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PR-2024-1007-228068



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0574**Dept./Office: **PMRRO**PR No.: **GF-2024-10-02182**Date: **10-08-2024**Section/End-User: **Jessica L. Constantino**Category: **Fuel & Lubricants**Funding Source: **General Fund - MOOE**Project Title/Code: **PMRRO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Diesel Fuel	L	50	70.00		3,500.00
	<b>TOTAL</b>					<b>3,500.00</b>

Purpose: for office use

Checked by:

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

TWG - Fuel &amp; Lubricants

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	<b>JESSICA L. CONSTANTINO</b>	<b>HONEY SOFIA V. COLIS</b>	<b>PROSE IVY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

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



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PPMP-2024-1001-226584

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

END-USER/UNIT: **Performance Management and Rewards & Recognition Office**

CHARGED TO **GF-MOOE**

Project, Programs and Activities(PPAs):

PPMP #: **PPMP-2025-092524-0574**

Project Code: **PMRRO-2025**

1. Enhancement of Strategic Performance Management System (SPMS)
2. Submission of OPCR and IPCR Performance review compliant to CSC/DBM circulars
3. Enhancement of R&R System
4. Crafting of PRAISE Manual
5. Grants of Rewards and Recognition & Observance of CSC Month Celebration and VSU Anniversary

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
	<b>Fuel &amp; Lubricants</b>															
	Diesel Fuel	50 L	3,500.00	Public Bidding			25				25					
	<b>Sub-Total</b>		<b>3,500.00</b>													
	<b>IT Supplies and Equipment</b>															
	Ink, Epson 003,Genuine Black 65mL	12 btl	4,200.00	Public Bidding	12											
	Ink, EPSON 003,Genuine Cyan 65mL	5 btl	1,750.00	Public Bidding	5											
	Ink, EPSON 003,Genuine Magenta 65mL	5 btl	1,750.00	Public Bidding	5											
	Ink, EPSON 003,Genuine Yellow 65mL	5 btl	1,750.00	Public Bidding	5											
	External Hard Disk Drive (Portable, 2TB), USB 3.1	1 unit	4,200.00	Public Bidding	1											
	Headset, USB Wired, Noise Cancelling, Rotatable Mic. Boom	1 unit	1,500.00	Public Bidding	1											

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
	Desktop Computer, Assembled, 12th Gen Core i5, SSD and HDD	1 sets	49,000.00	Public Bidding	1											
	<b>Sub-Total</b>		<b>64,150.00</b>													
	<b>Office Supplies</b>															
	Paper, Bond, A4, S-24, 80 gsm	15 reams	4,335.00	Public Bidding	15											
	Paper, Bond, Long, S-24, 80 gsm	5 reams	1,640.00	Public Bidding	5											
	Approved Stamp with Date Line and Signature Line (BLUE)	1 pcs	320.00	Public Bidding	1											
	Alcohol, Ethyl, 70% solution, 500mL	5 btls	625.00	Public Bidding	5											
	Folder, File, Long, 14pts, White	20 piece	200.00	Public Bidding	20											
	Tape, Double Sided, 1" x 10m	5 rolls	225.00	Public Bidding	5											
	Tape, Double Sided, 2" x 10m	5 rolls	600.00	Public Bidding	5											
	Folder, Pressboard, US, Green, Long	20 pcs	700.00	Public Bidding	20											
	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	10 pack	2,500.00	Public Bidding	10											
	Paper, Photo, matte finish, 146GSM, 10 shts/pack	10 pack	750.00	Public Bidding	10											
	Record Book, Big, 300 pages	3 pcs	465.00	Public Bidding	3											
	Data Filer, Big size, Legal	5 pieces	2,500.00	Public Bidding	5											
	Binder Clip, 1.5", black	30 pcs	225.00	Public Bidding	30											
	Binder Clip, 2-Inch, 12 pcs/box	5 boxes	500.00	Public Bidding	5											
	Pencil, Lead, #2, w/ eraser	10 pieces	100.00	Public Bidding	10											
	STICKY NOTE 3 X 3 ASSORTED COLORS	10 pad	790.00	Public Bidding	10											
	Vellum Paper A4	2 reams	580.00	Public Bidding	2											
	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	5 pack	250.00	Public Bidding	5											
	Pen, Highlighter, yellow	5 pieces	225.00	Public Bidding	5											
	Envelope, Expanding, with garter tie, green, long	10 pc	300.00	Public Bidding	10											
	40 sheets effortless Heavy Duty Stapler paper book binders stapling machine standard school office s	1 pc	800.00	Public Bidding	1											
	Staple Wire, #35	5 boxes	175.00	Public Bidding	5											
	Staple Wire, #10	5 boxes	100.00	Public Bidding	5											
	Clip Board, Plastic, with PVC Cover, Long, any color	2 pcs	444.00	Public Bidding	2											
	Pen, Sign, .5mm, Gel-type, Blue	10 piece	350.00	Public Bidding	10											
	L-Type Folder 12pcs Clear/Transparent A4	10 pack	840.00	Public Bidding	10											
	<b>Sub-Total</b>		<b>20,539.00</b>													

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
TOTAL BUDGET:			88,189.00													

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

Prepared by: Jessica L. Constantino  
JESSICA L. CONSTANTINO

Submitted by: HONEY SOFIA V. COLIS  
Unit Head/Project Leader



Date: 10/01/2024

