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PR-2024-1004-227847



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0080**Dept./Office: **PLBO**PR No.: **GF-2024-10-02099**Date: **10-08-2024**Section/End-User: **Reinalyn P. Gumba**Category: **Fuel & Lubricants**Funding Source: **General Fund - MOOE**Project Title/Code: **PLBO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Diesel Fuel	L	100	70.00		7,000.00
	TOTAL					7,000.00

Purpose: For office use

Checked by:		Funds Available:	
		for ALICIA M. FLORES 100-25	
TWG - Fuel & Lubricants		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	REINALYN P. GUMBA	FLORANTE G. DIDAL	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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



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PPMP-2024-0926-225283

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
 CY 2025

END-USER/UNIT: Payroll and Leave Benefits Office

CHARGED TO GF-MOOE

Project, Programs and Activities (PPAs):

1. Crafting of Work Attendance and Leave Manual for Faculty and Staff
2. Payroll preparation
3. Leave administration

PPMP #: PPMP-2025-092524-0080

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
	Fuel & Lubricants															
	Diesel Fuel	100 L	7,000.00	Public Bidding	100											
	Sub-Total		7,000.00													
	IT Supplies and Equipment															
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	Public Bidding	1											
	Ink, Epson 003, Genuine Black 65mL	15 btl	5,250.00	Public Bidding	15											
	Ink, EPSON 003, Genuine Cyan 65mL	4 btl	1,400.00	Public Bidding	4											
	Ink, EPSON 003, Genuine Magenta 65mL	4 btl	1,400.00	Public Bidding	4											
	Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	1 unit	1,500.00	Public Bidding	1											
	Ink, EPSON 003, Genuine Yellow 65mL	4 btl	1,400.00	Public Bidding	4											
	TN2560XL Toner Cart	2 btls	7,680.00	Public Bidding	2											
	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1 sets	49,000.00	Public Bidding	1											
	Sub-Total		71,830.00													
	Office Supplies															
	Fastener, Paper, non-rust metal, 50 sets/box	8 boxes	400.00	Public Bidding	8											

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
	Paper, Bond, Long, S-24, 80 gsm	20 reams	6,560.00	Public Bidding	20											
	Paper, Bond, A4, S-24, 80 gsm	20 reams	5,780.00	Public Bidding	20											
	Folder, Pressboard, US, Blue, Long	10 pieces	400.00	Public Bidding	10											
	Folder, Pressboard, US, Green, Long	30 pcs	1,050.00	Public Bidding	30											
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	3 pc	2,400.00	Public Bidding	3											
	Staple Wire, #35	8 boxes	280.00	Public Bidding	8											
	Correction Tape, 10 meters	8 pcs	256.00	Public Bidding	8											
	Pencil, #2, Medium, Yellow, 12pcs/box	5 Box of 12's	600.00	Public Bidding	5											
	Ruler, Plastic, 12"	4 pieces	60.00	Public Bidding	4											
	Binder Clip, 2-inch, 12 pcs/box	5 boxes	500.00	Public Bidding	5											
	Binder Clip, 1.5", black	50 pcs	375.00	Public Bidding	50											
	Pen, Sign, .5mm, Gel-type, Blue	12 piece	420.00	Public Bidding	12											
	Pen, Highlighter, yellow	8 pieces	360.00	Public Bidding	8											
	STICKY NOTE 3 X 3 ASSORTED COLORS	5 pad	395.00	Public Bidding	5											
	Rubberband, #18, 350 gms/box	1 boxes	270.00	Public Bidding	1											
	Sub-Total		20,106.00													
TOTAL BUDGET:			98,936.00													

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

Prepared by: Reinalyn P. Gumba 9/30/24
REINALYN P. GUMBA

Submitted by: Florante G. Didal
FLORANTE G. DIDAL
Unit Head/Project Leader

RECEIVED
Date: 09/30/2024
ADRIAN G. ORTES