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PR-2024-1008-229097



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100124-0746**Dept./Office: **PMRRO**PR No.: **STF-2024-10-02609**Date: **10-08-2024**Section/End-User: **Jessica L. Constantino**Category: **Accommodation**Funding Source: **Special Trust Fund**Project Title/Code: **PMRR-STF-2025**

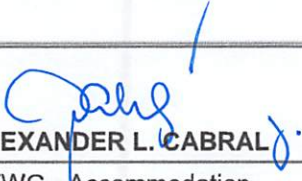
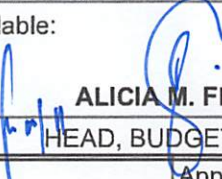
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Accommodation for the guest speaker, 5 pax at 1 room/pax/night	room	5	3,000.00		15,000.00

Specification:

Accommodation for the guest speaker during the Grant of Rewards and Recognition and the observance of CSC Month and Anniversary Celebration, with 5 individuals, one room per person per night.

	TOTAL					15,000.00
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Purpose: for office use

Checked by:	 ALEXANDER L. CABRAL TWG - Accommodation	Funds Available:	 ALICIA M. FLORES HEAD, BUDGET OFFICE
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JESSICA L. CONSTANTINO	HONEY SOFIA V. COLIS	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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



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PPMP-2024-1001-226790

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2025

END-USER/UNIT: **Performance Management and Rewards & Recognition Office**

CHARGED TO **STF**

Project, Programs and Activities(PPAs):

- Grants of Rewards and Recognition & Observance of CS Month Celebration and VSU Anniversary

PPMP #: **PPMP-2025-100124-0746**

Project Code: **PMRR-STF-2025**

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
	Accommodation															
	Accommodation for the guest speaker,5 pax at 1 room/pax/night	5 room	15,000.00	Public Bidding									5			
	Sub-Total		15,000.00													
	Awards & Tokens															
	Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g	100 pcs	4,000.00	Public Bidding								100				
	VSU Pin -20mm SILVER (for Loyalty Awardees)	50 pcs	11,500.00	Public Bidding							50					
	VSU Pin -20mm BRONZE (for Loyalty Awardees)	50 pcs	11,500.00	Public Bidding							50					
	10k gold plated rings for 30 years loyalty awards	10 pcs	100,000.00	Public Bidding							10					
	Diploma folder, yellow, with VSU logo, for certificates of recognition	100 pcs	10,000.00	Public Bidding	50						50					
	Token, Assorted VSU Products and Memorabilia with bag	5 bags	12,500.00	Public Bidding									5			
	Statue Trophy, "Search for Truth", Metal Customized	40 pcs	122,000.00	Public Bidding				30					10			
	Sub-Total		271,500.00													
	Food & Food Ingredients															
	Snacks for Guest Speaker and Participants(Grant of Rewards and Recognition and Observance of CSC Mon	201 packs	20,100.00	Public Bidding									201			
	PM lunch for guest speaker	1 packs	300.00	Public Bidding									1			
	Sub-Total		20,400.00													

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
TOTAL BUDGET:			306,900.00													

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

Prepared by:

JESSICA L. CONSTANTINO

Submitted by:

HONEY SOFIA V. COLIS
Unit Head/Project Leader



Date: 10/08/2024

