



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

## PURCHASE REQUEST

PPMP No. : 162-5-625-2024-6-0-0

PR No.: GF-2023-08-02030

Date: 01-05-2024

Dept./Office: ODE

Category: IT Supplies and  
Equipment

Section/End-User: Marianne Joyce L. De Caiman

Funding Source: General Fund - MOOE

Project Title/Code: ODEx Admin (Supplies & Materials)

| Item #                                                                          | Item Description                                                    | Unit | Qty                                                                   | Unit Cost                                                              | PAR/ICS                                                               | Total Cost      |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------|------|-----------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------|
| 1                                                                               | Canon Pixma Ink Bottle,GI-790(Black)                                | btls | 6                                                                     | 400.00                                                                 | SHIRLEY T. NAYRE                                                      | 2,400.00        |
| Specification:<br>?Ink refill                                                   |                                                                     |      |                                                                       |                                                                        |                                                                       |                 |
| 2                                                                               | Canon Pixma Ink Bottle,GI-790(Cyan)                                 | btls | 5                                                                     | 400.00                                                                 | SHIRLEY T. NAYRE                                                      | 2,000.00        |
| Specification:<br>?Refill ink canon                                             |                                                                     |      |                                                                       |                                                                        |                                                                       |                 |
| 3                                                                               | Canon Pixma Ink Bottle,GI-790(Magenta)                              | btls | 5                                                                     | 400.00                                                                 | SHIRLEY T. NAYRE                                                      | 2,000.00        |
| Specification:<br>?Refill ink Canon                                             |                                                                     |      |                                                                       |                                                                        |                                                                       |                 |
| 4                                                                               | Canon Pixma Ink Bottle,GI-790(Yellow)                               | btls | 5                                                                     | 400.00                                                                 | SHIRLEY T. NAYRE                                                      | 2,000.00        |
| Specification:<br>?Canon refill ink                                             |                                                                     |      |                                                                       |                                                                        |                                                                       |                 |
| <b>TOTAL</b>                                                                    |                                                                     |      |                                                                       |                                                                        |                                                                       | <b>8,400.00</b> |
| Purpose: Office Use                                                             |                                                                     |      |                                                                       |                                                                        |                                                                       |                 |
| Checked by:<br><br><b>DIONESIO I. ESTUPA</b><br>TWG - IT Supplies and Equipment |                                                                     |      |                                                                       | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                                                       |                 |
| Signature:                                                                      | Requested by:<br><br><b>MARIANNE JOYCE L. DE CAIMAN</b><br>END USER |      | Noted by:<br><br><b>ANTONIO P. ABAMO</b><br>UNIT HEAD, PROJECT LEADER |                                                                        | Approved by:<br><br><b>DANIEL LESLIE S. TAN</b><br>OIC-PRESIDENT, VSU |                 |

1947-1948

1949-1950

1951-1952

1953-1954

1955-1956

1957-1958

1959-1960

1961-1962

1963-1964

1965-1966

1967-1968

1969-1970

1971-1972

1973-1974

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1991-1992

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1995-1996

1997-1998

1999-2000

2001-2002

2003-2004

2005-2006

2007-2008

2009-2010

2011-2012

2013-2014

2015-2016

2017-2018

2019-2020

2021-2022

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



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**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**CY 2024**

Unit/Office/Dept/Div: **Office of the Director for Extension**  
 Project Code: **ODEX Admin (Supplies & Materials)**  
 Purpose: **for office used**

Total Budget: **125,858.56**  
 Funding : **GF-MOOE**  
 PPMP #: **162-5-625-2024-6-0-0**



| 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                                                                        |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Black)                                                            | 6        | btls   | 400.00    | 2,400.00         |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Cyan)                                                             | 5        | btls   | 400.00    | 2,000.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Magenta)                                                          | 5        | btls   | 400.00    | 2,000.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Canon Pixma Ink Bottle, GI-790(Yellow)                                                           | 5        | btls   | 400.00    | 2,000.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Sub-Total                                                                                        |          |        |           | 8,400.00         |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Office Supplies                                                                                  |          |        |           |                  |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| Envelope, Expanding, with garter tie, brown, long                                                | 100      | pc     | 15.00     | 1,500.00         |                                                  |     | 100 |     |     |     |     |     |     |     |     |     |
| Envelope, Document, Brown, 150 lbs. Long                                                         | 100      | pc     | 7.00      | 700.00           |                                                  |     | 100 |     |     |     |     |     |     |     |     |     |
| Folder, File, Long, 14pts, White                                                                 | 60       | piece  | 10.00     | 600.00           |                                                  |     | 60  |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Blue, Long                                                               | 60       | pieces | 30.00     | 1,800.00         |                                                  |     | 60  |     |     |     |     |     |     |     |     |     |
| Folder, Pressboard, US, Green, Long                                                              | 60       | pcs    | 30.00     | 1,800.00         |                                                  |     | 60  |     |     |     |     |     |     |     |     |     |
| Lever Arch File Folder, Vertical with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black)      | 25       | pcs    | 140.00    | 3,500.00         |                                                  |     | 25  |     |     |     |     |     |     |     |     |     |
| Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black) | 15       | pcs    | 140.00    | 2,100.00         |                                                  |     | 15  |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box                                    | 5        | boxes  | 30.00     | 150.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box                                       | 5        | boxes  | 70.00     | 350.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box                                     | 5        | boxes  | 20.00     | 100.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box                                        | 5        | boxes  | 20.00     | 100.00           |                                                  | 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 |
| Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box                                       | 5        | boxes  | 50.00     | 250.00           |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Ring Binder, plastic, 8mm, 5/16" black                                                              | 35       | pieces | 8.00      | 280.00           |                                                  | 35  |     |     |     |     |     |     |     |     |     |     |
| Ring Binder, plastic, 25mm, 1" black                                                                | 35       | pieces | 30.00     | 1,050.00         |                                                  | 35  |     |     |     |     |     |     |     |     |     |     |
| Ring Binder, plastic, 12mm, 1/2" black                                                              | 35       | pieces | 12.00     | 420.00           |                                                  | 35  |     |     |     |     |     |     |     |     |     |     |
| Ring Binder, plastic, 51mm 2" black                                                                 | 35       | pieces | 55.00     | 1,925.00         |                                                  | 35  |     |     |     |     |     |     |     |     |     |     |
| Epson L6290 001 Ecolank Ink Black                                                                   | 6        | btls   | 600.00    | 3,600.00         |                                                  | 6   |     |     |     |     |     |     |     |     |     |     |
| Ink, Refill, for Permanent Marker, Black, 30mL                                                      | 2        | btls   | 115.00    | 230.00           |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Ink, Refill, for Permanent Marker, Blue, 30mL                                                       | 2        | btls   | 115.00    | 230.00           |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Roll up banner stand, compatible with tarpaulin (2 ft x 5 ft), material: Aluminum with carrying bag | 2        | pcs    | 800.00    | 1,600.00         |                                                  | 2   |     |     |     |     |     |     |     |     |     |     |
| Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear                                          | 5        | boxes  | 850.00    | 4,250.00         |                                                  | 5   |     |     |     |     |     |     |     |     |     |     |
| Paper, Bond, A4, S-24, 80 gsm                                                                       | 50       | reams  | 289.00    | 14,450.00        |                                                  | 25  | 25  |     |     |     |     |     |     |     |     |     |
| Paper, Bond, Long, S-24, 80 gsm                                                                     | 10       | reams  | 328.00    | 3,280.00         |                                                  |     | 10  |     |     |     |     |     |     |     |     |     |
| Pencil, Lead, #2, w/ eraser                                                                         | 30       | pieces | 10.00     | 300.00           |                                                  |     | 30  |     |     |     |     |     |     |     |     |     |
| Roller Correction Tape                                                                              | 10       | pcs    | 300.00    | 3,000.00         |                                                  | 10  |     |     |     |     |     |     |     |     |     |     |
| Envelope, Document, White                                                                           | 100      | pcs    | 10.00     | 1,000.00         |                                                  | 100 |     |     |     |     |     |     |     |     |     |     |
| Camera Battery                                                                                      | 1        | pcs    | 3,500.00  | 3,500.00         |                                                  | 1   |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2x0.47inch, Assorted colors                                                            | 10       | pack   | 70.00     | 700.00           |                                                  | 10  |     |     |     |     |     |     |     |     |     |     |
| Sticky Note, 2x0.6inch, Assorted colors                                                             | 10       | pack   | 70.00     | 700.00           |                                                  | 10  |     |     |     |     |     |     |     |     |     |     |
| <b>Sub-Total</b>                                                                                    |          |        |           | <b>53,465.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |
| <b>Grand Total</b>                                                                                  |          |        |           | <b>61,865.00</b> |                                                  |     |     |     |     |     |     |     |     |     |     |     |

Prepared by:

  
**MARIANNE JOYCE L. DE CAIMAN**

Noted by:

  
**ANTONIO R. ABAMO**  
Unit Head/Project Leader

Noted By:

  
**ALICIA M. FLORES**  
Head, Budget Office

Date: **08/18/2023**

<> \*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