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PR-2023-0817-138912



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



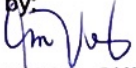
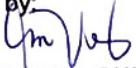

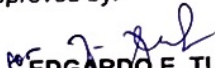
## PURCHASE REQUEST

PPMP No. : 222-5-860-2024-7-0-0

Dept./Office: **PLBO**PR No.: **GF-2023-08-01827**Date: **10-19-2023**Section/End-User: **Reinalyn P. Gumba**Category: **Office Supplies**Funding Source: **General Fund - MOOE**Project Title/Code: **PLBO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Folder, Pressboard, US, Blue, Long	pieces	10	30.00		300.00
2	Folder, Pressboard, US, Green, Long	pcs	20	35.00		700.00
3	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	4	195.00		780.00
4	Mouse Pad, Rubber	pad	4	250.00		1,000.00
<b>Specification:</b>  ?Size: Small (200x250mm) ?Color: Black/ Dark Blue						
5	Paper, Bond, A3, S-24, 80 gsm	reams	14	580.00		8,120.00
<b>Specification:</b>  bright white, high premium quality						
6	Paper, Bond, A4, S-24, 80 gsm	reams	24	289.00		6,936.00
<b>Specification:</b>  bright white, high premium quality						
7	Paper, Bond, Long, S-24, 80 gsm	reams	24	328.00		7,872.00
<b>Specification:</b>  bright white, high premium quality						
8	Staple wire remover	pieces	4	40.00		160.00
9	Staple Wire, #35	boxes	4	35.00		140.00
<b>TOTAL</b>						<b>26,008.00</b>

Purpose: for payroll preparation

Checked by:  <b>SHALOM GRACE C. SUGANO</b> TWG - Office Supplies		Funds Available:  <b>ALICIA M. FLORES</b> 10/19/2024 HEAD, BUDGET OFFICE	
Signature:  Printed Name: <b>REINALYN P. GUMBA</b> Designation: <b>END USER</b>	Requested by:  10/19/23 <b>REINALYN P. GUMBA</b> <b>END USER</b>	Noted by:  11/19 <b>FLORANTE G. DIDAL</b> <b>UNIT HEAD, PROJECT LEADER</b>	Approved by:  10/24/23 <b>EDGARDO E. TULIN</b> <b>PRESIDENT, VSU</b>

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



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Amend-2023-1017-151986

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2024**

Unit/Office/Dept/Div: **Payroll and Leave Benefits Office**  
 Project Code: **PLBO-2024**  
 Purpose: **OFFICE USE**

Total Budget : **30,559.00**

Funding : **GF-MOOE**

PPMP #: **222-5-860-2024-7-0-0**

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
<b>IT Supplies and Equipment</b>																
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00	2											
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00	2											
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00	2											
Ink, Epson 003,Genuine Black 65mL	7	btl	350.00	2,450.00	4					3						
<b>Sub-Total</b>				<b>4,550.00</b>												
<b>Office Supplies</b>																
Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	4	pcs	195.00	780.00	2					2						
Folder, Pressboard, US, Blue, Long	10	pieces	30.00	300.00	5					5						
Mouse Pad, Rubber	4	pad	250.00	1,000.00	4											
Folder, Pressboard, US, Green, Long	20	pcs	35.00	700.00	10					10						
Paper, Bond, A3, S-24, 80 gsm	14	reams	580.00	8,120.00	7					7						
Paper, Bond, A4, S-24, 80 gsm	24	reams	289.00	6,936.00	12					12						
Paper, Bond, Long, S-24, 80 gsm	24	reams	328.00	7,872.00	12					12						
Staple Wire, #35	4	boxes	35.00	140.00	2					2						
Staple wire remover	4	pieces	40.00	160.00	4											
<b>Sub-Total</b>				<b>26,008.00</b>												
<b>Grand Total</b>				<b>30,558.00</b>												

Prepared by: Reinalyn P. Gumba 10/17/23  
**REINALYN P. GUMBA**

Noted by: Florante G. Didal 10/17/23  
**FLORANTE G. DIDAL**  
Unit Head/Project Leader

Noted By: Alicia M. Flores 10-2024  
**ALICIA M. FLORES**  
Head, Budget Office

Date: 10/17/2023

<> \*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 2023**

**February 21, 2023**

Major Final Output : **GASS**

Dept./Office/Center: **OFFICE OF THE HEAD OF PAYROLL AND LEAVE BENEFITS**

The following allotments are made available in support to programs and projects for the Calendar Year 2023. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**

Supplies	34,893.99
Travel	3,533.57
Fuel	7,155.48
Semi-Expendable Supplies	4,416.96
<b>TOTAL</b>	<b>50,000.00</b>

**Note:**

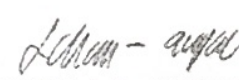
It is advised that you follow the above figures under its corresponding account titles.

Prepared By:

Noted By:

  
**ALICIA M. FLORES**

Chief of the Budget Office

  
**LOUELLA C. AMPAC**

Financial Management Director