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PR-2024-1011-230204



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-101024-0524**Dept./Office: **PLBO**PR No.: **GF-2024-10-02977**Date: **10-11-2024**Section/End-User: **Reinalyn P. Gumba**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **PLBO-2024-2**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Brother TN2560XL for Brother HL-L2460DW Laser Printer	unit	1	4,500.00		4,500.00
Specification: <ul style="list-style-type: none"> Black High Capacity Toner Cartridge, up to 3,000 pages. Declared yield in accordance with ISO/IEC 19752. 						
TOTAL						4,500.00
Purpose: for office use						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: ALICIA M. FLORES 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-2024-1010-229818

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

END-USER/UNIT: **Payroll and Leave Benefits Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities (PPAs):

Payroll Preparation

PPMP #: **PPMP-2024-101024-0524**

Project Code: **PLBO-2024-2**

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
	Office Equipment															
	Brother TN2560XL for Brother HL-L2460DW Laser Printer	1 unit	4,500.00	NP - Small Value Procurement										1		
	Sub-Total		4,500.00													
TOTAL BUDGET:			4,500.00													

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

Prepared by: _____

REINALYN P. GUMBA

Submitted by: _____

FLORANTE G. DIDAL
Unit Head/Project Leader



Date: **10/10/2024**

AUSIA M. FLORES



VISAYAS
STATE UNIVERSITY

**HUMAN RESOURCE
MANAGEMENT
OFFICE**

October 11, 2024

MS. JESSAMINE C. ECLEO

Info Systems Analyst, Procurement Office
Visayas State University
Baybay City, Leyte

Dear **Ms. Ecleo**:

I hope this letter finds you well. We are writing to formally request consideration for the negotiated procurement of a Black High-Capacity Toner Cartridge (Brother TN2560XL for Brother HL-L2460DW Laser Printer) in accordance with Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), which allows for Small Value Procurement.


It is understood that the procurement under this mode must be done urgently. The printer used to print payroll for VSU main campus faculty and staff is now out of toner. We could have opted to go through the process of pre-bidding if my computer was still able to detect other shared printers in our office. Unfortunately, it can't connect to other shared printers despite many efforts by our computer technician. A printer without a toner is like having no printer at all, and a printer is a very important piece of equipment for a person who is in charge of payroll preparation.

We would like to assure you of our full cooperation to complete the transaction promptly and in compliance with all requirements. Please feel free to contact us at VOIP Phone 1080 if you require further information or documentation. We look forward to your positive response.

Thank you for your consideration.

Very truly yours,


FLORANTE G. DIDAL
Head, PLBO

Noted by: 
HONEY SOFIA V. COLIS
Director, HRMO



PAYROLL AND LEAVE BENEFITS OFFICE
Visayas State University, PQWW+RJM Baybay City, Leyte
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Phone: +63 53 565 0600 Local 1080



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