

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



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

SCAN HERE



PPMP-2024-0502-193901

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Dean of Students Office**

Project Code: **SSGAO-2024 Honors And Awards Convocation**

Purpose: **Certificates for the Honors 2024**

Total Budget : **5,000.00**

Funding : **STF**

PPMP #: **PPMP-2024-050224-0090**

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
Office Supplies																
Paper, Contour, Short, 100gsm, Ultra White	4	boxes	650.00	2,600.00					4							
Sub-Total				2,600.00												
Grand Total				2,600.00												

Prepared by: _____

JUNARD C. GUCELA

Submitted by: _____

CHONA A. BRIT
 Unit Head/Project Leader

{{-- Date: **05/02/2024**

*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

April 23, 2024

Dr. Prose Ivy G. Yepes
President, VSU
Visca, Baybay City, Leyte

Through: **Dr. ALELI A. VILLOCINO**
Vice-President for Student Affairs & Services

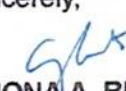
Dear Dr. Yepes:

Good day!

This is connection with the 2024 Honors and Awards Convocation scheduled in the school calendar on May 8, 2024. However considering the limited time for the preparations including the procurement process, we humbly request for the event to be rescheduled on May 17, 2024 and for the approval of the budgetary requirement based on the attached PPMP with some modifications to wit:


ITEM & QUANTITY	COST/UNIT	TOTAL COST
3 boxes of Special paper for Certificates	1,000.00	3,000.00
2 Tarpaulin	1,000.00	2,000.00
Airfare, meals & accommodation of the speaker (subject to acceptance of the invited speaker based in Manila)		16,000.00
Plaque for the speaker & awardees (advisers)	1,500.00	1,500.00
Lei/corsage and ribbons for the usher & usherettes	100.00	1,000.00
Transportation (Fetch and Conduct the Speaker from the Airport & vice-versa)		3,000.00
Snacks for the Honorees and Awardees (1, 455 pax)	80.00	115,600.00
Meals/Snacks for UADCO Members, Guests & Working Committees (102 pax)	200	20,400.00
TOTAL		162,500.00

Sincerely,


CHONA A. BRIT
OIC, Dean of Students

Noted:

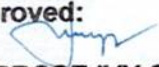

SHAINA MAE L. LACABA
Student Regent


LOUELLA C. AMPAC
Director, Finance

Recommending Approval:


ALELI A. VILLOCINO
Vice-Pres. for Student Affairs & Services

Approved:


PROSE IVY G. YEPES
President