



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

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



PPMP-2024-0926-225245

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2025

END-USER/UNIT: Internal Audit Service

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

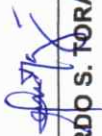
PPMP #: PPMP-2025-092524-0533

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

Date: 09/26/2024

