

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



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



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

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

CHARGED TO **GF-MOOE**

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

Project Code: **IASO-2025**

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 |
| | Office Equipment | | | | | | | | | | | | | | | |
| | Digital Voice Recorder, Led Display, Built-in memory and battery | 1 unit | 4,500.00 | Public Bidding | | | | | | | | | | 1 | | |
| | Sub-Total | | 4,500.00 | | | | | | | | | | | | | |
| | Office Supplies | | | | | | | | | | | | | | | |
| | A4 Bond Paper, 70 GSM (5 reams/box) | 2 boxes | 2,500.00 | Public Bidding | | | | | | | | | | 2 | | |
| | Pen, Highlighter, yellow | 10 pieces | 450.00 | Public Bidding | | | | | | | | | | 10 | | |
| | Tape, Masking, 1/2" x 25 yards | 5 rolls | 125.00 | Public Bidding | | | | | | | | | | 5 | | |

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|----------------------|--------------------------------------------------------------|-----------------|------------------|---------------------|--------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| | Scotch Tape | 5 pcs | 150.00 | Public Bidding | | | | | | | | | | 5 | | |
| | Folder, File, Long, 14pts, White | 30 piece | 300.00 | Public Bidding | | | | | | | | | | 30 | | |
| | Folder, Expanded, Long (Green) | 30 pcs | 900.00 | Public Bidding | | | | | | | | | | 30 | | |
| | A4 Photo Paper | 1 packs | 150.00 | Public Bidding | | | | | | | | | | 1 | | |
| | Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box | 5 boxes | 125.00 | Public Bidding | | | | | | | | | | 5 | | |
| | Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box | 5 boxes | 125.00 | Public Bidding | | | | | | | | | | 5 | | |
| | Soap, Dishwashing, Liquid, 250mL | 1 btls | 150.00 | Public Bidding | | | | | | | | | | 1 | | |
| | Tissue, Bathroom, 2 Ply, 12rolls/pack | 2 pack | 500.00 | Public Bidding | | | | | | | | | | 2 | | |
| | Ball pen, Blue, 0.7, 12s | 2 pack | 200.00 | Public Bidding | | | | | | | | | | 2 | | |
| | Ball pen, Green, 0.7, 12s | 1 pack | 100.00 | Public Bidding | | | | | | | | | | 1 | | |
| | Sub-Total | | 5,775.00 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| TOTAL BUDGET: | | | 10,275.00 | | | | | | | | | | | | | |

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

Prepared by:

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Date: **07/22/2025**

ALICIA M. FLORES

