

## Republic of the Philippines VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## **PURCHASE REQUEST**

PPMP No.: **PPMP-2024-102424-0557** 

PR No.: GF-2024-11-03119

Date: 11-08-2024

Dept./Office: PLBO

Category: Office

Section/End-User: Reinalyn P. Gumba

**Equipment and Appliances** 

Funding Source: General Fund - MOOE

Project Title/Code: PLBO-VR-2024

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Voice Recorder	рс	1	4,500.00		4,500.00

## Specification:

- · Built-in, Direct USB connection for quick file transfer to PC
- Expand memory with the micro SD card slot Up to 55 hours of battery life for extended recording Adjustable microphone range for clearer voices Auto voice recording reduces background noise
- size AAA alkaline batteries (2)
- Just plug straight into a free USB port for an immediate connection—no USB cable needed.

	TOTAL			4,500.00						
Purpose: for o	ffice use									
Checked by:	NORMAN O. VILLAS		Funds Available:	M. FLORES						
7	TWG - Office Equipment and Appl	HEAD, BUDGET OFFICE								
Signature: Printed Name:	Prepared by:  REINALYN P. GUMBA	Noted by:	Noted by:  Approved by:  FLORANTE G. DIDAL  PROSE IV							
Designation:	,	UNIT HEAD,	PROJECT LEADER	PRESIDENT/VSU						

☑ Original PPMP	
Revised (Changed items, san	ne budget)
Supplemental	





## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2024

END-USER/UNIT: Payroll and Leave Benefits Office

CHARGED TO GF-MOOE

Project, Programs and Activities(PPAs):

For payroll preparation

PPMP #: **PPMP-2024-102424-0557** 

Project Code: PLBO-VR-2024

Code	General Description	Quantity /	Estimated	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
		Size	Budget		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
7	Office Equipment and Appliances			•					17							
	Voice Recorder	1 pc	4,500.00	NP - Small Value Procurement											1	
	Sub-Total		4,500.00													-
	TOTAL BUDGET:		4,500.00	2								L	,			

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 te: 11/06/2024

