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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: 08-17-2023

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	Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	boxes	5	1,372.00		6,860.00
2	Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	boxes	4	1,855.00		7,420.00
3	Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	boxes	2	1,270.00		2,540.00
4	Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	boxes	6	1,484.00		8,904.00
TOTAL						25,724.00

Purpose: for payroll preparation

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

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



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PPMP-2023-0814-137662

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
IT Supplies and Equipment																
Computer ribbon, EPSON SO15531/15086, Genuine	5	pieces	765.00	3,825.00	3					2						
Ribbon Cartridge EPSON S015639	4	pieces	165.00	660.00	2					2						
Ink, Epson 003,Genuine Black 65mL	1	btl	350.00	350.00	1											
Sub-Total				4,835.00												
Office Supplies																
Continuous Forms, Carbonless, 13 x 9-1/2, 2 Ply	6	boxes	1,484.00	8,904.00	3					3						
Continuous Forms, Carbonless, 11 x 9-1/2, 2 Ply	2	boxes	1,270.00	2,540.00	1					1						
Continuous Forms, Carbonless, 11 x 14-7/8, 2 Ply	4	boxes	1,855.00	7,420.00	2					2						
Continuous Forms, Bond 20, 11 x 9-1/2, 1 Ply	5	boxes	1,372.00	6,860.00	3					2						
Sub-Total				25,724.00												
Grand Total				30,559.00												

Prepared by:

REINALYN P. GUMBA

Noted by:

FLORANTE G. DIDAL
 Unit Head/Project Leader

Noted By:

ALICIA M. FLORES
 Head, Budget Office

Date: **08/14/2023**

<> *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
TOTAL	50,000.00

Note:

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

Prepared By:

Noted By:


ALICIA M. FLORES

 **OIC Head of the Budget Office**


LOUELLA C. AMPAC

Financial Management Director

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 1 of 1

FM-BUD-01
v1 07-20-2020

No. 22-53