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PPMP-2025-0106-244091

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) NO. 00

☑ INDICATIVE ☐ FINAL

Fiscal Year: **2026**
End-user or Implementing Unit: **Department of Geodetic Engineering**

PROCUREMENT PROJECT DETAILS					PROJECTED TIMELINE (MM/YYYY)			FUNDING DETAILS			
General Description and Objective of the Project to be Procured	**Type of the Project to be Procured (Goods, Infrastructure, Consulting Services)**	**Quantity and Size of the Project to be Procured**	**Recommended Mode of Procurement**	**Pre-Procurement Conference (Yes/No)**	**Start of Procurement Activity**	**End of Procurement Activity**	**Expected Delivery/Implementation Period**	**Source of Funds**	**Estimated Budget / Authorized Budgetary Allocation (Php)**	**Attached Supporting Documents**	**Remarks**
Construction and Electrical Supplies											
Bulb, LED, 15W	Goods	10 pieces * 9	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Electrical Tape, Vinyl	Goods	2 rolls * 14	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	160.00	• Technical Specification	
Sub-Total									**2,160.00**		
Transportation											
Travel Expense (DGE)	Goods	1 lot * 38	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	25,000.00	• Technical Specification • Market Scoping Checklist	

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Sub-Total									**25,000.00**		
Fuel & Lubricants											
Fuel, Gasoline	Goods	60 liters * 15	Small Value Procurement	No	01/2026	01/2026	02/2026	GF-MOOE	3,960.00	• Technical Specification	
Sub-Total									**3,960.00**		
Office Furniture & Fixture											
Mid-Range Office Table	Goods	1 unit * 24	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	10,000.00	• Technical Specification	
Sub-Total									**10,000.00**		
Awards & Tokens											
Token, Assorted VSU Products and Memorabilia with bag	Goods	2 bags	Direct Contracting	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00		
Sub-Total									**5,000.00**		
IT Supplies and Equipment											
Ink, Epson 003,Genuine Black 65mL	Goods	15 btl	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,700.00		
Sub-Total									**5,700.00**		
Miscellaneous Expenses											
Contingency for unforseen office needs	Goods	1 lot	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	5,000.00	• Market Scoping Checklist	
Sub-Total									**5,000.00**		

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Common-Use Supplies & Equipment (CSE)											
Air Freshener, Aerosol type	Goods	5 cans * 1	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,475.00	• Technical Specification	
Alcohol, Ethyl, 500mL	Goods	20 btls * 2	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,000.00	• Technical Specification	
Bond Paper, 80 gsm, A4	Goods	30 reams * 6	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	8,250.00	• Technical Specification	
Bond Paper, 80 gsm, Long	Goods	20 reams * 7	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	6,100.00	• Technical Specification	
Broom (Walis Tambo) / Soft Broom	Goods	5 pcs * 8	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,985.00	• Technical Specification	
Detergent Powder, 1 kilogram	Goods	4 packs * 12	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	560.00	• Technical Specification	
Garbage Bags / Trash Bags, Black, XXL	Goods	10 packs * 17	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	1,000.00	• Technical Specification	
Hand Soap, Liquid	Goods	5 btls * 18	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	975.00	• Technical Specification	
Note Pad / Sticky Note, 2 x 3	Goods	5 pads * 25	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	125.00	• Technical Specification	

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Note Pad / Sticky Note, 3 x 4	Goods	5 pads * 26	NP -Agency toAgency	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Paper Clip / Clip Paper, 33mm	Goods	10 boxes * 27	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	250.00	• Technical Specification	
Paper Clip / Clip Paper, 50mm	Goods	10 boxes * 28	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Paper Fastener, Metal	Goods	5 boxes * 29	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	350.00	• Technical Specification	
Pencil, Lead/Graphite, with Eraser	Goods	5 boxes * 31	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	675.00	• Technical Specification	
Record Book, 500 Pages	Goods	8 pcs * 33	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00	• Technical Specification	
Toilet Bowl Cleaner / Urinal Cleaner, at least 500 mL	Goods	5 btls * 35	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	725.00	• Technical Specification	
Toilet Tissue Paper, 2 Ply	Goods	10 packs * 36	NP - Agency to Agency	No	01/2026	01/2026	03/2026	GF-MOOE	2,200.00	• Technical Specification	
Sub-Total									**29,445.00**		
Non-Common-Use Supplies and Equipment (Non-CSE)											
Ballpen, Blue	Goods	20 boxes * 3	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,900.00	• Technical Specification	

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Ballpen, Red	Goods	5 boxes * 4	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	475.00	• Technical Specification	
Bathroom Deodorizer	Goods	15 pcs * 5	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,350.00	• Technical Specification	
Certificate Holder, A4	Goods	50 pcs * 10	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,750.00	• Technical Specification	
Dishwashing Liquid, at least 475 mL	Goods	10 btls	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	1,650.00		
Garbage Bags / Trash Bags, Black, L	Goods	10 packs * 16	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	600.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, Cream	Goods	5 pack * 20	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Laid Paper / Specialty Paper, Long, White	Goods	5 packs * 21	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	175.00	• Technical Specification	
Laid Paper / Specialty Paper, Short, White	Goods	10 packs * 22	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	300.00	• Technical Specification	
Magazine Box / Data File Box / Datafiler, Single, Black	Goods	10 pcs * 23	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,630.00	• Technical Specification	
Paper Fastener, Plastic	Goods	15 boxes * 30	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00	• Technical Specification	

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Photo Paper, A4	Goods	10 packs * 32	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	2,700.00	• Technical Specification	
Sticky Sheets Flags & Tabs / Sign Here Sticky Flags	Goods	15 pack * 34	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	825.00	• Technical Specification	
White Folder / File Folder, Legal	Goods	50 pcs * 39	Small Value Procurement	No	01/2026	01/2026	03/2026	GF-MOOE	400.00	• Technical Specification	
Sub-Total									**16,755.00**		
								TOTAL BUDGET:		**103,020.00**	

* Please see attached specification

Prepared by: Aml.
APRIL G. BULAWAN
Job Order
DGE
Date: 10/10/2025

Submitted by:
MARTIN JAN E. MERCURIO
Assistant Professor III
DGE
Date: 10/10/2025

RECEIVED
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for ALICIA M. FLORES

Date Generated: **10/09/2025**

ok

LINE ITEM BUDGET
for Budget Year 2026

END-USER/UNIT: Department of Geodetic Engineering
Program : HIGHER
MOOE 2026
REGULAR AGENCY FUND/GENERAL FUND
TOTAL BUDGET ALLOCATION: 163,622.04

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
Sustained academic excellence compliant with statutory standards, aligned with Fourth Industrial Revolution (4IR), Education 5.0, and sustainable development goals.	*Attendance of Faculty to Trainings/Seminars/ Conferences*	Travelling Expenses	25,000.00
	Fuel support for Internship program	Fuel, Oil & Lubricants Expenses	5,000.00
	Sustainment of COPC of the BSGE Program	Scholarship Grants/Expenses	10,000.00
		Printing & Publication Expenses	5,000.00
		Food Supplies Expenses	10,000.00
	Conduct of Emergency and Regular Meetings	Food Supplies Expenses	5,000.00
	Token for invited speakers	Awards, Rewards and Prizes	5,000.00
Sustained certification and accreditation of programs and management processes to include but not limited to talents/employees, operations, financial assets, transparency, and accountability.	*Preparation for Program and Institutional Accreditations, and Preparation of Reports and Correspondence*	Office Supplies Expenses	45,000.00
	Upgrading of the Department Facilities and Equipment	Semi-Expendable Expenses	40,622.04
	Maintenance of DGE/FE Grounds	Fuel, Oil & Lubricants Expenses	3,000.00
	Maintenance of buildings and facilities	Buildings	5,000.00
	Contingency for unforeseen office needs	Other MOOE	5,000.00
	GRAND TOTAL		163,622.04

Prepared by:

MARTIN JAN E. MERCURIO
End-user

Submitted by:

JANNET C. BENCURE
Immediate Supervisor

LINE ITEM BUDGET

for Budget Year 2026

END-USER/UNIT: Department of Geodetic Engineering
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MOOE 2026
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TOTAL BUDGET ALLOCATION: 163,622.04

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MARTIN JAN E. MERCURIO
End-user

Submitted by:

JANNET C. BENCURE
Immediate Supervisor