Black 65mL	6 btl	2,100.00	Public Bidding					3			3				

Code	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
	Ink, EPSON 003,Genuine Cyan 65mL	2 btl	700.00	Public Bidding					1			1				
	Ink, EPSON 003,Genuine Magenta 65mL	2 btl	700.00	Public Bidding					1			1				
	Ink, EPSON 003,Genuine Yellow 65mL	2 btl	700.00	Public Bidding					1			1				
	Document Scanner w/ ADF	1 unit	40,000.00	Public Bidding	1											
	Sub-Total		**44,200.00**													
	Office Supplies															
	Tissue, Bathroom, 2 Ply, 12rolls/pack	2 pack	408.00	NP - Small Value Procurement	1						1					
	Stapler, HD No.35	4 pc	1,600.00	NP - Small Value Procurement	4											
	Stapler, HD-# 10	2 pieces	240.00	NP - Small Value Procurement	2											
	Staple Wire, #10	2 boxes	40.00	NP - Small Value Procurement	2											
	Staple Wire, #35	4 boxes	140.00	NP - Small Value Procurement	4											
	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	640.00	NP - Small Value Procurement	4											
	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	4 pack	960.00	NP - Small Value Procurement	4											
	Calculator, desktop-type, 12 digits, 2-way power, plastic keys	3 unit	1,590.00	NP - Small Value Procurement	3											
	Cartolina, US, Green, at least 160gsm	15 pcs	300.00	NP - Small Value Procurement	15											
	Alcohol, Ethyl, 70% solution, 500mL	1 btls	125.00	NP - Small Value Procurement	1											
	Paper, Bond, A4, S-24, 80 gsm	10 reams	2,890.00	Public Bidding				5			5					
	Sub-Total		**8,933.00**													

Code	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
	Printing Services															
	Tarpaulin printing (2ft. x 4ft.)	4 piece	960.00	Direct Contracting	4											
	Sub-Total		**960.00**													
TOTAL BUDGET:			**65,973.00**													

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

Prepared by: **LEONARDO S. TORAJA JR.**

Submitted by: **MARIA TERESA A. CRUZ**
Unit Head/Project Leader

Date: **09/26/2024**

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ALICIA M. FLORES