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PR-2023-0817-139014

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

PURCHASE REQUEST

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

Dept./Office: **PMRRO** PR No.: **GF-2023-08-01852** Date: **08-17-2023**

Section/End-User: **Miriam M. Dela Torre** Category: **Office Supplies**

Funding Source: **General Fund - MOOE** Project Title/Code: **PMRRO-2024**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	**Cartolina, US, Black, at least 160gsm**	pcs	10	14.00		140.00
2	**Cartolina, US, Blue, at least 160gsm**	pcs	10	14.00		140.00
3	**Cartolina, US, Brown, at least 160gsm**	pcs	10	14.00		140.00
4	**Cartolina, US, Gold, at least 160gsm**	pcs	10	14.00		140.00
5	**Cartolina, US, Green, at least 160gsm**	pcs	10	14.00		140.00
6	**Cartolina, US, Neon Orange, at least 160gsm**	pcs	10	14.00		140.00
7	**Cartolina, US, Neon Pink, at least 160gsm**	pcs	10	14.00		140.00
8	**Cartolina, US, Neon Red, at least 160gsm**	pcs	10	14.00		140.00
9	**Cartolina, US, White, at least 160gsm**	pcs	10	14.00		140.00
10	**Computer/Paint Brush, 1.5"**	piece	9	25.00		225.00
11	**Envelope, Document, Brown, 150 lbs, Long**	pc	30	7.00		210.00
12	**Envelope, Document, Brown, 150 lbs, Short**	pc	75	5.00		375.00
13	**Envelope, Expanding, with garter tie, blue, long**	pc	20	15.00		300.00
14	**Folder, File, Long, 14pts, White**	piece	22	10.00		220.00
15	**Glue Gun, Small (approx. 4x12x 18cm)**	pcs	1	185.00		185.00
16	**Glue Stick, Small, for Glue Gun**	pcs	5	7.00		35.00
17	**Hand Towel, cloth, cotton, 12 pcs/pack**	pack	1	258.00		258.00
18	**Paper Cutter, Sliding, for A3, with metal base, replaceable blades**	unit	1	6,800.00		6,800.00
19	**Paper, Bond, A4, S-24, 80 gsm**	reams	13	289.00		3,757.00

Specification:

	bright white, high premium quality					
20	**Paper, Bond, Long, S-24, 80 gsm**	reams	8	328.00		2,624.00
	Specification: bright white, high premium quality					
	TOTAL					**16,249.00**

Purpose: office use

Checked by:	Funds Available:
SHALOM GRACE C. SUGANO	**ALICIA M. FLORES**
TWG - Office Supplies	HEAD, BUDGET OFFICE

	Requested by:	Noted by:	Approved by:
Signature:			
Printed Name:	JESSICA L. CONSTANTINO ~~MIRIAM M. DELA TORRE~~	HONEY SOFIA V. COLISON 8/17/23 ~~MIRIAM M. DELA TORRE~~	**EDGARDO E. TULIN**
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU

☑ Original PPMP

☐ Revised (Changed items, same budget)

☐ Supplemental

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

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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: PMRRO-2024
Purpose: office

Total Budget : 30,000.00
Funding : GF-MOOE
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
Cartolina, US, Neon Pink, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, US, Neon Red, at least 160gsm	10	pcs	14.00	140.00		5			5							
Cartolina, 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: for **ALICIA M. FLORES**
Head, Budget Office

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

VISAYAS STATE UNIVERSITY

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Email: budget@vsu.edu.ph
Website: www.vsu.edu.ph

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
OIC Head of the Budget Office

Noted By:

LOUELLA C. AMPAC
Financial Management Director