



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

PURCHASE REQUEST

Dept./Office: **ODHRM**

Section/End-User: **Jenefer B. Jayme**

Funding Source: **General Fund - MOOE**






PR No.: **GF-2022-09-01412**

Date: **09-06-2022**

Category: **Office Supplies**

Project Title/Code: **Office of the Director for Human Resource Management**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	15	125.00		1,875.00
Specification: ?Eliminates at least 99.9% of germs ?Safe on skin ?At least 70% solution Rubbing alcohol ?Each 100ml contains at least 70ml Ethyl Alcohol and at least 10 mg Triclosan ?Brand offer should be at least 10 years in the market ?at least 5 years expiry						
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	115.00		345.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	3	125.00		375.00
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	1	250.00		250.00
5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00		140.00
6	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00		100.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	50	38.00		1,900.00
8	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
9	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
10	Paper, Bond, A4, S-24, 80 gsm	reams	85	289.00		24,565.00
Specification: bright white, high premium quality						
11	Paper, Bond, Long, S-24, 80 gsm	reams	80	328.00		26,240.00
Specification:						

bright white, high premium quality						
12	Pen, Ball, blue	pieces	50	10.00		500.00
13	Pen, Sign, .5mm, Gel-type, Blue	piece	20	35.00		700.00
14	Sharpener, Pencil Heavy Duty good qlty	pieces	1	350.00		350.00
Specification:						
Table Type						
15	Soap, Dishwashing, Liquid, 250mL	btls	2	150.00		300.00
16	Sticky Note, 3x5 Colored	pads	10	50.00		500.00
17	STICKY NOTES 2 X 3 ASSORTED COLORS	pad	10	79.00		790.00
18	Storage box, Plastic, 187L	pc	10	900.00		9,000.00
Specification:						
?Plastic, storage box, max 187L capacity						
19	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
20	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	3	125.00		375.00
21	Toilet Bowl Cleaner, at least 1 gallon	gal	1	395.00		395.00
TOTAL						70,510.00
Purpose: FOR OFFICE USE						
Checked by:				Funds Available:		
 DOREEN B. ALBA				 ALICIA M. FLORES		
TWG -Office Supplies				HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	 JENEFER B. JAYME	 HONEY SOFIA V. COLIS		 EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		

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

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

SCAN HERE



PPMP-2022-0823-57160

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2023

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

Project Code: Office of the Director for Human Resource Management

Purpose: for office use

Total Budget : 100,000.00

Funding : GF-MOCE

PPMP #: 173-S-934-2023-7-0-0

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
IT Supplies and Equipment																
Ink, Epson 003,Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)	1	roll	2,780.00	2,780.00	1											
Keyboard And Mouse Combo Bundle, USB powered	1	set	600.00	600.00	1											
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	2	pc	2,000.00	4,000.00	2											
Sub-Total				9,130.00												
Office Supplies																
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Paper, Bond, A4, S-24, 80 gsm	85	reams	289.00	24,565.00	85											
Paper, Bond, Long, S-24, 80 gsm	80	reams	328.00	26,240.00	80											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	20											
Alcohol, Ethyl, 70% solution, 500mL	15	btls	125.00	1,875.00	15											
Tape, Double Sided, 2" x 10m	3	rolls	70.00	210.00	3											
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00	20											
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btls	125.00	375.00	3											
Toilet Bowl Cleaner, at least 1 gallon	1	gal	395.00	395.00	1											
Soap, Dishwashing, Liquid, 250mL	2	btls	150.00	300.00	2											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Sticky Note, 3x5 Colored	10	pads	50.00	500.00	10											

SEP 01 2022

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	D
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00	10											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Fastener, Paper, plastic, 50 sets/box	50	boxes	38.00	1,900.00	50											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00	3											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00	3											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Storage box, Plastic, 187L	10	pc	900.00	9,000.00	10											
Sub-Total				70,510.00												
Grand Total				79,640.00												

Prepared by:

JENEFER B. JAYME

Noted by:

HONEY SOFIA V. COLIS
Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
Head, Budget Office

Date: 08/30/202

<> *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



**ADVICE OF SUB-ALLOTMENT
CY 2022**

Major Final Output: **GASS**

February 24, 2022

Dept./Office/Center: **OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE
MANAGEMENT**

The following allotments are made available in support to programs and projects for the Calendar Year 2022. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

Breakdown:

Supplies	71,198.57
Travel	5,366.73
Semi-Expendable Supplies	8,944.54
Other Professional Expense	
Repair and Maintenance	
Fuel	14,490.16

Representation Expense
Other MOOE
Other General Services

TOTAL 100,000.00

Note:

It is advised that you follow the above figure under its corresponding account titles.

Prepared By:

Noted By:


ALICIA M. FLORES 2/24
OIC Head of the Budget Office


LOUELLA C. AMPAC
Financial Management Director