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PR-2025-0219-255208



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-021725-0972**Dept./Office: **PO**PR No.: **GF-2025-02-00201**Date: **02-19-2025**

Section/End-User:

Category: **Hardware**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-COA 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	LED Bulb, 13 watts, 87% Energy Saving	pcs	20	250.00		5,000.00
	TOTAL					5,000.00

Purpose: FOR OFFICE USE

Checked by:


CLINT C. SARVIDA

TWG - Hardware

Funds Available:


ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:


JUNEGIL S. FABULAR

Noted by:


FLERIDA RUTH R. QUIMBO

Approved by:


PROSE IVY G. YEPES

Designation:

STATE AUDITOR III / OIC, AUDIT TEAM LEADER

PRESIDENT, VSU 2/24/25

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



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PPMP-2025-0217-254443

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: **Commission on Audit**
 CHARGED TO **GF-MOOE**
 Project, Programs and Activities(PPAs):
 VSU COA

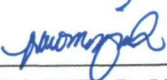
PPMP #: **PPMP-2025-021725-0972**
 Project Code: **VSU-COA 2025**

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
	Hardware															
	LED Bulb, 13 watts, 87% Energy Saving	20 pcs	5,000.00	Public Bidding							20					
	Sub-Total		5,000.00													
	Office Equipment															
	Computer Keyboard USB	1 pcs	400.00	Public Bidding							1					
	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	1 unit	14,000.00	Public Bidding							1					
	Ink Cartridge, HP680, black	3 pcs	1,395.00	Public Bidding							3					
	Ink Cartridge, HP680, tri color	3 pcs	1,395.00	Public Bidding							3					
	Ink, Epson 003,Genuine Black 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Cyan 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Magenta 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, EPSON 003,Genuine Yellow 65mL	3 btl	1,050.00	Public Bidding							3					
	Ink, Epson, genuine (C) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine (M) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine, (BK) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Ink, Epson, genuine, (Y) T664, 70 ml	5 pieces	1,750.00	Public Bidding							5					
	Sub-Total		28,390.00													
	Office Supplies															
	Alcohol, Isopropyl, 70% solution, 500mL	10 btl	1,400.00	Public Bidding							10					

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
	Bundy Clock	1 unit	10,500.00	Public Bidding							1					
	Bundy Clock Time Card	1 pack of 100's	250.00	Public Bidding							1					
	Floor Mop	3 pieces	900.00	Public Bidding							3					
	Folder, File, Long, 14pts, White	250 piece	2,500.00	Public Bidding							250					
	Glue, Multi-Purpose, White, at least 130g (118mL)	10 btls	900.00	Public Bidding							10					
	Masking Tape, 1"	3 rolls	180.00	Public Bidding							3					
	Paper, Bond, Long, S-24, 80 gsm	25 reams	8,200.00	Public Bidding							25					
	Paper, Bond, Short, S-24, 80 gsm	25 reams	6,925.00	Public Bidding							25					
	Ring Binder, plastic, 22mm, 7/8" black	10 pieces	270.00	Public Bidding							10					
	Ring Binder, plastic, 38mm , 1-1/2" black	10 pieces	550.00	Public Bidding							10					
	Rubber band	5 boxes	150.00	Public Bidding							5					
	Toilet Bowl and Urinal Cleaner, at least 500mL	5 btls	625.00	Public Bidding							5					
	Sub-Total		33,350.00													
	Office Supplies and General Merchandise Products															
	CONTINGENCY FUND COA	1 lot	8,000.00	Public Bidding							1					
	Sub-Total		8,000.00													
TOTAL BUDGET:			74,740.00													

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

Prepared by: 
JUNEGIL S. FABULAR
 State Auditor I/Audit Team Member

Submitted by: 
FLERIDA RUTH R. QUIMBO
 State Auditor III / OIC, Audit Team Leader




 ALICIA M. FLORES