



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



## PURCHASE REQUEST

PR No.: GF-2022-09-01411 Date: 09-06-2022

Dept./Office: ODHRM Category: IT Supplies and Equipment


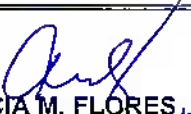


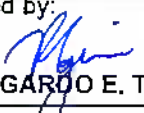
Section/End-User: Jenefer B. Jayme Project Title/Code: Office of the Director for Human Resource Management

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	pc	2	2,000.00		4,000.00
<b>Specification:</b>  ?Antivirus Software keeps your PC/Laptop/Mobile device safe from Trojans, viruses, spyware, rootkits, and more, with state-of-the-art anti-malware protection ?Detects, quarantines, and blocks viruses and malware to prevent damage to your PC/Laptop ?Keep zero-day threats and botnets at bay - McAfee Active Protection and Global Threat Intelligence technology have you covered ?Block inappropriate sites ?Two-Way Firewall system monitors and stops traffic in and out of your PC ?Keep sensitive files private by storing them on your PC with 128-bit encryption ?Eliminate the hassle of passwords with the password manager app						
2	Ink, Epson 003,Genuine Black 65mL	btl	5	350.00		1,750.00
3	Keyboard And Mouse Combo Bundle, USB powered	set	1	600.00		600.00
<b>Specification:</b>  ?Keyboard ?Keycaps: A-Shape, Round Edge ?Hotkeys: No ?Character: Laser Engraving ?Adjustable Keyboard Legs: Yes ?Rating: 5 V / 30 mA ?Mouse ?Report Rate: 125 Hz ?Sensor: Optical ?Resolution: 1000 DPI ?Rating: 5 V / 100 mA ?Buttons No.: 3 ?Ergonomic Design: Symmetric ?Size: Middle / Big Hands						
4	Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)	roll	1	2,780.00		2,780.00

	<b>TOTAL</b>					<b>9,130.00</b>
--	--------------	--	--	--	--	-----------------

Purpose: FOR OFFICE USE

Checked by:  <b>DIONESIO I. ESTUPA</b>		Funds Available:  <b>ALICIA M. FLORES</b> <i>at 08/20/11</i>	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE <i>11/0</i>	
Signature: Printed Name: Designation:	Requested by:  <b>JENEFER B. JAYME</b>	Noted by:  <b>HONEY SOFIA V. COLIS</b>	Approved by:  <b>EDGARDO E. TULIN</b>
	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>9/14/12</i>

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



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

SCAN HERE



PPMP-2022-0823-57160

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
 CY 2023

Unit/Office/Dept/Div: Office of the Director for Human Resource Management

Project Code: Office of the Director for Human Resource Management

Purpose: for office use

Total Budget : 100,000.00

Funding : GF-MOOE

PPMP #: 173-5-904-2023-7-0-0

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
<b>IT Supplies and Equipment</b>																
Ink, Epson 003, Genuine Black 65mL	5	btl	350.00	1,750.00	5											
Master Roll for RIZO CV 3230 Rizograph Machine (CV-B4)	1	roll	2,780.00	2,780.00	1											
Keyboard And Mouse Combo Bundle, USB powered	1	set	600.00	600.00	1											
Antivirus Software 3 Device, 1+1 Year Licence include VPN (enrolled auto-renewal)	2	pc	2,000.00	4,000.00	2											
<b>Sub-Total</b>				<b>9,130.00</b>												
<b>Office Supplies</b>																
Folder, File, Long, 14pts, White	100	piece	10.00	1,000.00	100											
Paper, Bond, A4, S-24, 80 gsm	85	reams	289.00	24,565.00	85											
Paper, Bond, Long, S-24, 80 gsm	80	reams	328.00	26,240.00	80											
Pen, Ball, blue	50	pieces	10.00	500.00	50											
Pen, Sign, .5mm, Gel-type, Blue	20	piece	35.00	700.00	20											
Alcohol, Ethyl, 70% solution, 500mL	15	btl	125.00	1,875.00	15											
Tape, Double Sided, 2" x 10m	3	rolls	70.00	210.00	3											
Folder, Pressboard, US, Green, Long	20	pcs	30.00	600.00	20											
Toilet Bowl and Urinal Cleaner, at least 500mL	3	btl	125.00	375.00	3											
Toilet Bowl Cleaner, at least 1 gallon	1	gal	395.00	395.00	1											
Soap, Dishwashing, Liquid, 250mL	2	btl	150.00	300.00	2											
Broom, Soft (Tambo), Large, Heavy Duty	1	pcs	250.00	250.00	1											
Sticky Note, 3x5 Colored	10	pads	50.00	500.00	10											

SEP 01 2022

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
STICKY NOTES 2 X 3 ASSORTED COLORS	10	pad	79.00	790.00	10											
Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	5	boxes	20.00	100.00	5											
Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	5	boxes	28.00	140.00	5											
Fastener, Paper, plastic, 50 sets/box	50	boxes	38.00	1,900.00	50											
Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	115.00	345.00	3											
Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	3	pack	125.00	375.00	3											
Sharpener, Pencil Heavy Duty good qlty	1	pieces	350.00	350.00	1											
Storage box, Plastic, 187L	10	pc	900.00	9,000.00	10											
<b>Sub-Total</b>				<b>70,510.00</b>												
<b>Grand Total</b>				<b>79,640.00</b>												

Prepared by: \_\_\_\_\_

JENEFER B. JAYME

Noted by: \_\_\_\_\_

HONEY SOFIA V. COLIS  
Unit Head/Project Leader

Noted By: \_\_\_\_\_

ALICIA M. FLORES  
Head, Budget Office

Date: 08/30/2022

<> \*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



**ADVICE OF SUB-ALLOTMENT  
CY 2022**

Major Final Output: **GASS**

**February 24, 2022**

Dept./Office/Center: **OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE  
MANAGEMENT**

The following allotments are made available in support to programs and projects for the Calendar Year 2022. It is the responsibility of the Department/Office Heads and Center Directors to keep expenditures within the limit of the amounts allotted.

**Breakdown:**

Supplies	71,198.57
Travel	5,366.73
Semi-Expendable Supplies	8,944.54
Other Professional Expense	
Repair and Maintenance	
Fuel	14,490.16

Representation Expense  
Other MOOE  
Other General Services

**TOTAL 100,000.00**

**Note:**

It is advised that you follow the above figure under its corresponding account titles.

Prepared By:

Noted By:

  
**ALICIA M. FLORES** 2/24  
OIC Head of the Budget Office

  
**LOUELLA C. AMPAC**  
Financial Management Director