

N: PMRRO

10-10-24 OP

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PR-2024-1008-229100



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-100124-0746**

Dept./Office: **PMRRO**

PR No.: **STF-2024-10-02610**

Date: **10-08-2024**

Section/End-User: **Jessica L. Constantino**

Category: **Awards & Tokens**

Funding Source: **Special Trust Fund**

Project Title/Code: **PMRR-STF-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	10k gold plated rings for 30 years loyalty awards	pcs	10	10,000.00		100,000.00
2	Diploma folder, yellow, with VSU logo, for certificates of recognition	pcs	100	100.00		10,000.00
3	Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g	pcs	100	40.00		4,000.00
4	Statue Trophy, "Search for Truth", Metal Customized	pcs	40	3,050.00		122,000.00
5	Token, Assorted VSU Products and Memorabilia with bag	bags	5	2,500.00		12,500.00
6	VSU Pin -20mm BRONZE (for Loyalty Awardees)	pcs	50	230.00		11,500.00
7	VSU Pin -20mm SILVER (for Loyalty Awardees)	pcs	50	230.00		11,500.00
<b>TOTAL</b>						<b>271,500.00</b>

Purpose: for office use

Checked by:

**MARIANE U. DELA PEÑA**

TWG - Awards & Tokens

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

**JESSICA L. CONSTANTINO**

Noted by:

**HONEY SOFIA V. COLIS**

UNIT HEAD, PROJECT LEADER

Approved by:

**PROSE IVY G. YEPES**

PRESIDENT, VSU

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



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PPMP-2024-1001-226790

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)  
 CY 2025

END-USER/UNIT: Performance Management and Rewards & Recognition Office  
 CHARGED TO    STF  
 Project, Programs and Activities(PPAs):  
 1. Grants of Rewards and Recognition & Observance of CS Month Celebration and VSU Anniversary

PPMP #:    PPMP-2025-100124-0746  
 Project Code: PMRR-STF-2025

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
	<b>Accommodation</b>															
	Accommodation for the guest speaker,5 pax at 1 room/pax/night	5 room	15,000.00	Public Bidding									5			
	<b>Sub-Total</b>		<b>15,000.00</b>													
	<b>Awards &amp; Tokens</b>															
	Printing of Loyalty Certificates for Loyalty Award - colored including paper - Cryogen white 120g	100 pcs	4,000.00	Public Bidding								100				
	VSU Pin -20mm SILVER (for Loyalty Awardees)	50 pcs	11,500.00	Public Bidding							50					
	VSU Pin -20mm BRONZE (for Loyalty Awardees)	50 pcs	11,500.00	Public Bidding							50					
	10k gold plated rings for 30 years loyalty awards	10 pcs	100,000.00	Public Bidding							10					
	Diploma folder, yellow, with VSU logo, for certificates of recognition	100 pcs	10,000.00	Public Bidding	50						50					
	Token, Assorted VSU Products and Memorabilia with bag	5 bags	12,500.00	Public Bidding									5			
	Statue Trophy, "Search for Truth", Metal Customized	40 pcs	122,000.00	Public Bidding				30					10			
	<b>Sub-Total</b>		<b>271,500.00</b>													
	<b>Food &amp; Food Ingredients</b>															
	Snacks for Guest Speaker and Participants(Grant of Rewards and Recognition and Observance of CSC Mon	201 packs	20,100.00	Public Bidding									201			
	PM lunch for guest speaker	1 packs	300.00	Public Bidding									1			
	<b>Sub-Total</b>		<b>20,400.00</b>													

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
TOTAL BUDGET:			306,900.00													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

JESSICA L. CONSTANTINO

Submitted by:

HONEY SOFIA V. COLIS  
Unit Head/Project Leader



Date: 10/08/2024

