



January 12, 2022

**Dr. Edgardo E. Tulin**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Dilberto O. Ferraren**

VP for Planning and Resource Generation & Auxiliary Services &  
Chairman, BAC

Dear Sir:

Greetings!

The undersigned would like to ask permission to purchase through alternative method a License Operating System, Microsoft Office for Mac, 16.49 version (Word, Excel, PowerPoint, Outlook, OneNote) for use of the OIC, ODHRM Director. Current Macbook has no licensed Microsoft Office thus the need for such software to be installed.

Hoping for a favorable action.

Very truly yours,

  
**HONEY SOFIA V. COLIS**  
OIC Director

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



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



173-S-904-2022-2-0-0

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2022**

Unit/Office/Dept/Div: **Office of the Director for Human Resource Management**

Project Code: **ODHRM-2022**

Purpose: **OFFICE USE**

Total Budget **₱150,000.00**  
 Funding : **GF-MOOE**

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
<b>IT Supplies and Equipment</b>																
Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	1	pcs	7,500.00	7,500.00	1											
<b>Sub-Total</b>				<b>7,500.00</b>												
<b>Grand Total</b>				<b>7,500.00</b>												

Prepared by: **JENEFER B. JAYME**

Noted by: **HONEY SOFIA V. COLIS**

Unit Head/Project Leader

Funds Available: **ALICIA M. FLORES**

Head, Budget Office

Date: **01/12/2022**

\*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