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PR-2023-0817-139015



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

PURCHASE REQUEST

PPMP No. : 221-5-176-2024-7-0-0

PR No.: GF-2023-08-01850

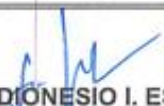
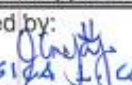
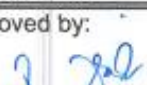
Date: 08-17-2023

Dept./Office: **PMRRO**

Category: IT Supplies and
 Equipment

Section/End-User: **Miriam M. Dela Torre**Funding Source: **General Fund - MOOE**Project Title/Code: **PMRRO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive (Portable, 2TB), USB 3.1	unit	1	4,200.00		4,200.00
Specification: ?Shock-absorbing ?Interface: USB 3.1 (Max.5Gb/s) ?Capacity: 2TB ?Texture: Plastic/Rubber ?Operating Voltage: DC 5V, 900mA ?System Requirements: Windows XP / Vista / 7 / 8 / 8.1 / 10, Mac OS X 10.6 or later, Linux Kernel 2.6 or later						
2	Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	pieces	1	350.00		350.00
3	Ink, Epson 001, Genuine Yellow 70ml, SKU: C13T03Y400	pieces	1	350.00		350.00
4	Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	pieces	1	350.00		350.00
5	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00	MIRIAM M. DELA TORRE	3,500.00
6	Ink, EPSON 003,Genuine Cyan 65mL	btl	2	350.00		700.00
7	Ink, EPSON 003,Genuine Magenta 65mL	btl	2	350.00		700.00
8	Ink, EPSON 003,Genuine Yellow 65mL	btl	2	350.00		700.00
9	Ink, Epson, 001, Genuine Black 127ml, C13T03Y100	pieces	2	650.00		1,300.00
10	Surge suppressor 6 outlets	unit	1	600.00		600.00
Specification: ?Maximum capacity: 2500W ?Voltage Surge Protector (protects appliances from voltage spikes) ?6 Neon Switch ?1 Circuit Breaker (protects appliance from overload or short circuit) ?3 Two-Prong Outlets ?3 Three-Prong Outlets w/ Grounding						

?90 degree outlet orientation ?With line/noise filter ?Royal Cord #16/3 (5.00 meters) ?Metal casing						
11	Wireless Optical Mouse	pcs	1	1,000.00		1,000.00
Specification: ?Adjustable 500/1000 DPI high-definition tracking engine ?Reliable 2.4GHz wireless connection, perfect for anti-jamming ?Supports 4D scroll wheel and optical buttons No installation software or drivers required: plug and play ?Powered by AA alkaline batteries, you can use this mouse with only one battery						
TOTAL						13,750.00
Purpose: office use						
Checked by:  DIONESIO I. ESTUPA TWG - IT Supplies and Equipment				Funds Available:  ALICIA M. FLORES <i>for 100-2024</i> HEAD, BUDGET OFFICE		
Signature:	Requested by: 		Noted by: 		Approved by: 	
Printed Name:	MIRIAM M. DELA TORRE JESSICA I. CONSTANTINO		MIRIAM M. DELA TORRE HONEY SOFIA V. COLIS <i>8/17/23</i>		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-2023-0814-137808

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: **Performance Management and Rewards & Recognition Office**

Project Code: **PMRO-2024**

Purpose: **office**

Total Budget: **30,000.00**

Funding: **GF-MOGE**

PPMP #: **221-5-176-2024-7-0-0**

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																
Ink, Epson 003,Genuine Black 65mL	10	btl	350.00	3,500.00		4				4				2		
Ink, EPSON 003,Genuine Cyan 65mL	2	btl	350.00	700.00		1				1						
Ink, EPSON 003,Genuine Magenta 65mL	2	btl	350.00	700.00		1				1						
Ink, EPSON 003,Genuine Yellow 65mL	2	btl	350.00	700.00		1				1						
External Hard Disk Drive (Portable, 2TB), USB 3.1	1	unit	4,200.00	4,200.00		1										
Wireless Optical Mouse	1	pcs	1,000.00	1,000.00		1										
Surge suppressor 6 outlets	1	unit	600.00	600.00		1										
Ink, Epson, 001, Genuine Black 127ml, C13T03Y100	2	pieces	650.00	1,300.00		1				1						
Ink, Epson 001, Genuine Magenta 70ml, SKU: C13T03Y300	1	pieces	350.00	350.00		1										
Ink, Epson 001, Genuine Yellow 70ml, SKU: C13T03Y400	1	pieces	350.00	350.00		1										
Ink, Epson 001, SKU: Genuine Cyan 70ml, SKU: C13T03Y200	1	pieces	350.00	350.00		1										
Sub-Total				13,750.00												
Office Supplies																
Cartolina, US, Black, at least 160gsm	10	pcs	14.00	140.00		5				5						
Cartolina, US, Blue, at least 160gsm	10	pcs	14.00	140.00		5				5						
Cartolina, US, Brown, at least 160gsm	10	pcs	14.00	140.00		5				5						
Cartolina, US, Gold, at least 160gsm	10	pcs	14.00	140.00		5				5						
Cartolina, US, Green, at least 160gsm	10	pcs	14.00	140.00		5				5						
Cartolina, US, Neon Orange, at least 160gsm	10	pcs	14.00	140.00		5				5						

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
Carlolina, US, Neon Pink, at least 160gsm	10	pcs	14.00	140.00		5			5							
Carlolina, US, Neon Red, at least 160gsm	10	pcs	14.00	140.00		5			5							
Carlolina, US, White, at least 160gsm	10	pcs	14.00	140.00		5			5							
Envelope, Document, Brown, 150 lbs, Short	75	pc	5.00	375.00		30			20				25			
Envelope, Document, Brown, 150 lbs, Long	30	pc	7.00	210.00		10			10				10			
Envelope, Expanding, with garter tie, blue, long	20	pc	15.00	300.00		10			10							
Glue Gun, Small (approx. 4x12x 18cm)	1	pcs	185.00	185.00		1										
Glue Stick, Small, for Glue Gun	5	pcs	7.00	35.00		5										
Hand Towel, cloth, cotton, 12 pcs/pack	1	pack	258.00	258.00		1										
Paper Cutter, Sliding, for A3, with metal base, replaceable blades	1	unit	6,800.00	6,800.00		1										
Computer/Paint Brush, 1.5"	9	piece	25.00	225.00		5			4							
Paper, Bond, Long, S-24, 80 gsm	8	reams	328.00	2,624.00		5			3							
Paper, Bond, A4, S-24, 80 gsm	13	reams	289.00	3,757.00		10			3							
Folder, File, Long, 14pts, White	22	piece	10.00	220.00		15			7							
Sub-Total				16,249.00												
Grand Total				29,999.00												

Prepared by: 
MIRIAM M. DELA TORRE

Noted by: 
MIRIAM M. DELA TORRE
Unit Head/Project Leader

Noted By: 
ALICIA M. FLORES
Head, Budget Office *Case 34*

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 PERFORMANCE MANAGEMENT AND
REWARDS & RECOGNITION**

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:


ALICIA M. FLORES

OGC Head of the Budget Office

Noted By:


LOUELLA C. AMPAC

Financial Management Director